

Computer Training

Beginning to Advanced
Skill Levels

Hands-on Workshops
Begin January 30, 2012



Please See Next Page for Registration Information!

ADVANCED POWERPOINT 2007

#M0827B - (M,W) March 19 and 21, 5:30 to 8:30pm

Pre-requisite: Participants must be familiar with personal computers and use of the keyboard and mouse. You must complete PowerPoint 2007 Basics or have equivalent experience using at least 75% of its content skill sets.

This 6-hour workshop builds on the Basics workshop. Here you will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. You will learn to apply themes and templates, and you will work with SmartArt graphics and tables. Participants add multimedia content and interactive elements to slides, and you learn about presentation distribution options, such as PDF and HTML. Lastly, you learn to integrate PowerPoint with Word and Excel.

POWERPOINT 2007 BASICS

#M0813B - (M,T) Feb. 6 and 7, 2012, 5:30 to 8:30pm

This 6-hour workshop teaches participants how to create new presentations including text, graphics, drawing tools, WordArt, tables, charts and diagrams. You will also edit and format slide content and apply transition effects.

Pre-requisite: Participants must be familiar with personal computers and the use of a keyboard and the mouse. You should have a good working knowledge of Windows XP basics.

INTERMEDIATE WORD 2007

#M0828B - (M,W,R) Feb. 20, 22 and 23, 2012, 5:30 to 8:30pm

Pre-requisite: Participants must be familiar with personal computers and use of the keyboard and mouse. You must complete Word 2007 Basics or have equivalent experience using at least 75% of its content skill sets.

This 9-hour workshop builds on the Basics workshop. Participants will work with styles, sections and columns. You will format tables, print labels and envelopes and work with graphics. Here you also use document templates, manage document revisions and work with Web features.

WORD 2007 BASICS

#M0811C - (M,W,R) Jan. 30, Feb. 1 and 2, 2012, 5:30 to 8:30pm

This 9-hour workshop teaches you how to enter and edit text, and save and browse documents. You will learn how to enhance the appearance of a document using various formatting options. You will also create tables, insert headers and footers, proof and print documents and insert graphics.

Pre-requisite: Participants must be familiar with personal computers and the use of a keyboard and the mouse. You should have a good working knowledge of Windows XP basics.

INTERMEDIATE EXCEL 2007

#M0829B - (M,T,R) March 12, 13 and 15, 2012, 5:30 to 8:30pm

Pre-requisite: Participants must be familiar with personal computers and use of the keyboard and mouse. You must complete Excel 2007 Basics or have equivalent experience using at least 75% of its content skill sets.

This 9-hour workshop builds on the Basics workshop. You will learn how to use multiple worksheets and workbooks efficiently, and work with more advanced formatting options, such as styles, themes, backgrounds and watermarks. Learn to create outlines and subtotals; create and apply cell names; and work with lists and tables. You learn to save workbooks as Web pages, insert and edit hyperlinks and save workbooks as a PDF file. Here you also cover advanced charting techniques, worksheet auditing and protection, file sharing and merging and workbook templates.

EXCEL 2007 BASICS

#M0812B - (M,T,R) Feb. 13, 14 and 16, 2012, 5:30 to 8:30pm

This 9-hour workshop covers an introduction to spreadsheet terminology and Excel's window components. Participants then learn how to use Help and to navigate worksheets and workbooks. You will enter and edit text, values, formulas and pictures and save workbooks in various formats. You also will move and copy data, learn about absolute and relative references and work with ranges, rows and columns. This workshop covers simple functions, basic formatting techniques and printing.

Pre-requisite: Participants must be familiar with personal computers and the use of a keyboard and the mouse. You should have a good working knowledge of Windows XP basics.

MS OFFICE TRAINING

Name: _____

(office use) ID#: _____

Address or Box #: _____

City, State and Zip Code: _____

County of Residence: _____

Work Phone #: _____

Home or Cell Phone #: _____

Email: _____

- #M0811C -Word Basics
- #M0813B -PowerPoint Basics
- #M0812B -Excel Basics
- #M0828B -Intermediate Word
- #M0829B -Intermediate Excel
- #M0827B -Adv. PowerPoint

**Please check
workshop(s) listed
here you want to
attend!**

Payment Options

Total payment due: _____

Check Enclosed (payable to Rhodes State College)

Purchase Order #: _____

(Or attach PO to registration form)

Please read our invoicing policy

Credit Card:

VISA MasterCard Discover Card

Name as it appears on card: _____

Card Number: _____

Expiration Date: _____

3-digit security code: _____

Refund, Invoicing & Cancellation Policies

- You can withdraw from a workshop up to 3 days before its start date. A \$15 fee applies to any such cancellation.
- You will be charged 50% of the fee paid for cancellation within 3 days of respective start date.
- No refunds are issued for no-shows. Substitutions are welcome.
- A \$5 service charge will be added in any instance Solutions, etc... invoices for payment of fees.
- A \$25 late payment charge will be imposed for non-payment of an invoice within the payment terms given on the invoice. Typical payment terms are net 30 days.

REGISTRATION FEES

(All prices listed include one training manual per person)

(All prices listed are per person, per workshop)

Any 9-hour workshop: \$75.00 per person

Eligible Individual Registrant Discounts!

Seniors (age 55 or older): \$60.00 per person

WCOMC members: \$67.50 per person

SBDC clients: \$67.50 per person

Eligible Multiple-Registrant Discounts!*

Seniors (age 55 or older): \$56.25 per person

WCOMC members: \$63.75 per person

SBDC clients: \$63.75 per person

Any 6-hour workshop: \$60.00 per person

Eligible Individual Registrant Discounts!

Seniors (age 55 or older): \$48.00 per person

WCOMC members: \$54.00 per person

SBDC clients: \$54.00 per person

Eligible Multiple-Registrant Discounts!*

Seniors (age 55 or older): \$45.00 per person

WCOMC members: \$51.00 per person

SBDC clients: \$51.00 per person

!Solutions, etc... reserves the right to ask for proof of age, proof of membership and/or participation as a SBDC client of any individual seeking an individual or multiple-registrant discount.

*Multiple-registrant discounts apply only when 2 or more participants are registered at the same time and for the same workshop. All involved registrants must meet the criteria by age, membership or SBDC client status to qualify for listed multiple-registrant discounts.

3 EASY WAYS TO REGISTER

(1) MAIL IN REGISTRATION FORM

Solutions, etc...

Rhodes State College

4240 Campus Drive, Lima OH 45804

Checks payable to Rhodes State College

(2) FAX or SCAN REG FORM

Fax to: (419) 995-8096

Scan and email to: Sybert.A@RhodesState.edu

(3) PHONE IN YOUR REGISTRATION

(419) 995-8406

8:30am to 4:00pm, weekdays

**Full payment of fees is appreciated before
workshop start date.**