

**Hands-On, Instructor-
Led Training!**

Spring 2019

**9 Week Classes
Just \$65* each!**

ADULT EDUCATION PC CLASSES AT LINCOLN

Word Level 2

Tuesdays, 6 to 8:30pm

Begins 4/16/19



It is highly recommended that students have completed an introductory course in Word – or have mastered the basics of Word – before taking this class. This class meets once a week for **9 weeks**. The **class fee is \$65***.

Topics planned for this 9 Week Class:

- Working with **Tables**
- Mastering **Mail Merge**
- Using and creating **Word Templates**
- Creating and Customizing **Outlines**
- Creating **Forms**
- Using **Content Controls** & Replicating **fields**
- Using **Borders** and **Shading**
- Identifying **colors in graphics**, and matching them in Word for professional flyers and docs
- Inserting and formatting **Pictures, Shapes, Text Boxes, and Smart-Art Graphics**
- **Grouping**, **Aligning**, and **Distributing objects**
- Saving docs as **PDFs** and in earlier formats
- Creating simple **Macros**

Excel Level 2

Wednesdays, 6 to 8:30PM

Begins 4/17/19



It is highly recommended that students have completed an introductory course in Microsoft Excel – or have mastered the basics of Excel – before taking this class. This class meets once a week for **9 weeks**. The **class fee is \$65***.

Topics planned for this 9 Week Class:

- Re-cap and review Excel 1 **Fundamentals**
- Using and editing a variety of **Formulas & Functions** to improve workflow & accuracy
- Work with **large spreadsheets**, set print areas
- **Repeating** column and row **headings** (titles)
- **Customize Charts** & resolve chart problems
- Use **Conditional Formatting**
- **Lock Cells** and **Protect** Worksheets
- **Link Cells** within sheets and between files
- **Import** and **Export Data** to and from Excel
- Work with **Tables**
- Introduction to **Pivot Tables**, and **Outlines**
- **Clip Art, Text Boxes, Pictures, & SmartArt**
- **Freezing and splitting** sheets



Alan Gauthier has been teaching Microsoft Office software programs at Lincoln Education Center for many years. Students appreciate his instructor-led / project-based / step-by-step approach. This hands-on method makes learning the software easier, and provides students with the skills and confidence they need to use the programs on their own to complete personal and work-related projects.

***Payment for class fees is "Cash Only" and is refundable only due to class cancellation.**

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