

How to use Microsoft Word & Excel



To register: 305-919-5900

Course

Microsoft Word

- Creating, editing, proofing and formatting documents in Microsoft Word
- Inserting tables, columns, images, shapes, and other tools to enhance your Word document
- Finding the right template for your project needs
- Saving documents in different formats

Microsoft Excel

- Open and create workbooks and worksheets within Excel
- Understand what a cell is and how to enter and clear data into cells
- Copy and paste cell information and use this to manipulate data
- Use formulas and pivot tables to drill down on large amounts of data

Q&A Session for Microsoft Word and Excel

- This last class will be a Q&A to answer any questions students might have after practicing what they learned from the Microsoft Word and Excel courses.

Details

Wednesdays

10/2, 10/9, & 10/16

12:30 – 2:00 pm

**\$15 Each or
\$35 for Series**

Instructor

Pedro Junior Gonzalez is a seasoned IT professional, with more than fifteen years of experience in the field. He is the owner of The Computer Butler, a company that provides top IT and computer repair services to small business owners in South Florida. Pedro is passionate about technology and believes it has the impact to positively affect people's lives. For this reason, Pedro has volunteered with several organizations and communities throughout his career. Recently, he developed a solar powered computer to help expose underprivileged children in South America to the wonders of technology. Pedro has formally taught C and C++ courses to disabled students at Florida Atlantic University. He holds a bachelor degree of Computer Science from Florida Atlantic University.



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