Career Spotlight

According to the Bureau of Labor Statistics, regardless of which business or industry you work in or aspire to work in, technology is becoming an integral part of every aspect of every business and organization. Today's workers need to be technically fluent—their personal and professional success depends on it!

Learn at your own pace from home or the office! Hundreds of **ed2go online learning** options are available most for just $125 per course. A complete list with course descriptions is available at **ed2go.com/nvcc.**

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Microsoft Office
Essentials Certificate

**WORKFORCE DEVELOPMENT
REGISTRATION
FOUNDERS HALL-ROOM F323
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Microsoft Office®
Essentials Certificate

Microsoft Word, Outlook, Excel, and PowerPoint are among the most utilized computer software programs in any work environment. Word, Excel, and Outlook will be explored in depth including formulas and functions and how to create mail merges. Students will learn the basics of PowerPoint and will learn how to share data between the different MS Office Programs.

Topics include;
- Introduction to MS Office
- Navigating MS Outlook
- MS Word
- MS Excel
- MS PowerPoint
- Integrating data from Word, Excel, and PowerPoint

Microsoft Office®
Applications Series

These workshops are designed for the student who has a basic understanding of computers and software. The expert instructor will facilitate hands-on exploration and learning to get you started.

Each of these applications workshops is a component of the MS Office Essentials certificate. If you are planning on taking more than one of these individual courses, you may want to consider taking the certificate program for a substantial savings over taking them separately.

Microsoft Office & Outlook
This session will focus on basic computer concepts available in the MS Office components. Navigate the ribbons and menus, create folders, and organize your files for efficient recall. You will learn how to send and receive messages in MS Outlook, attach a file to an email message, and save an attachment from an email message.

Microsoft Word
Microsoft Word is an easy-to-use word-processing program that allows you to create many different types of documents. Learn to format text using fonts and word art, paragraphs including bullets and hanging tabs, tables, and mail merge operations to create professional letters, envelopes, and labels.

Microsoft Excel
MS Excel is an electronic spreadsheet used to store, organize, calculate and manipulate data. This course will improve your competency in creating worksheets, using basic formulas and functions, and creating and modifying charts - an asset in any job in today's industry where the budget and the collection and tracking of data is essential to business success.

Microsoft PowerPoint
MS PowerPoint is a presentation software program: a great tool for business, classrooms, and personal use. Develop your skills to create a slideshow presentation today!

MS Office Integration
Learn how to share data and information between the MS Office applications. Practice integrating Word, Excel, and PowerPoint with each other, including combining items created in various MS Office applications and integrate data and charts from Excel into Word and Power-Point.

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