



**Mississippi
College**
A CHRISTIAN UNIVERSITY

Intermediate Microsoft Office 2013

**This 4 part, hands-on series covers the intermediate tasks
of 2013 Microsoft Word, PowerPoint, and Excel.**

**This intermediate course is for individuals who have a solid foundation
of how to use the basic functionalities of a computer.**

Fee for this course is \$75. Registration deadline is March 27, 2018.

Microsoft Word – Tuesday, April 10, 2018 – 5:30 p.m. – 7:30 p.m.

- Covers intermediate word processing functions in Microsoft Word. Participants will create a document utilizing proofing, editing, and formatting tools.

Microsoft PowerPoint – Thursday, April 12, 2018– 5:30 p.m. – 7:30 p.m.

- Covers the intermediate functions of Microsoft PowerPoint. Participants will create a PowerPoint presentation, learn to edit, format, proof, and print presentations.

Microsoft Excel I – Tuesday, April 17, 2018 – 5:30 p.m. – 7:30 p.m.

- Covers the intermediate functions of a Microsoft Excel spreadsheet. Participants will create a spreadsheet, enter complex formulas, and create graphs.

Microsoft Excel II – Thursday, April 19, 2018 – 5:30 p.m. – 7:30 p.m.

- Covers the intermediate concepts of creating Microsoft Excel charts. Participants will use spreadsheets to create, edit, and format several types of charts and pivot tables.

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.**

Intermediate Microsoft Office 2013 Registration Form

REGISTRATION DEADLINE: March 27, 2018. 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: Intermediate 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.