

Microsoft Training Workshops for WORD, EXCEL, and POWERPOINT

Offered by the Student Success Center

Sign Up is required. Sign Up available at the SSC for all registered ECC Compton Center Students. ***A minimum of 3 students required.***

Workshop Schedules:

SEPTEMBER 2015

<u>Week 2:</u>	WORD Part 1: Basic	Tuesday, Sept. 8, 2015	12:00 PM
	WORD Part 1: Basic	Tuesday, Sept. 8, 2015	4:00 PM
	WORD Part 2: Intermediate	Wednesday, Sept. 9, 2015	12:00 PM
	WORD Part 2: Intermediate	Wednesday, Sept. 9, 2015	4:00 PM
<u>Week 3:</u>	EXCEL Part 1: Basic	Tuesday, Sept. 15, 2015	12:00 PM
	EXCEL Part 1: Basic	Tuesday, Sept. 15, 2015	4:00 PM
	EXCEL Part 2: Intermediate	Wednesday, Sept. 16, 2015	12:00 PM
	EXCEL Part 2: Intermediate	Wednesday, Sept. 16, 2015	4:00 PM
<u>Week 4:</u>	POWERPOINT Part 1: Basic	Tuesday, Sept. 22, 2015	12:00 PM
	POWERPOINT Part 1: Basic	Tuesday, Sept. 22, 2015	4:00 PM
	POWERPOINT Part 2: Intermediate	Wednesday, Sept. 23, 2015	12:00 PM
	POWERPOINT Part 2: Intermediate	Wednesday, Sept. 23, 2015	4:00 PM

OCTOBER 2015

<u>Week 2:</u>	WORD Part 1: Basic	Tuesday, Oct. 6, 2015	12:00 PM
	WORD Part 1: Basic	Tuesday, Oct. 6, 2015	4:00 PM
	WORD Part 2: Intermediate	Wednesday, Oct. 7, 2015	12:00 PM
	WORD Part 2: Intermediate	Wednesday, Oct. 7, 2015	4:00 PM
<u>Week 3:</u>	EXCEL Part 1: Basic	Tuesday, Oct. 13, 2015	12:00 PM
	EXCEL Part 1: Basic	Tuesday, Oct. 13, 2015	4:00 PM
	EXCEL Part 2: Intermediate	Wednesday, Oct. 14, 2015	12:00 PM
	EXCEL Part 2: Intermediate	Wednesday, Oct. 14, 2015	4:00 PM
<u>Week 4:</u>	POWERPOINT Part 1: Basic	Tuesday, Oct. 20, 2015	12:00 PM
	POWERPOINT Part 1: Basic	Tuesday, Oct. 20, 2015	4:00 PM
	POWERPOINT Part 2: Intermediate	Wednesday, Oct. 21, 2015	12:00 PM
	POWERPOINT Part 2: Intermediate	Wednesday, Oct. 21, 2015	4:00 PM