

# TECHNOLOGY

## Computer Skills for Beginners

A basic keyboarding course for the beginner or user who needs to learn more about how to manage the computer, browse the internet safely, or attach files to e-mails. Course may include social networking.

**WCC - Door 70**

**Mon & Wed: 6 - 9 PM Fee: \$130**

\*Call 532-5614 or 532-6156 for dates and times.

## Introduction to Microsoft Office

An overview of the programs and features of MS office, with concentration on the three primary programs: Word, Excel, and PowerPoint. You will learn how to create, open, modify, and save files and documents. You will practice basic formatting and document editing in Word; create an Excel spreadsheet and produce a graph; and combine documents and Excel data into a PowerPoint presentation. You will learn some of the methods of integrating processes across programs. Must have working knowledge of Windows.

**WCC - Door 70**

**Mon & Wed: 6 - 9 PM Fee: \$140**

\*Call 532-5614 or 532-6156 for dates and times.

