

# Imagine your possibilities



**OHIO**  
UNIVERSITY

**Community and Corporate Learning Center**

[www.ohio.edu/lancaster](http://www.ohio.edu/lancaster) | [www.ohio.edu/pickerington](http://www.ohio.edu/pickerington)



## Computer Training Courses

Constant changes in technology mean the skills needed in the workplace are also constantly changing. Computer courses are offered at the Lancaster Campus and off-campus locations, including places of work. We will train individuals or large groups from area businesses on the latest computer technology.

### Fall 2019 Courses

#### Introduction to MS Word 2019 - Level I

**Friday, September 6, 2019, 8:30 a.m.-5p.m.**

Students enrolling in this course will learn the basics for creating and revising business documents using Word 2019. Topics include creating a basic document by using Microsoft Word, editing documents by locating and modifying text, formatting text, formatting paragraphs, adding tables to a document, and controlling a document's page setup and its overall appearance. Users of previous versions of MS Word also can benefit from this class. Prerequisites: Some basic keyboarding skills. Familiarity with personal computers also helpful. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: \$99 (includes book)

#### Intermediate MS Word 2019 - Level II

**Friday, September 13, 2019, 8:30a.m.-5p.m.**

Students enrolling in this course will learn intermediate Word 2019 skills including managing lists, customizing tables and charts, customizing formatting with styles and themes, creating customized graphic elements, controlling text flow, using templates to automate document creation, perform mail merges, and using macros to automate common tasks. Users of a previous version of MS Word also will benefit from this class. Prerequisites: Basic working knowledge of MS Word. Introduction to MS Word 2019 Level I recommended. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: \$99 (includes book)

#### Advanced MS Word 2019 - Level III

**Friday, September 27, 2019, 8:30a.m.-5p.m.**

This course will cover some of the more advanced features MS Word has to offer. Topics include collaborating on documents, managing document versions, reference marks and notes, simplifying the use of long documents, securing a document, and creating forms. Users of previous versions of MS Word also can benefit from this class. Introduction and Intermediate MS Word recommended. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: \$99 (cost includes textbook)

#### Introduction to Excel 2019 Level I

**Friday, October 18, 2019, 8:30a.m.-5p.m.**

Students will learn how to use an electronic spreadsheet to create basic worksheets and charts. After completing the course, students will be able to perform calculations, modify a worksheet, format a worksheet, print workbook contents, and manage large workbooks. Users of a previous version of MS Excel also will benefit from this class. Prerequisites: Some basic keyboarding skills. Familiarity with personal computers also helpful. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: \$99 (Cost includes textbook)

#### Intermediate Excel 2019 Level II

**Friday October 25, 2019, 8:30a.m.-5p.m.**

Students will calculate with advanced formulas, organize worksheet and table data using various techniques, create and modify charts, analyze data using PivotTables and PivotCharts, and customize and enhance workbooks and the Microsoft Office environment. Users of previous version of MS Excel will also benefit from this class. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: \$99 (Cost includes textbook)

#### Advanced Excel 2019 Level III

**Friday, November 1, 2019, 8:30a.m.-5p.m.**

In this class students will automate common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications. Topics include collaborating with other users, auditing worksheets, analyzing data, working with multiple workbooks, importing and exporting data, integrating Excel data with the web, and structuring workbooks with XML. Users of a previous version of MS Excel will also benefit from this class. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: \$99 (Cost includes textbook)

#### Introduction to Access 2019 - Level I

**Friday, November 15, 2019, 8:30a.m.-5p.m.**

This course is for the new user of Access and assumes no experience with relational databases. The topics cover examining the basic database concepts, designing a simple database, building a new database with related tables, managing data in a table, querying a database using different methods, designing forms, and generating reports. Users of a previous version of MS Access will also benefit from this class. Room 445 Brasee Hall. Instructor: Mike Kelley.

#### Introduction to MS PowerPoint 2019

**Friday, November 22, 2019, 8:30a.m.-5p.m.**

Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint. Topics covered include creating a presentation, formatting text on slides, adding graphical objects to a presentation, adding tables and charts to presentation, and preparing to deliver a presentation. Users of a previous version of MS PowerPoint will also benefit from this class. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: \$99 (Cost includes textbook)

### About the Community and Corporate Learning Center

At Ohio University Lancaster Campus, the Community and Corporate Learning Center offers a wide variety of programs, courses and services to help you, your business and your employees keep up. University credit programs, business / industrial training, distance education, and noncredit classes are offered in several formats. We offer professional development opportunities for school teachers and others in the public and private sectors of the workforce. These classes and programs are offered throughout the academic year and summer.

**Ohio University Lancaster Campus**  
1570 Granville Pike  
Lancaster, OH 43130  
740-681-3339

**Ohio University Pickerington Center**  
12933 Stonecreek Dr  
Pickerington, OH 43147  
614.367.9371

## The Ease of Registration....

**By mail** - mail the form included in this brochure with your payment

**By phone** - call 740-681-3339, and pay by VISA or MASTERCARD. *Register as soon as possible! Classes are small, and they fill up quickly.*

**Payment** Course payments are required with your registration. Pay with check, money order, VISA or MASTERCARD (no cash accepted). In order to receive a refund, you must cancel at least 48 hours prior to the start of the class or you may substitute another person in your place.

**Books** Books required with courses will be given at the beginning of the course.

**Leisure Learning** Students may take CREDIT classes for NONCREDIT on a space-available basis and at a reduced rate. Leisure Learning registration begins August 19, 2019 for Fall Semester.

**Questions** Contact the Community and Corporate Learning Center at 740-681-3339. For your convenience, the Community and Corporate Learning Center is open Monday through Friday, 8 a.m.-5 p.m.

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### Registration Form:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

#### I am registering for...

Course Name \_\_\_\_\_ Cost \$ \_\_\_\_\_

Course Name \_\_\_\_\_ Cost \$ \_\_\_\_\_

Course Name \_\_\_\_\_ Cost \$ \_\_\_\_\_

#### Payment Options...

\_\_\_\_ Check/Money Order/Purchase Order enclosed. \_\_\_\_ Charge to: \_\_\_\_ MasterCard \_\_\_\_ Visa

\_\_\_\_\_  
Credit Card Number      Exp. Date      Name (as it appears on credit card)

\_\_\_\_\_  
Signature

Make checks payable to: Ohio University.

Mail to: Community and Corporate Learning Center, Ohio University Lancaster Campus, 1570 Granville Pike, Lancaster, OH 43130.