

## MS OFFICE™ SOFTWARE TRAINING

*The Microcomputer Operator Certificate Program is designed to provide experience and theoretical knowledge that enables students to operate a personal computer effectively and efficiently. To obtain a Microcomputer Operator Certificate, students must satisfactorily complete the beginning level of the following five courses: Computer Concepts, MS- Word 2003, Excel 2003, PowerPoint 2003 and Access 2003. Of course, these classes may also be taken individually with no intention of completing the microcomputer certificate requirements.*

### Computer Concepts

This beginning class will provide an overview of computer and Internet technologies. It will define the basic characteristics of a computer and provide a quick overview of data, information and files. Class will include an overview of applications software, operating systems, platform compatibility, the Internet and e-mail. Students will discuss computer hardware, with several lessons focusing on the various technologies that enable a computer to store and retrieve data and programs. You are required to purchase a course book (approximately \$33.75) and bring a 512MB flash drive to class. (6, 8 or 12 meetings) (2.4 CEUs)

Sep 8-24	T/TH	8 am-noon	
Sep 8-Oct 15	T/TH	6-8 pm	
Sep 12-Oct 31	SAT	1-4 pm (CANCELLED)	
Oct 13-29	T/TH	8 am-noon (CANCELLED)	Cost/\$99

### Word 2007

Explore the basics of this popular word processing package in this beginning level class. Course will include editing, formatting, proofing tools and how to quickly create attractive, professionally designed documents using wizards and templates. You will also learn how to format text in columns and how to illustrate your documents with tables, clip art and WordArt. You are required to purchase a course book (approximately \$25) and bring a 512MB flash drive to class. **\*\*Prerequisite.** (2 or 4 meetings) (1.6 CEUs)

Sep 8-17	T/TH	1-5 pm (CANCELLED)	
Oct 20-29	T/TH	1-5 pm	
Oct 20-Nov 12	T/TH	6-8 pm	
Nov 17-19	T/TH	8 am-5 pm (CANCELLED)	Cost/\$74

### Access 2007

This introductory course teaches the user basic Access terminology and features. You will learn to use several techniques for finding specific information in the database, including sorting, filtering and building queries. Students will explore how to create a database and manipulate data to create reports and forms. You are required to purchase a course book (approximately \$25) and bring a 512MB flash drive to class. **\*\*Prerequisite.** (5 meetings) (2 CEUs)

Sep 11-Oct 9	FRI	8 am-noon	Cost/\$84 (Cancelled)
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### Excel 2007

This spreadsheet package will teach you to plan, design and build your own worksheets. Class will explore worksheet cell functions such as labels, values and formulas. Learn how to make a more attractive worksheet by using different colors and fonts for the cell contents and communicate relationships in your worksheet data in readily understandable charts. Participants will also learn about spreadsheet linkage, named cells, creating formulas, splitting windows and lookup tables. You are required to purchase a course book (approximately \$25) and bring a 512MB flash drive to class. **\*\*Prerequisite.** (2 or 4 meetings) (1.6 CEUs)

BEG	Sep 22-Oct 1	T/TH	1-5 pm	
INT	Oct 6-15	T/TH	1-5 pm (Cancelled)	

BEG	Nov 3-12	T/TH	1-5 pm	
BEG	Nov 6-13	FRI	8 am-5 pm	
BEG	Nov 17-Dec 15*	T/TH	6-8 pm	(CANCELLED) Cost/\$74

\*No class Nov 26

### **PowerPoint 2007**

Learn how to create professional looking documents and presentations the fun and easy way. Key features of this leading graphics program will help users get up and running fast. You will learn how to open an existing presentation, draw and modify objects, add, arrange and format text, change a presentation color scheme and revise a presentation. You are required to purchase a course book (approximately \$25) and bring a 512MB flash drive to class. **\*\*Prerequisite.** (2 or 4 meetings) (1.6 CEUs)

Sep 29-Oct 8	T/TH	8 am-noon	
Oct 19-Nov 16*	M/W	6-8 pm	(CANCELLED)
Nov 3-12	T/TH	8 am-noon	
Nov 23-24	M/T	8 am-5 pm	Cost/\$74

\*No class Nov 11

**\*\*Computer Concepts or equivalent.**