



## ***Microsoft Word for Genealogists***

Saturday, November 17, 2018  
10:00 AM to 12:00 PM (PDT)

A well written family history or genealogy article adheres to certain styles with regard to formatting, citations and indexing. This course will show how to use Microsoft Word's features to 1) format your genealogy in "Register Style, 2) create footnotes or end notes, and 3) create a useful index.

Participants are encouraged to bring their own laptop computer and follow along with the examples in class. Examples in class will be shown using MS Word 2016 on a PC, but these features haven't changed much since Word 2007 and are also available on the Mac versions of MS Word.

Matthew Berry became interested in family history research in 2003 during a family reunion. He was born in San Diego and grew up in Foster City before attending and receiving a BA and MS from the University of California, Berkeley, and an MBA from Santa Clara University. Now retired from Wells Fargo Bank, Matt has been a member of CGS since 2006, has served as a desk duty volunteer in the past, and has taught several CGS classes on Microsoft Word skills for genealogists. His genealogical research has focused on California, New England and the American mid-west.



Free for CGS members. Non-member admission fee is \$30.00\* and will apply toward a one year CGS membership

Register at <http://tinyurl.com/y6vwf3aa>



California Genealogical Society & Library  
Lower Level Suite 2  
2201 Broadway, Suite LL2, Oakland, CA 94612