

Notes for Workshop Sponsors Regarding Duplication of Workshop Materials

Workshop Title: Microsoft Word : An Introduction
Workshop Format: Lecture, demonstration, and hands-on exercises
Prerequisites: None

Include in confirmation letters:

This workshop is designed for people who have little to no experience with word processing software.

Preparation necessary before each class:

This workshop requires a computer lab with projection capabilities for the instructor's workstation. The instructor and the students will need access to Microsoft Word. The instructor will bring a flash drive to load practice exercises to each computer's hard drive.

Notice of permission to copy materials:

Dreama K. Deskins grants permission to copy these materials for the workshop participants registered to attend the contracted workshop(s). Upon completion of the workshop, you may discard the master or return it to Dreama K. Deskins at the address listed below.

Instructions for duplication of workshop materials:

Copy (black and white or color, single-side or double-side) on white paper and staple.

