

MICROSOFT

ACCESS - In this class participants will learn what ACCESS is. This class will cover the essential access building blocks which are tables. When working with tables the participant will learn to type data in the tables, find records, sort records, perform queries, design forms, and generate reports.

Excel I - This course covers the essential concepts of Excel and spreadsheets, including using the Excel interface, and creating a spreadsheet from scratch. Major topics include using and customizing the interface, worksheets, basic workbook skills, ranges, simple formulas, copying and moving data, and printing. This course also covers page layout, formatting, working with columns and rows, automatic formatting and styles, and getting help.

Excel II - This course considers large or multiple worksheets and how to manage them. We will cover using range names as well as more advanced functions such as financial and date functions, data management, auto filtering, and file management. The course also covers working with charts, objects, shapes, SmartArt, HTML files, and comments.

Outlook - This class demonstrates the main features of Microsoft Outlook: e-mail, calendaring and contact management including the automation of common email requirements. Common tasks consist of organizing e-mail, assigning appointments to a calendar (recurring and multiple person scheduling), and organizing contacts into distribution lists.

PowerPoint I - This course provides an introduction to PowerPoint and the techniques for enhancing a presentation. It includes exercises on exploring PowerPoint, using basic presentation skills, and formatting presentation text, bullets, and numbers. Students will learn how to use the outline tab, edit and proof text, use graphic images and drawing objects, and use Slide Sorter and Slide Show views.

PowerPoint II - This course builds on the skills developed in PowerPoint I to create effective presentations using charts, tables, graphics, and photos. Students will learn to work with SmartArt as well as to apply special effects. They will learn how to share work with others, and they'll discover advanced chart techniques and how to customize slideshows and handouts.

SharePoint/Microsoft Portal Collaboration Web Site Development - This course teaches participants how to enhance and develop their school or department collaboration pages. They will develop an understanding of using customizable templates and content authoring tools. In class activities will include delegating permissions, creating and editing web parts, creating announcements, creating school event calendars, uploading documents and images and setting up school or team discussion forums.

Word I - In the beginners course of Word participants will learn about the basic Word elements such as; the ribbon, new backstage, opening an existing document, creating a document, closing a document, scrolling with and without scroll bars, the different views, using format painter, sorting text, editing text, preparing to print, formatting text, formatting paragraphs, and formatting pages in a Word document.

Word II - In the intermediate Word course participants will learn how to insert tables into their document, use quick parts, customize elements, manage lists, tables, and paragraphs, work with formatting features, graphics, and use mail merge.