January 2013:

**Excel 2010 Power User** course is designed for individuals who want to learn advanced skills such as creating pivot tables and charts, working with complex formulas and functions, collaborating features and more. Class meets Wednesday, January 23, 9:00 a.m. – 4:00 p.m. **Cost $99**

February 2013:

**Word 2010 Power User** course is designed for individuals who want to learn advanced skills such as working with advanced mail merge features, themes and styles, macros, and more. Class meets Wednesday, February 20, 9:00 a.m. – 4:00 p.m. **Cost $99**

March 2013:

**PowerPoint 2010** is a powerful desktop application within the MS Office Suite using various formatting tools for creating professional-looking presentations. This course is designed for individuals who want to learn or improve skills in working with auto layout, charts and tables, graphics and more. Class meets Wednesday, March 13, 9:00 a.m. – 4:00 p.m. **Cost $99**

April 2013:

**Access 2010** is a powerful database management system within the MS Office 2010 desktop application suite. This course is designed for individuals who want to learn or improve skills needed to enter, search and report large amounts of information in a relational database. Class meets Wednesday, April 10, 9:00 a.m. – 4:00 p.m. **Cost $99**

May 2013:

**Word 2010** is a powerful desktop word processing application within the MS Office Suite for creating professional-looking documents using various formatting tools. This course is designed for individuals who want to learn or improve skills in working with page layouts, tables, headers/footers, templates and more. Class meets Wednesday, May 22, 9:00 a.m. – 4:00 p.m. **Cost $99**

June 2013:

**Excel 2010** is a powerful desktop spreadsheet application that allows you to organize data, complete calculations, graph data, and create professional reports. This course is designed for individuals who want to learn or improve skills in navigating, creating spreadsheets and charts, working with formulas and functions, and more. Class meets Wednesday, June 12, 9:00 a.m. – 4:00 p.m. **Cost $99**
To be announced