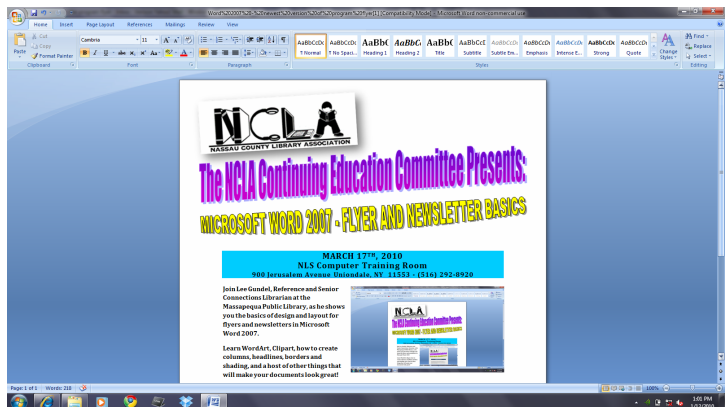


The NCLA Continuing Education Committee Presents:

MICROSOFT WORD 2007 - FLYER AND NEWSLETTER BASICS

MARCH 17TH, 2010
NLS Computer Training Room
900 Jerusalem Avenue Uniondale, NY 11553 - (516) 292-8920

Join Lee Gundel, Reference and Senior Connections Librarian at the Massapequa Public Library, as he shows you the basics of design and layout for flyers and newsletters in Microsoft Word 2007.



Learn WordArt, Clipart, how to create columns, headlines, borders and shading, and a host of other things that will make your documents look great!

2.5 Contact Hours (.25 CEU) will be awarded to those completing the time period.

\$5 for N.C.L.A. and S.C.L.A. members and M.L.S. students, \$15 for all others. Choose one of two sessions: 9:30 a.m. to noon, or 1 p.m. to 3:30 p.m. Make checks payable to N.C.L.A. Any questions should be addressed to Peter Cirona, committee chair, by email pcirona@massapequalibrary.org or phone, 799-0770 x 305.

**REGISTRATION FORM (Check off those that apply, enclose fee, and return form to:
 The Massapequa Library, Bar Harbour, 40 Harbor Lane Massapequa Park, NY 11762
 c/o Peter Cirona, Committee Chair):**

MAKE CHECKS PAYABLE TO N.C.L.A. - REGISTRATION DEADLINE - FRIDAY, 3/12

Name: _____ Library: _____
 Telephone No.: _____ Email Address _____

N.C.L.A. member (\$5) ___ S.C.L.A. member (\$5) ___ M.L.S. student (\$5) ___ All others (\$15) ___
 Morning Session (9:30 a.m. to 12:00 noon) ___ or Afternoon Session (1 p.m. to 3:30 p.m.) ___