



Excel, Word, PowerPoint, and Access 2007



Office 2007 class	Date	Start Time	End Time	Day	Fee
Access Basic	4/22/10	8:30 a	4:30 p	Th	\$99
Access Advanced	3/23/10	8:30 a	4:30 p	Tu	\$99
Excel Basic	4/20/10	8:30 a	4:30 p	Tu	\$99
Excel Advanced	4/7/10	8:30 a	4:30 p	W	\$99
Excel PivotTables & Charts	4/9/10	8:30 a	4:30 p	F	\$99
Office New Features	5/19/10	8:30 a	4:30 p	F	\$99
Outlook Basic	4/6/10	8:30 a	4:30 p	Tu	\$99
PowerPoint Advanced	5/14/10	8:30 a	4:30 p	F	\$99
PowerPoint Basic	4/17/10	8:30 a	4:30 p	Sa	\$99
Word Basic	4/10/10	8:30 a	4:30 p	Sa	\$99
Word Intermediate	5/20/10	8:30a	4:30p	Tu	\$99
Word Advanced	4/8/10	8:30 a	4:30 p	Th	\$99

Access Basic – Design and create databases. This 7-hour course covers the basic functions and features of Access 2007.

Access Advanced – Advanced-Level functions and features: queries including SQL; macros, database objects, XML and Windows SharePoint Services

Excel Basic – Basic functions including getting started; entering and editing data, modifying a worksheet; using functions; formatting worksheets; printing; creating charts; managing large workbooks.

Excel Advanced – Builds on skills and concepts taught in Intermediate including advanced formulas and functions such as VLOOKUP, MATCH, and INDEX. Also, data validation and functions such as DSUM, external data, and about analytical features.

Excel PivotTables & Charts – Read & group information easier. Important when you need to analyze, summarize or present.

Office New Features – Office 2007 interface and XML file format. New features of Word, Excel, PPT, Outlook & Access

Outlook Basic – Basic functions and features. Manage emails, contacts, tasks, and meeting requests and customize Outlook.

PowerPoint Basic – Create new presentations including text, graphics, WordArt, tables, charts, and diagrams and edit and format slide contents and apply transition effects.

PowerPoint Advanced – Customize by modifying the Quick Access Toolbar and create macros and apply themes and templates.

Word Basic – Basics including navigating, editing and formatting text; tables; page layout; proofing and printing; and graphics

Word Intermediate – Create and modify styles and sections; work with columns, format tables, and print labels and envelopes. Learn to use templates and building blocks and work with graphics and web features such as hyperlinks.

Word Advanced – Objects and backgrounds, forms and macros. Customize Quick Access toolbar and keyboard shortcuts and long document features.



WHERE: Valencia Community College, 2411 Sand Lake Road, Orlando 32809: Located between Orange Blossom Trail and John Young Parkway on the north side of Sand Lake Road between President's Drive and Chancellor Drive.

INFO: Contact ABC: (407) 628-2070

COST:

ABC CFL Members – see above fees
 \$115 Nonmembers (prepay required) – MS Office
 \$235 Nonmembers (prepay required) - QuickBooks
 Includes workbook, disk, & quick reference guide
 - www.abccentralflorida.com or
 - Fax completed registration to: (407) 629-0144

REGISTER:

Company: _____ ABC CFL Member CFBE Member Nonmember (prepay required)

Contact: _____ Phone: _____ Fax: _____

Email: _____ (must have for credit card receipt)

Student(s): (1) _____ (2) _____

PAYMENT OPTIONS – Please select one: Credit Card: Visa MC AMEX

Check enclosed Sending check Bill me (\$7 charge – ABC CFL members only)

P.O. # _____

- | | |
|---|---|
| <input type="checkbox"/> Access Basic | <input type="checkbox"/> PP Basic |
| <input type="checkbox"/> Access Advanced | <input type="checkbox"/> PP Advanced |
| <input type="checkbox"/> Excel Basic | <input type="checkbox"/> Word Basic |
| <input type="checkbox"/> Excel Advanced | <input type="checkbox"/> Word Intermed. |
| <input type="checkbox"/> Excel Pivot Tables | <input type="checkbox"/> Word Advanced |
| <input type="checkbox"/> Outlook Basic | |

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Cancellation/Refund Policy: Cancellations received seven (7) business days (168 hours) before the date of the class will be accepted and a full refund will be issued. No refunds will be given for cancellations received later than seven business days (168 hours) prior to the seminar; please send a substitute. No shows will be billed. Coupons do not apply to these classes.

Please **MAKE CHECKS PAYABLE AND SEND TO:** Associated Builders and Contractors, Inc., 651 Danville Drive, Orlando, FL 32825

Phone: (407) 628-2070 Fax: (407) 629-0144 OR Register online at www.abccentralflorida.com

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