

MICROSOFT \$70 REGISTRATION FEE BOOTCAMP OFFICE 2016

TUESDAYS & THURSDAYS DATATEL #96761
OCT. 22 - NOV. 14 | 6-9 P.M.

**CABARRUS BUSINESS & TECH. CENTER | RM 9232
660 CONCORD PARKWAY, N., CONCORD**

You asked for it, and now you have it... A boot camp for Microsoft Office 2016. Whether you need to brush up on Microsoft Word, Excel, or PowerPoint, this boot camp will help you quickly increase your confidence in these widely used Microsoft software products in today's office environment including word processing, utilizing spreadsheets, and creating presentations. So what are you waiting for? Register today and get a jump start on your office computing skills!

REQUIRED TEXTBOOK

Microsoft Office 2016 Step by Step

ISBN: 9780735699236. Please purchase your book prior to the first day of class.

EXCEL 2016

TUESDAYS & THURSDAYS DATATEL #96717
SEPT. 10 - OCT. 3 | 6-9 P.M.

**NORTH CAMPUS | RM. 4126
1333 JAKE ALEXANDER BLVD., S., SALISBURY**

This course is designed to provide an overview of the many features of Microsoft 2016 Excel from Basic through Advanced levels, all delivered in a "boot camp style" of classroom instruction.

Students will learn to create and manipulate spreadsheets and charts, insert formulas and functions, as well as sort and filter results. In addition, students will learn to use pivot tables and slicers to meet business needs.

At the end of this course, students should feel confident in utilizing both basic and advanced features of Microsoft Office Excel 2016 in the workplace.

REQUIRED TEXTBOOK *Microsoft Excel 2016 Step by Step by Curtis Frye ISBN:9780735698802. Please purchase your book prior to the first day of class.*

Call **704-216-7222** or register online through WebAdvisor (go to WebAdvisor, click "Continuing Education," then "Search, Register and Pay for Continuing Education Classes")

704-216-RCCC (7222) www.rccc.edu

