

3 Easy Ways to Register

By Mail:

Southeast Job Link Registration Form

Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip _____
Daytime Phone Number: _____
Evening Phone Number: _____
Course #1 Name: _____
Course #2 Name: _____
Signature: _____
Suggestions: _____

Please mail registration and suggestions to:

Southeast Job Link
1200 West 21st Street
Yankton, SD 57078

Or

1024 West Cherry Street
Vermillion, SD 57069

Online:

Email all the above registration information to
reservations@southeastjoblink.org

Or Call:

(605) 668-3480 or
(605) 677-6912

*Payment is due at the time services are rendered
unless prior arrangements have been made.*

Thank you.

Southeast Job Link
1200 West 21st Street
Yankton, SD 57078



**January
February
March, 2010**

**Vermillion
Training Courses**

- OUTLOOK 2007
- WORD 2007
- EXCEL 2007
- POWER POINT 2007
- PUBLISHER 2007
- ACCESS 2007



**Your Link To A Brighter
Future!!!**

Call now to sign up...
(605) 668-3480 or (605) 677-6912
www.southeastjoblink.org

Class size is limited so sign up early!

SJL Southeast Job Link

Vermillion Class Schedule



JANUARY - FEBRUARY - MARCH

Workshop	Dates	Time	Pre-Requisites
INTRO TO WORD 2007	January 11 & 13 (Sign up required by Dec.28th)	1:00 pm-5:00pm	Windows Operating System
INTRO TO EXCEL 2007	January 18 & 20 (Sign up required by Jan. 4th)	1:00pm -5:00pm	Windows Operating System
INTRO TO OUTLOOK 2007	February 8 & 10 (Sign up required by Jan.25th)	1:00pm- 5:00 mp	Windows Operating System
INTRO TO PUBLISHER 2007	February 22 & 24 (Sign up required by Feb.8th)	1:00pm-5:00 pm	Windows Operating System
INTRO TO POWERPOINT 2007	March 8 & 10 (Sign up required by Feb. 22nd)	1:00pm-5:00pm	Windows Operating System
INTRO TO ACCESS 2007	March 22 & 24 (Sign up required by March 8th)	1:00pm-5:00pm	Windows Operating System

INTRO TO WORD 2007.....\$85

In MS Word 2007 Beginner students are presented with the basic features of word 2007. Students create, edit, and save documents, manipulate and format text and paragraphs, find and replace text, and use proofing tools.

INTRO TO EXCEL 2007.....\$85

In Excel students create, modify, print, and format worksheets, work with basic formulas and function, use multiple worksheets, enhance worksheets, use styles and Auto formats, and work with charts.

INTRO TO OUTLOOK 2007.....\$85

This course provides competency in working with contacts, using e-mail, formatting and managing messages, creating and managing tasks, working with the Calendar, creating and managing notes, and finding and organizing Outlook information.

INTRO TO PUBLISHER 2007.....\$85

Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. You will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

INTRO TO POWERPOINT 2007.....\$85

In PowerPoint students learn how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, ClipArt, and graphic objects.

INTRO TO ACCESS 2007.....\$85

In Access students learn how to create and modify tables, create queries, use filters, create and modify forms, create and modify reports, and enhance reports.

All Required Books and Materials Included in Price of Course!

Some financial assistance may be available depending on your circumstances!



Don't see the class you want or the time just doesn't work? Ask about classes on demand!