



Microsoft Office 2016 & Windows 10 Course

Are you intimidated or frustrated by the upgrade to Microsoft Office 2016? Do you need to update those computer skills? This robust course is an opportunity to gain a working knowledge of Windows 10 and Microsoft Office 2016: Outlook, Word, Excel, PowerPoint, Access, and LinkedIn to create a profile and upload your resume! This class is intended for individuals who have some knowledge of Word, Excel and PowerPoint and would like to learn the computer skills to make them successful in the workplace.

****Students must purchase Step by Step Microsoft Office 2016 by Joan Lambert and Curtis Frye Published by Microsoft Press ISBN: 978-0-7356-9923-6 (cost on Amazon approximately \$29.00) and bring a flash drive to store data files.

Registration Code: SFAP-1524-T3003

Date: Fridays, March 15, 22, 29, April 5, 12, 2019

Time: 8:30 a.m. - 3:00 p.m. **Fee:** \$325

Location: 2900 Featherstone Road, Auburn Hills, MI
M-TEC Building, Room 235, ½ hour for lunch, bring your lunch

Register online at www.oaklandcc.edu/ce/
or call **248.232.4167 / 248.232.4150**



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