



**Beginning Computer: Focus is on Windows Basics, File Management**

- What is Windows?
- Windows screen elements: buttons, bars, windows, and icons.
- Basic Terminology
- Setting up your computer.
- Using the Mouse and the Keyboard.
- Going for a drive: hard drives and removable drives.
- Explore the Start menu.
- Using Help.
- Launching programs, such as Word, Excel, PowerPoint.
- Work with Windows.
- Using Internet
- Windows - important folders.
- Creating custom folders for your documents.
- Understanding file management: create, save, organize, and find files.
- How to transfer files to/from CD.
- Recycle Bin.
- What's a crash and what do I do?
- Proper Shut Down.

**Email and Internet Basics**

- Internet and Email Terminology
- Internet Explorer
- Your Home Page
- Address Bar versus Search Bar
- Google
- Free Email versus Paid Email
- Logging in to Webmail versus Using an Email Program
- Sending/Receiving Email
- Forward/Reply to Email
- Saving Received Email
- Print Email or Web Page
- Uploading and Downloading
- Sending/Receiving/Saving Pictures Through Email
- Contacts



## Microsoft Word

### Our Most Popular Word Class – Word For People Who Never Got Training

Many people have been using Word but never got training. Figuring they can open Word and start typing, they muddle their way through simple documents but constantly come across frustrating problems and spend too much time trying to fix things. Or maybe you feel that if you are tested on Word, you will not test well.

This class is not too basic, but is not quite intermediate. It covers some key concepts you may have missed, and it focuses on working quickly in Word.

*If you can make text bold, change the font and font color, and turn on bullets and numbering, but are unable to answer the following question, you need this class: **How does Word know what a paragraph is and why is that important?***

Typical topics covered in this class:

- Keyboard shortcuts that will make you a whiz! Includes creating your own typing shortcuts
- Find keywords
- Understanding Word's four levels of formatting to help you format text, paragraphs, columns, and entire documents
- Set margins and indents
- Format text around graphics
- Cut, copy, paste
- Create columns easily without using the Columns command

Beginning and Intermediate outlines on next page.



## **Beginning Microsoft Word**

- Word screen, Title Bar & Window Control Buttons and keyboard controls
- Ribbon & Quick Access Toolbar
- Navigating and Selecting Text
- Document Views
- Basic Text Formatting: Bold, Italics, Underlined, Fonts
- Basic Paragraph Formatting: Indents, Alignment, Spacing
- Basic Document/Page Formatting: Margins
- Using Help
- Show/Hide Non-Printing Characters
- Spell Check
- Cut, Copy and Paste
- Save, Name, Close, Reopen, and Delete Files
- Productivity Tips
- AutoCorrect
- Use Available Templates

## **Intermediate Word**

- Brief review of key topics covered in beginning.
- Bullets & Numbering
- Insert Symbols
- QuickParts
- Tables
- Insert and Format Pictures and SmartArt
- Create Cover Page
- Headers and Footers
- Styles
- Create Table of Contents
- Page and Section Breaks
- Mailing labels
- Create custom templates

## **Advanced Word: Tutoring Only**



# EXCEL

## Excel Basics: Focus is on creating a spreadsheet

- The Excel Window
- Formula Bar
- Cells: navigating, selecting, data entry, correct errors
- Getting HELP in Excel
- Workbooks and Sheets
- Views
- Gridlines/Borderlines/Underlines – What’s the diff?
- Creating a Spreadsheet
- Adjust Column Row Height/Widths
- Insert Rows/Columns:
- Center Title for a Spreadsheet
- Cell Formats
- Copy/Fill
- Formulas
- Order of Operators
- Relative/Absolute Reference
- AutoCalculate
- Working With Large Spreadsheets
- Productivity Tip
- Print Setup
- Spell Check
- Print Preview
- Set Page Breaks
- Keyboard Shortcuts

## Excel Database Features – Focus is on managing “list style” data

- Rules for creating a database
- Format a Database
- Sorting the Database
- Find Keywords
- Filtering
- Subtotal Database Info
- Viewing Large Documents
- Pivot Tables
- Import/Export Data
- Create Mail Labels



## **PowerPoint**

PowerPoint is mostly used for creating a slideshow for presentations. You can also use PowerPoint for creating flyers and photo slideshows, as well as for basic editing of photos.

### **PowerPoint Basics: Focus is on creating a presentation**

- Presentation Preparation
- Slide Design
- Views
- Begin Creating a Presentation
- Insert Slide, Set Slide Layout
- Text Boxes
- Bullets and Indenting
- Save File
- Version Compatibility
- Formatting Fonts
- Working with an Outline: Promoting and Demoting Text
- Slide Sorter View: Change Slide Order, Copy, delete, hide slides
- Reuse Slides - Copy Slides from Other Presentations
- Return to Normal View of a Selected Slide
- Insert Clip Art, Photos
- Resize or Move Photos
- Slide Master
- Slide Transitions
- Animations
- Sound & Video
- Printing Handouts
- During Your Presentation

### **PowerPoint Special Topics**

**We often offer 2-hour PowerPoint classes to cover additional fun topics. Watch the schedule of classes for sessions such as these:**

- Creating a PowerPoint Photo Album
- SmartArt and Charts
- Photo Editing with PowerPoint
- Creating Flyers with PowerPoint
- Advanced Animations and Hyperlinking
- The Traveling Presenter



**Social Networking for Business: Focus is on using Facebook, LinkedIn,  
Twitter, YouTube for Marketing Your Business**

Learn how social sites such as Facebook, Twitter, and LinkedIn are another tool in your marketing and public relations toolkit, and how your approach is different than other media.