



**Microsoft®**

**OFFERS**

# **INTRO TO MICROSOFT WORD, EXCEL AND BASIC COMPUTERS**

**YOUR INSTRUCTOR IS ROSANN GERHARDT**

You will work with a former technology school parapro to develop skills with Microsoft Word and Excel. This class can also help you develop an email account, attach photos and documents, use a flash drive and much more. The class is geared to each individuals needs.

**WHEN: TUESDAYS 7:00-8:30 PM**  
*OFFERED WINTER SESSION 2 (JANUARY 10-FEBRUARY 7)*

**WHERE: CEDAR SPRINGS MIDDLE SCHOOL**

**COST: \$ 55.00 FOR 5 WEEK SESSION**  
CHECKS CAN BE MADE PAYABLE TO "CSAPR"  
PRE-REGISTRATION IS REQUIRED BY MONDAY, JANUARY 9

Participant's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Night-time Phone: \_\_\_\_\_

Name of township/city of residence: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

How do you hear about CSAPR Programs? \_\_\_\_\_

What are you looking to take from this class? \_\_\_\_\_

*-I am aware of the possibility of injuries that exist with the participation in all recreational programs. I understand the Cedar Springs Area Parks & Recreation Dept., Cedar Springs Public Schools, and the instructors are NOT responsible for injuries that may occur during camps, clinics, and programs or for personal items brought to the programs.*

*-I have seen the weather policy and the refund and exchange policy and understand them.*

Participant's signature (18 and older): \_\_\_\_\_ Date: \_\_\_\_\_