



Metropolitan Community College
40 YEARS OF EXCELLENCE

mccneb.edu | 402-457-2400

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FOR IMMEDIATE RELEASE

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Spring classes offer opportunity to advance computer skills

BLAIR, Neb.—Metropolitan Community College is offering classes to boost computer skills and explore Microsoft Excel in March and April at the Washington County Technology Center, 1844 Washington St. To register, call 402-763-5900.

Computer Basics

Tuesdays, March 25–April 15 (four weeks)
9–11:30 a.m., \$76

Designed for the novice computer user, this four-week course will be an overview of Windows 7, computer terminology and hands-on exercises in word processing using Microsoft Word 2010. Students will also take a quick peek at the Internet. Handouts will be provided. Students need to obtain their username and password by logging on to mccneb.edu/password before they come to class.

Beyond Computer Basics

Tuesdays, April 29–May 20 (four weeks)
9–11:30 a.m., \$76

Prerequisite: Computer Basics or equivalent experience

This four-week class will take up where Computer Basics left off, covering Excel, Internet, PowerPoint and Publisher basics.

Microsoft Excel – Level 1

Monday, March 25–April 7 (three weeks)
9 a.m.–noon, \$67

Cover the basics of Microsoft Excel 2010, including opening, navigating, entering text and numbers, and closing the workbooks or program. Learn to enter, edit, find and replace information. Work with formulas and basic functions to cut, copy and paste. Explore formatting, printing, creating charts and creating workbooks for a Web page. Books are available for \$20. Students need to obtain their username and password by logging on to mccneb.edu/password before they come to class.

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Metropolitan Community College, accredited by the Higher Learning Commission of the North Central Association, is a comprehensive, public community college that offers affordable and quality education to all residents of Dodge, Douglas, Sarpy and Washington counties. Founded in 1974, MCC has the largest enrollment out of six community colleges in Nebraska and is the second largest postsecondary institution in the state. MCC serves more than 40,000 students annually.