



# MICROSOFT OFFICE 2016

**Word (POFI 1024)** is an essential skill for success in today's business world whether you're beginning your career in a support position or you're an executive. Through this hands-on workshop, you will learn how to:

- Create, format and edit basic business files
- Edit documents using spell check, dictionary and thesaurus
- Save files and print documents

**Excel** continues to be one of the most in-demand skills of employers. Set yourself up for greater career success by building your skills through our series of three, hands-on workshops:

- Gain a solid foundation in our 12-hour Intro workshop, where you'll learn the basics of creating formulas, charts and graphs (**Introduction- ITSW 1022**)
- Move then to the eight-hour Intermediate class to gain skills in areas such as data analysis tools and AutoFilter commands (**Intermediate- ITSW 1046**)
- Advance onwards to our eight-hour advanced class to learn to add functional and eye-catching custom controls, advanced techniques for PivotTables, and the art of conditional formatting (**Advanced- ITSW 1049**)

**PowerPoint (ITSW 1037)** Learn to power up your presentations. Through this hands-on workshop, you will learn how to:

- Create and run a slide presentation
- Edit and enhance objects
- Insert and manipulate images within your presentation
- Create and print out audience handouts and presentation notes

**Access (ITSC 1053)** Take control of your data! Through this hands-on workshop, you will learn how to:

- Organize, store, edit, and manage data
- Build and customize tables to store data
- Build forms, generate reports, and search for data with queries

## Course Schedule

For dates and registration information visit [www.templejc.edu/bce](http://www.templejc.edu/bce)

## Course Costs

Word (POFI 1024) - \$109  
Excel Intro (ITSW 1022) - \$139  
Excel Inter (ITSW 1046) - \$139  
PowerPoint (ITSW 1037) - \$109  
Access (ITSC 1053) - \$109

Including textbook

## Ways to Register

Register online:

[www.templejc.edu/bce](http://www.templejc.edu/bce)

OR

Complete the registration form and submit it via email, fax, or in person.

Email: [bce@templejc.edu](mailto:bce@templejc.edu)

Fax: 254-298-8317

In-person: Room 209, Berry Hall, Temple College



[www.templejc.edu](http://www.templejc.edu)

254-298-8625 or 8616

[bce@templejc.edu](mailto:bce@templejc.edu)