COMPUTER APPLICATIONS

Introduction to Computers COURSE LENGTH: 7 HOURS

This course is for participants who have little or no experience with personal computers and who want to learn the basics. Participants will learn about the main components of a typical computer system and the basic elements of the Windows interface. Participants will learn how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows. Participants will also learn how to browse the Web with Internet Explorer and how to protect their computers from malware.

MS Excel · Basic COURSE LENGTH: 7 HOURS

This course teaches the basic functions and features of Excel. After an introduction to spreadsheet terminology and Excel's window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Participants will also move and copy data, learn about absolute and relative references and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, participants will create and modify charts and learn how to manage large workbooks.

MS Excel · Intermediate COURSE LENGTH: 7 HOURS

This course will teach students how to work with large worksheets in Microsoft Excel, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

MS Excel · Advanced COURSE LENGTH: 7 HOURS

 In this course, students will further build on the skills acquired in the Microsoft Excel Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and Pivot Charts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

 MS Word · Basic COURSE LENGTH: 7 HOURS

This course covers the basic skills and concepts students need to use Microsoft Word productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various

formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents.

MS Word · Intermediate COURSE LENGTH: 7 HOURS

In this course, students will further build on the skills acquired in the Microsoft Word basic course. Students will learn to use styles and outlines, and how to format tables. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will use Track Changes and prepare documents for sharing and exporting. Finally, students will learn how to work with fields and perform a mail merge.

MS Word · Advanced COURSE LENGTH: 7 HOURS

This course covers advanced skills and concepts students need to use Microsoft Word productively and efficiently. Students will learn how to work with fields and perform a mail merge. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will learn how to use document references such as citations, indexes, and tables of contents. They will use Track Changes and prepare documents for sharing and exporting. Finally, they will add interactive elements such as forms and content from other applications, and they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting sub-documents.

MS Access · Basic COURSE LENGTH: 7 HOURS

This course covers the basic skills and concepts students need to use Microsoft Access productively and efficiently. After an introduction to the Access environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports. MS Access · Intermediate

COURSE LENGTH: 7 HOURS

This course provides students with additional skills and concepts needed to use Microsoft Access productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, sub-forms and sub-reports, navigation forms, and calculated fields.

MS Access · Advanced COURSE LENGTH: 7 HOURS

This course builds on the skills and concepts taught in Access-Intermediate. Participants will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password protect and encrypt databases; and set Access options and properties.

MS PowerPoint · Basic COURSE LENGTH: 7 HOURS

This course covers the basic functions and features of PowerPoint. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations.

MS PowerPoint · Advanced COURSE LENGTH: 7 HOURS

This course builds on the skills and concepts taught in PowerPoint Basic. Students will learn to control global settings by using slide masters, and to apply effects such as transitions and timings. They'll learn more about working with images, and how to include media files, animation, and a photo album in a presentation. Next, they'll explore advanced tools for working with SmartArt, tables, and charts, and then learn how to create action buttons and equations. Students will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks and much more.