

MICROSOFT OFFICE COMPUTER CLASSES



EXCEL

BASIC - March 28 & 29, 8:30AM - 4:30PM, \$149

Enter and edit text, values, formulas, pictures, and save workbooks in various formats. Move and copy data, absolute and relative references, and ranges, rows, and columns. Simple functions, basic formatting techniques, and printing. Create and modify charts and learn to manage large workbooks.

INTERMEDIATE - April 25 & 26, 8:30AM - 4:30PM, \$149

Use multiple worksheets and workbooks, work with advanced formatting options including styles and themes. Create outlines and subtotals, cell names, lists and tables. Advanced charting, auditing, and protection.

ADVANCED - Advanced formulas using VLOOKUP, MATCH, and INDEX. Data validation and database functions such as DSUM. PivotTables, import and export data. Analytical features of Excel (such as Goal Seek and Solver) and basic macros.

WORD

BASIC - February 21 & 22, 8:30AM - 4:30PM, \$149

Enter and edit text and save and browse documents. Enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics.

INTERMEDIATE - April 4 & 5, 8:30AM - 4:30PM, \$149

Use styles, sections, and columns. Format tables, print labels, and work with graphics. Use document templates and manage document revisions.

ADVANCED - Perform mail merges, create and use forms, create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, macros, and customize the Quick Access toolbar.

ACCESS

BASIC - March 14 & 15, 8:30AM - 4:30PM, \$149

Design and create databases, work with tables, fields, and records, sort and filter data, and create queries, forms, and reports.

INTERMEDIATE - April 18 & 19, 8:30AM - 4:30PM, \$149

Normalize data, work with Lookup fields and subdatasheets, create join queries, add objects to forms, print reports and labels, and create charts.

ADVANCED - Query with SQL, create crosstab, parameter, and action queries, create macros, import, export, and link database objects, work with XML documents, optimize databases, password-protect and encrypt databases, set Access options and properties, and create hyperlink fields.

POWERPOINT

BASIC - February 28, 8:30AM - 4:30PM, \$89

Create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. Edit and format slide content and apply transition effects.

ADVANCED - March 21, 8:30AM - 4:30PM, \$89

Customize PowerPoint. Apply themes and templates, and work with SmartArt graphics and tables. Add multimedia content and interactive elements to slides, and presentation distribution options including PDF and HTML. Integrate PowerPoint with Word and Excel.

VISIO and PROJECT classes available on request.

All classes can be customized to meet your company's specific training needs.



CLASSROOM SCHEDULE

www.centralgatech.edu/ce

1 to 2 day classes

Classes can be customized to fit your company's training needs.

LOCATION

At your site or our campus.

COST

\$89 to \$149

- 15% discount for companies with 3+ attendees
- 10% discount for all local chamber members

Customized classes are priced individually.

REGISTER

CGTC Continuing Education

Macon campus
(478) 757-3445

Warner Robins campus
(478) 988-6852

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