

Microsoft Word, Excel, Access and PowerPoint TRAINING

Serious business requires serious tools. Microsoft Office gives you the powerful tools you need to express your ideas and solve problems. Daytona State College offers the courses you need to take full advantage of these powerful tools.

REGISTRATION

The deadline to register for each course is one week prior to the course date. **Courses fill quickly!** To register for these courses, contact Daytona State College at (386) 506-4224 or parkerj@DaytonaState.edu. We accept checks, credit card (MasterCard, VISA), purchase order or company billing for payment.

FEE

The fee for each course is \$85 and includes a student workbook with a CD-ROM containing the lab files used in class. These are 'hands-on' courses and each participant will be provided access to a personal computer. Courses may be canceled due to a lack of enrollment.

TIME AND LOCATION

All courses are 8:30 a.m. - 4:30 p.m., with a one-hour lunch break, and are held at our Daytona Beach Campus, Bergengren Hall (Bldg. 110, Rm. 248), 1200 W. International Speedway Blvd., Daytona Beach, FL, 32114

Center for
Business & Industry
www.theCBI.com



COURSE SCHEDULE

Title: **Excel 2007, Basic**
Dates: Jan. 24 **OR** Jan. 31, 2012

Title: **Excel 2007, Intermediate**
Dates: Feb. 2 **OR** Feb. 7, 2012

Title: **Excel 2007, Advanced**
Date: Feb. 14, 2012

NEW! Excel 2010, Basic
Date: Jan. 26, 2012

NEW! Excel 2010, Intermediate
Date: February 9, 2012

NEW! Excel 2010, Advanced
Date: Feb. 16, 2012

Title: **Word 2007, Basic**
Date: February 21, 2012

Title: **Word 2007, Intermediate**
Date: Feb. 28, 2012

Title: **Word 2007, Advanced**
Date: March 6, 2012

Title: **Access 2007, Basic**
Date: Feb. 22, 2012

Title: **Access 2007, Intermediate**
Date: Feb. 29, 2012

Title: **Access 2007, Advanced**
Date: March 7, 2012

Title: **PowerPoint 2007, Basic**
Date: March 22, 2012

Title: **PowerPoint 2007, Advanced**
Date: March 29, 2012

(See course descriptions on reverse)

www.DaytonaState.edu

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Course Descriptions

Excel 2007: Basic – This course provides competency in the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas and pictures, as well as save workbooks in various formats. Students also will move and copy data, learn about absolute and relative references, and work with ranges, rows and columns. This course also covers simple functions, basic formatting techniques and printing. Finally, students will create and modify charts and learn how to manage large workbooks.

Excel 2007: Intermediate – This course builds on the skills and concepts taught in Excel 2007: Basic. Students will learn how to use multiple worksheets and workbooks efficiently. They will start working with more advanced formatting options, including styles, themes, backgrounds and watermarks. They also will learn how to create outlines and subtotals, create and apply cell names, and work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.

Excel 2007: Advanced – This course builds on the skills and concepts taught in Excel 2007: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros and sharing Excel data via the Web.

New! Excel 2010: Basic – This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas and pictures, and will save workbooks in various formats. Students also will move and copy data, learn about absolute and relative references, and work with ranges, rows and columns. This course also covers simple functions, basic formatting techniques and printing. Finally, students will create and modify charts and learn how to manage large workbooks.

New! Excel 2010: Intermediate – This course builds on the skills and concepts taught in Excel 2010: Basic. Students will learn how to use multiple worksheets and workbooks efficiently and will start working with more advanced formatting options, including styles, themes and backgrounds. They also will learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn to work with PivotTables and PivotCharts.

New! Excel 2010: Advanced – This course builds on the skills and concepts taught in Excel 2010: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how

to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

Word 2007: Basic – This course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They also will create tables, insert headers and footers, proof and print documents, and insert graphics.

Word 2007: Intermediate – This course builds on the skills and concepts taught in Word 2007: Basic. Students will work with styles, sections and columns. They will format tables, print labels and envelopes, and work with graphics. They also will use document templates, manage document revisions and work with Web features.

Word 2007: Advanced – This course builds on the skills and concepts taught in Word 2007: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references and Web frames. They also will create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

Access 2007: Basic – This course covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields and records; sort and filter data; and create queries, forms and reports.

Access 2007: Intermediate – This course builds on the skills and concepts taught in Access 2007: Basic. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

Access 2007: Advanced – This course builds on the skills and concepts taught in Access 2007: Intermediate. Students will learn how to query with SQL; create crosstab, parameter and action queries; create macros; import, export and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data.

PowerPoint 2007: Basic – This course covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts and diagrams. They will also edit and format slide content and apply transition effects.

PowerPoint 2007: Advanced – This course builds on the skills and concepts taught in PowerPoint 2007: Basic. Students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They also will apply themes and templates and will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides and will learn about presentation distribution options, including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel.