



Program Information and Program Costs

'Get Back to Work' Training Package

Program
Description:

This training package begins with the basics of business productivity software including spreadsheets, presentations, and word processing. All courses in this package are vital technical skills that any prospective employer would find desirable. This package includes the following courses:

1. Excel Level 1

In this Excel spreadsheet course, you will learn how to: use a toolbar, view a task pane, open a workbook, cursor movement and its effects, selecting cells, saving a workbook, creating a worksheet, entering information, editing cells, entering dates and times, building a formula, cell addressing, moving and copying cells, inserting cells, rows and columns, formatting and aligning text, changing column width, row height, fonts and borders, and page set-up and printing.

2. Excel Level 2

In this Excel spreadsheet course, you will cover: working with workbooks, protecting the worksheet or workbook through locking, hidden formulas and passwords, creating and using names in a workbook, consolidating data, linking and editing cells, changing the worksheet display, advanced formatting and worksheet features, and creating and using macros for your benefit.

3. Excel Level 3

Extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

4. PowerPoint Level 1

Learn the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint.

5. PowerPoint Level 2

You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

6. Word Level 1

Create, edit, and enhance standard business documents using Microsoft Office Word.

7. Word Level 2

Create or modify complex business documents and customized Word efficiency tools.

8. Digital Trends Elective

Select any of our three (3) hour lecture style courses to learn the latest in different digital trends for business.

Specific Information about Graphic Design Courses can be found at

www.fcdigitalworkshop.com/microsoft/

	<p>Course notes: All business productivity courses are full day, hands-on intensive style workshops unless otherwise noted. Full day business productivity courses are typically 9:30am-4:30pm. While courses may be finished much sooner, students have six (6) months to complete them. Courses include a professional textbook, take-home CD or downloadable materials with practice examples, one (1) month of technical support and one (1) year for a free re-take of the same course. Some restrictions may apply. The following training package is for classes taught at the FCDW classroom only.</p> <p style="text-align: center;">-----</p> <p>The Fort Collins Digital Workshop (FCDW) is a locally-owned, independent digital arts and computer training center offering classes on popular software programs, graphic design, web design, desktop applications, business solutions, and advanced computer training concepts. FCDW offers several methods of learning in order to best suit your needs. An education specialist will work with a client to ensure that they are providing the proper learning option for every student and environment. Learning options include: on-site classroom training, off-site classroom training, private instruction, lecture style workshops, and night and weekend classes.</p>
Contact Name:	Stu Crair
Duration of Program: (Semesters, days, etc)	While these courses can be finished within weeks, students are allowed six (6) months to complete them.
Class Hours (Credit Hrs, Hours, etc)	39
Tuition (Include all semesters, etc.):	\$1,134.00
Additional Fees (Include all fees for semesters, etc.):	0
Books (Include all books for semesters, etc.):	included