2019 Open Enrollment Schedule
Be more productive with CTS!

COMPUTER AND BUSINESS APPLICATION CLASSES
FOSTORIA LEARNING CENTER

Date	Class	Time	Location	Price
3/28/19	PowerPoint Beyond	8:30 am - 12:30 pm	Fostoria	$75
You have your basic presentation put together, now learn to add a little excitement with animation, transitions and other enhancements.				
4/11 & 4/25/19	Excel Basics	4:00 - 6:00 pm or 6:30 – 8:30 pm	Fostoria	$75
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.				
5/9/19	Excel Level 1	9:00 am - 4:30 pm	Fostoria	$135
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.				
5/16/19	Excel Level 2	9:00 am - 4:30 pm	Fostoria	$135
Students will learn how to use multiple worksheets efficiently, and they will start working with more advanced formatting options. 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 templates.				
5/30/19	Excel Level 3	9:00 am - 4:30 pm	Fostoria	$135
Students will learn to automate worksheet functionality, use auditing tools, add Sparklines, create scenarios, perform a what-if analysis, and perform statistical analysis with the Analysis ToolPak . They will also learn how to consolidate data, link cells in different workbooks, and export data.				
6/6/19	From Google to Microsoft	8:30 am - 12:30 pm	Fostoria	$75
Designed for people transitioning from school to work. Many area schools use Google Docs, Sheets and Drive for file creation and storage. However, in business we often see Microsoft Office as the business productivity suite. In this class learn how to carry out tasks in Microsoft that you would in Google and also get an overview of the entire MS Suite.				

CUSTOM TRAINING SOLUTIONS
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