



# Introduction to Microsoft Office

## Explore Microsoft Office

through hands-on interactive sessions.

This introductory course will introduce the Windows operating platform, as well as the various programs that comprise the Microsoft Office Suite.

Topics include:

- Word
- Excel
- Access
- Powerpoint

### Class Times

Session 1: January 18, 22, 25, 29

Tuesdays & Saturdays @ 10 am - 12 noon

-or-

Session 2: February 9, 11, 16, 18

Wednesdays & Fridays @ 1 - 3 pm

-or-

Session 3: March 22, 25, 29, April 1

Tuesdays & Fridays @ 2 - 4 pm

-or-

Session 4: April 11, 13, 18, 20

Mondays & Wednesday @ 1:30 - 3:30 pm

**Register at the Reference Desk  
or call (716)433-5935, ext. 3**

Participants will be considered students in the Learning Pathways Program at Niagara County Community College.

Participants will receive a certificate at the completion of the course and NCCC will keep a permanent record of coursework completed.



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January 2011: Session 1						
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February 2011: Session 2						
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March 2011: Session 3						
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April 2011: Session 4						
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