MONROE COUNTY COMMUNITY COLLEGE

enriching lives

Virtual Microsoft training at Monroe County Community College.

Here are all the Microsoft classes that you are used to taking on campus, offered virtually. We have changed the delivery from full-day sessions to four, 1 ¾ virtual sessions offered on a Tuesday/Thursday schedule (see below).

To register please contact Renee Drouillard at (734) 384-4229 or at rdrouillard@monroeccc.edu

To receive an outline of any of these virtual training sessions please email Barry Kinsey at bkinsey@monroeccc.edu

Microsoft Excel Basic
When: April 6, 8, 13 and 15   9 am to 10:45 am
Cost: $99
This class is for students who are interested in learning one of the most powerful spreadsheet programs on the market. Topics to be covered include: building and editing worksheets; formatting a worksheet; and working with charts, formulas and functions.

Microsoft Excel Intermediate
When: April 20, 22, 27 and 29   9 am to 10:45 am
Cost: $99
This follow-up to the basic class will introduce some of Excel's more advanced tools. Students will learn how to manage workbooks and preparing them for the Web; automate worksheet tasks; use lists; analyze list data; and enhance charts and worksheets.

Microsoft Excel Advanced
When: May 4, 6, 11 & 13   9 am to 10:45 am
Cost: $99
This is an accelerated, advanced class for individuals who have previously enrolled in Excel Intermediate or who have extensive experience working with Excel. Participants are encouraged to bring in real-life problems for review in the lab.

How to Use TEAMS, More than Just Meetings

When: May 18 and 20   9 am to 10 am

Cost: $9, reduced from $29

Microsoft Teams works with Office 365 applications to integrate Word, Excel, PowerPoint, SharePoint and Outlook together to improve efficiency in the workplace.

All courses will be delivered virtually, via Zoom.