



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE  
CENTER FOR WORKFORCE DEVELOPMENT  
COMPUTER TECHNOLOGY SPRING 2014 ~ CONTINUING EDUCATION**

**MICROSOFT WORD 2013 INTRODUCTION**

Learn about the tools and templates within MS Word to write letters, reports, resumes, invitations, cards, promotional materials, blog posts, and more! Learn to navigate screens, menus, and toolbars, the basics of text entry, creating and editing files, using copy, cut and paste, using search and replace, formatting text, print control and settings, spell checker, and outline mode. Prerequisite: a working knowledge of Windows and keyboard skills. Bring a flash drive to class to save work. CEU 0.75



**CRN 1411: Mon/Fri, 5:30pm-8pm, room ASB 214, February 17, 21, 24. Course fee: \$85**

**MICROSOFT EXCEL 2013 INTRODUCTION**

Explore a popular, user-friendly spreadsheet package used extensively in business but not too complicated for personal applications. Develop the basic skills required to create budgets, invoices, calendars, lists, schedules and more! Learn to enter and edit data; create formulas; format elements of a worksheet; and insert charts. Topics include working with cells, rows and columns, moving and copying data, formulas, functions, formatting charts, and printing. Prerequisite: a working knowledge of Windows and keyboard skills. Bring a flash drive to class to save work. CEU 0.75



**CRN 1202: Mon/Fri, 5:30pm-8pm, room ASB 214, March 3, 7, 10. Course fee: \$85**

**MICROSOFT EXCEL 2013 FORMULAS AND FUNCTIONS**

Do you have a working knowledge of Excel? Are you ready to explore the most commonly used formulas and functions? This course will prepare you to create and work proficiently with Excel's mathematical options. We'll cover formula vs. function, mathematical operators, order of operations, relative and absolute cell references, functions and their arguments, dates in calculations, conditional formulas and statistical functions. Prerequisites: a working knowledge of the Windows operating system, Excel, and keyboard skills. Bring a flash drive to class to save work. CEU 0.75



**CRN 1294: Mon/Fri, 5:30pm-8pm, room ASB 214, March 17, 21, 24. Course fee \$85**

**MICROSOFT OFFICE 2013 INTRODUCTION**

Learn the basics in the Microsoft Office suite!

- Word: produce documents and letters, use templates, create tables, insert clip art
- Excel: create spreadsheets, data tables, graphs, formulas
- PowerPoint: design and create slides, use animation effects and slide transitions, run presentations
- Access: create databases and related data tables, use queries, run reports



CEU 2.0

**CRN 1293: Mon/Fri, 5:30pm-8pm, room ASB 214, March 31, April 4, 7, 11, 14, 21, 25, 28.  
Course fee: \$175**

*About the instructor: Roxanne Norway-White has been teaching at NCCC for many years. She enjoys working with people to help them get the most out of today's technology. Her classroom is never boring! Roxanne delivers training that is both up-to-date and creative.*



**\*Refund Policy:** NCCC reserves the right to change instructors or cancel/reschedule a program in the event of insufficient enrollment or unforeseen circumstances. If your session is canceled, you will have the option of applying the fee to another class or you will receive a full refund. If you are unable to attend a session you must withdraw at least FIVE WORKING DAYS before the meeting date in order to receive a refund.

**Mail or fax registration and course fee to: NCCC, Center for Workforce Development, Park Place East, Winsted, CT 06098  
Telephone: 860-738-6444 \* Fax: 860-738-6453**

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PRINT NAME \_\_\_\_\_ SSN or NCCC Student ID \_\_\_\_\_

Address \_\_\_\_\_ Maiden name if applicable \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone home and cell \_\_\_\_\_ Birthdate \_\_\_\_\_

E-mail address \_\_\_\_\_

- (1) Gender: \_\_\_ Male \_\_\_ Female  
(2) Connecticut Resident: \_\_\_ Yes \_\_\_ No  
(3) Citizenship: \_\_\_ U.S. Citizen \_\_\_ Non-U.S. Citizen  
(4) Ethnicity: \_\_\_ Hispanic/Latino \_\_\_ Non-Hispanic/Latino \_\_\_ Choose not to respond  
(5) What is your race? \_\_\_ White \_\_\_ Black or African American \_\_\_ Asian \_\_\_ American Indian or Alaska Native  
\_\_\_ Native Hawaiian or other Pacific Islander \_\_\_ Other \_\_\_ Choose not to respond

**PAYMENT TO NCCC:**

Check# \_\_\_\_\_ VISA/MC/Discover# \_\_\_\_\_ 3-digit security code \_\_\_\_\_ Exp.Date \_\_\_\_\_

Name as it reads on card \_\_\_\_\_ Billing zip code \_\_\_\_\_

Do you require a *CEU certificate* or an individual *Certificate of Completion* upon successful completion of your course?  
Make your request here, check one: \_\_\_\_\_ CEU certificate or \_\_\_\_\_ Certificate of Completion

Check the course(s) for which you are registering.

- CRN 1411: MS Word 2013 Introduction, Feb. 17, 21, 24. \$85  
 CRN 1202: MS Excel 2013 Introduction, March 3, 7, 10. \$85  
 CRN 1294: MS Excel Formulas & Functions, March 17, 21, 24. \$85  
 CRN 1293: MS Office 2013 Introduction, March 31 – April 28. \$175

**AMOUNT ENCLOSED:** \_\_\_\_\_