

OmniTel University gets you talking technology.



This quarter we will offer two **FREE OmniTel/U Computer Software classes: Introduction to Microsoft Word, and Introduction to Microsoft Excel**, on Monday, November 24. These classes are free to **OmniTel** customers (registration required) and will be offered in Nora Springs at **OmniTel** Communications. The classes will last an hour and customers can sign up for one or both. To register, call 749.2531 or send an email to classes@omnitel.biz. Also check our website regularly; www.omnitel.biz, as we will be posting future course topics, dates and times as they become available.

OmniTel U: Course Schedule

Monday, November 24

Monday, November 24	Course Name	Course Description
1:30 p.m. or 6:30 p.m.	Introduction to Microsoft Word	This one-hour class is truly an introduction to Word processors as a whole. Participants will learn the basics of Microsoft Word, including how to format a document, manipulate text, use Spell Check, and learn keyboard shortcuts. We will end the class with a question and answer period. This class is appropriate for beginning computer users, but open to all skill levels.
2:45 p.m. or 7:45 p.m.	Introduction to Microsoft Excel	This one-hour class introduces the process of creating a workbook to make your calculations easier than ever. Participants learn how to enter, format, sort, chart, and create calculations from their data in useful and effective ways. This class is appropriate for beginning computer users, but open to all skill levels.

Courses offered at OmniTel Communications in Nora Springs at 608 East Congress.

Courses are FREE but require registration. Call 749.2531 to register or send an email to classes@omnitel.biz.

*Hope to see you on the 24th and
thanks for being an **OmniTel** Customer!!!!
Sincerely, your friends @ **OmniTel** Communications*