

Enroll Now!

**Do you need to upgrade your skills
for work, home or business?**

Tailored to Fit classes are designed to do just that. If you need to learn to type, create documents, spreadsheets or databases, we have the class for you.



Continuing Education Department

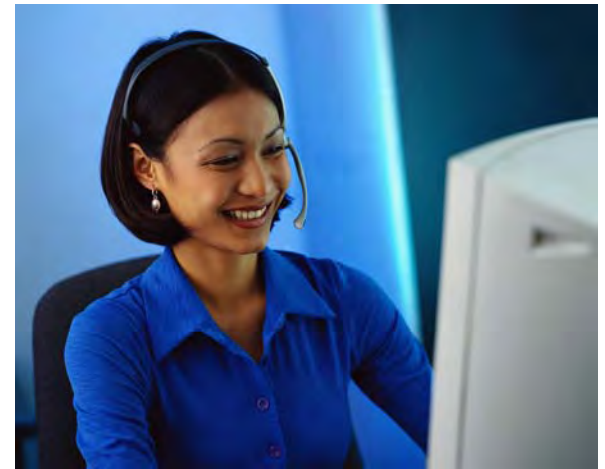
**Lifelong
Transforming Lives through ^
Learning**

1059 Willamette Street
Eugene, OR 97401
Phone: (541) 463-5252
www.lanecc.edu/ce

an equal opportunity/affirmative action institution

Tailored To Fit

**Word-Excel-Access
(Basic, Intermediate and Advanced)
and Keyboarding Classes**



FALL—WINTER—SPRING—SUMMER

 **Lane**
Community College

Tailored to Fit Classes

Computers: Keyboarding

Develop your keyboarding skills by increasing your confidence, endurance, control and speed. Emphasis is on learning letters, numbers, symbols and numeric keypad by touch.

Microsoft Excel: Spreadsheets Basic, Intermediate and Advanced

Basic course will teach you to create spreadsheets using MS Excel. Learn to format, use formulas, sort, produce charts, employ shortcuts and more.

Intermediate course will continue with automating worksheet tasks, use lists, analyzing list data, enhance charts, share files and web information.

Advanced course will show you how to use what-if analysis, create pivot tables and explore importing and exporting files into other programs.

Microsoft Word: Document Processing Basic, Intermediate and Advanced

Basic will teach you to create documents using formatting tools, fonts, graphics, shortcut keyboard commands and more.

Intermediate course will show you how to merge documents, increase your knowledge and skills of word processing.

Advanced course will continue with graphics, clip art, layering, watermarks, creating numerical charts and building forms.

Tailored to Fit classes are designed to suit your lifestyle. Study at your own pace and on your own schedule using Lane's computers or your own. Get the help you need from your instructor by e-mail or in person during instructor's office hours.

Test your progress with graded quizzes. Book required.

Pick up your orientation material at Lane Downtown Center by emailing your instructor or from your instructor during office hours.

Microsoft Access: Database Basic, Intermediate and Advanced

Basic course will teach you to create relational databases, tables, queries, forms, and reports.

Intermediate course will give you a better understanding of Access and how to use it more effectively.

Advanced course will show you how to create advanced forms, reports, macros and extend your capabilities of build-in Access tools.

Register by:

Phone: Call the Continuing Education Department at (541) 463-5252.

Web: If you have previously attended Lane, you may register for classes using Expresslane (www.lanecc.edu/explane).

In-person: Downtown Center, 1059 Willamette St., Eugene OR 97401