

## **Troubleshooting in Microsoft Office (6 hours)**

**Audience:** Users having difficulty with one or more features of MS Word, Excel, PowerPoint and Access.

### **Course Description:**

- ◆ If you need help with an Office document, spreadsheet, database or presentation, attend this helpful class.
- ◆ Each user is entitled to bring one or more examples of work that demonstrates a problem.
- ◆ The instructor will use these examples to instruct and teach, showing participants how to solve the problems efficiently and using best practices.
- ◆ Participants may leave when they feel they have received the help they need.