



Center for Professional Development

Office 2007

Office applications can improve your productivity at work and at home. This class provides an introduction to common office suite applications such as word processors, spreadsheets, presentation software, and desktop publishing programs. Microsoft Office Word, Excel 2007 and PowerPoint, in particular, will be utilized in some depth.

- Date:** Mondays and Wednesdays:
- January 11, 13, 20, 25 (closed January 18th)
 - February 15, 17, 22, 24
 - March 15, 17, 22, 24
 - April 19, 21, 26, 28
- Time:** 5:00 – 8:00pm
- Cost:** \$145
- Location:** Edison State College, Lee Campus
- Instructor:** Tony Valvo

Seats are limited, so register today!
Advance registration and payment is required.
For registration form and information, call 239-489-9235
email celee@edison.edu
OR download from www.edison.edu/lee/ce