

Make Microsoft Office Work for YOU!

A lunchtime Brown Bag series 12 – 1:30 PM

**At the NEK Chamber Resource Center in the Green Mountain Mall
Presented by Bonnie Dasher-Andersen, Solbakken Technology Partners**

DESIGNED FOR CURRENT USERS OF OFFICE 2007 OR 2010

MICROSOFT WORD

Feb. 5 - Working with Tables

Topics include: learning to create a table; modifying and formatting tables; converting existing text to a table and tables to paragraphs; adding formulas to tables; splitting tables and using page breaks.

Feb. 12 - Using Styles and Templates

Topics include: Learning the basics of styles; modifying existing styles; creating a new style; merging styles between documents; modifying Word's default styles; creating, using and modifying templates.

Feb. 19 - Enhancing Documents

Topics include: inserting and modifying clipart, pictures, charts and shapes; using SmartArt; using QuickParts; creating a form document.

Feb. 26 - Shortcuts and Power Tips

Topics include: becoming familiar with all the best keyboard shortcuts and tips to work faster and more efficiently; creating complex documents that include editable Excel worksheets and charts; learning formatting and page layout tips; creating a table of contents and index; using section breaks.

MICROSOFT EXCEL

Mar. 4 - Working with Excel Formulas

Topics include: creating formulas quickly and accurately; becoming familiar with formulas spanning multiple worksheets; learning how to use absolute cell references and named ranges; creating formulas based on criteria and text functions

Mar. 11 - Creating and Formatting Excel Charts

Topics include: learning to convert your worksheet data into visually attractive charts; becoming familiar with chart formatting options; saving charts as templates to promote consistency.

Mar. 18 -Using Excel Database Features

Topics include: converting your worksheet data into a data list that can be sorted, filtered and queried; learning to use database functions to complete calculations based on criteria; learning to group and consolidate data; becoming familiar with PivotTables and PivotCharts.

Mar. 25 - Excel Shortcuts and Power Tips

Topics include: becoming familiar with all the best keyboard shortcuts and tips to work faster and more efficiently; learning more about customizing Excel and using advanced formatting features; become familiar with creating templates, styles and macros.

VISIT WWW.SOLBAKKN.COM FOR REGISTRATION FORM