



FREE Computer Workshops

The ITCA has partnered with the SBDC to offer our members FREE computer training workshops in the ITC!

Excel 1 & 2 (2 day course)

Dates: Wednesday, August 4th & Wednesday, August 11th

Time: 8:30am to 10:00am

Location: TMP Direct Training Room, 600 International Drive, Budd Lake, NJ

Fee: FREE to ITCA Members*
Business Owners: \$45.00

Enter & edit data in a spreadsheet. Format a spreadsheet. Simple computations & formulas. Cut & paste data, formulas & formats. Format reports. Excel functions. Use names & ranges. Sort & filter data. Use multiple worksheets. Creating graphs & charts.

PowerPoint 1 & 2 (2 day course)

Dates: Thursday, August 5th & Thursday, August 11th

Time: 8:30am to 10:00am

Location: TMP Direct Training Room, 600 International Drive, Budd Lake, NJ

Fee: FREE to ITCA Members*
Business Owners: \$45.00

Create, edit & navigate a simple slide show. Create & format handouts from your slide show. Add transitions & simple animation to your slide show. Use note pages for the presenter. Import clip art and photos. Add SmartArt to the slide show. Add content from Excel. Add hyperlinks & action buttons. Creating a self-running show. Review effective presentation skills with Power Point.

REGISTER NOW!

(908) 852-1400 ext. 2136

email sbdc@centenarycollege.edu

Space is Limited and seats are granted on a first come, first served basis!

*non-members are eligible to participate in the trainings for a fee

The New Jersey Small Business Development Center, which services Warren, Morris and Sussex counties, and helps more than 600 people per year who may be facing significant business and economic issues of by providing individuals with information on starting their own businesses. The NJSBDC network is administered by the U.S. Small Business Administration nationally to provide management advisory services to current and prospective small business owners. SBDCs are located across the country and offer comprehensive assistance to small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The New Jersey Small Business Development Centers (NJSBDC) network has 11 centers throughout the Garden State, with state funding from the Department of Treasury and Economic Development Authority. To contact the NJSBDC, please call (908) 852-1400 ext. 2136 or visit our website at www.nw-njsbdc.com.