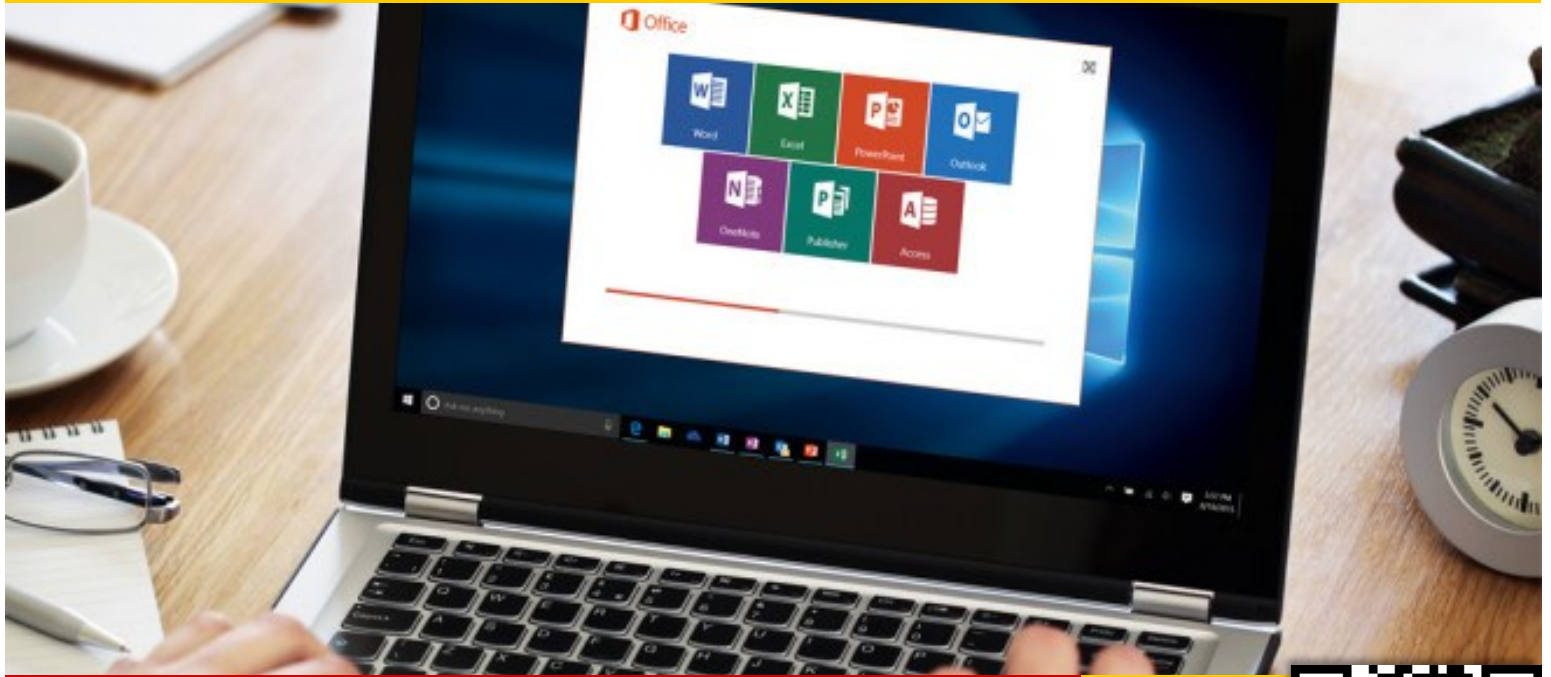


MICROSOFT OFFICE



REGISTRATION: \$149
\$275 WHEN YOU REGISTER FOR 2 TRAININGS



WORD

SAT: 1:00 - 4:00 p.m.

Level I - Oct. 13, 20, & 27, 2018

Create documents, keyboard shortcuts, & formatting

SAT: 9:00 a.m. - 12:00 p.m.

Level II - Dec. 1, 8, & 15, 2018

Create tables, work with building blocks & themes



EXCEL

SAT: 1:00 - 4:00 p.m.

Level I - Nov 3, 10, & 17, 2018

Create, edit, format, basic formulas, graphs & charts

SAT: 1:00 - 4:00 p.m.

Level II - Dec. 1, 8, & 15, 2018

Create worksheets, 3D references & linking



OUTLOOK

SAT: 9:00 a.m. - 12:00 p.m.

Jan. 5, 12, & 19, 2019

Utilize messages, calendars, contacts & tasks



POWERPOINT

SAT: 1:00 - 4:00 p.m.

Jan. 5, 12, & 19, 2019

Develop skills to effectively create presentations



ACCESS

SAT: 9:00 a.m. - 12:00 p.m.

Level I - Oct. 13, 20, & 27, 2018

Create documents, keyboard shortcuts, & formatting

Level II - Nov 3, 10, & 17, 2018

Create tables, work with building blocks & themes