

MICROSOFT \$70 REGISTRATION FEE BOOTCAMP OFFICE 2019

TUESDAYS & THURSDAYS DATATEL #99312
FEB. 25-MAR. 26 | 6-9 P.M.

**CABARRUS BUSINESS & TECH. CENTER | RM 9101
660 CONCORD PARKWAY, N., CONCORD**

You asked for it, and now you have it... A boot camp for Microsoft Office 2019. 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 2019 Step by Step ISBN-13: 978-1509307685. Please purchase your book prior to the first day of class.

EXCEL 2019

MONDAYS & WEDNESDAYS DATATEL #99167

FEB. 3 - 26 | 6-9 P.M.

**CABARRUS BUSINESS & TECHNOLOGY CENTER (CBTC)
660 CONCORD PARKWAY, N. | CONCORD, N.C. | RM. 9232**

This course is designed to provide an overview of the many features of Microsoft 2019 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 2019 in the workplace.

REQUIRED TEXTBOOK *TO BE ANNOUNCED*

MONDAYS & WEDNESDAYS DATATEL #99311
APR. 6 - MAY 4 | 6-9 P.M.

**NORTH CAROLINA RESEARCH CAMPUS
399 BIOTECHNOLOGY LN. | KANNAPOLIS, N.C. | RM. 336**

Users of Microsoft Office 2016 will benefit equally to users of Microsoft Office 2019.

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

