

## Excel Sessions (1.5 - 2 hours in length)

### Excel 2007 Changes, Additions and General Tips (Spreadsheets)

Do you currently use Excel and are pretty sure there are things you might be doing the long way? Would you like to come and learn some faster ways to get your spreadsheet working for you? Excel looks a bit different, but its functions are basically the same, only better! Learn how to maneuver the new menu system and see what's new. This hands-on course will also show you shortcuts, some ins and outs you never thought were possible and give you a whole new appreciation for Excel!

### Excel for Beginners (Spreadsheets)

If you have never built a spreadsheet or consider yourself a newbie in this area, this course is for you! Learn to create a spreadsheet and put in some basic formulas to make Excel do the math for you! Anybody can do it, it's easy! This hands-on course will get you started!

### Excel Formulas and Functions (Spreadsheets)

Have you been working with Excel for a while and are ready to go to the next level? In this hands-on course, you'll review basic formulas and Totals (Autosum). You will learn how to average and count a range of numbers and learn what absolute formulas are all about (they are fantastic!). Please make sure you've taken the Excel Tips or Excel Intro before taking this course.

### Excel Linking (Spreadsheets)

If you have more than one sheet in your Excel workbook, learn to unleash the full power by adding linked formulas to it! Also, imagine making one change and having it affect all your sheets! Learn how to have more control over your workbook by taking this hands-on course. You should be pretty comfortable with the basics of Excel to take this course.

### Excel – Working with Large Lists

This session is a must for anybody working with a large spreadsheet. Review guidelines to making your list workable, and then prepare to learn how to take control and produce amazing results! Advanced sorting, filtering, subtotaling and pivot tables will be discussed. Please make sure you've taken the Excel Tips or Excel Intro before taking this course.

### Excel – Importing and Exporting Data

If you have to export data out of another program and import it into Excel, you may have run into some difficulty. Learn some tricks such as Concatenate and Text to Columns that help you put the data into useable form. Exporting is also covered in case you need to put it into another program after you've worked with it. You should have a good working knowledge of Excel before taking this session. It is helpful to have taken the Working with Large Lists course.

## Word Sessions (1.5 - 2 hours in length)

### Microsoft Word Introduction (Word Processing)

Anyone wanting to learn how to use the world's most popular word processor, come and spend some hands-on hours with us! This course is for beginners needing to know how to create a document and add some pizzazz to it using font and paragraph formatting. The only prerequisite is that you can use a mouse.

### Microsoft Word Changes, Additions and General Tips

Learn how to get around the new Microsoft Word! What happened to the menus? Do old commands still work? This hands-on course allows you to unveil all the goodies! If you currently are a Microsoft Word User, and have never taken any formal training (or it's been awhile), this course is for you. Learn how to quickly format and enhance your document and line text up (properly!). This hands-on course allows will show you the proper way to enter it so that it is painless to update when changes need to be made!

### Word – Mail Merge and Labels

If you want to create a letter/certificate/label/envelope, etc for a list of people, you need to learn how to use Mail Merge! It is simple and saves you hours of time personalizing each one. You should be a bit familiar with Word before taking this course, but it's not too advanced, anybody can do it!

### Word Styles – Creating a Table of Contents

Do you have a manual or a report where you would like to keep consistent titles? Even this one page document was created using styles (for the course names)! If I change the formatting on one, I can automatically change them all! And the beauty of it is that I can use these styles to create a table of contents, complete with page numbers! Take this hands on course and learn how to make Word really work for you! You should be pretty comfortable with the basics of Word to take this course.

### Word Sections – Working with Advanced Headers and Footers

Have you ever needed to change the header or footer part way through a document? What if one page is landscape and the rest are portrait? You need to use Word's Section Break feature to accomplish these tasks. Easier said than done! This feature can be tricky. Come and learn how section breaks work, and you will be able to create amazing documents! You should be pretty comfortable with the basics of Word to take this course.

## PowerPoint Sessions (1.5 - 2 hours in length)

### PowerPoint Changes, Additions and General Tips

PowerPoint has changed a bit in this new version. Get to know where the old commands went and what the new additions to the program are. As always, tons of tips thrown in to make creating a presentation a fun and productive experience! You will want to have worked with PowerPoint a little bit previously to get full advantage out of the session.

### PowerPoint Beginner

PowerPoint is a program that is becoming more and more popular to make presentations. Learn right from the basics and prepare to create your own professional looking presentation and wow your audience! No pre-requisites required.