

Registration Form			
Course	Date	Time	Fee
PowerPoint Basic	8/12 OR 9/2	9 am - 12 pm	
PowerPoint Intermediate	8/12 OR 9/2	1 pm - 4 pm	
Computer Basics	8/14 OR 9/4	9 am - 12 pm	
Access Introduction	8/14 OR 9/4	1 pm - 4 pm	
Word Basic	8/18 OR 9/1	9 am - 12 pm	
Word Intermediate	8/18 OR 9/1	1 pm - 4 pm	
Word Advanced	8/20 OR 9/3	9 am - 12 pm	
Excel Basic	8/25 OR 9/8	9 am - 12 pm	
Excel Intermediate	8/25 OR 9/8	1 pm - 4 pm	
Excel Advanced	8/27 OR 9/10	9 am - 12 pm	
\$55/class when purchasing two or more!		Total:	\$

As always, Shawnee State University offers a 20% discount to anyone over the age of 60!

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Business Name _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____

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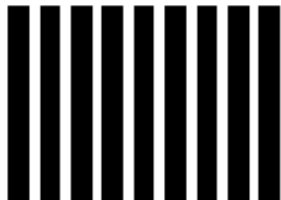
Send registration with payment to:
 Shawnee State University
 Business & Industry Training
 940 Second Street
 Portsmouth, OH 45662

Or call in your registration to:
 Toll Free: 1.866.672.8778
 Phone: 740.351.3171
 Fax: 740.351.3591
 E-mail: twalters@shawnee.edu

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Hands-On Computer Training



Computer Basics and File Management

A must for the beginner or one who is trying to make a computer purchase decision!

An introduction to computer terminology, software, hardware, and components. You will learn how to manage and customize your desktop icons and settings along with creating and managing folders and files.

Aug. 14, 2009 -OR- Sept. 4, 2009 \$59
9 am - 12 pm

Basic Word

Topics include: Creating, editing, formatting, saving and printing documents, also how to change font styles, size, colors and bullets & numbering features.

Aug. 18, 2009 OR Sept. 1, 2009 \$59
9 am—12 pm

Intermediate Word

For those familiar with Word software.

Topics include: Inserting tables, pictures and document properties, format, painter and editing tools.

Aug. 18, 2009 OR Sept. 1, 2009 \$59
1 pm—4 pm

Please note that all computer training courses offered here at Shawnee State University utilize Microsoft Windows XP and Microsoft Office 2007. These courses are not compatible with Windows Vista.

Advanced Word

After learning the basics, you'll launch into more exciting Word features! You will create, format, and edit forms, perform mail merges from a mailing list, and the use of macros.

Aug. 20, 2009 OR Sept. 3, 2009 \$59
9 am—12 pm

Intro to Access

Learn how to organize and work with data. Topics include entering, modifying and deleting records within a database, defining fields and data types, navigating within a table, creating and modifying forms helping you organize your data.

Aug. 14, 2009 -OR- Sept. 4, 2009 \$59
1 pm—4 pm

Basic Excel

This class is for the beginner. Create, format and edit Excel spreadsheets, use simple mathematical calculations, merge data, use the Fill Handle and basic functions.

Aug. 25, 2009 OR Sept. 8, 2009 \$59
9 am—12 pm

Intermediate Excel

Once you know the basics of Excel, learn to enhance your documents through enhanced formatting options. You will generate and apply mathematical functions to spreadsheets, and create and format charts and graphs.

Aug. 25, 2009 OR Sept. 8, 2009 \$59
1 pm—4 pm

Advanced Excel

Learn the ins and outs of database functions and sort features. Topics include using financial, "IF", date/time and the NOW functions as well as list management features.

Aug. 27, 2009 OR Sept. 10, 2009 \$59
9 am—12 pm

Basic PowerPoint

Create professional presentations, quickly and easily. Topics include developing, formatting and modifying presentation templates, importing clip art and pictures, printing speaker notes and audience handouts.

Aug. 12, 2009 OR Sept. 2, 2009 \$59
9 am—12 pm

Intermediate PowerPoint

Learn to use various tools to improve the function of your presentation. Topics include using charts and tables, importing Word and Excel data, adding music, sounds and animation, adding pictures to a slide background and modifying pictures.

Aug. 12, 2009 OR Sept. 2, 2009 \$59
1 pm—4 pm

Refund & Cancellation Policies: Full refunds are given when a class is cancelled due to low enrollment or other unforeseen circumstances or the course requested is already filled. Students withdrawing from a class at least three full business days before the start date of a class will receive a full refund minus a 10% processing fee. No other refunds will be granted.