NOVEMBER CLASS SCHEDULE 2005

Registration Hours
Wednesdays 10:00 to $:00
Fridays 10:00 to 4:00
For further information contact Kaye Hammerman 859-1301

Monday 9:15	Nov 7 thru Dec 5	<u>Basic Computing Skills</u>	Ellen
Monday 1:15	Nov 7 thru Dec 5	<u>Basic Computing Skills</u>	BJ
Tuesday 9:15	Nov 8 thru Dec 6	<u>Basic Computing Skills</u>	Michael
Tuesday 1:15	Nov 8 thru Dec 6	<u>Basic Computing Skills</u>	Mel
Wednesday 9:15	Nov 9 thru Dec 7	<u>Intermediate</u>	Bob S.
Wednesday 1:15	Nov 9 thru Dec 7	<u>Practical Computing</u>	Marcel
Thursday 9:15	Nov 19 thru Dec15	<u>Excel</u>	Milt
Thursday 1:15	Nov 3 thru Dec 15	<u>Photo Elements</u>	Ira J.& Bob R.
Friday 9:15	Nov 11 thru Dec 16	<u>Intermediate</u> *	Marge
Friday 1:15 p.m.	Nov 11 thru Dec 9	<u>Internet / E-mail</u>	Norm

*There will be no session of this class on Nov. 25. Class will be extended 1 week longer thru December 16.

Understanding Word Styles
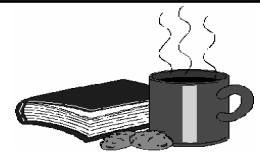
In Microsoft Word, a *style* is a collection of commands and formats that have been bundled under one name. With styles, you don't have to visit a bunch of dialog boxes to change the formatting of text or paragraphs. Instead, you simply choose a style from the **Styles and Formatting** task pane or the Style drop-down list. You can be certain that all parts of the document that were assigned the same style look the same. In short, you can fool everybody into thinking your documents were created by a pro.

Which styles are available depends on which template you used to create your document. Each template comes with its own set of styles, and you can create your own styles, too. A simple document created with the Normal template (a document that you created by clicking the New Blank Document button or pressing Ctrl+N) has but a few basic styles, but a document that was created with an advanced template comes with many styles.

To see which styles are available in the document you are working on, choose Format, Styles and Formatting or click the Styles and Formatting button to open the Styles and Formatting task pane. Want to know which style has been assigned to text or a paragraph? Click the text or paragraph and glance at the Style menu or the Styles and Formatting task pane.