

COMPUTERS, SPRING 2014

CEC 043 Up-to-Speed with Word 2010

This class is essential for those who are new to Microsoft Word 2010 or have limited experience with it. By the end of the class, you are able to create and edit professional-looking documents. You also learn to navigate in the Word 2010 window, use the Office clipboard to move and reuse text, and customize how you print, use default tabs, insert symbols not on the keyboard, spell-check, and format. Computer reference cards are included in the price of the class.

100 W 8AM-12PM 2/5 E112
Ballard \$109

CEC 056 Excel 2010 Beginning Intensive

Prerequisite: Keyboarding, Windows.

This class demonstrates all the basics needed to create and use Excel spreadsheets. Topics include basic spreadsheet concepts, formulas, formats, and printing. Computer reference cards are included in the price of the class.

100 W 8AM-12PM 2/12 E112
Ballard \$109

CEC 078 Excel 2010 Mastering Formulas

Prerequisite: Excel 2010 Beginning Intensive or similar experience. Take your formulas to the next level! This class starts with a review of basic formulas and functions. Topics include creating formulas with relative and absolute references so that you can control what happens when a formula is copied. The class also covers the IF function to determine cell contents based on a condition, the PMT function that calculates loan payments and the VLOOKUP function that is used to look up values in a table. Computer reference cards are included in the price of the class.

100 W 8AM-12PM 2/19 E112
Ballard \$109

CEC 079 Excel 2010 Handling Workbooks

Prerequisite: Excel 2010 Beginning Intensive or similar experience. This class covers techniques that will help manage large worksheets and workbooks. Topics include splitting and freezing, filtering and sorting, editing several sheets at the same time, linking formulas between sheets, 3-D reference and using VLOOKUP to locate data in another sheet or file. Computer reference cards are included in the price of the class.

100 W 8AM-12PM 2/26 E112
Ballard \$109

CEC 081 Excel 2010 Organizing Data

Prerequisite: Excel 2010 Beginning Intensive or similar experience. One of the key features of Excel is being able to manage data, such as lists of customers, sales and products. Using Excel's new table feature, you will learn how to easily format, sort, search, filter and summarize data. You will create Pivot Tables and Pivot Charts which can be used to produce meaningful summaries when you are working with large amounts of data. Topics also covered include the Subtotal feature and Chart techniques. Computer reference cards are included in the price of the class.

100 W 8AM-12PM 3/5 E112
Ballard \$109

CEC 082 Macros and Power Techniques

Prerequisite: Excel 2010 Beginning Intensive or similar experience. You will learn techniques that will help minimize time spent on tedious processes such as organizing data, correcting mistakes, and formatting numbers. This class will cover how to record Excel macros, which turns regular Excel commands into macro code. Topics also include techniques for editing macros, options for saving and running macros, Protecting cells, Data Validation and Conditional Formatting.

100 W 8AM-12PM 3/12 E112
Ballard \$109

CEC 064 Up-to-Speed with Access 2010

Prerequisite: Keyboarding, Windows. Experience with Excel recommended. Learn how Microsoft Access can be used for creating customized databases. Topics include setting up a database, organizing data into tables, sorting, filtering, creating simple queries and creating and using data entry forms. You will also learn how to use the powerful wizards to create simple reports and mailing labels with a few clicks. Computer reference cards are included in the price of the class.

100 W 8AM-12PM 3/19 E112
Ballard \$109

CEC 063 Using the iPad as a Business Tool

This interactive workshop provides an in-depth and engaging view of how to perform daily business tasks using the iPad, instead of a laptop. You will discover how to design spreadsheets, documents and presentations directly related to your professional duties and learn how to quickly and easily transfer materials to others. You will learn how to find and utilize Apps that support specific business objectives, in addition to vital tips that will help you manage your workload more effectively. You may bring an iPad, however, it is not required.

100 W 8AM-12PM 4/16 E106
Katz \$109

One-on-One Computer Classes

Unable to attend the scheduled classes above but still want to learn? We can schedule a customized two-hour class with your own instructor. The class meets on the date and time that works with your schedule.

CEC 020 One-on-One Word 2010

100 1/13-5/14 Anderson \$169

CEC 021 On-on-One Excel 2010

100 1/13-5/14 Anderson \$169

CEC 022 One-on-One Access 2010

100 1/13-5/14 Ballard \$169

CEC 070 One-on-One Windows 7

100 1/13-5/14 Anderson \$169