

## INTRODUCTION: MICROSOFT WINDOWS 10

In this course you will be shown how to use Microsoft Windows 10. Topics will include basic functions such as copying and pasting, creating, renaming, managing files and folders and desktop icons. We will also be looking into the Microsoft Windows 10 built-in apps and learn how to use them.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Zachary Pournazari

**CE9 642 B1 ON-CAMPUS COURSE** Meets: Saturday, February 25, 10:00am-4:00pm.

**Fee: \$150**

## MICROSOFT OUTLOOK FOR BEGINNERS 365/2016/2019/2021

Basic knowledge of Microsoft recommended. Professionals stand to gain by knowing how to maximize the potential of their office communications with Microsoft Outlook. Learn how to connect to Outlook for the first time, send, receive and store emails, update and organize your contacts, handle calendars, address books for storing contacts, task reminder features, and the journal. Connecting social media and favorite website updates to Outlook will also be discussed. This **ONE-DAY**

### WORKSHOP is a part lecture, part hands-on class.

**Instructor:** Jeremy Wong

**CE9 577 B1 ON-CAMPUS COURSE** Meets: Sunday, April 2, 10:00am-1:00pm.

**Fee: \$75**

## INTERMEDIATE: MICROSOFT WORD 365/2016/2019/2021

Knowledge of Introductory Microsoft Word (CE9 098) recommended. This workshop will allow you to build on the skills gained in the Introduction to Microsoft Word course. Topics will include inserting tabs, headers and footers, tables, borders, columns, working with multiple documents, creating, editing, and printing a mail merge.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Zachary Pournazari

**CE9 137 B1 ON-CAMPUS COURSE** Meets: Saturday, April 29, 10:00am-4:00pm.

**Fee: \$150**

## EN ESPAÑOL INTRODUCCIÓN A MICROSOFT WORD 2010 365/2016/2019/2021

Esta clase le enseñará las destrezas necesarias para usar unos de los procesadores de palabras más populares en el mercado hoy. El curso incluye el crear, redactor, guardar, e imprimir documentos. No es necesario tener conocimientos previos en computación.

Esta clase se dicta solamente en español.

**Instructor:** Israel González

**CE9 421 B1 CURSO EN EL CAMPUS** se imparte: Sábados, 2:15pm-5:15pm por 5 sesiones.

**Inicio 4 de Marzo**

**Precio: \$200**

## INTERMEDIATE: MICROSOFT WORD 365/2016/2019/2021

Knowledge of Introductory Microsoft Word (CE9 098) recommended. This workshop will allow you to build on the skills gained in the Introduction to Microsoft Word course. Topics will include inserting tabs, headers and footers, tables, borders, columns, working with multiple documents, creating, editing, and printing a mail merge.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Zachary Pournazari

**CE9 137 B1 ON-CAMPUS COURSE** Meets: Saturday, April 29, 10:00am-4:00pm.

**Fee: \$150**

## INTRODUCTION: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Microsoft Windows recommended. This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics include examining the Excel Windows screen, creating and editing a spreadsheet, enhancing and formatting the spreadsheet, basic formulas and functions, saving and printing a spreadsheet, and charting basics.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Edward Hom

**CE9 099 B1 ON-CAMPUS COURSE** Meets: Saturday, March 4, 10:00am-4:00pm.

**CE9 099 B2 ON-CAMPUS COURSE** Meets: Saturday, April 1, 10:00am-4:00pm.

**Fee: \$150**

## INTERMEDIATE: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Introduction Microsoft Excel (CE9 099) recommended. Topics focus on review of conditional functions to process information, PivotTables for report creation, charts to visualize data, and conditional formatting to identify trends in data sets based on user-defined rules. Various data sets will be used.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Zachary Pournazari

**CE9 138 B1 ON-CAMPUS COURSE** Meets: Saturday, March 25, 10:00am-4:00pm.

**CE9 138 B2 ON-CAMPUS COURSE** Meets: Saturday, April 15, 10:00am-4:00pm.

**Fee: \$150**

## ADVANCED: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Intermediate Microsoft Excel (CE9 138) recommended. Topics cover the match and retrieve "vlookup" function, name ranges to label and access data sets, macros to automate steps, and nested "IF" functions to leverage more complex function usage. Various examples and data sets will be used.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Zachary Pournazari

**CE9 148 B1 ON-CAMPUS COURSE** Meets: Saturday, May 6, 10:00am-4:00pm.

**Fee: \$150**

## INTRODUCTION: MICROSOFT POWERPOINT 365/2016/2019/2021

Knowledge of Microsoft Windows recommended. This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and online views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Edward Hom

**CE9 136 B1 ON-CAMPUS COURSE** Meets: Saturday, April 29, 10:00am-4:00pm.

**Fee: \$150**

## INTRODUCTION: MICROSOFT ACCESS 365/2016/2019/2021

Access is Microsoft's powerful relational database. This class will cover the basics of Access. The class will consist of creating tables and queries.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Zachary Pournazari

**CE9 123 B1 ON-CAMPUS COURSE** Meets: Saturday, April 22, 10:00am-4:00pm.

**Fee: \$150**

## INTERMEDIATE: MICROSOFT ACCESS 365/2016/2019/2021

Knowledge of Microsoft Access (CE9 123) recommended. This class will cover how to collect and display data and how to create a customized view of your data. It will consist of creating forms, running macros and creating reports.

### ONE-DAY WORKSHOP. Bring lunch.

**Instructor:** Zachary Pournazari

**CE9 146 B1 ON-CAMPUS COURSE** Meets: Saturday, May 20, 10:00am-4:00pm.

**Fee: \$150**



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