

CES 766: What's New in Microsoft Office 2007? (.6 credits ~ 9 hours)

Learn all the new features that the Office 2007 programs have to offer. This course is designed to give an overview of the new Office 2007 interface, the Office XML file format, new Word features, new Excel features, new PowerPoint features, and new Access features. Topics include the office button menu, the ribbon, the mini toolbar, quick parts and building blocks, dynamic SmartArt graphics, slide libraries and data features. Experience in an earlier version of Office is recommended before taking this course.

Location: Business Development Center, Room 22A

Cost: \$119 (Includes book)

Dates: Section 1 ~ Tues./Thurs., Jan. 8, 13 & 15

Time: 9AM-12PM

Section 2 ~ Tues./Thurs., Feb. 24, 26 & March 3

Instructor: Mary Kay Balaguer

CES 763: Introduction to Excel 2007 (.6 credits ~ 9 hours)

Become familiar with the newest version of this popular spreadsheet program. Did you know you can balance your checkbook with Excel? You can also maintain a mailing list, calculate a loan payment, evaluate investment plans, and much more. Topics will include entering text, entering formulas, formatting, printing, editing worksheets, analyzing data, creating tables, enhancing worksheets and working with charts.

Location: Business Development Center, Room 22A

Cost: \$119 (Includes book)

Dates: Section 1 ~ Mon./Wed., Feb. 9, 11 & 16

Time: 9AM-12PM

Instructor: Mary Kay Balaguer

CES 762: Introduction to Word 2007 (.6 credits ~ 9 hours)

Become acquainted with the newest version of this popular word processing software. More than just a word processor, Microsoft Word offers users a creative outlet through the use of font styles and sizes, graphic features, and other formatting basics. Discover how to make documents come alive while learning basic Word features. Impress your friends, family and coworkers with your newfound skills discovered as you explore the almost endless possibilities of Microsoft Word.

Location: Business Development Center, Room 22A

Cost: \$119 (Includes book)

Dates: Section 1 ~ Mon./Wed., Jan. 21, 26 & 28

Time: 9AM-12PM

Instructor: Mary Kay Balaguer

CES 764: Introduction to PowerPoint 2007 (.6 credits ~ 9 hours)

Create an attention-getting slide show presentation that can be easily customized, and learn many ways to display information visually. Students will learn how to work with text, clip art, photos, charts, and slide layouts as well as slide transitions. Join us and see how easy creating and delivering a dynamite presentation for both personal and professional use can be!

Location: Business Development Center, Room 22A

Cost: \$119 (Includes book)

Dates: Section 1 ~ Tues./Thurs., March 17, 19 & 24

Time: 9AM-12PM

Instructor: Mary Kay Balaguer

CES 767: Quick Overview of Office 2007 Interface (.2 credits ~ 3 hours)

If you have a good handle of previous Office programs and just need a quick overview of how Office 2007 interface and file formats are set up, then this is the class for you. Learn how to customize Office 2007 to be able to find what you need. Topics include the office button menu, the ribbon, the mini toolbar, quick access toolbar, status bar and file formats.

Location: Business Development Center, Room 22A

Cost: \$59 (Includes book)

Dates: Section 1 ~ Thurs., Jan. 29

Time: 9AM-12PM

Section 2 ~ Mon., Feb. 23

Section 3 ~ Thurs., March 26

Instructor: Mary Kay Balaguer

CES 765: QuickBooks Pro 2007 (.8 credits ~ 12 hours)

Are you frustrated with your current bookkeeping system but aren't sure where to start with finding a new system? Maybe you've started using QuickBooks, but you think there is a better way to use it. In both cases, chances are you just need some focused time with hands-on use to be able to set your company up properly. This course will cover each step involved with the initial setup of your company as well as customizing QuickBooks for your specific business situation. QuickBooks covers your entire business' needs from accounts receivable to accounts payable to payroll for employees. QuickBooks also gives you the ability to track your income and expenses and to run reports at the end of the month, quarter, and year automatically. Come discover an easier way to do your bookkeeping.

Location: Business Development Center, Room 22A

Cost: \$149 (Includes book)

Dates: Section 1 ~ Mon./Wed., Feb. 9, 11, 16 & 18

Time: 6-9PM

Instructor: Mary Kay Balaguer

CES 769: Intermediate Excel 2007 (.8 credits ~ 12 hours)

Go beyond the basic features of the newest version of this popular spreadsheet program. The class will begin with a quick overview of the features taught in the Introduction to Excel class. New Topics include using multiple worksheets and workbooks, doing advanced formatting, outlining and subtotals, using cell and range names, using lists and tables, exploring Internet features, using advanced charting, documenting and auditing, and using templates.

Location: Business Development Center, Room 22A

Cost: \$143 (Includes book)

Dates: Section 1 ~ Tues./Thurs., April 21, 23, 28 & 30

Time: 9AM-12PM

Instructor: Mary Kay Balaguer

CES 770: Intermediate Word 2007 (.8 credits ~ 12 hours)

Go beyond the basic features of the newest version of this popular word processing program. The class will begin with a quick overview of the features taught in the Introduction to Word class. New topics include working with styles, sections and columns, formatting tables, printing labels and envelopes, using templates, working with graphics, managing document revisions and using web features.

Location: Business Development Center, Room 22A

Cost: \$143 (Includes book)

Dates: Section 1 ~ Mon./Wed., March 30 & April 1, 6 & 8

Time: 9AM-12PM

Instructor: Mary Kay Balaguer

To register, fill out & fax the registration form below to 269-467-4114.

If a company is paying for one or more employees to attend and would like to be billed, a letter stating that the company will pay for the course must accompany the registrations.

The letter must indicate the course information, person(s) attending, and the billing information.

Questions? Contact Kari Scare, Director of Business Services, @ 269-467-9945 OR kscare@glenoaks.edu

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