

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 SSC for all students enrolled at Compton College. *A minimum of 3 students are required.*

Workshop Schedules:

MARCH 2018

<u>Week 5:</u>	MICROSOFT WORD	Monday, MARCH 12, 2018	12:00 PM
	MICROSOFT POWERPOINT	Tuesday, MARCH 13, 2018	4:00 PM
<u>Week 6:</u>	MICROSOFT EXCEL	Monday, MARCH 19, 2018	12:00 PM
	MICROSOFT POWERPOINT	Tuesday, MARCH 20, 2018	4:00 PM
<u>Week 7:</u>	MICROSOFT WORD	Monday, MARCH 26, 2018	12:00 PM
	MICROSOFT EXCEL	Tuesday, MARCH 27, 2018	4:00 PM

APRIL 2018

<u>Week 8:</u>	MICROSOFT WORD	Monday, APRIL 02, 2018	4:00 PM
	MICROSOFT POWERPOINT	Tuesday, APRIL 03, 2018	12:00 PM
<u>Week 9:</u>	MICROSOFT EXCEL	Monday, APRIL 16, 2018	4:00 PM
	MICROSOFT POWERPOINT	Tuesday, APRIL 17, 2018	12:00 PM
<u>Week 10:</u>	MICROSOFT WORD	Monday, APRIL 23, 2018	4:00 PM
	MICROSOFT EXCEL	Tuesday, APRIL 24, 2018	12:00 PM

This is a **basic** training designed for **beginners**. It covers the functions and components of the computer, with an introduction to software features and uses.