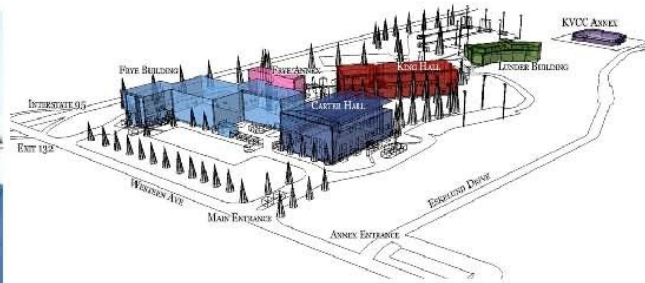




FLEX IT!

The best solution in learning Microsoft Word, Excel and PowerPoint. You choose the time, place and course(s) that meet your goals! CALL TODAY!



Directions to Kennebec Valley Community College

From South (Portland): Take I-95 North to Exit 132. Turn right, KVCC entrance is the second left.

From North (Bangor): Take I-95 South to Exit 132. Turn left, KVCC entrance is the second left after the overpass.

From North (Skowhegan): Take Route 201 South until it meets Route 139. Turn right on Route 139 (Western Avenue). KVCC is approximately one mile on the right.

From East (Belfast): Take Route 139 west until it meets Route 201. Turn right on 201. Turn left onto Route 139 (Western Avenue). KVCC is approximately one mile on the right.



Learn Microsoft Word, Excel and PowerPoint at a time you choose!

Required Software:

Microsoft Office 2013, or Office 365 Home Premium Edition or higher. ****Students must have access to a PC with Microsoft Office 2013 for successful completion of these courses. Certain projects require the PC version of Office for correct grading. If students do not have access to a PC at home, there is an open lab available on campus.****

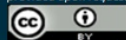
KENNEBEC VALLEY COMMUNITY COLLEGE
 92 Western Avenue
 Fairfield, ME 04937
 (207)463-5159 ph
 rweeks@kvcc.me.edu
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Take your knowledge of **Microsoft Word, Excel** and **PowerPoint** to the next level!

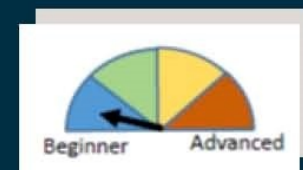
Courses start March 2nd!



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FLEX IT! Learn Microsoft Word, Excel and PowerPoint

AN ONLINE INNOVATIVE APPROACH TO LEARNING MICROSOFT OFFICE AT YOUR OWN PACE.

- Complete the full FLEX IT! Program and earn 3 college credits (CPT117)
- Support is included in all classes
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MICROSOFT OFFICE COURSES START MARCH 2ND!

- WORD \$50
- EXCEL \$50
- POWERPOINT \$50
- OFFICE INTEGRATION \$40



These courses are designed for those students who want a flexible solution to learning Microsoft Office Word, Excel and PowerPoint. Completion of all Flex IT! Program courses can earn students three college credits (CPT117) that can be transferred into one of many Associate Degree Programs here at KVCC.

flexible solutions for your learning needs....



MICROSOFT WORD

This course covers Microsoft Word at the basic and intermediate skill level. Students will create and edit documents; learn the various formatting for text, paragraphs and documents; learn shortcuts and how to create and work with graphics, tables and mail merge. Students will learn how to apply styles and themes to documents as well as create numbered or bulleted lists and tables. Students will learn how to incorporate headers, footers, newspaper columns, and graphics; and so much more!



MICROSOFT EXCEL

This course covers Microsoft Excel at the basic and intermediate skill level. Students will create worksheets and learn the various features such as: how to enhance the appearance of a worksheet, how to use shortcuts, create and insert formulas, use functions, insert graphics, and create charts. Students will also learn how to insert objects and hyperlink documents as well as how to organize a worksheet; and so much more!



MICROSOFT POWERPOINT

This course covers Microsoft PowerPoint at the basic and intermediate skill level. Students will learn how to create and enhance PowerPoint presentations and work with visual elements.

Students will learn how to create professional looking PowerPoint presentations; how to enter text and graphics to create slides when delivering a presentation; how to edit and enhance slides; insert and link information from other programs, insert sound and video, create SmartArt and WordArt; how to animate objects, add transitions, run slide shows and so much more!

OFFICE INTEGRATION

This course integrates all that you have learned from the Word, Excel and PowerPoint courses into simulations and a capstone project. Students will learn how to integrate Word, Excel and PowerPoint into a project that uses the features of all three programs.

SIGN UP TODAY!
CALL (207)453-5159

COURSES START MARCH 2ND!

Students can sign up for one or all three courses! To be eligible for 3 college credits (CPT117) students must complete all four courses and pass 1-2 competency exams for each application. These credits can be transferred into one of many Associate Degree Programs here at KVCC!

These courses require the purchase of one textbook for \$48 and a one year access code for \$85. Computer labs and support staff are available. Just call (207) 453-5815 or email cdionne@kvcc.me.edu for more information!

FLEX IT! Learn Microsoft Office Word, Excel and PowerPoint at a time you choose!

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