SM

SAN MATEO ADULT & CAREER EDUCATION

COMPUTER CLASSES

MICROSOFT OFFICE WORD AND POWERPOINT, MOS EXCEL, GOOGLE BASICS, BUSINESS ENTREPRENEUR

ESSENTIAL COMPUTER CLASSES TO HELP YOU THRIVE IN ANY WORKPLACE ENVIRONMENT

MICROSOFT OFFICE WORD AND POWERPOINT: Prepare to tackle real-world business challenges by learning advanced software skills in Microsoft Word and PowerPoint.

MICROSOFT OFFICE EXCEL: Learn how to create and use spreadsheets, including spreadsheet design, use of menu systems, basic and advanced formulas and functions, relative and absolute addressing, formatting, printing and graphing. Also includes design and optimization of large and complex spreadsheets, database features, macros, and linking of spreadsheets with other software programs.

GOOGLE BASICS: Gain a basic overview of the main Google Apps Suite including Gmail, Google Docs, Sheets, and Slides, as well as Google Drive. Many employers use Google because it works on all platforms, it's paperless, saves automatically, and is free to use with a Google account.

BUSINESS ENTREPRENEUR (How to Start a Business): Build a strong foundation in the fundamentals of business planning and the knowledge and skills needed to succeed in the ever-evolving world of business.

Visit our **CAREER AND PROFESSIONAL DEVELOPMENT** page

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