COMPUTER EXPRESS
COMPUTER TRAINING IN 4 HOURS!

Mail Merge and Your Address Book
Learn to create a mail merge database and how to set up letters, catalogs, labels, and envelopes and merge a list of customers to these items. Learn how to merge a collection of names into the letters or labels in the Outlook address book.

code: PICOM-023-MC  cost: $49
dates: Oct 19  days: M
time: 09:00am-01:00pm  location: MAC 114

Microsoft Excel Step 1 (2013)
Learn about the power of a spreadsheet, including how to avoid major mistakes in creating spreadsheets, inputting data, saving, and opening. Formulas and basic formatting also are covered.

code: PICOM-006-MC  cost: $49
dates: Sept 14  days: M
time: 09:00am-01:00pm  location: MAC 114

Microsoft Outlook Step I
Learn how to create and send email, organize messages, set up contacts, create an address book, schedule appointments and meetings, and manage tasks and notes. Microsoft Outlook is the most up-to-date email with all of its new features.

code: PICOM-036-MC  cost: $49
dates: Nov 09  days: M
time: 09:00am-01:00pm  location: MAC 114

Microsoft PowerPoint Step 1 (2013)
Gain a basic introduction to PowerPoint and the benefits of its use. Learn about slide selection, objects, inserting text, and basic formatting, as well as use of auto correct and dangers of spell check. The class also introduces selecting clip art, adding charts, sound and animation, and playing the presentation.

code: PICOM-009-MC  cost: $49
dates: Sept 28  days: M
time: 09:00am-01:00pm  location: MAC 114

tune up Your PC
Computers that are moving slower may benefit from a basic tune up by cleaning clutter and junk. This class covers basic security and how it affects speed, using scanners that pop up while on the Internet, and how to make sure a registry is properly backed up.

code: PICOM-019-MC  cost: $49
dates: Oct 26  days: M
time: 09:00am-01:00pm  location: MAC 114
Working with Pivot Tables and Basic Macros
Learn what a pivot table is and how it is best used to rearrange data to find a trend or solution. This class includes program instructions to create and run basic macros.

code: PICOM-024-MC  cost: $49

dates: Nov 23  days: M
time: 09:00am-01:00pm  location: MAC 114

Microsoft Word—Beginning (Word 2013)
From personal letters to professional manuscripts, learn the easy and correct way to create a document. Learn how to edit documents, move and copy text, insert numbers and bullets, create envelopes and labels, use templates, and print.

code: GSVS-077-PS  cost: $189

dates: Sept 28-Nov 02  days: M
time: 06:30pm-09:30pm  location: TBA

Microsoft Word—Intermediate (Word 2013)
This course is a continuation of Microsoft Word—Beginning. Learn styles, long document handling, headers and footers, master documents, tables, mail merge, borders and shading, basic macros, graphics, borders, and fills.

code: GSVS-078-PS  cost: $189

dates: Nov 09-Dec 07  days: M
time: 06:30pm-09:30pm  location: TBA

Microsoft Excel—Beginning (Excel 2013)
Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and built-in functions are covered.

code: GSVS-094-PS  cost: $189

dates: Sept 02-Sept 30  days: W
time: 06:30pm-09:30pm  location: TBA

Microsoft Excel—Intermediate (Excel 2013)
This course is a continuation of Excel—Beginning. Learn to create and filter lists, use graphing features, link formulas across spreadsheets, create templates, and use advanced functions.

code: GSVS-095-PS  cost: $189

dates: Oct 14-Nov 11  days: W
time: 06:30pm-09:30pm  location: TBA

Microsoft Office (Office 2013)
This course gives an overview of three programs included in the Microsoft Professional Office Suite for Windows: Word, Excel, and PowerPoint. A basic understanding of Windows is required.

code: GSVS-089-PS  cost: $289

dates: Sept 12-Oct 31  days: S
time: 09:00am-01:00pm  location: TBA

Keyboarding
Rather than typing finger by finger, learn how to operate the letter keys by touch, increasing the number of typed words per minute. A textbook and a USB flash drive must be purchased and brought to the first class.

code: GSVS-091-MC  cost: $139

dates: Sept 16-Nov 04  days: W
time: 06:30pm-09:30pm  location: MAC 114

Introduction to Computers
Learn basic computer skills that are personally and professionally useful, including an overview of hardware, software, operating systems, and basic commands.

code: GSVS-067-PS  cost: $189

dates: Aug 17-Sept 21  days: M
time: 06:30pm-09:30pm  location: TBA

Upgrading and Repairing PCs
Learn to upgrade, repair, and maintain personal computers, install new hardware and software, and use diagnostic tools and utilities.

code: GSVS-088-MC  cost: $189

dates: Sept 15-Oct 13  days: T
time: 06:30pm-09:30pm  location: MAC 118