

Take one OR
Take them all!

Microsoft Office Virtual Workshops

Microsoft Word Workshop



Date: July 15, 2025

Time: 1:00 PM - 3:00 PM (ET)

Optional Orientation: 12:30 PM (ET)

Cost: \$20 Per Person

Registration Deadline: July 14, 2025

Date: August 12, 2025

Time: 9:00 AM - 11:00 AM (ET)

Optional Orientation: 8:30 AM (ET)

Cost: \$20 Per Person

Registration Deadline: August 11, 2025

This workshop will help you:

- Speed up document production using Word's built-in formatting and designing tools
- Work more efficiently and easily as you create and edit typical business and government documents

Intended Audience:

- Office & field staff working on memos, reports, business letters, and other professional documents

Microsoft Excel Workshop



Date: July 16, 2025

Time: 1:00 PM - 3:00 PM (ET)

Optional Orientation: 12:30 PM (ET)

Cost: \$20 Per Person

Registration Deadline: July 15, 2025

Date: August 13, 2025

Time: 9:00 AM - 11:00 AM (ET)

Optional Orientation: 8:30 AM (ET)

Cost: \$20 Per Person

Registration Deadline: August 12, 2025

This workshop will help you:

- Make your documents more attractive and useful
- Take advantage of powerful Excel features:
 - pivot tables
 - charts & graphs
- Consistent formatting
- Complex calculations

Intended Audience:

- Office & field staff working on budgets, estimates, reports, and other professional documents that include calculated or tabulated data

Microsoft PowerPoint Workshop



Date: July 17, 2025

Time: 1:00 PM - 3:00 PM (ET)

Optional Orientation: 12:30 PM (ET)

Cost: \$20 Per Person

Registration Deadline: July 16, 2025

Date: August 14, 2025

Time: 9:00 AM - 11:00 AM (ET)

Optional Orientation: 8:30 AM (ET)

Cost: \$20 Per Person

Registration Deadline: August 13, 2025

This workshop will help you:

- Speed up document production
- Take advantage of PowerPoint features
 - Master pages
 - Templates
 - Layers
 - Object selection
 - Image animations
 - Automated slide shows

Intended Audience:

- Office and field staff who need to create and edit presentations and even for making posters and flyers without complicated layout software

System Requirements to complete these workshops:

- Microsoft Office 2016 or newer **OR** Office 365

See all trainings at ctt.mtu.edu/training

Recommended: two monitors



QUESTIONS?



ctt@mtu.edu

CENTER FOR
**TECHNOLOGY
& TRAINING**

Registration is required for fulfillment of continuing education. Read the Center for Technology & Training policy [here](#).

No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

Accommodation requests related to a disability should be made at least ten business days prior to the event by emailing ctt@mtu.edu.