



Computer Training

Sponsored by:

Connecticut Town Clerks Association &
Center for Public Policy & Social Research at
Central Connecticut State University

Intermediate Microsoft Word

Tuesday, June 21, 2005

Instructor:

Karen Tracey, Ed.D.

Chairperson/Computer Electronics & Graphics Technology

Agenda

- Complete review of Microsoft Word
- Open technical discussion
- Advanced Formatting
- Advanced applications
- Creating forms
- Design Features

Morning Session Lunch (Provided) Afternoon Session

9:00 A.M. - 12:00 P.M. 12:00 P.M. - 1:00 P.M. 1:00 P.M. - 4:00 P.M.

Hands-on training in the computer lab at:

Central Connecticut State University (**ITBD**)
Computer Training Center(3rd Floor)
185 Main Street, New Britain, CT



Space is limited. Please return early.

Clerk _____

Town _____

Address _____

Phone Number _____

FEE: \$100.00

Method of Payment: Check payable to CTCA

Cut Registration & Mail to:

Betsy Barrett
1 Newent Road
Lisbon, CT 06351

Phone: 860-376-2708
Fax: 860-376-6545
Email: bbarrett@lisbonct.com