

# Microsoft Training Workshops for WORD, EXCEL, and POWERPOINT

*Offered by the Library-Student Success Center*

**Sign-up is required** Sign-up is available in the SSC for all students enrolled at Compton College. *A minimum of 3 students are required.*

## Workshop Schedules:

### MARCH 2019

<b><u>Week 5:</u></b>	MICROSOFT WORD	Monday, MARCH 11, 2019	12:00 PM
	MICROSOFT POWERPOINT	Tuesday, MARCH 12, 2019	4:00 PM

<b><u>Week 6:</u></b>	MICROSOFT EXCEL	Monday, MARCH 18, 2019	12:00 PM
	MICROSOFT POWERPOINT	Tuesday, MARCH 19, 2019	4:00 PM

<b><u>Week 7:</u></b>	MICROSOFT WORD	Monday, MARCH 25, 2019	12:00 PM
	MICROSOFT EXCEL	Tuesday, MARCH 26, 2019	4:00 PM

### APRIL 2019

<b><u>Week 8:</u></b>	MICROSOFT WORD	Monday, APRIL 01, 2019	4:00 PM
	MICROSOFT POWERPOINT	Tuesday, APRIL 02, 2019	12:00 PM

<b><u>Week 10:</u></b>	MICROSOFT EXCEL	Monday, APRIL 15, 2019	4:00 PM
	MICROSOFT POWERPOINT	Tuesday, APRIL 16, 2019	12:00 PM

<b><u>Week 11:</u></b>	MICROSOFT WORD	Monday, APRIL 22, 2019	4:00 PM
	MICROSOFT EXCEL	Tuesday, APRIL 23, 2019	12:00 PM

This is a **basic** training designed for **beginners**. It covers the functions and components of the computer, with an introduction to software features and uses.