*Continuing Education
&
Community Services
860-885-2608*

Where Learning Works!

Beginner Microsoft Word and Excel Non-Credit Courses

Fall 2010

Three Rivers Community College
Continuing Education
Phone: 860-885-2608 ≈ Fax: 860-886-5063
Email: Continuing_Education@trcc.commnet.edu
Website: www.trcc.commnet.edu

Three Rivers
COMMUNITY COLLEGE
Norwich, Connecticut

Ribbons, Ribbons, & More
and MS Word 2007

Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse, and Windows XP.

Do you need some assistance learning the more recent version of word processing software, Microsoft Word 2007? If the answer is yes, this six-hour workshop will help. This instructor-led workshop will provide you with the basic features of Word 2007 including, entering and editing text, browsing documents, formatting text, using tables, inserting headers and footers, proofing and printing documents, and inserting graphics. This workshop will be presented using a hands-on approach. Come and learn about the new graphical user interface, Ribbons to see what all the talk is about.

**This course is offered:**

One Day Class—CRN# 31607
Date: Friday-October 1, 2010
Time: 9:00 AM—4:00 PM
Location: Room B116
Instructor: Betti Gladue
Cost: $99 (Book not included)
C.E.U.s: .6

_Or.._

Two Evening Class—CRN# 31612
Dates: Monday, November 15 &
            Wednesday November 17
Time: 5:30 PM—8:30 PM
Location: Room B116
Instructor: Betti Gladue
Cost: $99 (Book not included)
C.E.U.s: .6

Ribbons, Ribbons, & More
and MS Excel 2007

Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse, and Windows XP.

If you would like some assistance with learning the most recent version of Microsoft Excel, then this six-hour workshop is for you. This instructor-led workshop will provide you with the basic features of Excel 2007 including formulas and functions, formatting a worksheet, creating charts and graphics and analyzing data with formulas. This workshop will be presented using a hands-on approach. Come and learn about the new graphical user interface, Ribbons. Ribbons replace the current system of layered menus, toolbars, and task panes in Microsoft Office applications.

Two Evening Class—CRN#: 31609
Dates: Wednesdays
            October 20 & 27, 2010
Time: 5:30 PM—8:30 PM
Location: Room B116
Instructor: Kimberly O'Connor
Cost: $99 (Book not included)
C.E.U.s: .6

Preregistration is Required
Three Ways to Preregister

- **_By Mail_**—send completed form with payment to TRCC

- **_By Fax_**— credit card payments **_ONLY_** 860-886-5063

- **_In Person_**—_Continuing Education Department_
  Telephone registration will not be accepted.
  Payment must accompany your registration.

DIRECTIONS TO:

THREE RIVERS COMMUNITY COLLEGE
574 New London Turnpike
Norwich, Connecticut 06360

From New London:
Follow Route 32 to I-395. Take Exit 80**
(travel time approximately 15 minutes)

From Groton/Mystic:
Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 80**
(travel time approximately 25 minutes)

From Colchester and points West:
Follow Route 2 east until it merges with Route 32 south. Take Exit 28S onto I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 Salem Turnpike).**
(travel time approximately 23 minutes)

From Jewett City and points North:
Take I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 Salem Turnpike).**
(travel time approximately 20 minutes)

From Ledyard/Navy Sub Base area:
Follow 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80**
(travel time approximately 25 minutes)

From New Haven and points south:
Take I-95 north to I-395 north (exit 76). Take I-395 north to Exit 80**

** From all points above:
Travel approximately ¾ miles to New London Turnpike. Turn right. The Campus is about .2 miles on left.

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Seating is Limited—Don't Delay !

*Continuing Education
&
Community Services
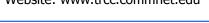860-885-2608*

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Three Rivers
COMMUNITY COLLEGE
Norwich, Connecticut

_____
Legal Name

_____
Former Name(s) - if applicable

_____
Street Address

_____
City   **State**   **Zip Code**

_____-_____-_____ _____/_____/_____
Telephone   **Date of Birth**

_____
E-mail Address

_____/_____/_____
Social Security Number *(Required by College)*

U.S. Citizen   ☐ Yes ☐ No

Gender: ☐ Male ☐ Female

Race: ☐ White ☐ Black, non-Hispanic ☐ Asian
           ☐ American Indian ☐ Hispanic ☐ Decline to State

Ethnicity: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino
           ☐ Decline to State (None)

_____

☐ Check, made payable to TRCC

☐ Visa   ☐ MC ☐ Discover   Amount $_____

_____
                              /_____/
Credit Card #   **Exp. date**

_____
Zip Code of Credit Card holder   3 Digit Security Code
(required by credit card company)

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I acknowledge and authorize that photocopies and facsimiles of the   original of this consent of the Disclosure of Education Records, including my signature, shall be as valid as the original.

I also pledge myself to comply, in good faith with all the rules and   regulations of the College. I realize that any misleading information on this application may be cause for dismissal.

_____
Signature

For office use ONLY:

Student ID @ _____

Entered By _____ Date _____/_____/_____

Intermediate Ribbons & Microsoft Word 2007

Prerequisite: Students taking this workshop should have some basic knowledge of Windows and Microsoft Word 2007 or have completed the basic course, "Ribbons, Ribbons and More and Microsoft Word 2007."

Have you recently acquired Microsoft Word 2007 and have taught yourself some of the basic applications but still need to more than just the basics? If the answer is yes, this six-hour workshop will help. This course was designed for the Microsoft Word 2007 user who has some basic knowledge of the software but would like to learn the more sophisticated features. This instructor-led workshop will provide you with the intermediate features of Word 2007 including, how to work with styles; work with sections and columns; format tables; print labels and envelopes; use templates; work with graphics; manage document revisions; and use Web features. This workshop will be presented using a hands-on approach. Come and learn more about the new graphical user interface, Ribbons, to see what great new features the newest version has to offer.

This course is offered..

One Day Class—CRN #: 31608

Date: Friday, October 8, 2010
Time: 9:00 AM—4:00 PM
Cost: $99 (Does not include book)
Location: Room B116
Instructor: Betti Gladue
CEUs: .6

Or….

Two Evening Class — CRN#: 31613

Dates: Monday, November 29, 2010 &
          Wednesday, December 1, 2010
Time: 5:30 PM—8:30 PM
Cost: $99 (Does not include book)
Location: Room B 116
Instructor: Betti Gladue
CEUs: .6

Intermediate Ribbons & Microsoft Excel 2007

Prerequisite: Students who have successfully completed the *Ribbons, Ribbons, and More and Microsoft Excel 2007* or equivalent.

Take your basic Excel skills to the next level, while working faster and more productively, by learning to use some of Excel 2007's most powerful tools. After completing this course, you will know how to create and manage links between workbooks; apply special and custom number formats; create and manage styles; create an outline, consolidate data and utilize the subtotals capability; define and apply range names; sort and filter using complex criteria; save and publish worksheets as web pages with hyperlink; create more complex charts; use Excel's powerful auditing features; and create and manage templates.

This course is offered..

Two Evening Class — CRN#: 31611

Date: Wednesdays:
          November 3 & 10, 2010
Time: 5:30 PM—8:30 PM
Cost: $99 (Does not include book)
Location: Room B 116
Instructor: Kimberly O'Connor
CEUs: .6

Preregistration is Required
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