

Career Center offers classes to community members.
Students receive a Goodwill issued Certificate of Achievement.

MICROSOFT OFFICE CLASSES

Monday	Tuesday	Wednesday	Thursday	Friday
9:00am-12:30pm Excel Introduction	9:00am-12:30pm Word Introduction	9:00am-12:30pm PowerPoint Introduction	9:00am-12:30pm Outlook Essentials	9:00am-12:30pm Word Advanced
1:30-5pm Excel Intermediate	1:30-5pm Word Intermediate	1:30-5pm PowerPoint Intermediate	1:30-5pm Excel Advanced	1:30-5pm PowerPoint Advanced

Classes start every week!

CALL OR VISIT A CAREER CENTER NEAR YOU TO ENROLL.

CAREER CENTER LOCATION	HOURS OF OPERATION
Portland 1943 SE 6 th Avenue • Portland, OR 97214 503-238-6198 or 503-238-6186	9:00am – 5:30pm
Salem 3535 Lancaster Drive NE • Salem, OR 97305 503-798-9100 or 503-798-9104	9:00am – 5:30pm
Vancouver 6425 NE Fourth Plain • Vancouver, WA 98661 360-397-4170 or 360-397-4172	9:00am – 5:30pm

For more information on FREE job and career services, visit goodwilljobconnection.org.

MICROSOFT EXCEL 2013

Introduction	<ul style="list-style-type: none"> Parts of a worksheet, the Ribbon Backstage view Create and open workbooks 	<ul style="list-style-type: none"> Basic formatting Worksheet modifications
Intermediate	<ul style="list-style-type: none"> Page layout options Printing options, inserting headers & footers Paste special, formatting cells 	<ul style="list-style-type: none"> Simple formulas, sorting, filtering Freezing panes Inserting charts, tables
Advanced	<ul style="list-style-type: none"> Custom sorting, importing text files, Text to columns Conditional formatting & macros 	<ul style="list-style-type: none"> Pivot tables, cell references & concatenating COUNTIF, VLOOKUP, HLOOKUP, IF statements

MICROSOFT WORD 2013

Introduction	<ul style="list-style-type: none"> The Ribbon Formatting text, tabs, margins Bullets, columns Saving documents 	<ul style="list-style-type: none"> Insert tab basics, find and replace Spelling and grammar Charts and tables Line spacing
Intermediate	<ul style="list-style-type: none"> Inserting headers, footers, and page numbers Inserting and formatting tables Formatting columns Applying styles and themes 	<ul style="list-style-type: none"> Inserting hyperlinks and bookmarks Finalizing documents Saving as other file formats
Advanced	<ul style="list-style-type: none"> Adjusting table styles Using the Developer tab Macros review tab Mail merge 	<ul style="list-style-type: none"> Advanced find and replace Inserting equations Modifying styles, readability statistics Protecting documents

MICROSOFT POWERPOINT 2013

Introduction	<ul style="list-style-type: none"> Getting to know PowerPoint Creating and opening presentations Slide basics, formatting text Themes, transitions 	<ul style="list-style-type: none"> Presenting a slide show Print layout Saving Managing slides
Intermediate	<ul style="list-style-type: none"> Creating lists, using indents Inserting headers, footers, pictures Formatting pictures 	<ul style="list-style-type: none"> WordArt Using shapes Applying animations
Advanced	<ul style="list-style-type: none"> Inserting SmartArt, hyperlinks, tables, charts Arranging objects 	<ul style="list-style-type: none"> Creating action buttons Using Slide Master

MICROSOFT OUTLOOK 2013

Essentials	<ul style="list-style-type: none"> The Ribbon Tabs, Groups, Expansion Boxes Backstage View Email, attachments & sorting 	<ul style="list-style-type: none"> Calendar, Recurring Appointments Contacts, Tasks & Out of Office Creating signatures & folders Empty deleted items
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