

MICROSOFT APPLICATION (ZMSA)

ZMSA-1112 Refresh Microsoft Excel

0.7 CEU's

Streamline and enhance your spreadsheets with customized Microsoft Excel elements including templates, charts, graphics and formulas. Apply visual elements and advanced formulas to a worksheet to display data in various formats. Create templates, sort and filter data, import and export data, analyze data and work with Excel on the web. *Please Note:

Our online courses are instructor-led virtual courses that require live interaction between our instructors and students on assigned days and activities.

Contact hours: 7

Not financial aid eligible.

ZMSA-1125 Microsoft Excel Data Analysis

0.8 CEU's

This course is designed for advanced Microsoft Office Excel professionals who work or are interested in finance, statistics, project analysis and market analysis, including the fields of micro and macroeconomics. Topics include forecasting data using functions, using data analysis tools, using financial functions to make investment decisions, examining data using math functions, manipulating data using text and information functions, creating templates, working with advanced chart options and managing data in Excel workbooks.

Contact hours: 8

Not financial aid eligible.

ZMSA-1152 Microsoft Office Suite Training

3.5 CEU's

Whether you are new to a field, fresh out of college or need to increase your efficiency, Microsoft Office 2016 can help you. This 36-hour course includes training in Word, PowerPoint, Outlook and Excel. Students are able to access and download these programs during class and on their home computers to practice. Gain experience using the most up-to-date version of Microsoft Office in a safe learning space. No question is too elementary! Learn the best use of each application, plus shortcuts and other tips. Prepare to have several "a-ha" moments throughout the course. (Microsoft Office Suite 2019 is also available). Please Note: Our online courses are instructor-led virtual courses or self-paced.

Contact hours: 36

Not financial aid eligible.

ZMSA-1156 Refresh Microsoft PowerPoint Intensive

7 CEU's

The one day course provides the basic Microsoft PowerPoint user with a fundamental understanding of how to complete task independently in the PowerPoint environment and prepares them for techniques using PowerPoint 2016. Successful candidates will demonstrate the correct application of PowerPoint by Creating, editing, and enhancing presentations and slideshows. Presentation examples include professional-grade sales presentations, employee trainings, instructional materials, and kiosk Slideshows. This one day course guides student from basic PowerPoint user through innovative instruction and guided exercises.

Contact hours: 7

Not financial aid eligible.