

Sample Educational Catalog Copy for Microsoft Excel 2013

Microsoft Excel 2013 - Part 1	
Rewrite	Original
<p>New and experienced spread sheet users. Learn Microsoft Excel 2013. Organize your data with ease. Learn the basics including formatting cells, printing, inserting, deleting, understanding formulas, creating workbooks, worksheets, charts and much more. Learn at your own pace. Gain spreadsheet skills specifically for your needs. Class includes workbook and 9 hours of instruction Only \$127 Sign Up 1 Week Before Class Starts - Get your Free Workbook the first day.</p>	<p>Use Microsoft Excel to manage, display, and save numerical data. You will receive instruction on the newest Microsoft Excel 2013 interface: entering data into cells, viewing data, and printing out worksheets. We also will be covering formatting numbers and text; using the format painter; inserting, deleting, and modifying rows and columns; creating and using formulas with fixed and relative referencing; creating and modifying charts. Price includes textbook. Please register 1 week prior to class start date to ensure book arrival. \$127 (9 hours)</p>

College Catalog Descriptions Introduction to the Internet

Introduction To The Internet	
Rewrite	Original
<p>It's time to get online! Learn to use the Internet like a pro. You'll learn internet basics including, searching, emailing, shopping, social media, security and much, much more. Take as many times as you choose! 3 hours of instruction.</p> <p>Only \$9</p>	<p>Introduction to the Internet Are you new to the internet? This course will guide you through the basics and give you the tools to navigate the web. Learn how to browse and search the web, setup an email account, buy products online and understand social media.\$9</p>

College Catalog Copy - Rewrite	
Rewritten – Introduction to the Internet	Original - Introduction to the Internet
<p>It's time to get online! Learn to use the internet like a pro. You'll learn internet basics including, searching, emailing, shopping, social media, security and much, much more. Take as many times as you choose! Only \$9 for 3 hours of instruction.</p>	<p>Introduction to the Internet Are you new to the internet? This course will guide you through the basics and give you the tools to navigate the web. Learn how to browse and search the web, setup an email account, buy products online and understand social media. \$9</p>
Rewritten - Microsoft Excel 2013-Part I	Original - Microsoft Excel 2013-Part I
<p>New and experienced spread sheet users. Learn Microsoft Excel 2013. Organize your data with ease. Learn the basics including formatting cells, printing, inserting, deleting, understanding formulas, creating workbooks, worksheets, charts and much more. Learn at your own pace. Gain spreadsheet skills specifically for</p>	<p>Use Microsoft Excel to manage, display, and save numerical data. You will receive instruction on the newest Microsoft Excel 2013 interface: entering data into cells, viewing data, and printing out worksheets. We also will be covering formatting numbers and text; using the format painter; inserting, deleting, and modifying rows and columns; creating and using formulas with fixed and</p>

<p>your needs. Class includes workbook and 9 hours of instruction. Only \$127</p> <p>Sign Up 1 Week Before Class Starts Get your Free Workbook the first day.</p>	<p>relative referencing; creating and modifying charts. Price includes textbook. Please register 1 week prior to class start date to ensure book arrival. \$127 (9 hours)</p>
<p>Rewritten - Introduction to Computers</p>	<p>Original - Introduction to Computers</p>
<p>Little or no computer experience? No problem! Learn basic computer skills by doing them. Learn Windows, web navigation, email, basic word processing and more. Repeat course as many times as you like. Only \$10 for 3 hours of instruction.</p>	<p>This hands-on course is designed for those with little or no computer experience. Learn basic computer tasks such as working with Windows, navigating the web, using email, setting up a PC, and basic word processing. This three-hour session will help you to gain a better understanding of how to become more familiar with various computer applications for a small fee.</p>
<p>Rewritten – Microsoft Power Point 2013</p>	<p>Original - Power Point Presentation</p>
<p>Let your presentation make you look like good. Learn Microsoft Power Point 2013. Create professional slide presentations, handouts and transparencies. Learn how to add themes, graphics, sound, video, charts, text, slide transition, printing, saving and more. Create an electronic slide show manually and automatically with speaker notes and music. Learn tricks for a quick professional presentation. Only \$63 for 4 hours.</p>	<p>Learn the elements of PowerPoint like the tools to create slides, handouts, and transparencies. Learn to apply a Theme to achieve a professional look. Learn how to insert and edit graphics, sound, video, charts, and text. Choose animations and slide transitions that work, insert bullets and numbering, and set spacing and alignment. Learn to deliver an electronic slideshow using manual or automatic timing, speaker notes, and other automated tools. Know how to save your file so audio and video work the day you present. And last, know what you can print. This is a must-have class for those who present. \$63 – 4 hours</p>

Introduction To Computers - Catalog Copy

College non-credit course catalog description.

<p>Rewrite</p>	<p>Original</p>
<p>Little or no computer experience? No problem! Absorb basic computer skills by doing them. Learn Windows, web navigation, email, basic word processing and more. Repeat course as many times as you like. 3 hours of instruction. Only \$10</p>	<p>This hands-on course is designed for those with little or no computer experience. Learn basic computer tasks such as working with Windows, navigating the web, using email, setting up a PC, and basic word processing. This three-hour session will help you to gain a better understanding of how to become more familiar with various computer applications for a small fee.</p>