



WINTER CLASSES FORMING NOW!

MICROSOFT WORD: INTRODUCTION

510 08101H Jan 8, 15 & 22 Tue 8 AM–12 PM
510 08131H Jan 9, 16 & 23 Wed 5 – 9PM

MICROSOFT WORD: INTERMEDIATE

510 08111H Jan 29, Feb 5 & 12 Tue 8 AM–12 PM

MICROSOFT WORD: ADVANCED

510 08121H Feb 19, 26 & Mar 4 Tue 8 AM–12 PM

MICROSOFT EXCEL: INTRODUCTION

510 08102H Jan 25, Feb 1 & 8 Fri 8 AM–12 PM

MICROSOFT EXCEL: INTERMEDIATE

510 08112H Feb 19, 26 & Mar 4 Tue 1 –5 PM

MICROSOFT EXCEL: ADVANCED

510 08122H Jan 24, 31 & Feb 7 Thu 1 –5 PM

MICROSOFT POWERPOINT: INTRODUCTION

510 08103H Jan 8, 15 & 22 Tues 1 – 5 PM

MICROSOFT POWERPOINT: INTERMEDIATE

510 08113H Jan 29, Feb 5 & 12 Tues 1 –5PM

Microsoft Word: Introduction

Develop fundamental Word 2003 skills. Learn to create, edit and save documents, manipulate text and format text and paragraphs.

Prerequisite: Familiarity with the Microsoft Windows environment.

Microsoft Word: Intermediate

Develop Word skills beyond the basics. Topics include desktop publishing, preparing newsletters and manuals, organizing long documents and integrating with the Web.

Prerequisite: Microsoft Word: Introduction or experience using Word.

Microsoft Word: Advanced

Develop expert Word skills—using mail merge and advanced tables, integrating with Excel and the Internet, collaborating with a workgroup, using macros, toolbars, templates and XML.

Prerequisite: Intermediate class or considerable experience using Word.

Microsoft Excel: Introduction

Discover the basic concepts of Microsoft Excel 2003. Learn to create, modify, print and format worksheets, work with formulas, functions, comments, graphics, diagrams and charts.

Prerequisite: Familiarity with the Microsoft Windows environment.

Microsoft Excel: Intermediate

Develop skills beyond the basics: create templates and graphics, using multiple-sheet workbooks, databases, styles and outlines.

Prerequisite: Microsoft Excel: Introduction or experience using Excel.

Microsoft Excel: Advanced

Develop expert skills: lookup functions, custom templates, auditing tools, macros, VBA, PivotTables, advanced formatting and analysis tools, project tracking, Internet integration, integrating and sharing data, and workgroup collaboration.

Prerequisite: Excel: Intermediate or considerable experience using Excel.

Microsoft PowerPoint: Introduction

Learn to design, create and deliver presentations. Use clip art, drawing objects, animation, and manage presentation tools.

Prerequisite: Experience with Microsoft Word or Excel.

Microsoft PowerPoint: Intermediate

Develop advanced skills in creating charts, tables and office applications, online presentations and collaboration, managing template customization and multimedia, and proper presentation etiquette.

Prerequisite: PowerPoint: Introduction or experience using PowerPoint.



All Classes Meet at the International Medical Group Building
2960 N. Meridian Street | Second Floor, Media Room
Use South Entrance of IMG Building.

Free parking in IMG parking lot located on the west side of Illinois Street, accessible from North Illinois Street and 30th Street

Cost of Each Course is \$139.00, Includes Textbook