



Microsoft Office 2016 Public Workshops

Access 2016 - June 13, 2017



Target Trainee:

This course is designed for trainees who wish to establish a foundational understanding of Microsoft Office Access 2016, including the skills necessary to create a new database,

construct data tables, design forms and reports, and create queries.

Outlook 2016 - June 13, 2017

Target Trainee:

This course is intended for people who have a basic understanding of Microsoft® Windows® and need to know how to use Outlook as an email client to manage their email communications, calendar appointments, contact information, and other communication tasks. In addition to creating and sending email, this course will introduce you to organizing your mail, working with attachments, formatting message text, scheduling meetings, and responding to meeting invitations.

Time: 8:30 am - 4:30 pm

Location: Butler CC - Andover Campus

Investment: \$179*

**Cost includes e-book*

Register here: <http://www.butlercc.edu/info/201090/business-education--and--training-analysis-beta/671/microsoft-excel-training>



At BETA, our public training classes are chosen to appeal to people working in a wide range of industries and occupations.

These are often half-day and full-day workshops, but some are multi-day classes.

- Leadership
- Project Management
- Professional Development
- Supervisor/Management
- Online Classes
- Technical Skills

For more information about individual training or group classes please contact BETA at:

316.218.6118

beta.butlercc.edu

beta@butlercc.edu

715 E. 13th St. / Andover, KS 67002

316/218-6118 / beta@butlercc.edu

beta.butlercc.edu



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BUSINESS EDUCATION & TRAINING ANALYSIS

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