**Microsoft Office Excel 2016: Level 1**

Date: Friday, March 10, 2017  
Time: 9:00am – 4:30pm  
Fee: $250.00 (includes lunch and textbook)


**Microsoft Office Word 2016: Level 1**

Date: Tuesday, March 21, 2017  
Time: 9:00am – 4:30pm  
Fee: $250.00 (includes lunch and textbook)


**Microsoft Office Excel 2016: Level 2**

Date: Friday, April 21, 2017  
Time: 9:00am – 4:30pm  
Fee: $250.00 (includes lunch and textbook)


**Microsoft Office PowerPoint 2016: Level 1**

Date: Thursday, April 27, 2017  
Time: 9:00am – 4:30pm  
Fee: $250.00 (includes lunch and textbook)

Explore the PowerPoint 2016 interface. Create and edit a presentation. Format text on slides. Add charts and tables to a presentation. And prepare to deliver a presentation.

Questions? Call 650-723-6366.  
For a faster response, please email cecenter@stanfordhealthcare.org.