## Microsoft Training Workshops for WORD, EXCEL, and POWERPOINT

Offered by the Student Success Center

<u>Sign-up is required.</u> Sign-up is available at the SSC for all registered ECC Compton Center Students. *A minimum of 3 students is required.* 

## **Workshop Schedules:**

OCTOBER 2015		
WORD Part 1: Basic WORD Part 1: Basic	Tuesday, Oct. 13, 2015 Tuesday, Oct. 13, 2015	12:00 PM 4:00 PM
WORD Part 2: Beginner WORD Part 2: Beginner	Wednesday, Oct. 14, 2015 Wednesday, Oct. 14, 2015	12:00 PM 4:00 PM
EXCEL Part 1: Basic EXCEL Part 1: Basic	Tuesday, Oct. 20, 2015 Tuesday, Oct. 20, 2015	12:00 PM 4:00 PM
EXCEL Part 2: Beginner EXCEL Part 2: Beginner	Wednesday, Oct. 21, 2015 Wednesday, Oct. 21, 2015	12:00 PM 4:00 PM
	, , , , , , , , , , , , , , , , , , ,	
POWERPOINT Part 1: Basic POWERPOINT Part 1: Basic	Tuesday, Oct. 27, 2015 Tuesday, Oct. 27, 2015	12:00 PM 4:00 PM
POWERPOINT Part 2: Beginner	Wednesday, Oct. 28, 2015	12:00 PM 4:00 PM
NOVEMBER 2015		
WORD Part 1: Basic WORD Part 1: Basic	Tuesday, Nov. 3, 2015 Tuesday, Nov. 3, 2015	12:00 PM 4:00 PM
WORD Part 2: Beginner WORD Part 2: Beginner	Wednesday, Nov. 4, 2015 Wednesday, Nov. 4, 2015	12:00 PM 4:00 PM
EXCEL Part 1: Basic EXCEL Part 1: Basic	Tuesday, Nov. 17, 2015 Tuesday, Nov. 17, 2015	12:00 PM 4:00 PM
EXCEL Part 2: Beginner EXCEL Part 2: Beginner	Wednesday, Nov. 18, 2015 Wednesday, Nov. 18, 2015	12:00 PM 4:00 PM
POWERPOINT Part 1: Basic POWERPOINT Part 1: Basic	Tuesday, Nov. 24, 2015 Tuesday, Nov. 24, 2015	12:00 PM 4:00 PM
POWERPOINT Part 2: Beginner POWERPOINT Part 2: Beginner	Wednesday, Nov. 25, 2015 Wednesday, Nov. 25, 2015	12:00 PM 4:00 PM
	WORD Part 1: Basic WORD Part 1: Basic WORD Part 2: Beginner WORD Part 2: Beginner EXCEL Part 1: Basic EXCEL Part 1: Basic EXCEL Part 2: Beginner POWERPOINT Part 1: Basic POWERPOINT Part 2: Beginner POWERPOINT Part 2: Beginner  NOVEMBE  WORD Part 1: Basic WORD Part 1: Basic WORD Part 2: Beginner EXCEL Part 1: Basic EXCEL Part 1: Basic EXCEL Part 1: Basic EXCEL Part 2: Beginner	WORD Part 1: Basic WORD Part 2: Beginner EXCEL Part 1: Basic EXCEL Part 2: Beginner Word Part 2: Beginner Word Part 2: Beginner Fower Polint Part 1: Basic Power Polint Part 2: Beginner Word Part 2: Beginner Word Part 3: Basic Word Part 3: Basic Word Part 4: Basic Word Part 4: Basic Word Part 5: Beginner Word Part 5: Beginner Word Part 5: Beginner Word Part 6: Basic Word Part 6: Basic Word Part 7: Basic Word Part 7: Basic Word Part 8: Basic Tuesday, Nov. 4, 2015 Word Part 8: Basic Tuesday, Nov. 17, 2015 EXCEL Part 1: Basic Tuesday, Nov. 17, 2015 EXCEL Part 1: Basic Tuesday, Nov. 18, 2015 Word PowerPoint Part 1: Basic PowerPoint Part 1: Basic Word Part 8: Basic Tuesday, Nov. 24, 2015 Word Part 8: Basic Word Part 9: Beginner Word Part