

PEACH COUNTY CONTINUING EDUCATION



EXCEL ESSENTIALS

Excel 2013 is the world's premier spreadsheet software. Excel is used to analyze numbers, keep track of data, and graphically represent your information. With Office 2013 you are provided a new landing screen which makes launching and creating documents easier than previous versions of Excel. Excel 2013 has an improved user interface with an array of powerful tools to help you manage your data - and better information leads to better decision making!



This workshop is designed to provide a basic understanding of Excel 2013. Participants will be shown a practical way of learning with a hands-on and customizable approach.

Fort Valley March 20 8:30 AM - 4:30 PM \$99

INTRODUCTION TO PHOTOGRAPHY

It takes more than a camera to be a good photographer. But with today's smart technology and training, it's easier than ever to learn how to take great pictures. This course, designed strictly for beginners, provides for a solid grounding in the skills and tools you'll need to explore the world of digital photography. We start with a look at the different types of cameras on the market and guidelines for setting your camera up for success. You will also learn the theory behind exposure: controlling the amount of light that reaches the camera's sensor.



Then it's time to take to the field and examine the rest of the factors that influence the quality of your photographs, including light metering, focus, composition, and flash. You will also learn the basics of editing your photographs, from cropping to artistic effects. The path to becoming a better photographer begins with the first step.

Fort Valley April 5 8:30 AM - 4:30 PM \$99

All classes can be customized to meet your company's specific training needs. WORD, POWERPOINT and ACCESS classes available on request.



CLASSROOM SCHEDULE

1 day class

Classes can be customized to fit your company's training needs.

LOCATION

Peach County Workforce Development Center
425 James E. Khoury Drive
Fort Valley, GA 31030

COST

\$99

- 10% discount for all local chamber members

REGISTER CGTC Continuing Education

Macon campus
(478) 757-3445

Warner Robins campus
(478) 988-6852
www.centralgatech.edu/ce

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