



Business Technology

Technology Training Delivered Virtually via Zoom

After you register, participants will receive a link to a Zoom meeting via email. You will also receive the course exercise files and the handout. The facilitator will instruct the course in Office 365. Participants can open the exercise file and work along while the course is being presented or watch as the facilitator presents the course material.

Microsoft Excel Tips & Tricks (Virtual)

Come and learn how to create, copy, and troubleshoot formulas, how to quickly navigate Excel worksheets and tabs, and use a feature called Flash Fill that automatically fills your data when it senses a pattern. We will create a chart with one keystroke, link charts to Word and PowerPoint files and create a chart template. Finally, we will discuss printing tips & tricks, how to freeze the top row of your worksheet, and how to quickly copy an entire worksheet.

DETAILS

June 11, 2024

9:00 to 11:00 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$60

Next Level Word (Virtual)

During this course you will learn how to use next level Word features to create complex and professional documents with a consistent look and feel. This course will cover using styles to create a Table of Contents, create different headers and footers with section breaks, and create and utilize customized Templates. We will also cover how to create a mail merge with an Excel data file to create labels and letters.

DETAILS

June 18, 2024

9:00 to 11:00 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$60

Microsoft OneNote (Virtual)

Microsoft OneNote provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content, and share it with others.

DETAILS

June 25, 2024

9:00 to 11:00 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$60

Registration Form

CUSTOMIZED TRAINING CENTER
 Alexandria Technical & Community College
 1601 Jefferson Street | Alexandria MN 56308
 320-762-4510 | 888-234-1313 | Fax 320-762-4634
 atcc-customized@alextech.edu

Please register me for:

Please PRINT name as it should appear on a certificate of completion and/or on your transcript.

First Name										MI	Last Name									

Home Address _____ Daytime Phone _____
 City _____ State _____ Zip Code _____
 Email Address: _____

We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.

Birth Date*

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**Providing this information is voluntary.
 It assists us in maintaining accurate records.
 Data will remain confidential.*

Payment \$ _____

Make checks payable to ATCC or Alexandria Technical & Community College

Cash Money Order Check Number: _____

VISA	MasterCard	Discover
Card No: _____		
Expiration Date: ____ / ____		
Name on Card: _____		
<i>PLEASE do not fax or email credit card information. Call 320-762-4510 or 888-234-1313 to make payment arrangements.</i>		

Billing Information
Purchase Order Number: _____
Organization: _____
Billing Address: _____
City State Zip : _____

Policy
 Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Email Addresses – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes – Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

Accommodations and Dietary Restrictions - Please submit requests prior to class to the Customized Training Center via email at atcc-customized@alextech.edu or call 320-762-4510 or toll free 888-234-1313.

This document is available in alternative formats by calling 1-888-234-1222 ext. 4673 or 320-762-4673.
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