Spring 2013
Corporate Computer Training

Learn time saving tricks & tips and watch your productivity soar!! Gain a deeper understanding of the most powerful tools in the MS Office Suite.

These classes will benefit both Office 2007/2010 users and will be taught in the Office 2007 platform but with reference to 2010 when necessary.

Word New Features Fridays, 2/1 & 2/8
Beginning Excel Fridays, 3/1 & 3/8
Intermediate Excel Fridays, 4/5 & 4/12
Advanced Excel Fridays, 4/19 & 4/26
Basic PowerPoint Fridays, 5/3 & 5/10

Registration is easy!! Email or call Kathy Rowley: rowley@sbcc.edu/683-8284

All classes meet 8:30-12:30 at the Wake Center, 300 N. Turnpike, Room 5. Pre-registration is required. Cost is $28 per class (payment by check). Each class earns .5 units of college credit. Participants must attend both days to receive college credit.

Course descriptions on reverse side

www.sbcc.edu/pdc
Course Descriptions

COMP 108 ~ Upgrading to Word 2007/2010
For those of you who have moved from Word 2003 to either Word 2007 or 2010, learn to navigate the new interface, learn new editing and formatting, methods, tools, templates and features.

COMP 134A ~ Beginning Excel
Excel is one of the most powerful tools you can use to help accomplish your projects at work or at home. In this class, you will master the essentials that will prepare/propel you to the “next level”. Get ready to gain a firm foundation on skills that will enable you to work faster, smarter, and proficiently. Topics include:

- How to find “old buttons” in the 2007/2010 Ribbon
- The “ABC’s” of formulas and formatting
- Relative and Absolute Referencing
- “Collect” & Paste
- Create “rules” that will automatically change cells to a certain color/format with Conditional Formatting
- Explore the keyboard shortcuts and the POWER Tips & Tricks that will make “life Easier”

By the end of this class, you will be ready for the “tough stuff” in Excel.

COMP 134B ~ Intermediate Excel

Work Smarter, Not Harder! It’s time to go beyond the basics of Excel and learn the skill sets that will enhance your productivity in your workplace. In this 8-hour course, you will understand the techniques that will help you to:

- Create Charts & Graphs like an Excel wiz
- Decipher number/date/custom formatting that once boggled you
- Manipulate text (example: separate first & last names into two columns)
- Use Ranges to “link” your worksheets and formulas
- Work with Large Worksheets
- Learn how to create IF, Nested, Ifs, SumIF, CountIF, AverageIF statements
- And much more….

COMP 134C ~ Advanced Excel

Ready to see your work productivity soar? If you have been working with Excel for a while now and really want to boost your skills to the “next level”, then this is the class for you. In this class, you will become skilled at the more complex capabilities of Excel and discover how it can enhance and make your worksheets more flexible and powerful. Topics include:

- Time-saving data sorting and advanced filtering techniques
- Explore functions such as: Vlookup, Match, Index, and other data base functions
- “Crunching Data” with Pivot Tables and Charts
- Creating Quick data tables
- Use “Goal Seek” to help solve the “What-if” scenarios in your worksheets

COMP 136A ~ Basic PowerPoint
PowerPoint provides an easy and effective way to show your clients, students, employees and co-workers ideas and plans in a fun and engaging manner. Topics covered include: Overview of the PowerPoint interface, principles of presentation design, create, edit & format multimedia presentation material, evaluate presentation output options, and configure onscreen slideshows.