Business Technology
Microsoft Training Delivered Virtually via Zoom

After you register, participants will receive a link to a Zoom meeting via email. They will also receive the course exercise files and the handout. The instructor will instruct the course in Office 365. Participants can open the exercise file and work along while the course is being presented or watch as the instructor presents the course material. There will be time at the end of each presentation for questions and answers.

Creating Effective PowerPoint Presentations (Virtual)
During this course we will explore how to create interesting PowerPoint presentations, how to animate text & objects, add, format and modify pictures, charts and tables. We will also add, insert, and delete slides, utilize the slide sorter and master slide, modify and format your entire presentation quickly and explore presentation tricks!

DETAILS
September 9, 2021
9:00 to 11:00 am (1 session/2 hours)
Presented by Linda Muchow
Fee: $49

Making the Most of Microsoft Word (Virtual)
During this virtual session, learn the great features that Word has to offer such as picture guidelines, SmartArt graphics, editing PDFs in Word and creating a mail merge. Plus learn tips and tricks to create professional documents quickly including letters and longer documents by inserting different headers and footers, using styles to create a table of contents, and create custom tab stops.

DETAILS
October 14, 2021
9:00 to 11:00 am (1 session/2 hours)
Presented by Linda Muchow
Fee: $49

Outlook: Efficient Email Management (Virtual)
This virtual course will take a deeper look at Outlook and learn how to use features that will make your email experience faster, more organized, and less stressful. Take full advantage of the Outlook calendar, task management, and endless organization features during this course. This course will take email to next level and help you increase your productivity!

DETAILS
October 21, 2021
9:00 to 11:00 am (1 session/2 hours)
Presented by Linda Muchow
Fee: $49
Microsoft Excel Tips & Tricks (Virtual)
During this virtual course, you will learn how to quickly navigate in Excel worksheets and tabs, create a chart with one keystroke, link charts to Word and PowerPoint files, and use a feature called FlashFill that automatically fills your data when it senses a pattern. We will also talk about using an Excel feature called QuickAnalysis to create charts, tables, and totals automatically. Then, we will look at some common functions and work with Excel lists.

Microsoft Excel Functions & Charting (Virtual)
This virtual course will focus on Excel Functions, including IF statements, IFS, VLOOKUPS, and date/time functions. We will also explore how to quickly summarize your data with the correct eye-catching chart and save commonly used chart types as templates.

Microsoft Excel Tables & PivotTables (Virtual)
During this virtual session, you will learn the powerful (yet easy) tool of using the Table Feature to filter your data and then turn on a “total row” that will analyze your data automatically by providing built-in sum, average, and count functions. Then, learn about how Excel PivotTables quickly summarize, analyze, and chart your data.

WE ARE CUSTOMIZABLE

Virtual group training options are available!
Whether your employees need a refresher on a certain skill set or you’re ready for the next level, we can work with you to deliver a tailor-made solution.

Contact our office to learn more!
Direct 320-762-4539
Toll Free 1-888-234-1313 ext. 4539
LindaC@alextech.edu

Alexandria Technical & Community College is committed to legal affirmative action, equal opportunity, inclusivity, access and diversity of its campus community.

This document is available in alternative formats by calling 888-234-1222 ext 4673 or 320-762-4673
Registration Form

Please register me for:

Please PRINT name as it should appear on a certificate of completion and/or on your transcript.

First Name   MI   Last Name

Home Address

City

Daytime Phone

State

Zip Code

Email Address:

We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.

Birth Date:   /   /

*Providing this information is voluntary. It assists us in maintaining accurate records. Date will remain confidential.

Payment $__________

Make checks payable to ATCC or Alexandria Technical & Community College

☐ Cash   ☐ Money Order   ☐ Check Number: __________

☐ VISA   ☐ MasterCard   ☐ Discover

Card No:

Expiration Date: _____ / _____

Name on Card: _____________________________________________

☐ Billing Information

☐ Purchase Order Number: __________

Organization: ____________________________________________

Billing Address: __________________________________________

City State Zip: __________________________________________

Policy

Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Email Addresses – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes – Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

Accommodations and Dietary Restrictions - Please submit requests prior to class to the Customized Training Center via email at atcc-customized@alextech.edu or call 320-762-4510 or toll free 888-234-1313.

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