



# ENRICHMENT CLASSES – APR 2019

Enrichment classes in

## Microsoft Office

applications are being led by Susan Vinson, Microsoft Office Boot Camp Instructor. Classes meet Thurs. afternoons in Rm 202 from 4 to 5 p.m. Before the workshop, request a guest pass in Rm 101, Admin.

### WHAT'S INCLUDED?

Sessions are open to all current and former students, prospective students, area residents, and staff. There will be a 30-minute demonstration followed by hands-on practice. Classes will focus on developing introductory to intermediate skills.

For a current calendar, visit our News page at [VACE.com](http://VACE.com)

## RM 202

5200 VALENTINE, VTA

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
	8	9	10	11 Excel Quick Tips I Create Named Ranges, Transpose to Flip Data on its Side, Fractions, etc.	12	
	15	16	17	18 Excel Quick Tips II Techniques to find errors. Use data validation, quick analysis, & more.	19	
	22	23	24	25 Outlook Become proficient with Tasks, Contacts, Calendar	26	
	29	30				