

Take one OR
Take them all!

Microsoft Office Virtual Workshops

Microsoft Word Workshop



Date: July 21, 2026
Time: 1:00 PM - 3:30 PM (ET)
Optional Orientation: 12:30 PM (ET)
Cost: \$25 Per Person
To register, visit our [registration page](#).
Registration Deadline: July 20, 2026

Date: July 28, 2026
Time: 9:00 AM - 11:30 AM (ET)
Optional Orientation: 8:30 AM (ET)
Cost: \$25 Per Person
To register, please visit [our registration page](#).
Registration Deadline: July 27, 2026

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
- Use AI tools to format documents and more!

Intended Audience:

- Office and field staff with working knowledge of the software who are working on memos, reports, business letters, and other professional documents

Microsoft Excel Workshop



Date: July 22, 2026
Time: 1:00 PM - 3:30 PM (ET)
Optional Orientation: 12:30 PM (ET)
Cost: \$25 Per Person
To register, visit our [registration page](#).
Registration Deadline: July 21, 2026

Date: July 29, 2026
Time: 9:00 AM - 11:30 AM (ET)
Optional Orientation: 8:30 AM (ET)
Cost: \$25 Per Person
To register, visit our [registration page](#).
Registration Deadline: July 28, 2026

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
- Use AI tools to turn data into pivot tables, write calculations, and more!

Intended Audience:

- Office and field staff with working knowledge of the software who are working on budgets, estimates, reports, and other professional documents that include calculated or tabulated data

Microsoft PowerPoint Workshop



Date: July 23, 2026
Time: 1:00 PM - 3:30 PM (ET)
Optional Orientation: 12:30 PM (ET)
Cost: \$25 Per Person
To register, visit our [registration page](#).
Registration Deadline: July 22, 2026

Date: July 30, 2026
Time: 9:00 AM - 11:30 AM (ET)
Optional Orientation: 8:30 AM (ET)
Cost: \$25 Per Person
To register, visit our [registration page](#).
Registration Deadline: July 29, 2026

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
- Use AI tools to create storyboards for presentations, add narrations, and more!

Intended Audience:

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

QUESTIONS?

Email ctt@mtu.edu

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



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.

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