

Computer Classes Winter/Spring 2018



Location: Abbie Training Lab at 4750 First Street in Pleasanton.
Price includes access to the online learning system, textbook, and teacher supported computer lab access. Advance your skills and prepare for the **Microsoft Office Specialist Exam!**

Microsoft Office - Word 2013

This self-paced course covers key basic skills and progresses to the advanced level. Topics include proofreading tools, creating lists, Mail Merge, tables, footnotes, endnotes, citations, WordArt and clip art, themes, styles, forms, tables of contents, indexes, headers/footers, Track Changes, macros, digital signatures, integration, and more!

\$59

Microsoft Office - Excel 2013

This self-paced course covers key basic skills and progresses to the advanced level. Topics include editing entries, selecting cells and ranges, creating and modifying formulas, charts, multiple-sheet workbooks, advanced functions, creating tables and outlines, using graphics and templates, lookup functions, PivotTables, data validation, and more!

\$59

Keyboarding & Typing

Practice your typing skills and generate a typing speed and accuracy certificate!

\$15

January 23-March 13 and March 20-May 15

Tuesdays, no class April 4

12:30-2:45pm, 3:15-5:30pm or 6:00-8:15pm

Registration: <http://bit.ly/PACE-Classes>