Microsoft Training Workshops for WORD, EXCEL, and POWERPOINT

Offered by the Library-Student Success Center

Sign-up is required. Sign-up is available in the L-SSC for all students enrolled at ECC Compton Center. *A minimum of 3 students are required.*

Workshop Schedule:

MARCH 2017		

Week 4:
MICROSOFT WORD	Monday, March 06, 2017	12:00 PM
MICROSOFT POWERPOINT	Tuesday, March 07, 2017	4:00 PM

Week 5:
MICROSOFT EXCEL	Monday, March 13, 2017	12:00 PM
MICROSOFT POWERPOINT	Tuesday, March 14, 2017	4:00 PM

Week 6:
MICROSOFT WORD	Monday, March 20, 2017	12:00 PM
MICROSOFT EXCEL	Tuesday, March 21, 2017	4:00 PM

APRIL 2017		

Week 8:
MICROSOFT WORD	Monday, April 03, 2017	4:00 PM
MICROSOFT POWERPOINT	Tuesday, April 04, 2017	12:00 PM

Week 9:
MICROSOFT EXCEL	Monday, April 17, 2017	4:00 PM
MICROSOFT POWERPOINT	Tuesday, April 18, 2017	12:00 PM

Week 10:
MICROSOFT WORD	Monday, April 24, 2017	4:00 PM
MICROSOFT EXCEL	Tuesday, April 25, 2017	12:00 PM

Note: These are **basic** trainings designed for **beginners**. They cover the functions and components of the computer, with an introduction to software features and uses.