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11/04/1983 - Word Processing Workshop

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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

HARRY READ, Director of Information and Publications (217) 581-2820

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FOR IMMEDIATE RELEASE

CHARLESTON, IL--A word processing workshop will be offered at Eastern Illinois University on Saturday, Nov. 12 from 9 a.m. to 4 p.m. in Blair Hall, Room 200.

Titled "Word Processing: Introduction to Text Editing," the workshop will be sponsored by the Community Business Assistance Center (CBAC), School of Business.

Dr. Terry Maris, CBAC Director, said participants will learn how to prepare and edit documents using the SuperSCRIPSIT software package on the TRS-80 Model III microcomputer.

Maris said the workshop is intended for persons with little or no knowledge of microcomputers and "is particularly well-suited for executives, office managers, administrative assistants, secretaries, or others who produce written copy."

Dr. Jack Murray, Department of Business Education and Administrative Office Management, will instruct. Fee is \$35 and persons planning to attend should register no later than Friday, Nov. 11, by contacting Maris at (217) 581-3526.