Proficiency in Microsoft® Office is essential in today’s business and industry. These short-term interactive courses will give you the skills you need to make your job easier.

**Microsoft® Excel:** Everyone uses analysis tools whether it’s for business, volunteer work, a hobby or personal finances. Using Microsoft Excel to manage data –creating statistics, planning and reporting – will make your job easier, increase your productivity and give you an effective way to share information to make more informed decisions.

**PowerPoint Presentations:** We’ve all experienced “death by PowerPoint”. Learn to use this presentation tool to engage your audience with a professional, concise and exiting format.

**Microsoft Access:** Microsoft Access is the powerful relational database program within Microsoft Office. Learn to design and develop applications that enable you to organize and control the data in your work. Use this program to store, retrieve, analyze and communicate data efficiently and effectively.

**Program Courses:**
- NCCP 121G Introduction to Excel
- NCCP 122G Intermediate Excel
- NCCP 123G Advanced Excel
- NCCP 126G PowerPoint Presentations
- NCCP 127G Introduction to Access
- NCCP 128G Intermediate Access
- NCCP 129G Advanced Access

**Who should attend?**
Microsoft® Office applications are used in all sectors of business, industry, and education. Anyone who wants to increase their efficiency in their work will benefit from a working or advanced knowledge of these programs. The Excel and Access trainings are designed for those who have never used the programs or have limited knowledge to advanced users who want to take their experience to a higher level.

Ask about **job training funds** to help pay for this training

For more information please contact:
Great Bay Community College
Business & Training Center
(603) 427-7651
greatbaybtc@ccsnh.edu
NCCP 121G Introduction to Excel
For the new spreadsheet user. Learn statistical analysis skills and create formulas and functions. Explore spreadsheet formatting, printing and charting. Topics include:

- Environment and Navigation
- Ribbon, Dialog Box Launcher, Live Preview and Contextual Tabs
- Enter, Edit Numbers and Text
- Selection Techniques
- Formulas and Functions
- Replicate (copy), Extend Series, Clear
- Formatting worksheets and cells
- Printing a worksheet
- Introduction to Charts

NCCP 122G Intermediate Excel
Microsoft Excel Intermediate for the casual spreadsheet user. Create charts and graphical representation of numeric data for visual communication. Use list-management skills to organize data including filters, sort and sub-totals. Topics include:

- Review – formulas, functions, errors
- Sorting and filtering data
- Data Validation
- Logical Functions
- Name Ranges
- IF, VLOOKUP, ISERROR
- Creating charts
- Introduction Macros
- Edit VBA

NCCP 123G Advanced Excel
Microsoft Excel Advanced For the experienced spreadsheet user. Automate worksheets with macros. Use pivot tables, solver and goal seek to analyze data.

- Advanced formula construction
- Conditional Format
- Creating and modifying pivot tables
- Pivot Charts
- Linking cells in different workbooks
- Goal Seek and Data Tables
- Scenario Manager
- Worksheet Protection
- Recording a macro
- Relative vs. Absolute
- Viewing and editing VBA code
- Customize Quick Access Toolbar

NCCP 126G PowerPoint Presentations
Present information in a professional, concise and exciting format.

- Learn design techniques that will keep your audience engaged.
- Templates, Layout, Design and Format
- Graphics and Custom Animation
- Multimedia, Customized Toolbars and Automating Slide Production
- Creating Hyperlinks and Interactive Objects in a Slide Show
- For the occasional or frequent user

NCCP 127G Introduction to Access
Introduction to Access covers the basic concepts, principals and technology of this relational database application. Topics Include:

- Navigation
- Tables
- Queries
- Forms
- Reports
- Importing and Exporting Data

NCCP 128G Intermediate Access
Intermediate Access is for those with a basic knowledge of Access who want to take advantage of its more complex features. Topics include:

- Creating Relationships
- Designing Queries and Forms
- Beginning Macros

NCCP 129G Advanced Access
Advanced Access is for those who want a complete understanding of the higher functions of Access. Topics include:

- Advanced Queries and Forms
- Using Macros
- Advanced Report Techniques

Business & Training Center
320 Corporate Drive, Portsmouth NH 03801
www.greatbay.edu/btc
To Register call (603) 427-7610 or stop by the campus

Great Bay Community College
320 Corporate Drive
Portsmouth NH 03801
(603) 427-7600
www.greatbay.edu