



MEC Lunch and Learn Technology Workshops
Designed for K-12 Clerical Staff/Teachers/Other Interested Parties

Microsoft Office 2007 – The Basics (Word, Excel and PowerPoint)

Thursday, November 5

This introductory workshop is designed to teach you the basics of Microsoft Word, Excel and PowerPoint. Participants will learn time – saving methods for creating, formatting, saving and printing of documents, spreadsheets and presentations. Participants will become familiar with the ribbon, quick access toolbar and Microsoft Office button.. This hands-on workshop will give you the confidence you need to get started using Microsoft Office.

Microsoft Office 2007 – Beyond the Basics (Word, Excel and PowerPoint)

Tuesday, November 17

Unleash the power of Microsoft Office and put it to work for you. This class will teach you how to utilize the built-in features designed to simplify the tasks you are currently doing. Some of the areas we will cover are; inserting images, mail merge, formulas and functions, creating tables, using quick parts, style sets, templates and advanced formatting, Participants will also learn tips for the prevention and recovery of lost documents.

Instructor: Kathy Smolinski, MEC Technology Consultant

Location: Merrimack Education Center, 40 Linnell Circle, Billerica

Hours: 11:30 am – 3:30 pm

Cost: \$150.00 per session

Workshop Limit: 15 participants per session

Lunch is provided

Registration deadline: October 21

Microsoft Office 2007 – Customized

*Customized workshops which are affordable and designed to help with knowledge deficiencies in specific areas of Word, Excel and PowerPoint. Workshops can be held on-site or at our training facility in Billerica. Workshops are designed to improve productivity and spark creativity. **Contact Kathy Smolinski at 978-528-7800 ext: 260.***

Additional workshops to be offered: Microsoft Access, Publisher, Smartboard

Registration Form

School District: _____

Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

E-mail: _____

Workshop: _____

Workshop: _____

Credit Card: _____ Expiration Date: _____

Professional Development

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