

### ***Holiday Correspondence***

This course will show how to enhance letters, invitations, and other documents by incorporating pictures including titles, clip art, and decorative borders using *Microsoft Word* software. This course will help to embellish your holiday letters. It will repeat much of the material presented in *Insert a Photo into Text*. Students can choose to work on a computer set to be a Macintosh machine or a Windows 8.1 machine. (1 Session)

Prerequisite: *Word Processing Basics* or equivalent

Cost: \$10 members, \$15 non-members

Register by: Wednesday Noon of the week before the course begins