

OFFICE 2013



In this Office 2013 training you will learn to transition from Microsoft 2007/2010 as you explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

This training will help you bridge the gap from the Microsoft versions you already know and love to the latest release of Microsoft's flagship productivity suite.

This course is intended for individuals who already have foundational knowledge and skills in Office 2007 or Office 2010 and who are interested in transitioning from the earlier versions to Office 2013.

- Learn about using Office with the Cloud.
- Learn about the new features included with Office 2013.
- Learn how to edit PDFs in Microsoft Word 2013.
- Learn to work with templates in Microsoft Excel 2013.
- Learn to enhance your presentations with new features in Microsoft PowerPoint 2013.
- Learn to explore web apps and utilize templates in Microsoft Access 2013.
- Learn navigation techniques in Microsoft Outlook 2013.

Date:

March 6, 13, & 20, 2015
September 11, 18, & 25, 2015

Time:

8:30 – 11:30 a.m.

Location:

Business Resource Center, Room 122
630 W. 19th Street, Merced, CA

Instructor:

Ahmad Ahmadi, WplRC Instructor

Cost:

\$145 per participant for
the three-workshop series

To register call (209) 384-6224
www.mercedcommunityservices.com

INTERMEDIATE & ADVANCED MICROSOFT EXCEL 2010



Master intermediate and advanced features of Microsoft Excel 2010, including charting and PivotTables. Discover how this powerful MS Office program can boost your productivity. In this practical, hands-on course, you'll learn how to create informative and eye-catching charts, as well as how to harness the power of Excel 2010's filtering techniques.

Come learn how Excel 2010 can give you further insight into your valuable data. By learning how to use VBA and create macros that eliminate repetitive tasks, you'll earn your coworkers admiration and gratitude. With your macro knowledge, you'll be able to manipulate data with the push of a button.

You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. You'll set yourself apart from the casual Excel user by learning how to use Excel's VLOOKUP, INDEX & MATCH Circular References, Formula Auditing, and other time-saving functions.

Date:

November 7, 14, & 21, 2014
May 1, 8, & 15, 2015
November 6, 13, & 20, 2015

Time:

8:30 – 11:30 a.m.

Location:

Business Resource Center, Room 216
630 W. 19th Street, Merced, CA 95340

Instructor:

Ahmad Ahmadi, WplRC Instructor

Cost:

\$145 per participant for the
three-workshop series

To register call (209) 384-6224
www.mercedcommunityservices.com



To register call (209) 384-6224
or online at
www.mercedcommunityservices.com
(under Professional Development)

