



A private-public partnership administered locally by
the Macomb/St. Clair Workforce Development Board

***Free Microsoft® Office 2003 On-Site Training!!!**
Microsoft® Certified Packages (Six Modules as listed below)
Learn New Skills or Simply Brush Up
See MI Works Staff for assistance!

**Sponsored by your local Macomb/St. Clair Workforce Development Board,
Inc.**

1. Word 2003

- Introduction to Word
- Creating and Editing Text
- Formatting Text
- Designing Page Layouts
- Enhancing Documents
- Printing and Publishing Documents

2. Excel 2003

- Introduction to Excel
- Creating and Editing Workbooks
- Working with Functions
- Formatting Workbooks
- Adding Chartes and Pictures
- Viewing and Printing

3. Outlook 2003

- Introduction to Outlook
- Managing Messages
- Maintaining Contacts
- Coordinating Calendars
- Scheduling Tasks
- Organizing Information

4. PowerPoint 2003

- Introduction to PowerPoint
- Adding and Formatting Text
- Customizing Presentations
- Adding Objects, Tables, and Charts
- Outlining, Proofing, and Printing
- Delivering Your Presentation

5. Access 2003

- Introduction to Access
- Working with Tables
- Designing Tables
- Creating and Running Queries
- Using Forms
- Generating Reports

6. Windows XP - Computer Basic Skills

- Introduction to Windows XP
- Customizing and Using the Desktop
- Working with Files and Folders
- Managing your Computer
- Printing and Networking
- Exploring the Internet
- E-Mail and Instant Messaging
- Mastering Media

**** Free to qualified MI Works Customers within any one of our 4 locations***