

**OAKLAND COUNTY INFORMATION TECHNOLOGY
Computer Assistance Registration Form**

User Name: _____ **Department:** _____ **Phone:** _____

Please list the type of computer assistance including the classes that you have completed using the software.

MICROSOFT WORD - In order to register for Microsoft Word assistance, you must have completed the course that pertains to the type of computer assistance you are requesting. Computer assistance will be provided for working with Tables, Styles, Merge, Macros, Columns, Advanced Styles, Templates, Forms, Graphics, Master Documents or Document Layout.

List Type of Help Needed:

MICROSOFT EXCEL - In order to register for Microsoft Excel assistance, you must have completed the course that pertains to the type of computer assistance you are requesting. Computer assistance will be provided for working with Charts, Sorts, Graphics, Filters or Query Data, Templates, Styles, Advanced Formulas, Links, Analysis Tools, Protect and Display Options, or Macros.

List Type of Help Needed:

MICROSOFT ACCESS - If you need assistance with Microsoft Access, you must have completed the appropriate courses that pertain to the type of computer assistance you are requesting. Computer assistance will be provided for working with Tables, Queries, Forms, Customized Reporting, Action Queries, Command buttons and Macros, or Advanced Reporting.

List Type of Help Needed:

Student Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

If you find that you are not able to keep the appointment you have registered for, please notify us at least 5 business days prior to the appointment by calling (248) 858-0810.

RETURN FORM TO THE INFORMATION TECHNOLOGY RECEPTION DESK – FAX NUMBER 248-858-1006