



MC Student
Workshops and Open Labs:
Getting Started with
Microsoft Applications

MS Word / MS Excel / MS PowerPoint

OFFERING	March Dates	April Dates
Excel – Workshop	21, 24, 29	3, 6, 11, 14, 19
Excel – Open Lab	22, 27, 30	4, 7, 12, 15, 20
PowerPoint – Workshop	23, 28, 31	5, 10, 13, 18, 21
PowerPoint – Open Lab	21, 24, 29	6, 11, 14, 19
Word – Workshop	22, 27, 30	4, 7, 12, 17, 20
Word – Open Lab	23, 28, 31	5, 10, 13, 18, 21

How do you register for these events?

MC Students can find the days and times they are offered on the DLC

Workshop Registration webpage: <https://bit.ly/DLCWkshopReg>

Then...

Or scan this link:



1. Choose a topic under “Select a Service”
2. Choose your preferred date and time
3. Add your details
4. Click on Book

Workshop versus Open Lab

- Workshop: A DLC staff member teaches you the basics on the Microsoft application
- Open Lab: An hour specifically created to answering your homework questions on the fundamental features of the Microsoft application

**Please register at least 30 minutes
before the start of each session.**

Brought to you by:

Digital Learning Center

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