



INFORMATION TECHNOLOGY USER SUPPORT SERVICES

Introduction to Microsoft Word

Prerequisite: A working knowledge of Windows

The following topics will be discussed:

- ◆ Entering text
- ◆ File, Save As, Edit/Replace and Edit/Undo commands
- ◆ Moving and copying text
- ◆ Headers and footers
- ◆ Margins and page breaks
- ◆ Editing a document using AutoCorrect features
- ◆ Character and paragraph formatting
- ◆ Spelling and Grammar Tools

Time: Two 2 ½ hour sessions

Location: Green Hall, Room 14

Intermediate Microsoft Word

Prerequisite: A working knowledge of Microsoft Word

The following topics shall be discussed:

- ◆ Customizing the Word workplace
- ◆ Creating, modifying and formatting tables
- ◆ Performing calculations and creating graphs in tables
- ◆ Creating and modifying Auto-Text entries
- ◆ Mail Merge and merging file basics
- ◆ Use of multiple columnar formatting and graphics

Time: Two 2 ½ hour sessions

Location: Green Hall, Room 14

Introduction to Microsoft Access

Prerequisite: A working knowledge of Microsoft Office Applications

This class will discuss the following topics:

- ◆ Creating and modifying tables
- ◆ Using the Table Wizard to create a table
- ◆ Managing records
- ◆ Using select queries
- ◆ Creating and using reports and forms

Time: Two 2 ½ hour sessions

Location: Green Hall, Room 14

Intermediate Microsoft Access

Prerequisite: Introduction to Access

This class will discuss the following topics:

- ◆ Principles of table design
- ◆ Principles of table relationships
- ◆ Designing select queries
- ◆ Enhanced form design

Time: Two 2 ½ hour sessions

Location: Green Hall, Room 14

Introduction to Microsoft Excel

Prerequisite: A working knowledge of Word

This class will discuss the following topics:

- ◆ Creating a basic worksheet
- ◆ Entering and correcting data
- ◆ Working with ranges
- ◆ Movement techniques
- ◆ Using functions including the function wizard
- ◆ Moving and copying data
- ◆ Modifying worksheets
- ◆ Printing a worksheet

Time: Two 2 ½ hour sessions

Location: Green Hall, Room 14

Intermediate Excel

Prerequisite: Introduction to Excel

This class will discuss the following advanced Excel techniques:

- ◆ Calculating data with advanced formulas
- ◆ Organizing worksheet and table data
- ◆ Presenting data using charts
- ◆ Inserting graphic objects

Time: 2 ½ hour session

Location: Green Hall, Room 14

PowerPoint - It's Not Just For Presentations Anymore!

Prerequisite: A working knowledge of Windows

PowerPoint is often used to design presentations, but did you know that you can use it to create flyers? While the emphasis in using PowerPoint in the past has been for the purpose of presentations, the program is also powerful when used for making signs, flyers, etc. With extensive libraries of clipart and minimal input on your part, you can make the most ordinary sign into an eye-catching work of art.

Time: 2 ½ hour session

Location: Green Hall, Room 14

Mail Merge Using Microsoft Office

Prerequisite: A working knowledge of Windows and Microsoft Word

This class will cover how to create a series of repetitious letters, each addressed individually. Topics include:

- ◆ Creating data to be merged
- ◆ Constructing the main document (letter, labels)
- ◆ Performing the merge
- ◆ Editing information in the data source
- ◆ Creating and populating new fields
- ◆ Inserting merge fields in the main document

Time: 2 ½ hour session

Location: Green Hall, Room 14

Everything You Wanted to Know about Tables

Prerequisite: A working knowledge of Microsoft Word

Tables are useful for organizing information. This class discusses how to create, modify and format tables for a professional look. Computing formulas in tables will also be discussed.

Time: 2 ½ hour session

Location: Green Hall, Room 14

Windows & Microsoft Office Tips

Prerequisite: A working knowledge of Windows and Microsoft Office

This workshop is a basic class. Topics include:

- Maneuvering around the Windows Desktop
- Creating, Renaming & Deleting Shortcuts to Frequently Used Programs
- Organizing Files
- Copying, Renaming & Deleting Files/Folders
- Searching for Files or Folders
- Changing Desktop & Screen Saver

Time: 2 ½ hour session

Location: Green Hall, Room 14

Mozilla Thunderbird

Prerequisite: Must have a UNIX (email) account and be familiar with Windows.

This class explores the use of the email package Mozilla Thunderbird. Topics include:

- Composing & sending messages
- Replying to messages
- Organizing incoming and outgoing mail
- Building an address book for frequently used email addresses
- Filtering messages with certain topics or from certain addresses

Time: 2 ½ hour session

Location: Green Hall, Room 14

PowerPoint for Presentations

Prerequisite: A working knowledge of Windows

Microsoft PowerPoint is a presentation graphics application for the creation and presentation of bulleted text, charts, graphs, and images.

The workshop will have a hands-on exercise in which participants will create a presentation of their own. At the conclusion of the workshop, participants will be invited to sign up for subsequent one-on-one instruction.

Time: 2 hour sessions

Location: Green Hall, Room 14