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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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FOR IMMEDIATE RELEASE:

BUSINESS DEVELOPMENT WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center is offering two computer workshops this month focusing on hands-on exercises.

"Introduction to WordPerfect 5.0" will be held from 6:30 to 9:30 p.m., Sept. 25-26, in Eastern's Blair Hall.

Al Messenger, director of the BDC, said this workshop is designed for anyone who wants to learn the practical aspects of WordPerfect 5.0 "from the beginning." Previous experience with DOS and basic computer literacy is required.

Participants will have access to a personal computer and will learn by doing "practical and useful" exercises, Messenger said.

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Formatting, editing, spell checking, rearranging documents and other features of WordPerfect 5.0 will be presented by Carol Lundgren, EIU associate professor of business education and administrative information systems.

Another workshop, "Introduction to Computers," is designed for individuals who have no knowledge of computers or who wish to refresh their skills with the latest information.

Offered Sept. 26-27 from 6:30 to 9:30 p.m. in Blair Hall, this workshop covers basic applications of disk operating systems and fundamental word processing applications using a personal computer.

Terry Lundgren, EIU associate professor of business education and administrative information systems, is the instructor.

Each course is \$85 and has limited enrollment. For more information, call the BDC at 581-2913.