



# 2018 Open Enrollment Schedule

## Be more productive with CTS!

### COMPUTER AND BUSINESS APPLICATION CLASSES FOSTORIA LEARNING CENTER

Date	Class	Time	Location	Price
<b>9/13/2018</b>	Excel Level 1	9:00 am - 4:30 pm	Fostoria	\$135
<p>Students will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.</p>				
<b>9/27/2018</b>	Excel Level 2	9:00 am - 4:30 pm	Fostoria	\$135
<p>Students will learn how to use multiple worksheets efficiently, and they will start working with more advanced formatting options including themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as PDF files and insert and edit hyperlinks. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.</p>				
<b>10/4/2018</b>	PowerPoint Level 1	9:00 am - 4:30 pm	Fostoria	\$135
<p>Students will create new presentations that include text, graphics WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.</p>				
<b>10/11 &amp; 10/18</b>	Excel Basics	4:00 - 6:00 pm	Fostoria	\$75
<p>No time for a full day class, learn the foundations of Excel in this accelerated class. Students will enter and edit text, values, and formulas. Students will also move and copy data, learn about absolute and relative references, and work with rows, and columns. This course also covers simple functions, basic formatting techniques, and printing.</p>				
<b>10/11 &amp; 10/18</b>	Excel Basics	6:30 - 8:30 pm	Fostoria	\$75

CUSTOM TRAINING SOLUTIONS  
 Division of Northwest State Community College  
 Fostoria Learning Center  
 342 Perry St.  
 Fostoria, OH 44830

For more information or to enroll, contact  
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