

2-10-1994

## 02/10/1994 - Intermediate World Perfect Workshop Offered.pdf

University Marketing and Communications

Follow this and additional works at: [http://thekeep.eiu.edu/press\\_releases\\_1994](http://thekeep.eiu.edu/press_releases_1994)

---

### Recommended Citation

University Marketing and Communications, "02/10/1994 - Intermediate World Perfect Workshop Offered.pdf" (1994). 1994. 37.  
[http://thekeep.eiu.edu/press\\_releases\\_1994/37](http://thekeep.eiu.edu/press_releases_1994/37)

This Article is brought to you for free and open access by the Press Releases at The Keep. It has been accepted for inclusion in 1994 by an authorized administrator of The Keep. For more information, please contact [tabruns@eiu.edu](mailto:tabruns@eiu.edu).

94-38

February 10, 1994

FOR IMMEDIATE RELEASE:

INTERMEDIATE WORDPERFECT WORKSHOP OFFERED

CHARLESTON, IL--"Intermediate WordPerfect 5.1," a workshop offered by the Business Development Center at Eastern Illinois University, will be offered Feb. 22 and 24 from 6:30 to 9:30 p.m. in Lumpkin Hall, room 013.

The workshop will build on basic skills and concepts the participant is already familiar with using WordPerfect 5.1. Participants will learn how to make reports stand out with features such as headers and footers, automatic numbering, outlines and sorting. Other topics include the use of tables and columns, merge functions, time-saving macros and graphics functions.

Cheryl Noll, an assistant professor in the Department of Business Education and Administrative Information Systems at Eastern, will be the instructor. As a consultant, she has developed training materials for a variety of computer software programs. She has been developing and conducting WordPerfect training courses for several years, and also delivers training for area firms.

The cost for the two-night workshop is \$89, with a 10 percent discount offered for two or more registrations received concurrently from members of the same organization. To register, or for more information, call 581-2913.