



Office

Rollout Office 2013 with Short Stimulating Workshops from Starlight Education!

Smooth Move to Office 2013

Make Office work for you! With the new features and techniques in Excel, Word, PowerPoint and Outlook you'll become more productive and more efficient than ever before!

Office 2013 Workshops

Become an Office Guru with these 2-hour workshops. Experienced Office users will share with you the tools and shortcuts they use so you can get your projects completed quicker, faster and better.



Excel 2013 Workshops

- Excel 2013 Lists, Database and Tables
- Excel 2013 Formulas and Functions
- Excel 2013 If Functions and Conditional Formatting
- Excel 2013 Pivot Tables
- Excel 2013 Lookups
- Excel 2013 Charts
- Excel 2013 Shortcuts
- Excel 2013 Formatting and Printing
- Excel 2013 Advanced Features



Access 2013 Workshops

- Access 2013 Table Design
- Access 2013 Basic Queries
- Access 2013 Forms
- Access 2013 Reports
- Access 2013 Advanced Queries
- Access 2013 Macros and Switchboards



PowerPoint 2013 Workshops

- PowerPoint 2013 Slide Layouts and Designs
- PowerPoint 2013 Graphics and Multimedia
- PowerPoint 2013 Run the Show



Word 2013 Workshops

- Word 2013 New Features and Survival Guide



Outlook 2013 Workshops

- Outlook 2013 Email
- Outlook 2013 Calendar and Tasks
- Outlook 2013 Contacts, People and Notes

To view course outlines, click in the **Search Course Outlines** box then type the course name

Call Starlight Education today at [949-760-8932](tel:949-760-8932) or email starlightrk@earthlink.net