

Workshop Highlights

Register online loudoun.gov/wrcworkshops

BASIC COMPUTER SKILLS WORKSHOPS

Workshop Pre-Requisites:

- *For every workshop, you must have some ability to type and use a mouse.*
- *For MS Excel Level 2, you must have attended the MS Excel – Level 1 workshop at the LWRC within the past 6 months, or have successfully completed a Microsoft Excel 2016 assessment with a passing score of 70%.*

MS Word – The Basics

Offered as either a full day (6 hour) or a condensed (2.5 hour) workshop

These basic level workshops serve as an introduction to MS Word for those who have little to no experience using the software. Topics covered include: Opening MS Word on a PC, Saving Documents, Navigating the Toolbars and tabs, Formatting a Document, Inserting and Adding Objects, Creating a Table and Printing Documents.

MS PowerPoint – The Basics

Offered as a full day (6 hour) workshop

This basic level workshop serves as an introduction to MS PowerPoint for those who have little to no experience using the software. Topics covered include: Navigating the Toolbar, Formatting Slides, Inserting & Adding Objects, and Printing Options.

MS Excel - Levels 1 and 2

Both Level 1 and Level 2 are offered as a full day (6 hour) workshop

- ◆ **Level 1** - This basic level MS Excel workshop serves as an introduction for those who have little to no experience using the software. Topics covered include An Overview of the Excel Functions, Opening, Creating, Formatting, Saving, and Editing Workbooks, Moving & Copying Cells, and Positioning Cell Data
- ◆ **Level 2** - This full day, advanced level MS Excel workshop serves as a continuation of more complex Excel topics. Topics covered include PivotCharts, PivotTable Layout, Macros, Troubleshoot Formulas, Advanced Formatting and Formulas and Analyze Data, Tables, Advanced Features of Absolute References, Name Manager/Name Cells and Look Up Functions.

**Contact the Center in order to take the MS Excel Level 2 assessment
or to have staff assist in selecting the right workshop for you, call 703-777-0150.**