

NEWS from the Public Relations Office

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Your Roadmap to Microsoft Office 2007

Have you recently converted to Microsoft Office 2007 and need assistance in learning the new applications? Or are you considering converting to Microsoft Office 2007 and want to know what's new? East Central Technical College is here to assist you! Coming soon, the Economic Development Department of ECTC will be offering a 4-hour course on **Microsoft Office 2007**.

This training session is specifically designed to introduce new features of the Word, Excel, PowerPoint, and Outlook applications. There are two registration options to choose from. The first offering will be held on Wednesday, October 15, from 1:00 - 5:00 p.m. The second offering will be held on Monday, October 20, from 5:30 - 9:30 p.m.

Courses will be held on the Ben Hill-Irwin Campus in Room 301. Pre-registration is required, and the registration deadline is Thursday, October 9. For additional information or to register, contact Gail Giddens at 229.468.2074 or ggiddens@eastcentraltech.edu.