



COMPUTER SESSIONS

Offered by:

Know it Sooner Computer Training

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Word Level 1: Introduction to Word

Length:)	1 day or 2 half days
Target Audience:)	Individuals who would like to gain basic hands-on word processing and experience using Word. This is a great course for beginners.
Course Description:)	Participants learn to use Word and its various screens, toolbars and menus, by practicing document creation, editing, formatting, printing and various time-saving techniques.
Pre-requisites:)	Introduction to Windows.
Participants Will Learn:)	
Part 1:)	Orientation
)	➤ Starting Word
)	➤ The Word Screen
)	Creating and Saving Documents
)	Editing
)	Quick Keystrokes
)	Printing Documents
)	Selecting Text
)	Enhancing Text
)	➤ Fonts and Sizes
)	➤ Bold, Italic, Underline
)	➤ Alignment (Center, Right Align, etc)
)	Margins and Tabs
)	Formatting
)	➤ Bullets and Numbering
)	➤ Page Numbering
)	➤ Line Spacing

Word Level 1: Introduction to Word (Accelerated)

Length:)	1 half day
Target Audience:)	This accelerated course is for individuals who have worked with Word but have never had any official training in Word. If you use the spacebar to line things up, this course is for you!
Course Description:)	Participants learn to use Word and its various screens, toolbars and menus, by practicing document creation, editing, formatting, printing and various time-saving techniques.
Pre-requisites:)	Introduction to Windows and some exposure to Word.
Participants Will Learn:)	Quick Keystrokes
)	Selecting Text
)	Enhancing Text
)	➤ Fonts and Sizes
)	➤ Bold, Italic, Underline
)	➤ Alignment (Center, Right Align, etc)
)	Margins and Tabs
)	Formatting
)	➤ Bullets and Numbering
)	➤ Page Numbering
)	➤ Line Spacing

Word Level 2: Intermediate Word

Length:	J	1 day or 2 half days
Target Audience:	J	Individuals familiar with basic Word capabilities, having a need for more advanced document formatting features
Course Description:	J	Customizing your Word environment, such as toolbars, AutoCorrect and AutoText, numbering formats, creating styles and working with tables and columns are covered.
Pre-requisites:	J	Word Level 1 is required. Students should know how to properly use tabs and indents.
Participants Will Learn	J	AutoCorrect and AutoText (Quick Parts)
	J	Toolbars
	J	Tables
	J	Borders and shading
	J	Styles
	J	Creating a Table of Contents
	J	Advanced Bullets & Numbering
		➤ Multilevel (ie. 1, a, i)

Word Level 3: Advanced Word

Length:	}	1 day or 2 half days
Target Audience:	}	Individuals familiar with Intermediate Word capabilities, having a need for more advanced document formatting features
Course Description:	}	Topics covered will include: customizing Word options, mail merge, labels and envelopes, advanced headers and footers, templates and forms.
Pre-requisites:	}	Word Level 2 is required.

Participants Will Learn

- } Customizing Word
- } Word Options
- } Creating mailing labels and envelopes
- } Working with sections
 - Advanced headers and footers
 - Header and footer sections
 - First page headers and footers
- } Templates
 - Creating templates and a document based on a template
 - Creating a document based on a wizard
- } Forms
 - Steps in form creation
 - Types of form fields
 - Tips on forms
 - Insert fields
- } Mail Merge
 - Data main and merged documents
 - Data entry
 - Merge documents
- } Macros

Excel Level 1: Introduction to Excel

Length:	J	1 day or 2 half days
Target Audience:	J	Users needing to create attractive, readable workbooks that easily manipulate, calculate and recalculate data. This course is for those people who are brand new to Excel or have minimal experience with it.
Course Description:	J	Participants will learn to identify the elements of the Excel workspace, enter and edit data, enter formulas and functions, save, open and create workbooks, manipulate cell ranges, format sheet appearances, print, and manipulate the display of workbooks.
Pre-requisites:	J	Introduction to Windows or equivalent. The participant should know how to open, save and close files.
Participants Will Learn:	J	Introduction
	J	<ul style="list-style-type: none"> ➤ An overview of MS Excel ➤ The Excel screen ➤ Using Help
	J	Excel components
	J	Creating a worksheet
	J	Simple Formulas
	J	Enhancing a worksheet
	J	Formatting a worksheet
	J	Absolute Formulas and Functions
	J	<ul style="list-style-type: none"> ➤ Average ➤ Min ➤ Max ➤ Count
	J	Printing worksheets
	J	<ul style="list-style-type: none"> ➤ Setting print areas ➤ Setting print titles

Excel Level 1: Introduction to Excel (Accelerated)

Length:	J	1 half day
Target Audience:	J	Users needing to create attractive, readable workbooks that easily manipulate, calculate and recalculate data. This course is for those people who have worked with Excel already but haven't taken any official training recently.
Course Description:	J	Participants will learn to identify the elements of the Excel workspace, enter and edit data, enter formulas and functions, save, open and create workbooks, manipulate cell ranges, format sheet appearances, print, and manipulate the display of workbooks.
Pre-requisites:	J	Introduction to Windows or equivalent and some exposure to Excel.
Participants Will Learn:	J	Creating a worksheet
	J	Simple Formulas
	J	Enhancing and manipulating a worksheet
	J	Formatting a worksheet
	J	Absolute Formulas and Functions
		➤ Average
		➤ Min
		➤ Max
		➤ Count
	J	Printing worksheets
		➤ Setting print areas
		➤ Setting print titles

Excel Level 2: Intermediate Excel

Length:	J	1 day or 2 half days
Target Audience:	J	Individuals needing greater control of multiple workbooks and worksheets, workbook data, display and output.
Course Description:	J	Participants will learn advanced workbook features, including range names, working with multiple sheets, linking data, and 3-D referencing. Participants will learn how to create more advanced functions and macros and customize the toolbar.
Pre-requisites:	J	Excel Level 1. Students should know to write basic formulas and functions as well as formulas containing absolute references (ie. \$A\$1). They should also be comfortable controlling how their spreadsheet prints using print areas and print titles.
Participants Will Learn:	J	Timesavers
	J	<ul style="list-style-type: none"> ➤ Named Ranges ➤ Format Painter ➤ Freezing Panes ➤ Wrapping Long Titles ➤ Printing Tricks
	J	Working with Multiple Sheets
	J	<ul style="list-style-type: none"> ➤ Linking cells, sheets, files
	J	Toolbars
	J	Advanced functions
	J	<ul style="list-style-type: none"> ➤ IF statements ➤ Lookups ➤ Round ➤ Now
	J	Macros
	J	Graphs

Excel Level 3: Advanced Excel

Length:)	1 day or 2 half days
Target Audience:)	Individuals needing greater control of multiple workbooks and worksheets, workbook data, display and output.
Course Description:)	Participants will learn features of the database; advanced functions, pivot tables, cell protection.
Pre-requisites:)	Excel Level 2

Participants Will Learn

-) Databases
 - Sorting
 - Filtering
 - Subtotal
-) Data entry forms
-) Pivot tables (introduction)
-) Review – IF, V Lookup
-) Advanced functions
 - COUNT
 - COUNTIF
 - SUMIF
-) Worksheet protection

Excel Level 4: Expert Excel

Length:)	1 day or 2 half days
Target Audience:)	Individuals needing greater control of multiple workbooks and worksheets, workbook data, display and output.
Course Description:)	Participants will learn features of the database; advanced functions, pivot tables, look up functions, COUNTIF, SUMIF, templates, concatenating cells and pasting options.
Pre-requisites:)	Excel Level 3
Participants Will Learn)	
)	Review Database sorting, filtering, subtotal
)	Grouping Data
)	Outlining
)	Advanced Filtering
)	Database Functions
)	Pivot tables
)	Review – (COUNTIF, SUMIF, VLOOKUP)
)	Advanced functions
)	➤ HLOOKUP
)	➤ CONCATENATE
)	➤ UPPER
)	➤ LOWER
)	➤ PROPER
)	Text to Columns
)	Pasting Options
)	Templates

PowerPoint Level 1: PowerPoint Basics

(Pre-requisites: Windows XP)

Length:)	3.0 Hours
Target Audience:)	Anyone needing to use Microsoft PowerPoint to create simple presentations, as part of their job.
Course Description:)	This course introduces you to Microsoft PowerPoint, the graphics program that comes with Microsoft Office.
Participants Will Learn:)	PowerPoint basics
)	Creating a presentation
)	Editing a presentation
)	Additional formatting techniques
)	Getting ready to print
)	Drawing and objects

PowerPoint Level 2: Presentations and Slide Shows

(Pre-requisites: PowerPoint Basics or equivalent experience)

Length:]	3.0 Hours
Target Audience:]	Anyone needing to use more intermediate features of PowerPoint, as part of their job.
Course Description:]	This course covers the more intermediate features of Microsoft PowerPoint.
Participants will learn:]	Drawing toolbar
]	Slide shows
		➤ Transitions
		➤ Timings
]	Inserting and Manipulating Text
]	Organizational charts
]	Word art
]	Clipart

PowerPoint Level 3: Multimedia Presentations

(Pre-requisites: PowerPoint Basics or equivalent experience)

Length:	3.0 Hours
Target Audience:	Anyone needing to use incorporate sound, video and animation into their presentations.
Course Description:	This course covers the more multimedia features of Microsoft PowerPoint.
Participants will learn:	<ul style="list-style-type: none">Inserting Objects<ul style="list-style-type: none">➤ Sounds➤ Videos➤ GraphicsAnimation<ul style="list-style-type: none">➤ Controlling the way objects appear on the slide➤ Using Manual Timings➤ Advanced TimelineUsing Action ButtonsSaving your Show on a CD or Memory Stick

Outlook Level 1: Emailing

Length:	6.0 Hours
Target Audience:	All employees who use Outlook to communicate either internally or externally This course is intended for brand new users to Outlook.
Course Description:	Outlook is designed as a desktop information manager. It allows you to organize the information on your own PC as well as to communicate and share that information with others.
Participants Will Learn:	Electronic mail (all aspects) Attaching Documents Organizing Email Messages using Folders Introduction to Calendar Introduction to Address Book Setting up your Outlook screen for maximum benefit

Outlook Level 1: Emailing (Accelerated)

Length:)	3.0 Hours
Target Audience:)	All employees who use Outlook to communicate either internally or externally This course is intended for those people who have used Outlook for awhile and just need to get more proficient with email.
Course Description:)	Outlook is designed as a desktop information manager. It allows you to organize the information on your own PC as well as to communicate and share that information with others.
Participants Will Learn:)	Electronic mail (all aspects)
)	Attaching Documents
)	Organizing Email Messages using Folders
)	Introduction to Calendar
)	Introduction to Address Book
)	Setting up your Outlook screen for maximum benefit

Outlook Level 2: Intermediate Functions

Length:)	6.0 Hours
Target Audience:)	All employees who are comfortable with the basics of Outlook and are requiring the knowledge of the more intermediate features.
Course Description:)	Expanding on concepts learned in Outlook Level I, this course makes the participant capable of using Outlook much more than just email. It becomes a management tool that can be used to achieve many tasks.
Participants Will Learn:)	Personal Calendar and Group Scheduling
)	Contact Management
)	Categories
)	Tasks
)	Notes
)	Setting Global Options
)	Printing
)	Creating Rules and auto replies
)	Voting Buttons

Office 2007 Changes

Length:	J	3.0 Hours
Target Audience:	J	Anyone needing to learn the differences between the new Microsoft Office 2007 system and the older version.
Course Description:	J	This course covers the changes in Office 2007 and introduces the student to the new features. The majority of the changes apply to Word, Excel, PowerPoint and Outlook.
Participants will learn:	J	<p>The new Office: Made for you</p> <ul style="list-style-type: none"> ➤ The Ribbon ➤ How commands are organized ➤ More commands, but only when you need them ➤ More options if you need them ➤ Preview before you select ➤ Put commands on your own toolbar ➤ Viewing your Screen ➤ Mini Toolbar ➤ Working with different screen resolutions <p>J</p> <p>Answers to critical questions</p> <ul style="list-style-type: none"> ➤ What happened to the File menu? ➤ Where do I start a blank document? ➤ What about favorite keyboard shortcuts? ➤ What if I can't find a command? ➤ New File Formats <p>J</p> <p>New Features</p> <ul style="list-style-type: none"> ➤ Exploring the new buttons on the ribbon ➤ Smart Art ➤ Conditional Formatting (Excel) ➤ Headers and Footer Changes ➤ Mail Merge Enhancements (Word)