

MICROSOFT EXCEL—INTERMEDIATE (Excel 2003)

This course is a continuation of Excel Beginning. Learn to create and filter lists, use graphing features, link formulas across spreadsheets, create templates, and use advanced functions.

code:	<u>GSVS-095-MC</u>	days:	M
start date:	Feb 2	duration:	5 SESSIONS
time:	09:00AM-12:00PM	location:	MAC 115
cost:	\$175		
code:	<u>GSVS-095-PS</u>	days:	TH
start date:	Mar 5	duration:	5 SESSIONS
time:	06:30PM-09:30PM	location:	3205
cost:	\$175		

MICROSOFT OFFICE (Office 2003)

This course gives an overview of the four programs included in the Microsoft Professional Office Suite for Windows. In Word, the basics of word processing; in Excel, spreadsheets; in PowerPoint, creating presentations; and in Access, creating databases. A basic understanding of Windows is required.

code:	<u>GSVS-089-PS</u>	days:	S
start date:	Jan 24	duration:	8 SESSIONS
time:	09:00AM-01:00PM	location:	3205
cost:	\$275		
code:	<u>GSVS-089-MC</u>	days:	W
start date:	Mar 4	duration:	8 SESSIONS
time:	09:00AM-01:00PM	location:	MAC 115
cost:	\$275		

INTRODUCTION TO THE INTERNET

This introductory course explains online services and local Internet service providers. Learn about browsers, search techniques, file transfer protocol, and electronic mail. A basic understanding of Windows is required.

code:	<u>GSVS-099-MC</u>	days:	S
start date:	Mar 28	duration:	5 SESSIONS
time:	09:00AM-12:00PM	location:	MAC 114
cost:	\$175		

MICROSOFT PROJECT

Learn the commands, functions and capabilities of Microsoft Project, project management software. Features covered include creating project files, configuring tasks, creating, editing and assigning tasks, setting up views, tables, and filters, and printing reports.

code:	<u>GSCOM-037-MC</u>	days:	T
start date:	Mar 3	duration:	5 SESSIONS
time:	06:30PM-09:30PM	location:	MAC 115
cost:	\$175		

VISIO—LEVEL I

This training course aims to teach all the important aspects of Microsoft Visio, a popular software drawing application. Topics include working with shapes and connectors, using text, protecting diagrams, advanced precision workings, tips on designing networks, customizing MS Visio, floor and site plans, and more.

code:	<u>GSCOM-001-MC</u>	days:	TH
start date:	Feb 5	duration:	5 SESSIONS
time:	09:00AM-12:00PM	location:	MAC 115
cost:	\$175		

SPREADSHEET APPLICATIONS — LEVEL I (Excel 2007)

Gain hands-on experience with the most current and widely used spreadsheet software. Topics covered include creating and editing worksheets, range commands, copy and move commands, calculations, screen and printer graphics, query, Windows, table hookups, and macros.

code:	<u>GSBOL-022-PS</u>	days:	W
start date:	Jan 21	duration:	16 SESSIONS
time:	09:00AM-10:50AM	location:	3245
cost:	\$194		