

Microsoft Office 2007

All classes are held at:

*Salem Community College,
Salem Center Campus
174 East Broadway
Salem, New Jersey
Lab 106*

*Directions will be forwarded with
confirmation of your registration.*

*This series of continuing education courses is
designed to offer your personnel training in the
most commonly used Microsoft applications
installed on their PC.*

*Classes are held in a state-of-the-art computer
lab at Salem Community College, Salem Cen-
ter campus. The instructional staff is composed
of persons who are experienced members in the
field of Information Technology and Computer
Education.*

*Our Microsoft training classes are delivered
using "Tell, Show & Do" methods. This
enables attendees to understand what a specific
function would be used for, see how it is done
and then practice using exercises. There is a
heavy emphasis on practical hands-on applica-
tion of the learned techniques.*



Return this form to:
Human Resources Department
94 Market Street
Salem, New Jersey 08079
Attn: Training Coordinator

Microsoft Office 2007

Department of
Human Resources

EXCEL & WORD Workshops

September through
December 2009



Barbara Smith Duffy,
Organizational Development Coordinator
v. (856) 935-7510 x8551
f. (856) 935-6137
bduffy@salemcountynj.gov

Microsoft Office 2007

Microsoft Office Excel

EXCEL LEVEL 1

Thursday, September 10 and 17, 2009
9:00am to 1:00pm

Salem Community College, Salem Center, lab 106

This refresher class presents students with creative case studies that utilize fundamental Excel skills: constructing simple worksheets, using formulas and functions, formatting cell contents, working with dates and text features, and restructuring worksheets. After the student completes this course, they will have all the basics needed to work with Excel.

EXCEL LEVEL 2

Thursdays, October 8, 15, and 22, 2009
9:00am to 12 noon

Salem Community College, Salem Center, lab 106

The Intermediate level takes students beyond the basics. Students will learn to effectively use Excel charting, graphics, and templates. Additionally, students will learn several techniques for working with large worksheets and managing multiple-sheet workbooks.

EXCEL LEVEL 3

Thursdays, December 3, 10 and 17, 2009
9:00am to 12 noon

Salem Community College, Salem Center, lab 106

The Advanced level class focuses on techniques designed to manipulate data and create data analysis reports using Tables, PivotTables, Outlines, Financial and Auditing Functions. Students will also learn to create and assign macros, most useful for automating routine tasks, especially if those tasks are lengthy.

*Afternoon classes may be added
dependant upon enrollment.*

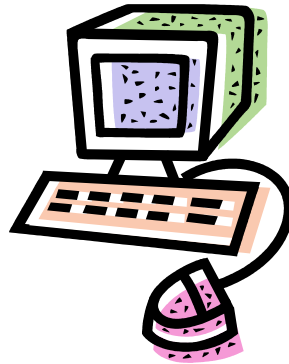
Microsoft Office Word

WORD LEVEL 1

Thursday, September 24 and October 1, 2009
9:00am to 1:00pm

Salem Community College, Salem Center, lab 106

Working with the Basics—learn to navigate through multipage documents, create business letters, memos and reports using fundamental techniques. Use Word's AutoCorrect, proofing and editing tools along with various paragraph formatting techniques. A highlight of this workshop is learning the skills needed to create a Mail Merge document.



WORD LEVEL 2

Thursdays, November 5, 12 and 19, 2009
9:00am to 12 noon

Salem Community College, Salem Center, lab 106

The Intermediate level class explores desktop publishing using the Word application, including how to work with Tables, WordArt, columns, Themes, special navigation tools, multiple views, format page backgrounds with color and borders, and create footnotes, endnotes, headers and footers. Learn how to create a Word Template to simplify future document writing. As your expertise in Word grows, you will find yourself creating and editing more robust documents; Newsletters, Policy Manuals, Brochures, Research Papers, and more.

Sign Up Form Microsoft Office 2007

Sign up for:	Cost to You:
<input type="checkbox"/> Excel Level 1	\$25.00 * _____
<input type="checkbox"/> Excel Level 2	\$25.00 * _____
<input type="checkbox"/> Excel Level 3	\$25.00 * _____
<input type="checkbox"/> Word Level 1	\$25.00 * _____
<input type="checkbox"/> Word Level 2	\$25.00 * _____
	Total: _____

* Employees of the County of Salem will be charged the cost of the manual.

Free to Members and guests of the Salem County Chamber of Commerce please contact the Chamber for more information.

Employee Name

Department or Organization

Address

Phone

Email

Department Head / Supervisor (Print) * Date

DH / Supervisor Signature *

* Required for the employees of the County of Salem only.

Salem County Training Human Resources

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