

Microsoft Office 2007

EXCLUSIVE CLASSES FOR MT. ZION CHAMBER MEMBERS AND THEIR FAMILIES

ALL CLASSES WILL BE HELD AT:

ANTIOCH CHRISTIAN CHURCH

5409 EAST U.S. ROUTE 36 | DECATUR, ILLINOIS 62521

JUNE 2010

Excel 2007 Level 1

Monday and Tuesday, June 28 & 29, 4 – 8 pm

JULY 2010

Excel 2007 Level 1

Friday, July 9, 4 – 8 pm

Saturday, July 10, 8 – 11:30 am

Word 2007 Level 1

Monday and Tuesday, July 12 & 13, 4 – 8 pm

Excel 2007 Level 2

Monday and Tuesday, July 19 & 20, 4 – 8 pm

Word 2007 Level 1

Saturday, July 24, 8 – 4:00 pm

Word 2007 Level 2

Monday and Tuesday, July 26 & 27, 4 – 8 pm

AUGUST 2010

Excel 2007 Level 3

Monday and Tuesday, August 2 & 3, 4 – 8 pm

Word 2007 Level 3

Monday and Tuesday, August 9 & 10, 4 – 8 pm

Excel 2007 Level 2

Friday, August 13, 4 – 8 pm

Saturday, August 14, 8 – 11:30 am

Power Point 2007 Level 1

Monday and Tuesday, August 23 & 24, 4 – 8 pm

Word 2007 Level 2

Friday, August 20, 4 – 8 pm

Saturday, August 21, 8 – 11:30 am

Power Point 2007 Level 2

Monday and Tuesday, August 30 & 31, 4 – 8 pm

SEPTEMBER 2010

Power Point 2007 Level 3

Monday and Tuesday, September 13 & 14, 4 – 8 pm

Excel 2007 Level 3

Friday, September 10, 4 – 8 pm

Saturday, September 11, 8 – 11:30pm

Publisher 2007 Level 1 & 2

Monday and Tuesday, September 20 & 21, 4 – 8 pm

Word 2007 Level 3

Friday, September 17, 4 – 8 pm

Saturday, September 18, 8 – 11:30 am

Access 2007 Level 1

Monday and Tuesday, September 27 & 28, 4 – 8 pm

Power Point 2007 Level 1

Friday, September 24, 4 – 8 pm

Saturday, September 25, 8 – 11:30am

Access 2007 Level 2

Monday and Tuesday, October 4 & 5, 4 – 8pm

OCTOBER 2010

Access 2007 Level 3

Monday and Tuesday, October 11 & 12, 4 – 8 pm

Power Point 2007 Level 2

Friday, October 8, 4 – 8 pm

Saturday, October 9, 8 – 11:30 am

Power Point 2007 Level 3

Friday, October 29, 4 – 8 pm

Saturday, October 30, 8 – 11: 30 am



All classes include textbook and are priced at \$139!

WORD - Level 1 | Learn the key concepts in document creation and editing. Learn how to cut, copy and paste, find and replace, and basic formatting skills.

WORD - Level 2 | Learn how to use templates, create letters, envelopes and labels, and use styles. Also learn how to use outlines, headers and footers, create and format tables and use graphic elements in documents.

WORD - Level 3 | Discover Word's advanced capabilities. Learn to create forms, use data sources, use and modify macros, insert form fields and sort information.

EXCEL - Level 1 | Instructor will demonstrate how to migrate data to an electronic format to manage, edit and print data. Learn to create a basic worksheet; perform calculations; modify and format a worksheet; print workbook contents; and manage large workbooks.

EXCEL - Level 2 | Instructor will demonstrate how to streamline repetitive task and display spreadsheet data in more visually effective ways and enhance your spreadsheets. You learn to calculate with advanced formulas; organize worksheets and table data using Pivot Tables and Pivot Charts.

EXCEL - Level 3 | Extended your knowledge into some of the more specialized and advanced capabilities of Excel by automating common tasks, applying advanced analysis techniques to more complex data sets, and sharing Excel data with other applications.

POWERPOINT - Level 1 | Discover how to get started with PowerPoint; create a presentation; format text on slides; add graphical objects to a presentation; modify objects on slides; add tables and charts to a presentation; and prepare to deliver a presentation.

POWERPOINT - Level 2 | Use PowerPoint's advanced features to create enhanced presentations. Build custom presentations by modifying templates, using multimedia and adding special effects.

POWERPOINT - Level 3 | Learn how to create online presentations, and working with online collaboration. Discover how to transport presentations, and integrating with other office programs.

PUBLISHER - Level 1-2 | This class will combine Level 1 & 2. Discover Microsoft Publisher, a flexible, easy-to-use program for creating newsletters, brochures, business cards, postcards, fliers and more for print, e-mail, and the web. Explore how to create a publication from scratch or use the hundreds of business and personal designs available.

ACCESS - Level 1 | Learn how to create files, set up tables, fields and properties, use input masks, wizards, tables and data relations, create queries and reports, and work with HTML.

ACCESS - Level 2 | Students will learn how to set table relationships, work with lookup fields and sub-data sheets, create join queries, create Pivot Tables and pivot Charts, and use hyperlink fields and data access pages.

ACCESS - Level 3 | Students will be working with advanced queries, setting up complex forms, creating complex reports, customizing the database, interface & setting security and integrating access with other applications.



Name _____ SS # or Birthday _____

Home Address/City/State/Zip _____ Home Phone _____

Company Name _____

Company Address/City/State/Zip _____ Business Phone _____

E-mail Address _____

Course/Section _____ Class Name _____ Fee _____

Days _____ Time _____ Beginning Date _____ End Date _____ Room _____

Purchase order # _____

Check enclosed (payable to Richland Community College)

VISA MasterCard Discover Security Code _____

The last 3 digits AFTER the credit card number in the signature area on the back of the card.

Card Number _____ Expiration Date _____

Name of Card Holder _____

PAYMENT MUST ACCOMPANY REGISTRATION

REGISTER CONVENIENTLY

By telephone: 217.462.0480

By e-mail: suew@richland.edu

By fax: 217.462.0481

By mail: Richland Community College

Fairview Park Plaza

1485 West King | Decatur, IL 62522