



Getting Started with Microsoft Applications Excel, PowerPoint, Word

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

SPRING 2024

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**



Workshops

Excel

January 31

February 5, 8, 15, 20, 21, 26

March 6, 19, 21, 28

April 2, 8, 11, 17, 23, 29

May 8

PowerPoint

January 29

February 1, 9, 19, 28

March 1, 4, 8, 21, 29

April 1, 4, 12, 17, 19, 22, 25

May 3, 10

Word

January 31

February 6, 13, 15, 21, 27

March 5, 7, 20, 27

April 3, 4, 10, 16, 18, 24, 30

May 7

Open Labs for Microsoft Applications:

Access,

Excel,

PowerPoint,

Word

February 2, 5, 7, 12, 20, 28

March 4, 22, 25, 26

April 5, 9, 15, 22, 26

May 1, 6, 8

Workshop

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

Open Lab

Student 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