

# MICROSOFT OFFICE



**REGISTRATION: \$149**  
**\$275 WHEN YOU REGISTER FOR 2 TRAININGS**



## WORD

**TUES:** 6:00 p.m. - 9:00 p.m.

**Level I** - Apr 16, 23, & 30, 2019

Create documents, keyboard shortcuts, & formatting

**TUES:** 6:00 p.m. - 9:00 p.m.

**Level II** - May 7, 14, & 21, 2019

Create tables, work with building blocks & themes



## EXCEL

**TUES:** 6:00 p.m. - 9:00 p.m.

**Level I** - May 28, June 4, & 11, 2019

Create, edit, format, basic formulas, graphs & charts

**TUES:** 6:00 p.m. - 9:00 p.m.

**Level II** - June 18, 25, & July 2, 2019

Create worksheets, 3D references & linking



## OUTLOOK

**MON:** 6:00 p.m. - 9:00 p.m.

Apr. 8, 15, & 22, 2019

Utilize messages, calendars, contacts & tasks



## POWERPOINT

**MON:** 6:00 p.m. - 9:00 p.m.

May 6, 13, & 20, 2019

Develop skills to effectively create presentations



## ACCESS

**MON:** 6:00 p.m. - 9:00 p.m.

**Level I** - June 3, 10, & 17, 2019

Create documents, keyboard shortcuts, & formatting

**Level II** - June 24, July 1 & 8, 2019

Create tables, work with building blocks & themes



**ENROLL  
TODAY!**

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