



# Getting Started with Microsoft Applications

## Excel, PowerPoint, Word

**Virtual Workshops and Open Labs  
are offered to ALL MC Students!**

**FALL 2023**

### Workshops

#### Excel

September 12, 26, 29  
October 3, 10, 13, 17, 25  
November 3, 10, 28  
December 1

#### PowerPoint

September 11, 14, 20, 27, 29  
October 6, 9, 11, 12, 17, 18,  
24, 31  
November 1, 9, 14, 29  
December 4

#### Word

September 13, 22, 26, 27  
October 4, 11, 17, 20, 24  
November 2, 8, 13, 17, 20,  
30  
December 6

### Open Labs

#### Access, Excel, PowerPoint, Word

September 18, 25, 28  
October 2, 5, 16, 18, 20, 25,  
27, 31  
November 7, 16  
December 5

### To Register for Workshops and Open Labs

Registration must occur **three hours** prior to  
obtain a meeting link.

On the DLC Workshop Registration [webpage](#)

1. Select a topic under **Select Service**
2. Choose your preferred **Date and Time**
3. Add your **Details**
4. Click on **Book**

**SCAN the QR code to access the DLC  
Workshop Registration webpage**



#### Workshop

A DLC staff member teaches you the basics of the following Microsoft applications: Excel, PowerPoint, and Word.

#### Open Lab

You can get answers to your homework questions related to the fundamental features of the following Microsoft applications: Access, Excel, PowerPoint, and Word.

**Digital Learning Center**

**DLC** TPSS 240-567-1657  
RV 240-567-5156