Microsoft Office Institute
Summer 2016

**Earn a Career Certificate in Microsoft Office 2013**

**7-CREDIT HOURS in just SEVEN WEEKS this summer!**

Attend focused instruction Monday through Thursday evenings. Work in Morton College’s state-of-the-art computer labs. Receive the highest level instruction from expert and Microsoft certified instructors.

**Register for all six courses or for only the courses you need.** Only one book and one access code required for ALL courses. Supervised practice lab time is available.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>OMT 131 MI</td>
<td>Windows Software</td>
<td>6/13–6/16</td>
<td>6:00–9:30 p.m.</td>
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<tr>
<td>OMT 206 MI</td>
<td>Microsoft PowerPoint I</td>
<td>6/20–6/23</td>
<td>6:00–9:30 p.m.</td>
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<tr>
<td>OMT 210 MI</td>
<td>Microsoft Word I</td>
<td>6/27-7/7</td>
<td>6:00–9:30 p.m.</td>
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For more information see Morton College Summer Schedule or call 708.656.8000, ext. 2363.
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Windows Software
OMT 131 MI 6/13–6/16 6:00–9:30 p.m.
This course is an introduction to the Windows operating system. Students gain knowledge, skills, and ability to use Microsoft Windows to access and manage files, applications, tools, and other accessories.

Microsoft PowerPoint I
OMT 206 MI 6/20–6/23 6:00–9:30 p.m.
This course introduces Microsoft PowerPoint to participants who wish to produce presentations for coursework, professional purposes, and personal use. Topics covered include creating and delivering presentations using images, charts, media, and animation.

Microsoft Word I
OMT 210 MI 6/27–7/7 6:00–9:30 p.m.
This course introduces word-processing fundamentals using Microsoft Word for Windows. Some topics covered include formatting and editing a document with pictures, inserting tables, headers and footers, references, and reviewing a document. Students apply these techniques to a variety of business documents.

Microsoft Excel I
OMT 216 MI 7/11–7/14 6:00–9:30 p.m.
This course covers how to prepare and format Excel worksheets including math order, fundamental formatting, enhancing a worksheet, creating charts, maintaining workbooks, and cloud storage.

Microsoft Excel II
OMT 223 MI 7/18–7/21 6:00–9:30 p.m.
Excel’s advanced features will be covered and include advanced formatting techniques, functions and formulas, tables and data features, data analysis, protecting and sharing workbooks, and cloud storage and retrieval.

Microsoft Access I
OMT 218 MI 7/25–7/28 6:00–9:30 p.m.
This course introduces Microsoft Access, a database application which can be used to collect, manage, and display information. Students learn procedures to structure and maintain a database by working with various database objects such as a table, query, form, and report.

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