

Microsoft Office Applications



Microsoft Office Application Suite 2010

For Those Who Are Beginners or Know Just Enough

Microsoft Office is an office suite of inter-related desktop applications for the Microsoft Windows and Mac OS X operating systems, introduced by Microsoft in 1989. Initially a marketing term for a bundled set of applications, the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with shared features. Come check out the latest in Word (word process), Excel (spreadsheets), PowerPoint (presentations), Access (file management) and Integrating It All (getting the most out of the entire Microsoft Office Suite).

Tuesday Nights

January 10, 2012 – February 7, 2012

7:00 p.m. – 10:00 p.m.

Cost: \$250.00 for all Sessions

Class Materials Included

Student supply own Flash Drives

*NSU/VBHEC reserves the right to cancel due to low enrollment
Parking is decal controlled; students are required to purchase a parking decal.*

Program Applications

Word

Word processing in its simplest form
Tuesday, January 10, 2012
7:00 – 10:00 p.m.

Excel

Word processing for numbers
Tuesday, January 17, 2012
7:00 – 10:00 p.m.

PowerPoint

Presentation Program for Everyone
Tuesday, January 24, 2012
7:00 – 10:00 p.m.

Access

Electronic file management
Tuesday, January 31, 2012
7:00 – 10:00 p.m.

Integrating It All

How to bring them all together plus E-mail tips
Tuesday, February 7, 2012
7:00 – 10:00 p.m.



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