

Insert a Photo into Text

This course will show how to enhance letters and other documents by incorporating pictures and clip art using *Microsoft Word* software. It will repeat much of the material presented in *Holiday Correspondence*. Students can choose to work on a computer set to be a Macintosh machine or a Windows 8 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