Among the topics covered in Florida Port Community College Career Center workshops:

Word 1: Navigating the Word screen, creating and saving documents, creating and modifying lists, using tab stops

Word 2: Creating and formatting tables, editing text, using proofing tools, using templates

Word 3: Creating a report, creating a newsletter, using mail merge

Excel 1: Navigating the Excel screen, creating a worksheet, using formulas, creating charts

Excel 2: Using functions, formatting cells, editing and moving data, performing a what-if analysis

Excel 3: Creating and using tables, using financial functions, formatting worksheets

Business Communication 1: Writing business letters, writing memos

Business Communication 2: Designing visual presentations, delivering effective presentations

Creating a Resume: Creating effective resumes, formatting resumes for different audiences