

# MICROSOFT OFFICE COMPUTER CLASSES



## EXCEL

June 13 & 14, 8:30AM - 4:30PM, \$149  
August 8 & 9, 8:30AM - 4:30PM, \$149  
October 3 & 4, 8:30AM - 4:30PM, \$149

### GETTING THE MOST FROM EXCEL

July 11 & 12, 8:30AM - 4:30PM, \$149  
September 12 & 13, 8:30AM - 4:30PM, \$149  
November 7 & 8, 8:30AM - 4:30PM, \$149

We have taken the most useful topics from our Intermediate and Advanced classes and combined them into one class.

Additional classes and customized training is available for Excel.

## WORD

June 21 & 22, 8:30AM - 4:30PM, \$149  
August 15 & 16, 8:30AM - 4:30PM, \$149  
October 10 & 11, 8:30AM - 4:30PM, \$149

Additional classes and customized training is available for Word.

## ACCESS

### BASIC

June 27 & 28, 8:30AM - 4:30PM, \$149  
August 22 & 23, 8:30AM - 4:30PM, \$149  
October 17 & 18, 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

June 6 & 7, 8:30AM - 4:30PM, \$149  
July 25 & 26, 8:30AM - 4:30PM, \$149  
September 19 & 20, 8:30AM - 4:30PM, \$149  
November 14 & 15, 8:30AM - 4:30PM, \$149

Advanced and VBA Programming classes and customized training is available for Access.

## POWERPOINT

### Make Your Presentations Great Using PowerPoint

July 18, 8:30AM - 4:30PM, \$89  
September 26, 8:30AM - 4:30PM, \$89

All classes can be customized to meet your company's specific training needs.  
VISIO and PROJECT classes available on request.



## CLASSROOM SCHEDULE

[www.centralgatech.edu/ce](http://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 Macon 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

## FOLLOW US!

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