



**Mississippi
College**
A CHRISTIAN UNIVERSITY

Introduction to Microsoft Office

This 2-day, hands-on series covers the basics of Microsoft Word, PowerPoint, and Excel.

This course is for beginners who have basic knowledge of a computer and know how to use a mouse and a keyboard.

Fee for this course is \$75. Registration deadline is March 15, 2019.

Microsoft Word and PowerPoint – Saturday, March 30, 2019 – 12:30 p.m. – 5:00 p.m.

- Covers basic word processing functions in Microsoft Word. Participants will create a document utilizing proofing, editing, and formatting tools.
- Covers the basic functions of Microsoft PowerPoint. Participants will create a PowerPoint presentation, learn to edit, format, proof, and print presentations.

Microsoft Excel I and Excel II – Saturday, April 6, 2019 – 12:30 p.m. – 5:00 p.m.

- Covers the basic functions of a Microsoft Excel spreadsheet. Participants will create a spreadsheet, enter simple formulas, and create graphs.
- Covers the basic concepts of creating Microsoft Excel charts. Participants will use spreadsheets to create, edit, and format several types of charts.

Robert Gatewood earned his B.S. in Graphic Design and M.Ed. in Management Information Systems from Mississippi College and his Master's Degree in Instructional Technology from the University of Southern Mississippi. Robert currently serves as the Senior Integration Engineer for Morpho Trust USA.

***.8 CEUs are available through this course. Cost of CEUs is included in this course.
CEUs will be issued through Mississippi College.**

Introduction to Microsoft Office Registration Form

REGISTRATION DEADLINE: March 15, 2019. Please keep in mind that the class could possibly fill before the registration deadline. Space cannot be reserved without payment. Refunds cannot be issued after the registration deadline.

Name: _____

Address: _____

City/State/Zip: _____ CEUs needed? ____yes ____no

Daytime Phone: _____ Email Address: _____

Mail (With \$75 course fee) To: Intro to Microsoft Office
Mississippi College
Box 4031
Clinton, MS 39058

For more information call 601.925.3263 or email cbvance@mc.edu

Withdrawal and Cancellation Policy: If a choice is made to withdraw from this review course after having registered, in order to receive a full refund, this office must receive notice by phone or in writing at least **one week prior to the beginning of classes**. No refunds will be given after classes have begun. Mississippi College reserves the right to cancel any course for which there is not sufficient enrollment. Should a course fail to make or be cancelled by Mississippi College for any reason, a full refund will be made.