

FREE

Microsoft Word and Excel Training

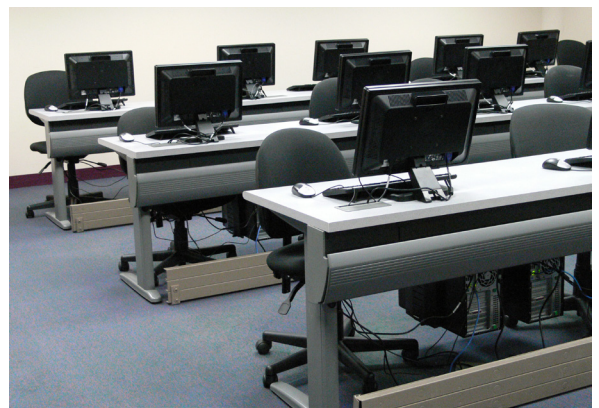
Thanks to an Eliminate the Digital Divide grant awarded to Joliet Junior College through the Illinois Department of Commerce and Economic Opportunity, basic computer training is now available FREE to anyone who resides in the Joliet Township High School District 204.

You will learn how to:

- Use Microsoft Word to write any kind of correspondence
- Use Microsoft Excel to do basic spreadsheets and formulas

Training is conveniently located at Joliet Junior College's City Center Campus, Room 207, at 214 North Ottawa Street, Joliet, IL. Parking is located directly in front of the City Center Campus or in the lot across the street of the City Center Campus (Webster and Ottawa Street). *Stop feeling left out of the computer age.*

Enrollment is limited so call today!



Introduction to Microsoft Word (SAF 020)

Topics include: creating and saving documents; selecting, formatting, and editing text; change font appearance; add borders and shading; utilize tables; insert graphic objects; proofing spelling and grammar; and apply page borders and color.

TDC	Tuesday, February 14, 2012	8:30am – 4:00pm	JJC City Center
TDD	Friday, February 24, 2012	8:30am – 4:00pm	JJC City Center
TDE	Friday, March 2, 2012	8:30am – 4:00pm	JJC City Center
TDF	Tuesday, March 13, 2012	8:30am – 4:00pm	JJC City Center
TDG	Friday, March 23, 2012	8:30am – 4:00pm	JJC City Center

Introduction to Microsoft Excel (SAF 030)

Topics include: create a basic worksheet; performing calculations; insert and delete cells, columns and rows; format a worksheet; printing; and format worksheet tabs.

TDC	Friday, February 17, 2012	8:30am – 4:00pm	JJC City Center
TDD	Tuesday, February 21, 2012	8:30am – 4:00pm	JJC City Center
TDE	Friday, March 9, 2012	8:30am – 4:00pm	JJC City Center
TDF	Friday, March 16, 2012	8:30am – 4:00pm	JJC City Center
TDG	Tuesday, March 20, 2012	8:30am – 4:00pm	JJC City Center

HILL
Memorial Center

**Space is limited. To enroll, call
Kathy at (815) 280-1429.**

