EAST CENTRAL COLLEGE
Inspiring Excellence

Center for
Workforce Development

Computer Basics & Microsoft Office Training

Join us for a Computer Basics and Microsoft Office series. Learn Computer Basics including Windows, using and searching the internet, how to store and share files using The Cloud and working with PDFs. Then continue to learn about Microsoft Office Word, Excel, PowerPoint & Access programs.

July 16

Computer Basics • 4 - 8 pm • $75
- *Computer Concepts*
- *Controlling Programs*
- *Managing Files*
- *The Internet: Searches & Web 2.0*
- *The Cloud: Storing Files & Sharing Online*
- *Working with PDF*

~~Closed~~

July 17 & 18

Microsoft Word • 4 - 8pm • $150
- *Working with Word Basics*
- *Writing a Letter and a Resume*
- *Editing the Business Etiquette Column*
- *Encouraging Recycling with Flyer*

~~Closed~~

July 23

Excel • 4 - 8 pm • $75
- *Budgeting with Calculations & Charts*

~~Closed~~

July 24

Power Point • 4 - 6pm • $45
- *Creating Power Presentations*

July 25

Access • 4 - 8pm • $75
- *Introducing Databases*

All 5 classes for $375

*Incumbent Worker Training Funds available