

NEW Microsoft Office 2016

Register Online Today:

www.cecenter.stanfordhospital.org

Location of all Courses:
Center for Education
1850 Embarcadero Road
Suite A, Room 115
Palo Alto, CA 94303

Instructor: Randall Hall

A Certificate of Completion will be awarded after successful course completion (continuing education hours not offered for computer courses)



Microsoft Office Excel 2016: Level 1

Date: Friday, March 10, 2017

Time: 9:00am – 4:30pm

Fee: \$250.00 (includes lunch and textbook)

Explore the Excel 2016 interface. Create a basic worksheet. Perform basic calculations. Modify and format a worksheet. Modify a worksheet's page setup. Manage multiple worksheets in workbooks.

Microsoft Office Word 2016: Level 1

Date: Tuesday, March 21, 2017

Time: 9:00am – 4:30pm

Fee: \$250.00 (includes lunch and textbook)

Explore the Word 2016 interface. Create and edit a document. Format text and paragraphs. Add tables to a document. Add graphic elements to a document. Control a document's page setup and proofread documents for accuracy.

Microsoft Office Excel 2016: Level 2

Date: Friday, April 21, 2017

Time: 9:00am – 4:30pm

Fee: \$250.00 (includes lunch and textbook)

Calculate with formulas. Organize data using sorts and filters. Create and modify charts. Analyze data using PivotTables and PivotCharts. Insert graphic objects. Customize workbooks and the Excel environment.

Microsoft Office PowerPoint 2016: Level 1

Date: Thursday, April 27, 2017

Time: 9:00am – 4:30pm

Fee: \$250.00 (includes lunch and textbook)

Explore the PowerPoint 2016 interface. Create and edit a presentation. Format text on slides. Add charts and tables to a presentation. And prepare to deliver a presentation.

Questions? Call 650-723-6366.

For a faster response, please email cecenter@stanfordhealthcare.org.