

Microsoft Word

Are you a beginner to Word and need the basics on how to use the program? Microsoft Word is a powerful word-processing program that gives users the tools to create a variety of professional documents. Microsoft Word is the most widely used and, according to most reviews, the most powerful and user-friendly word-processor available.

PREREQUISITES: You need basic computer skills to complete this course.

DELIVERY METHOD:

Instructor led, group-paced, classroom-delivery learning model with structured hands on activities.

OBJECTIVES:

- | | |
|--|---|
| <ul style="list-style-type: none">• Getting started• Editing text format• Formatting characters and paragraphs• Formatting the page• Themes and styles• Shapes and pictures• WordArt, SmartArt, and Charts | <ul style="list-style-type: none">• Working with Tables• Working with Mailings• Using Collaborative Editing Tools• Outlines, Long Documents, and References• Templates• Forms• Customizing Word• And more..... |
|--|---|

Course No.:	25007	25008
Dates:	February 28 - April 11, 2018	March 5 - April 16, 2018
	<i>(No Class - March 21, 2018)</i>	<i>(No Class - March 19, 2018)</i>
Time:	6:00 - 8:00 p.m.	6:00 - 8:00 p.m.
Days:	Wednesdays	Mondays
Hours:	12 (6 sessions)	12 (6 sessions)
Location:	Clermont - Bldg. 2, Room 347	Leesburg - Bldg. M, Room 110
Instructor:	James Mead	Khoy Stoutt
Fee:	\$155	\$155
Registration Deadline:	<i>February 23, 2018</i>	<i>February 28, 2018</i>

Offered both in Leesburg, 9501 U.S. Highway 441
and in Clermont, 1250 North Hancock Road



Lake Sumter
State College

CONTINUING EDUCATION

9501 US Hwy 441 • Leesburg, FL 34788 • (352) 365-3556

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Lake Sumter State College

Continuing Education

Non-Credit Registration Form

Leesburg Campus (352) 365-3556
South Lake Campus (352) 243-5722
Sumter Campus (352) 568-0001

Make Check Payable to: LSSC

Mail to: Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, FL 34788-8751
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For Credit Card or Debit Card Payment

Fax to: (352) 435-5044 (See below)

**Please
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Clearly**

STUDENT ASSIGNED (X ID) NUMBER _____

LAST NAME _____ FIRST NAME _____ MIDDLE/INITIAL _____

LOCAL MAILING ADDRESS _____

CITY _____ STATE _____

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

E-MAIL ADDRESS _____

PROFESSIONAL LICENSE NUMBER (IF APPLICABLE) _____

*SOCIAL SECURITY NUMBER _____

M F *BIRTH DATE ____ / ____ / ____

** See Notification of SSN Collection & Usage Statement (Attached)*

CHECK ONE ETHNICITY: Hispanic Latino

CHOOSE ONE OR MORE RACE:

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Pacific Islander
- Black
- White

**Please
Complete
Term/Year,
CRN,
Course Title,
Start Date,
and Fees**

TERM/YEAR	CRN	COURSE TITLES	START DATE	FEES
201825	25007	Microsoft Word - SL	2/28/2018	\$ 155
201825	25008	Microsoft Word - LE	3/05/2018	\$ 155

Registered By:

TOTAL FEES

LSSC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

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Continuing Education Lake-Sumter State College Notification of Social Security Number Collection and Usage

In compliance with Florida Statute 119.071(5), The Business Resources Center (BRC) at Lake-Sumter State College (LSCC) issues this notification regarding the purpose of the collection and usage of your Social Security Number (SSN).

The Business Resources Center at Lake-Sumter State College collects and uses your SSN in order to perform the College's duties and responsibilities. To protect your identity, the BRC will secure your SSN from unauthorized access and shall not release your SSN to unauthorized parties. Each student of the Business Resources Center will be issued a unique student identification number (X ID). Your unique X ID is used for all educational purposes of the BRC including registration and access to your college records.

Federal Legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Service.

In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (Section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Continuing Workforce Education (PSAV) Registration Forms, Continuing Education Registration Forms, and Customized Training Registration Forms will request the student's SSN. All SSN's are protected by federal regulations and are never released to unauthorized parties.

When the BRC participates in any Workforce Programs, funded through the Agency for Workforce Innovation (AWI), the BRC will use your SSN as an identifier for program enrollment and completion. Also, the SSN is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, AWI requires that all participants and their program related activities be recorded in the Florida state system. (Section 1008.39 Florida Statutes).