

# DAILY PLANET

ALL THE NEWS THAT FITS

Friday, December 4

1998

## Microsoft Office courses available at the EDTeC

The Employee Development Technology Center (EDTeC) at Marshall has a variety of Microsoft Office '97 and '98 computer training courses available. The courses offered are Access '97, Excel '97 and '98, Outlook '97, PowerPoint '97 and '98, and Word '97 and '98. The EDTeC, located in Bldg. 4203, room B-303, is open from 8 a.m.-4:30 p.m. Monday-Friday. The Center also offers a library and 12 multimedia workstations. Visit the EDTeC's new Web site at: <http://inside.msfc.nasa.gov/EDTeC> for more information or **contact** Kimberly Davis at 4-8291 or Sandra LaMar at 4-1737.

## Endeavour successfully launched Friday at 2:35 a.m.

## AFGE Meeting at 11:30 a.m. Tuesday in Bldg. 4200, room P-106

## Tree lighting and Holiday Reception Wednesday

The Marshall Center's Christmas tree lighting and annual Holiday Reception is Dec. 9. The tree lighting will be at 9 a.m. on the front lawn of Bldg. 4200, followed by the "Holiday Memories" reception from 9:30-11:30 a.m. in Bldg. 4752. Bus shuttle service for the reception will be provided. The bus schedule may be found on page 5 of the Dec. 2 issue of the Marshall Star. All Center employees, retirees and contractors are invited to participate. Dress is holiday casual.

## "Safety is everybody's business"

*Safety slogan submitted by M.F. Dodd, HEI*