Indiana University of Pennsylvania
OFFICE OF EXTENDED STUDIES

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Course Title	Description
MS Excel 2016 Basics	Learn basic terminology and the MS Excel 2016 interface. Create spreadsheets and workbooks, enter and format data, and use basic formulas and functions. Create and modify charts, sort and filter data, and create subtotals.
MS Excel 2016 Intermediate	Use formulas that feature date, time, statistical, absolute value, IF and COUNTIF functions. Merge text from multiple cells and split text, consolidate and verify data, and create spreadsheets that automatically check for data-entry errors. Conditionally format and color-code data, use pivot tables and charts, and use Sparklines.
MS Word 2016 Basics	Learn basic word processing terminology and the MS Word 2016 interface. Create, save, retrieve, revise, and print documents. Format and align text, paragraphs, and documents; use grammar and spell checking functions; create and modify tables and lists; and use headings to navigate and revise documents.
MS Word 2016 Intermediate	Work with long documents, mail merges, and data from spreadsheets and databases. Create and modify advanced charts, outlines, and advanced tables. Learn advanced formatting, including style modification and insertions of watermarks, pages, links, and auto-text.
MS PowerPoint 2016 Basics	Learn basic presentation terminology and the MS PowerPoint 2016 interface. Use templates to create and edit slides; create and edit custom slides; and enhance slides with graphics, animations, and hyperlinks. Insert tables and charts, and use tools that support presentation delivery, printing, and sharing.
MS PowerPoint 2016 Intermediate	Use multimedia features in PowerPoint, including adding and editing images, movies, and sounds. Use slide animations and transitions to enhance presentations. Modify and format tables and charts, build customize templates, and use Slide Master to edit aspects of entire presentations.
MS OneNote 2016	Use MS OneNote2016 – a cloud based software – to organize information and tasks into custom notebooks. Create and format notebooks and sections, use various forms of note taking, and share notes with other OneNote users.
Non-Profit Fundraising: Sponsorships	Learn successful fundraising tactics and strategies to obtain sponsorships for events and programs. Topics include: common myths, types of sponsorships, how to contact, and closing the deal. Develop an individualized fundraising strategy to increase sponsorships for your organization.