

Basic classes are 3 weeks in duration.

Cost: \$150.00 per topic/level chosen.

Intermediate Classes are 4 weeks in duration.

Cost: \$175.00 per topic/level chosen.

Class is taught by experienced experts and includes the cost of the book. Also included is access to on-line content for practice and additional learning from the publisher.

Excel 2016 Basics - 9 CONTACT HOURS

This workshop covers an introduction to spreadsheet terminology and Excel's window components. Learn how to use Help, to navigate worksheets and workbooks, enter and edit text, values, formulas and pictures and save workbooks in various formats. You also will move and copy data, learn about absolute and relative references and work with ranges, rows and columns. Finally, cover simple functions, formatting techniques and printing.

Excel 2016 Intermediate - 12 CONTACT HOURS

Learn to work with multiple worksheets and workbooks in this Basics follow-up workshop. You will work with advanced formatting options, such as styles, themes, backgrounds and watermarks. Learn to create outlines and subtotals; create and apply cell names; work with lists and tables. Save workbooks as web pages; insert and edit hyper links and save workbooks as a PDF file. Advanced charting techniques, worksheet auditing and protection, file sharing and merging and workbook templates are also covered. Prerequisite: Excel 2016 Basics or have equivalent experience using at least 75% of its content skill sets.

Power Point 2016 Basics - 9 CONTACT HOURS

This workshop teaches you how to create new presentations including text, graphics, drawing tools, Word Art, tables, charts and diagrams. You also edit and format slide content and apply transition effects.

Power Point 2016 Intermediate - 12 CONTACT HOURS Learn to customize Power Point by modifying the Quick Access Tool bar and creating macros in this Basics follow-up workshop. Learn to apply themes and templates, and work with Smart Art graphics and tables. Add multimedia content and interactive elements to slides and learn about presentation distribution options, such as PDF and HTML. Also, learn to integrate Power Point with Word and Excel. Prerequisite: Power Point 2016 Basics or have equivalent experience using at least 75% of its content skill sets.

Word 2016 Basic - 9 CONTACT HOURS

This workshop teaches you how to enter and edit text, and save and browse documents. You learn how to enhance the appearance of a document using various formatting options. You also create tables, insert headers and footers, proof and print documents and insert graphics.

Word 2016 Intermediate - 12 CONTACT HOURS

Learn to work with styles, sections and columns in this Basics follow-up workshop. You will format tables, print labels and envelopes and work with graphics. Here you also use document templates, manage document revisions and work with Web features. Prerequisite: Word 2016 Basics or have equivalent experience using at least 75% of its content skill sets.

MS OFFICE SKILLS SERIES Fall 2018



Here is your opportunity to power up your skill set and leap ahead of the rest.

Word, Excel and Power Point MS Office tools are used by most businesses. making it required for the typical entry level position. Computer proficiency is considered a vital skill set for success in higher level positions.

Skill set mastery enhances the ability to effectively present information, persuade hearts and gain consensus with the decision makers of the world.



REGISTER NOW



MS Office Skills Series: Fall 2018

Name: _____

Company: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Best Phone #: _____

Confirmation Email Address: _____

CURRICULUM INFORMATION

Indicate your choices with a check.

Begins the first Tuesday and Thursday of each month
4-7 PM

Session cost includes book.

Excel 2016 September Offerings

#M0900A: Excel 2016 Basics \$150

#M0901A: Excel 2016 Intermediate \$175

Both: Best Buy \$300

Power Point 2016 October Offerings

#M0902A: Power Point 2016 Basics \$150

#M0903A: Power Point 2016 Intern. \$175

Both: Best Buy \$300

Word 2016 November Offerings

#M0904A: Word 2016 Basics \$150

#M0905A: Word 2016 Intermediate \$175

Both: Best Buy \$300

Employee of Rhodes State College R#:

Indicate if you are interested in advanced classes.

PAYMENT INFORMATION

Total Fees Due at Full Price: _____

Check Enclosed (Payable to Rhodes State College)

Purchase Order #: _____

(Or attach PO to registration form.)

We accept

Credit Card:



Name on Card: _____

Card Number: _____

Expiration Date: _____

3-Digit Security Code: _____

Billing Zip Code: _____

REGISTRATION FEE

All prices listed are per person, per workshop and include a training manual.

All workshops are subject to cancellation if minimum enrollment is not met.

Registration confirmations, including class location, maps and directions, will be sent one week prior to each listed start date.

Text book value is \$25, including shipping, for each topic selected.

REGISTRATION FORM

Make checks payable to Rhodes State College

MAIL: WEDCE, Rhodes State College,
4240 Campus Drive, Lima OH 45804.

FAX: (419) 995-8096

PHONE: (419) 995-8351 (8:30am to 4:30pm, weekdays)

EMAIL: Eilerman.T@RhodesState.edu (Tammy Eilerman)

REFUNDS & CANCELLATIONS

- Event withdraws of up to 5 work days before the start date will receive a full refund, less costs for materials already purchased.
- Event withdraws occurring within 4 days before that start date will be refunded 50% of the fee paid.
- No refunds will be issued for no-shows. Substitutions are welcome.
- A full refund will be issued if a course cancels.
- WEDCE reserves the right to adjust these policies as needed.

