



COMPUTER TRAINING



Microsoft Office for Construction Trades ~ *Pre-requisite: Microsoft Windows for Construction Trades and the ability to use keyboard efficiently.* This course is customized and designed for those who desire a comprehensive training course on all or some of the Microsoft Office applications: Excel, PowerPoint, Word, and Access. This course is intended to serve as an introduction to the Microsoft Office Suite.

Monday ~ Feb. 22 – March 22 ~ 5:30 PM – 8:30 PM
Cost \$355.88 (includes books & materials)

Microsoft Excel for Construction Trades – *Pre-requisite: Microsoft Windows for Construction Trades and the ability to use keyboard efficiently.* Learn how spreadsheets can help you stay organized in your construction jobs, courses, etc. This class will introduce the basic concepts of spreadsheet function. Topics covered include creating a new spreadsheet, saving, printing, retrieving and manipulating spreadsheet files; linking and printing data from a spreadsheet to a graph, copying, moving and deleting data.

Monday ~ March 29 – April 19 ~ 5:00 PM – 8:00 PM
Cost \$340.72 (includes books & materials)

Microsoft Word for Construction Trades - *Pre-requisite: Microsoft Windows for Construction Trades and the ability to use keyboard efficiently.* This class will consist of an in-depth overview of MS Word. This class is designed to take the beginning user or someone who has never used the application through the process of: Building a basic document; Proofing, Printing and Saving documents, Effective document formatting, Working with long documents, Structuring documents with tables, and Using images in documents. The course consists of many hands-on exercises and is also very beneficial for the current self taught user, as many of the quickest, and most efficient ways of doing things in Word are not the most obvious ways.

Monday ~ April 26 – May 17 ~ 5:30 PM – 8:30 PM
Cost \$340.72 (includes books & materials)

Location: *North Lake College North Campus*: 101 S. Royal Lane, Coppell, TX 75019

REGISTRATION INFORMATION (All information is required)

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By signing this registration form, you agree to the registration, payment, book/materials returns, and course drop polices as they are stated in the CEF Catalog. If you have any questions please don't hesitate to contact our office.

Please return registration form along with your payment to: Construction Education Foundation, Inc. • P.O. Box 612107 (mailing) 1401-A Royal Lane (physical) • DFW Airport, Texas 75261-2107 (972) 574-5200 • **(972) 574-3440 fax** • www.ntcef.org

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