

# MICROSOFT OFFICE



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



## WORD

**Level I - Create documents, keyboard shortcuts, & formatting**

- Aug 3, 7, & 10, 2019 - **SAT:** 9:00 a.m. - 12:00 p.m. & **WED:** 6:00 p.m. - 9:00 p.m.
- Nov 12, 19, & 26, 2019 - **TUES:** 6:00 p.m. - 9:00 p.m.
- Mar 7, 14, & 21, 2020 - **SAT:** 9:00 a.m. - 12:00 p.m.

**Level II - Create tables, work with building blocks & themes**

- Sept 7, 11 & 14 2019 - **SAT:** 9:00 a.m. - 12:00 p.m. & **WED:** 6:00 p.m. - 9:00 p.m.
- Dec 3, 10, & 17, 2019 - **TUES:** 6:00 p.m. - 9:00 p.m.
- Mar 28, Apr 4, & 11, 2020 - **SAT:** 9:00 a.m. - 12:00 p.m.

## EXCEL

**Level I - Create, edit, format, basic formulas, graphs & charts**

- Aug 3, 7, & 10, 2019 - **SAT:** 1:00 p.m. - 4:00 p.m. & **THURS:** 6:00 p.m. - 9:00 p.m.
- Jan 14, 21, & 28, 2020 - **TUES:** 6:00 p.m. - 9:00 p.m.
- Mar 7, 14, & 21, 2020 - **SAT:** 1:00 p.m. - 4:00 p.m.

**Level II - Create worksheets, 3D references & linking**

- Sept 7, 12, & 14 2019 - **SAT:** 1:00 p.m. - 4:00 p.m. & **THURS:** 6:00 p.m. - 9:00 p.m.
- Feb 4, 11, & 18, 2020 - **TUES:** 6:00 p.m. - 9:00 p.m.
- Mar 28, Apr 4, & 11, 2020 - **SAT:** 1:00 p.m. - 4:00 p.m.

## OUTLOOK

Utilize messages, calendars, contacts & tasks

- Sept 28, Oct 5, & 12, 2019
  - Apr 25, May 2 & 9 2020
- SAT:** 9:00 a.m. - 12:00 p.m.

## POWERPOINT

Develop skills to effectively create presentations

- Oct 19, 26 & Nov 2, 2019
  - May 23, 30, & Jun 6 2020
- SAT:** 9:00 a.m. - 12:00 p.m.

## ACCESS

**Level I - Create documents, keyboard shortcuts, & formatting**

- Sept 28, Oct 5, & 12, 2019
  - Apr 25, May 2 & 9 2020
- SAT:** 1:00 p.m. - 4:00 p.m.

**Level II - Create tables, work with building blocks & themes**

- Oct 19, 26 & Nov 2, 2019
  - May 23, 30, & Jun 6 2020
- SAT:** 1:00 p.m. - 4:00 p.m.