Office 365 Basics
An introduction to Office 365 for users who have traditionally used standalone versions of Microsoft Office on their PC or laptop. As businesses turn to subscription-based software, Microsoft has catered to this by offering Office 365, the favorites, such as Excel, PowerPoint and Word but includes new or updated apps to work, communicate and collaborate with colleagues, wherever you are. You will become familiar with the Office 365 interface and the applications within the plan including OneDrive, SharePoint, MS Office products and other apps, Sway, Forms, OneNote, and Outlook.

30-minute lunch is on your own, or you may bring a sack lunch/drink.
NOTE: Class is live-streamed from Nebraska City.

PowerPoint 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. NOTE: Class is live-streamed from Nebraska City.

NEW! Outlook Tips & Tricks
Prerequisite: Basic Computer class and must have outlook account
Outlook is an essential tool to help you manage contact information. Whether looking to enhance on your basic skills with Outlook or learn new ones, this hands on “tips and tricks” class is ideal. This class will cover and expand on the basics functions, such as email, calendar and tasks. Time will be available to ask any questions not covered in the class.

NOTE: All sections are live-streamed from York.
**REGISTER ONLINE**

You must have an email account to register online.

2. **Search for your class** by entering a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)
   - Key Word Example: Driver
   - Course Number Example: TRAN-3398
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information**, **certify your identification** and click **Submit**.
   - * You must provide your Social Security Number.
5. Optional: Enter your **Additional Registration Information** and click **Submit**.

*The College requires a student's Social Security number as a condition for enrollment online. A student's Social Security number information constitutes an "educational record" under FERPA.*

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**OR REGISTER BY MAIL, FAX OR IN PERSON**

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

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**Registration Form - Non-Credit Course**

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<th>County #</th>
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**TOTAL DUE**

**SCC Staff Tuition Waiver**

[ ]

**FOR OFFICE USE ONLY**

_today's date__

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**Home**

www.southeast.edu/continuing

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301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703