

Fall 2009

Join Bill Jelen - *Mr. Excel* - for a one-day Excel Power Seminar at The University of Akron



Power Excel

Microsoft Excel is an incredibly feature-rich product. Far too many people are introduced to Excel through a trial-by-fire basis - they discover they need Excel for their jobs, learn the basics and then continue to do things the hard way without learning the tips that can cut hours from routine tasks. Topics include automatic subtotals, advanced formulas and functions, incredible charting - customize charts in ways you never imagined possible and use dynamic range naming to automatically resize charts for accommodating new data pasted into the worksheet. Learn the basics of Pivot Table construction and advanced tricks like using a Pivot Table to find your top ten customers. Not for beginners, must have an intermediate Excel skill level. Includes lunch and materials.

One class meeting CEU 0.6

\$149 POLSKY 451C

14747 Mon, 9 a.m.- 4 p.m. Sept. 28

14748 Mon. 9 a.m.- 4 p.m. Oct. 19

Power Macros for Excel

If you have tried to record macros in Excel, you know that the macro recorder doesn't work. This power-packed seminar will get you up the learning curve. You will learn how to effectively use the macro recorder, how to understand the recorded macro code, how to adjust macro code to be useful in real-life situations, and how to use the Visual Basic Editor's debugging tools to step through code. Includes lunch and VBA/Macros textbook. Not for beginners.

One class meeting CEU 0.7

\$159 POLSKY 451C

14749 Mon 8:30 a.m. - 4:30 p.m. Nov.16

For information and to
register, call
330-972-7577
or visit
www.uakron.edu/ce

Other computer courses during the fall semester include:

Managing a Windows 2003 server (MCSA)
Working in a Windows 2008 Server Environment (MCTS)
Computer Tune-Up
PC Troubleshooting and Diagnostics
How to Set Up and Secure a Home Wireless Network
AutoCAD 2009, SolidWorks
SQL and Databases, VB.NET, ASP.NET
Google Analytics I.Q. Certification
Creating Dynamic Websites on a Budget
Web Graphics with Photoshop
Dreamweaver

Crystal Reports 2008
QuickBooks Pro
Adobe InDesign CS4
Adobe Photoshop CS4
Adobe Acrobat 9
Microsoft Project
Microsoft Access, Excel, Word, PowerPoint
and Publisher, 2007
Absolutely Beginning Computers
Keyboarding and Word Processing
Transition to MS Office 2007

Many of these computer courses will be repeated during the spring 2010 semester. Call for a free catalog: 330-972-7577 or visit the Web site at www.uakron.edu/ce

Update your computer skills NOW for career advancement and job opportunities!