



**OFFERS CLASSES ON**  
**MICROSOFT OFFICE BASICS**

**YOUR INSTRUCTOR IS AURELIA TILLBROOKE**

*She is certified in Microsoft Office and will instruct you on the basics of Word and Excel. You will learn how to insert photos, create spreadsheets, and combine documents. This class is great if you want to take your skills to a new level or want to get started. Activities will be tailored to the knowledge level of the participants. Make yourself more computer savvy in 2010!*

**WHEN:            TUESDAYS            7:30-9:00 PM**

***OFFERED WINTER SESSION 2 (JANUARY 11-FEBRUARY 11)***

Make ups for cancelled classes are Feb. 15 and Feb. 18 (if necessary)

**WHERE:            CEDAR SPRINGS MIDDLE SCHOOL**

**COST:            \$ 40.00**  
CHECKS CAN BE MADE PAYABLE TO "CSAPR"

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Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ City & Zip \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Night-time Phone: \_\_\_\_\_  
Name of township/city of residence: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
How do you hear about CSAPR Program? \_\_\_\_\_

*-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: \_\_\_\_\_  
Parent's signature (For those 18 and younger): \_\_\_\_\_ Date: \_\_\_\_\_