



LCCC@Work

2 hours workshops @ \$49 / 3 hour workshops @ \$75

Limited Seating Register Today!

Technical Skills for a More Effective Work Environment

E-mail Etiquette

Email is arguably the most misused and abused communication tool in business today. This workshop will provide all that you need to develop an effective email policy. It will demonstrate techniques that will help you reduce the number of emails that you receive, teach you what, when and where to email, and provide guidelines.

2 hours **March 11**, 2:30 p.m. to 4:30 p.m.

How to Run an Effective Meeting

When business people are asked "What is the biggest time waster in your company?" The most frequent answer by far is, "Meetings." This dynamic workshop will help you take charge of your meetings and turn them into a productive tool by; setting meeting goals, selecting the right attendees, developing effective agendas and making the most effective use of the time invested.

2 hours **February 27**, 2:30 p.m. to 4:30 p.m.

Excel Topics

This class is designed for the Excel user with very basic skills. Take this to the next level to give a full understanding on manipulating and customizing charts and graphs to fit your business needs. Also covered will be pivot tables and Excel formulas and functions from beginning through advanced level of understanding. Understand relative, absolute and mixed cell referencing, a must for Excel users.

3 hours **March 13**, 9:00 a.m. to 12:00 p.m.

Power Point Presentations with Flair

Starting with the beginning concepts, you will learn how to navigate and create your presentation quickly and easily. From there, we will add transitions, animation, sound and movies to bring your presentation to life. Explore font enhancement tools and shapes to develop a professional presentation with flair.

3 hours **February 25**, 1:00 p.m. to 4:00 p.m.

Transition from Office 2003 to 2007

Office 2007 has a very different look from previous versions. Identify major features of the new Office Ribbon Interface; understand functions of the new office button; customize the quick access toolbar; locate familiar commands on the new interface. Learn how to use the new live preview when making formatting changes and enhance illustration techniques when using Clip Art, Smart Art and Shapes.

2 hours **April 9**, 2:00 p.m. to 4:00 p.m.

Office 2007 Tips and Tricks

This is designed for the experienced Microsoft Office user. Cover topics such as pivot tables, styles, templates and fields. Addresses special topics presented by attendees. Participants will be given the opportunity to bring questions to the training to improve their individual needs and receive hands-on instruction on performing the necessary tasks to help them work more efficiently.

3 hours **March 11**, 1:00 p.m. to 4:00 p.m.

To register visit our website
www.lorainccc.edu/workshops
For more information Call: Julie Cantrell 440.366.4301

Workshops will be held at
Lorain County
Community College