

Career Center offers classes to community members.
Students receive a Goodwill issued Certificate of Achievement.

MICROSOFT OFFICE CLASSES

Monday	Tuesday	Wednesday	Thursday	Friday
9:00am-12:30pm Excel Introduction	9:00am-12:30pm Word Introduction	9:00am-12:30pm PowerPoint Introduction	9:00am-12:30pm Outlook Essentials	9:00am-12:30pm Word Advanced
1:30-5pm Excel Intermediate	1:30-5pm Word Intermediate	1:30-5pm PowerPoint Intermediate	1:30-5pm Excel Advanced	1:30-5pm PowerPoint Advanced

Classes start every week!

CALL OR VISIT A CAREER CENTER NEAR YOU TO ENROLL.

CAREER CENTER LOCATION	HOURS OF OPERATION
Portland 1943 SE 6 th Avenue • Portland, OR 97214 503-238-6198 or 503-238-6186	9:00am – 5:30pm
Salem 3535 Lancaster Drive NE • Salem, OR 97305 503-798-9100 or 503-798-9104	9:00am – 5:30pm
Vancouver 6425 NE Fourth Plain • Vancouver, WA 98661 360-397-4170 or 360-397-4172	9:00am – 5:30pm

For more information on FREE job and career services, visit goodwilljobconnection.org.

MICROSOFT EXCEL 2013

Introduction	<ul style="list-style-type: none"> • Overview of Workbooks • The Quick Access Toolbar, and Ribbon • Create, save, and open workbooks 	<ul style="list-style-type: none"> • Basic font and number formatting • Insert columns, rows, and worksheets • Selecting and working with cells
Intermediate	<ul style="list-style-type: none"> • Page layout, breaks, and page orientation • Printing options, inserting headers & footers • Formatting cells and check spelling 	<ul style="list-style-type: none"> • SUM and AVERAGE functions • Inserting charts and tables • Creating a report with pivot tables
Advanced	<ul style="list-style-type: none"> • Pivot charts • Custom sorting, formatting, and filtering data • Applying Text to Columns 	<ul style="list-style-type: none"> • CONCATENATE, COUNTIF, VLOOKUP, and IF functions • Working with columns

MICROSOFT WORD 2013

Introduction	<ul style="list-style-type: none"> • Overview of Documents • Create, save, and open documents • Formatting, aligning, and sorting text • Using cut, copy, and paste 	<ul style="list-style-type: none"> • Find and replace • Bullets and numbering • Spelling and grammar • Page numbering and printing
Intermediate	<ul style="list-style-type: none"> • Page margins, columns, and breaks • Insert headers, footers, and fields • Developer tab and macros 	<ul style="list-style-type: none"> • Inserting tables and charts • Track changes and comments • Mail merge
Advanced	<ul style="list-style-type: none"> • Find and replace font styles • Working with tables, text, and paragraphs • Thesaurus • Styles, themes, table of contents, and cover pages 	<ul style="list-style-type: none"> • Inserting charts, bookmarks, hyperlinks, and equations • Lists • Readability statistics • Protect documents

MICROSOFT POWERPOINT 2013

Introduction	<ul style="list-style-type: none"> • Overview of Presentations • Create, save, and open presentations • Layouts, adding, deleting, and slide navigation 	<ul style="list-style-type: none"> • Views and slide sorting • Working with side content • Themes and variants
Intermediate	<ul style="list-style-type: none"> • Inserting and formatting pictures • Animations and transitions • Working with tables and charts 	<ul style="list-style-type: none"> • Presentation settings • Slide printing options • Making a copy of a presentation
Advanced	<ul style="list-style-type: none"> • Working with shapes and objects • Inserting SmartArt and WordArt • Applying gradient fill 	<ul style="list-style-type: none"> • Managing animations • Action buttons • Slide Master View

MICROSOFT OUTLOOK 2013

Essentials	<ul style="list-style-type: none"> • Overview of Email, Calendar, Contacts, and Tasks • Sending, receiving, and forwarding email • Attachments 	<ul style="list-style-type: none"> • Creating appointments and meetings • Creating contacts, tasks, and notes • Out of Office and Signatures • Managing folders
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