

# COMPUTER SOFTWARE (103)

## **103-464. Microsoft PowerPoint. (0.55 Credits)**

Learn the basic features of Microsoft PowerPoint 2013. Topics include building slide presentations, including graphics and tables; changing background colors; editing slides; using transitions and including build effects. Participants should be computer literate and comfortable working in a Windows environment. Textbook and storage device (USB drive) required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=464>)

## **103-472. MS Intermediate Excel. (1.8 Credits)**

Build upon the basics learned in the Beginning Excel 2016 course. Topics include managing workbook data, validation and worksheet protection, using and analyzing table data to manage information, automating worksheet task with macros, and enhancing charts. Participants should be computer literate, comfortable working in a Windows environment, and have taken Beginning Excel or have comparable Excel working experience. Text book and storage device (USB drive) required

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=472>)

## **103-472A. Microsoft Excel Intermediate. (0.8 Credits)**

This workshop is for individuals already knowledgeable of Microsoft Excel and covers topics such as: advanced formatting, date and time functions, conditional formatting, advanced functions for text and analysis, IF criteria, troubleshooting formulas, Lookup function, and the outline features.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=472A>)

## **103-473G. Advanced MS Excel. (0.8 Credits)**

This workshop is for individuals looking to further their Excel proficiency around tables and pivot charts, financial functions, macros, and workbook protection.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=473G>)

## **103-494. QuickBooks Online. (1.8 Credits)**

Explore the fundamentals of the QuickBooks Online software to manage your business finances. Learn how to set up a new company, work with lists, process invoices, manage bank accounts, enter and pay bills, process payments, and track accounts receivable and accounts payable. Students should be computer literate and comfortable working in a Windows environment. This course is held in a computer lab; a textbook is required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=494>)

## **103-495. QuickBooks Pro Level 2. (1.5 Credits)**

Expand knowledge of the QuickBooks software by learning advanced features. Learn to setup and manage payroll, estimates and time tracking, inventory functions, creating budgets and customizing reports. Students should be computer literate, comfortable working in a Windows environment and have basic QuickBooks knowledge. It is recommended that students attend 103-494 QuickBooks Pro Level 1 prior to registering for this class. Text required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=495>)

## **103-801. Microsoft Excel 8Hr. (0.8 Credits)**

Update your skills and abilities in Microsoft Excel.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=801>)

## **103-802. Microsoft Excel 4Hr. (0.4 Credits)**

Update your skills and abilities in Microsoft Excel.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=802>)