



81 Glade Drive
Kittanning, PA 16201
724-543-2599
724-545-6127 Fax

**Registration Form
Microsoft Word 2013 Course**

Name: _____

Address: _____

Phone: _____

Email _____

Would you like to receive the ACCL's monthly email newsletter? Yes No

Referred By: _____

Microsoft

Office Specialist

Word 2013

Introduction to Microsoft Word 2013

Dates: Thursday, October 19, 2017 and Thursday, October 26, 2017 at 5:30 P.M.
(Each class is split into two [2] dates, you must attend both dates to finish the course.)

Cost: \$50.00

Cost includes the Introductory Course only for both dates. Registration must be received by Thursday, October 12, 2017.

Precertification for Microsoft Word 2013

Dates: Thursday, November 2, 2017 and Thursday, November 9, 2017 at 5:30 P.M.

Cost: \$50.00

Cost includes Precertification Course only for both dates. Registration must be received by Thursday, October 26, 2017.

You may also register for everything at once!

Cost: \$215.00

Cost includes Introductory Course, Precertification Course, and the cost of your Microsoft Office Specialist, Word 2013 exam (with one retake) through Certiport. Registrations must be received by Thursday, October 12, 2017.

Mail your check to the Armstrong Center for Community Learning, 81 Glade Drive, Kittanning, PA 16201



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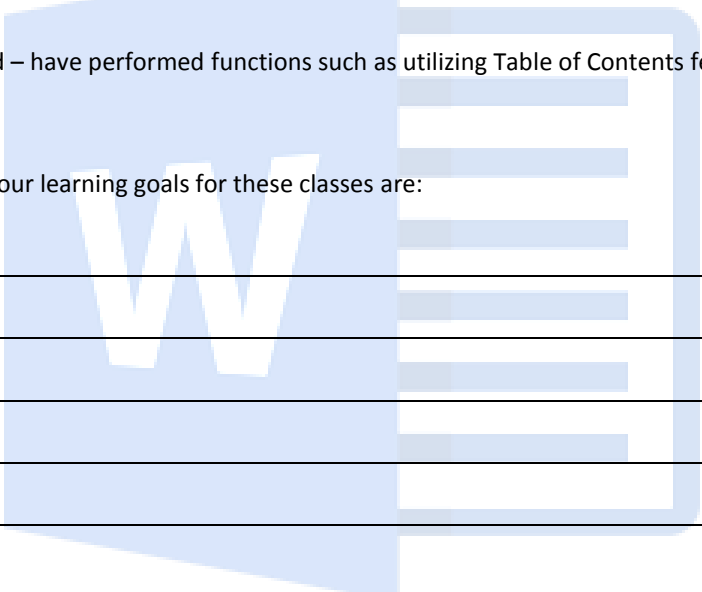
Office Specialist

Word 2013

Please indicate your experience level with Microsoft Word:

- Introduction – have not used Microsoft Word
- Beginner – have performed basic functions with Microsoft Word such as typing a letter and saving documents
- Intermediate – have performed more in-depth tasks with Microsoft Word, such as inserting pictures and tables
- Advanced – have performed functions such as utilizing Table of Contents features and mail merges

Please let us know what your learning goals for these classes are:



Additional information:

Register early, limited to six (6) students per class. Should classes be full, you will be notified of new dates for the classes as they are scheduled and your check will be returned.

For a full refund, you must cancel forty-eight (48) hours prior to the start of class.

Classes will be held at the ACCL, 81 Glade Drive, Kittanning, PA 16201.