



Computer Skills

Any of our courses can be delivered on-site or customized to suit your organization. For a complete course listing, consult our most recent calendar or visit our website. Here is a sampling of popular courses in this program area.

Microsoft Access: Level 1

Designed for individuals with little or no experience with Access. Learn to create databases, plan and create tables, modify tables, maintain data, sort records, create filters and queries. Fee includes manual. Prerequisites: Introduction To Computers or equivalent.

Microsoft Access: Level 2

An advanced course for those comfortable with basic operations in Access. Learn to produce a database application to automate various tasks that can be used by multi-users on a network. Includes how to enhance database design, build powerful queries, design complex forms, create macros, attach macros to events, program in Access and customize reports. Fee includes manual. Prerequisite: Microsoft Access: Level 1.

Microsoft Excel: Level 1

Learn the basics of spreadsheets. Create worksheets for varied purposes and learn to manage spreadsheet files. Format worksheets, use advanced formatting, page setup, printing and working with formulas and functions. Fee includes manual (in-class sections only). For on-line sections course access and book order info will be emailed. Prerequisite: Introduction to Computers or equivalent knowledge.

Microsoft Excel: Level 2

This intermediate course extends your knowledge in working with functions and formulas in MS Excel. Learn to use macros, range names, check data, and create forms to meet specific needs. Fee includes manual. Prerequisite: Microsoft Excel: Level 1 or equivalent.

Microsoft PowerPoint

Are you looking for an easier way to make dynamic presentations at work or to a group, club, association, meeting, or class? Explore the many astounding features of PowerPoint to convert your text, graphics, photographs, clipart, and charts into a professional animated slide show to impress your audience. Fee includes manual. Prerequisite: Introduction To Computers or equivalent.

Microsoft Word: Level 1

Using an effective and popular word processing program, learn the fundamental concepts and techniques for efficient processing, including the ability to create, edit, print, and manage documents. Focuses on working with text, navigating within a document, character and paragraph formatting, and managing files. Fee includes manual (in-class sections only). For on-line sections course access and book order info will be emailed. Prerequisite: Introduction To Computers or equivalent.

Microsoft Word: Level 2

If you want to improve your skills in Word 2010 and explore its advanced concepts and techniques, this course will fit your needs. Continuing from Level 1, you will work with mail merge, styles, templates, headers and footers, tables, graphics, columns, and other features. Prerequisite: Microsoft Word: Level 1 or equivalent skills.

MS Outlook in a Day

Learn the basics of this effective desktop information management system. You will learn to work with email, use the calendar feature, set up your contact information and use features such as task, journal, notes and more. Suggested prerequisite: The Basics of Computers. Please bring your own USB to class.

