Microsoft Office Workshop

Training includes customized instruction either at the client's location or at one of the MCC computer labs. The standard training package will include customized training, student training manuals, Quick Reference Guide, and related practice files. An extended training package is available that includes customized instruction on specific client reports. Previous versions of Microsoft Office are available but must be taught at the client's location.

Windows 7

Learn how to use the features of Microsoft Windows 7, including: starting a program, using menus, shortcuts, toolbars, and dialog boxes as well as resizing windows. You will learn how to create, save, and manage files.

Outlook 2003 or 2007

Learn how to become more productive by learning how to send, receive, reply, and forward messages. Learn how to organize e-mails into folders and add content rules to help organize e-mails.

Access 2003 or 2007

Learn the basics of Access, including creating and working with a database; finding and filtering data, tables, and fields; and creating queries. During the advanced section of the class, learn the advanced functions such as working with forms, formatting forms and reports, working with macros, and importing/exporting information.

Excel 2003 or 2007

In the Basic class, you will learn editing worksheets (enter data, edit, cut, copy, paste), formatting sheets, creating charts, managing workbooks, and formulas. During the advanced section of the class, learn the advanced features of formulas, lists, automating tasks with macros, data analysis, pivot tables, and what-if analysis.

PowerPoint 2003 or 2007

Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web. Advanced topics will include how to save your presentations in HTML so they can be shared with others over the Web.

Word 2003 or 2007

Learn to create and modify documents with the world's most popular word processing program. This introductory course covers creating, saving, printing, and closing a document. Develop new skills for editing, proofing, and formatting pages and documents as well as working with tables.

Audience: Employees with basic PC knowledge
Length: 4 hours: Windows 7, Outlook, Word and
            PowerPoint
            8 hours: Excel
            12 hours: Access
Class Size: 9 to 16 participants

For more information, contact:

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