



SANTA BARBARA CITY COLLEGE

*Professional Development Center*



## Corporate Computer Training ~ Spring 2012

These classes will benefit both Office 2007/2010 users and will be taught in the Office 2007 platform but with reference to 2010 when necessary.

### Word

Intermediate Word 3/6 & 3/13

Advanced Word 4/4 & 4/11

*(All classes meet 8:30-12:30)*

### Excel

Beginning Excel 2/23 & 3/1

Intermediate Excel 3/15 & 3/22

Advanced Excel 4/18 & 4/25

### Word

Its time to go beyond the basics of Word and learn the skills that will set you apart from the crowd. Enroll in Word levels II & III and discover the power of this amazing document processing software to help you work smarter, not harder!

### Excel

Learn time saving tricks & tips and watch your productivity soar!! Attend all 3 levels of Excel training and gain a deeper understanding of the most powerful tool in the MS Office Suite. ***See the reverse side of this flyer for detailed course descriptions.***

Registration is easy!! Email or call Kathy Rowley: [rowley@sbcc.edu](mailto:rowley@sbcc.edu)/683-8284

All classes meet 8:30-12:30 at the Wake Center, 300 N. Turnpike, Room 5

Pre-registration is required. Cost is \$23 per class (payment by check). Each class earns .5 units of college credit. Participants must attend both days to receive college credit.

# Course Descriptions

## COMP 132B ~ Intermediate Word

**Work Smarter, Not Harder!** It's time to go beyond the basics of Word and learn the skill sets that will increase your productivity in your workplace. In this 8-hour course, you will gain techniques to:

- Use document sections to manage complex document design & production
- Explore built-in auto-editing & formatting tools
- Automate mailing list management. This will save you tons of time!
- Create Form letters, envelopes & labels using Mail Merge. It's easier than you think.

Knowing these important Word functions will save you hours of time and give you professional results. Don't miss this chance to learn to use these important work tools.

## COMP 132C ~ Advanced Word

You think you know Microsoft Word, right? But you are probably only using a fraction of the power of this amazing document processing software.

If you have been working with Word for ages and really want to boost your skills to the next level, then this is the class for you. You will learn the more complex capabilities of Word. Some topics include:

- Create sophisticated and beautifully formatted tables and learn to manage the data in the tables
- Integrate Excel data into Word tables
- Create and use Styles to maintain formatting consistency within/among documents
- Convert existing documents into templates to jump-start document productions, to save time, and to maintain consistency

You will come out of this practical training with the proficiency to apply the broad range of advanced Word capabilities and functions to your documents!

## COMP 134A ~ Beginning Excel

Excel is one of the most powerful tools you can use to help accomplish your projects at work or at home. In this class, you will master the essentials that will prepare/propel you to the "next level". Get ready to gain a firm foundation on skills that will enable you to work faster, smarter, and proficiently. Some topics include:

- How to find "old buttons" in the 2007/2010 Ribbon
- The "ABC's" of formulas and formatting
- Relative and Absolute Referencing
- "Collect" & Paste
- Create "rules" that will automatically change cells to a certain color/format with Conditional Formatting
- Explore the keyboard shortcuts and the POWER Tips & Tricks that will make "life Easier"

By the end of this class, you will be ready for the "tough stuff" in Excel.

## COMP 134B ~ Intermediate Excel

**Work Smarter, Not Harder!** It's time to go beyond the basics of Excel and learn the skill sets that will enhance your productivity in your workplace. In this 8-hour course, you will understand the techniques that will help you to:

- Create Charts & Graphs like an Excel wiz
- Decipher number/date/custom formatting that once boggled you
- Manipulate text (example: separate first & last names into two columns)
- Use Ranges to "link" your worksheets and formulas
- Work with Large Worksheets
- Learn how to create IF, Nested, Ifs, SumIF, CountIF, AverageIF statements
- And much more....

It's frustrating when you know you can do something with Excel but didn't really have the time to learn the techniques to accomplish it.

## COMP 134C ~ Advanced Excel

Ready to see your work productivity soar? If you have been working with Excel for a while now and really want to boost your skills to the "next level", then this is the class for you. In this class, you will become skilled at the more complex capabilities of Excel and discover how it can enhance and make your worksheets more flexible and powerful. Some topics include:

- Time-saving data sorting and advanced filtering techniques
- Explore functions such as: Vlookup, Match, Index, and other data base functions
- "Crunching Data" with Pivot Tables and Charts
- Creating Quick data tables
- Use "Goal Seek" to help solve the "What-if" scenarios in your worksheets

You will be sure to come out of this practical training with the proficiency to apply the broad range of advanced Excel Capabilities and function in your projects!