

# CORPORATE AND COMMUNITY TRAINING

## LAKETECH

Lake Technical College

**Word Processing**

**Spreadsheets**

*Presentations*

Instructor, Billye Kozlowski  
of Mount Dora High School

## SHORT TERM TRAINING

### WHY MICROSOFT OFFICE?:

The Microsoft Office Suite is used by many companies, and the skills you learn working on the software is transferrable to new companies and jobs. Students can use the software for school projects.

### LEARN FROM AN EXPERT:

10+ years of experience as a Business Education instructor who is MOS certified in Word and PowerPoint.

### GAIN HANDS-ON EXPERIENCE:

Students will learn the basics of each software program and create documents, spreadsheets, and presentations.

**HIGH SCHOOL STUDENTS ARE  
WELCOME TO ATTEND**

## INTRO TO MICROSOFT OFFICE

February 4 - March 13, 2019 (6 Weeks)

Mondays & Wednesdays, 6:00 - 8:00 pm

**Cost: \$150**

In this hands-on course students will learn the basic features of Microsoft Word, 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016. Please bring a USB flash drive to save your work.

Prerequisites: Basic computer skills.

E-learning courses on Keyboarding and Basic Computer Skills are available through Ed2Go located on Lake Tech's website under Corporate and Community Training.

Classes will be held at the main campus:  
2001 Kurt Street, Eustis, FL.

**PLEASE REGISTER EARLY. PAYMENT IS DUE BY  
MONDAY, JANUARY 28, 2019.**

