



# BUSINESS TECHNOLOGY

## Microsoft Training Delivered Virtually via ZOOM

After you register, participants will receive a link to a ZOOM meeting via email. They will also receive the course exercise files and the handout. The instructor 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 instructor presents the course material. There will be time at the end of each presentation for questions and answers.

### Microsoft Teams: File Sharing, Video Conferencing and More! (Virtual)

Microsoft Teams is the hub for teamwork in Office 365. This virtual course will provide an overview of how to use features within Teams such as creating channels, group conversations, chat, video meetings, file-sharing, SharePoint connection, and integration with your Outlook Calendar. Teams allows you to create Word, Excel and PowerPoint files to share immediately, turn a chat with co-workers or clients into a video conference with a single mouse click, and easily schedule video meetings within Teams or Outlook.

#### DETAILS

April 22, 2021

9-11 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$49

### Microsoft OneNote (Virtual)

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® Office OneNote® provides a way for you to efficiently create and collect your notes in an electronic notebook. This virtual course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others.

#### DETAILS

April 27, 2021

9-11 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$49

### Microsoft Excel Tips and Tricks (Virtual)

During this virtual course, you will learn how to quickly navigate in Excel worksheets and tabs, create a chart with one keystroke, link charts to Word and PowerPoint files, and use a feature called FlashFill that automatically fills your data when it senses a pattern. We will also talk about using an Excel feature called QuickAnalysis to create charts, tables, and totals automatically. Then, we will look at some common functions and work with Excel lists.

#### DETAILS

May 11, 2021

9-11 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$49

### Microsoft Excel Functions and Charting (Virtual)

This virtual course will focus on Excel Functions, including IF statements, IFS, VLOOKUPs, and date/time functions. We will also explore how to quickly summarize your data with the correct eye-catching chart and save commonly used chart types as templates.

#### DETAILS

May 19, 2021

9-11 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$49

### Making The Most of Word (Virtual)

During this virtual session, learn the great features that Microsoft Word has to offer such as picture guidelines, SmartArt graphics, editing PDFs in Word, and creating a mail merge. Plus, learn tips and tricks to create professional documents quickly including letters and longer documents by inserting different headers and footers, using styles to create a table of contents, and create custom tab stops.

#### DETAILS

May 26, 2021

9-11 am (1 session/2 hours)

Presented by Linda Muchow

Fee: \$49

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