


Software Applications

NEW! Microsoft Applications Basics

This course will focus on basic Microsoft applications used in the manufacturing industry, including Microsoft Word, Excel and PowerPoint.

Aug. 5 & M 9 a.m.-Noon \$135
Aug. 27 T
Falls City, FCLC, 109McKinney OFF 6180-FCUA

QuickBooks: Basic

 Prerequisite: Windows experience

Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.), perform reconciliations, and review

You must have an email account to register online.