COMPUTER SESSIONS

Offered by:

Know it Sooner Computer Training
Joanne Swensrude
780-940-6772
joanne@knowitsooner.com

Know it Sooner
Computer Training

Contents

Customized One on One Training

If you have a need for training, call us and we'll set up a session! We will come to your site for a training session, minimum two hours, and you choose the topics you want!

We will work on your computer and your files, if you choose.

Classroom Training

The following course outlines are suggested topics for classes. We are flexible so you can pick and choose topics and create a customized class. An instructor must approve the proposed outline to ensure the amount of time is appropriate for the topics selected.

Excel Level 1:
Introduction to Excel

Length: 6 Hours

Target Audience: 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: 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: Introduction to Windows or equivalent. The participant should know how to open, save and close files.

Participants Will Learn:
- ☺ Introduction
  - ➢ An overview of MS Excel
  - ➢ The Excel screen
- ☺ Excel components
- ☺ Creating a worksheet
- ☺ Simple Formulas
- ☺ Enhancing a worksheet
- ☺ Formatting a worksheet
- ☺ Absolute Formulas and Functions
  - ➢ Average
  - ➢ Min
  - ➢ Max
  - ➢ Count
- ☺ Printing worksheets
  - ➢ Setting print areas
  - ➢ Setting print titles

Excel Level 1:
Introduction to Excel (Accelerated)

Length: 3 Hours

Target Audience: 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: 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: Introduction to Windows or equivalent and some exposure to Excel.

Participants Will Learn:

- ☺ Creating a worksheet
- ☺ Simple Formulas
- ☺ Enhancing and manipulating a worksheet
- ☺ Formatting a worksheet
- ☺ Absolute Formulas and Functions
  - ➢ Average
  - ➢ Min
  - ➢ Max
  - ➢ Count
- ☺ Printing worksheets
  - ➢ Setting print areas
  - ➢ Setting print titles

Excel Level 2:
Intermediate Excel

Length: 6 Hours

Target Audience: Individuals needing greater control of
                                     multiple workbooks and worksheets,
                                     workbook data, display and output.

Course Description: 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: Excel Level 1. Students should know to write
                                     basic formulas and functions as well as
                                     formulas containing absolute references
                                     (ie. A1). They should also be
                                     comfortable controlling how their
                                     spreadsheet prints using print areas and
                                     print titles. There is an assessment exercise
                                     available if you are unsure if you are ready
                                     to take this course.

Participants Will Learn:
                          ☺   Review
                          ☺   Timesavers
                               ➢ Data Tables
                               ➢ Format Painter
                               ➢ Wrapping Long Titles
                               ➢ Printing Tricks
                          ☺   Working with Multiple Sheets
                               ➢ Linking cells, sheets, files
                          ☺   Advanced functions
                               ➢ IF statements
                               ➢ Lookups
                               ➢ Round
                               ➢ Now
                          ☺   Graphs

Excel Level 3:
Advanced Excel

Length: 6 Hours

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
  - ➢ Data Tables
  - ➢ Sorting
  - ➢ Filtering
  - ➢ Subtotal
- ☺ Pivot tables and Charts
- ☺ Freezing Panes
- ☺ Advanced functions
  - ➢ COUNTIF
  - ➢ SUMIF
- ☺ Conditional Formatting
- ☺ Worksheet protection

Excel Level 4:
More Advanced Excel

Length: 6 Hours

Target Audience: Individuals needing to tap into the
                                advanced tools of Excel and take their
                                knowledge even further Great for people
                                who often import data into Excel from
                                other programs. It is imperative the
                                participants are very familiar with the
                                workings of Excel including creating pivot
                                tables, formulas and functions.

Course Description: Participants will learn the advanced
                                features as listed below.

Pre-requisites: Excel Level 3

Participants Will Learn

- ☺ Pivot Tables
  - o Review
  - o Slicers
  - o Timelines
  - o Dashboards
- ☺ Advanced functions
  - ➢ CONCATENATE
  - ➢ UPPER
  - ➢ LOWER
  - ➢ PROPER
- ☺ Text to Columns
- ☺ Copy and Paste Values
- ☺ Drop Down Lists
- ☺ Named Ranges
- ☺ Goal Seek (What If Scenarios)
- ☺ Macros

Introduction to Computers

Length:	3 Hours
Target Audience:	This course is meant for people with little to no experience and starts right from scratch.
Course Description:	Are you new to computers? Does the terminology confuse you? Do you always have to call someone to help you out?
Participants will learn:	Basics

Basics
➢ Getting to know the mouse and keyboard
➢ Basic computer terminology
➢ Starting and closing programs on your computer (and finding out what's on your computer and what you can do with it!)
➢ Troubleshooting and getting help

Know it Sooner Computer Training
joanne@knowitsooner.com   *(780) 940-6772*   *Joanne Swensrude*
www.knowitsooner.com

Office 2013/2016 Changes

Length: 3 Hours

Target Audience: Anyone needing to learn the differences between the new Microsoft Office system and the older version.

Course Description: This course covers the changes in Office and introduces the student to the new features. The majority of the changes apply to Word, Excel, PowerPoint and Outlook.

Suggested Topics:

  - The new buttons on the ribbon
  - New Open and Save Screens
  - Smart Art
  - Printing Differences
  - Conditional Formatting (Excel)
  - Headers and Footer Changes
  - Mail Merge Enhancements (Word)
  - Other Changes the new version brings
  - Q&A
  - Tips and Tricks

Know it Sooner Computer Training
joanne@knowitsooner.com   *(780) 940-6772*   *Joanne Swensrude*
www.knowitsooner.com

Outlook Level 1:
Emailing

Length: 6 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 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 a while 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: 3 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

PowerPoint Level 1:
PowerPoint Basics

Length:	3 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 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 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:

- ☺ Inserting Objects
  - ➢ Sounds
  - ➢ Videos
  - ➢ Graphics
- ☺ Animation
  - ➢ Controlling the way objects appear on the slide
  - ➢ Using Manual Timings
  - ➢ Advanced Timeline
- ☺ Using Action Buttons
- ☺ Saving your Show on a CD or Memory Stick

Windows/File Management

Length: 3 Hours

Target Audience: Beginners who need to know more about
                                 operating their computer and how to
                                 manage electronic files.

Course Description: This course includes a quick overview of
                                 how to start programs and work within
                                 Windows, as well as how to manage files.

Participants will learn: Basics
                                 ➢ Screens, Menus ,Dialog Boxes, Help)
                                 ➢ Logging On
                                 ➢ The Taskbar
                                 ➢ Shutting Down

                        ☺   Working with Windows
                                 ➢ Minimize, Maximize, Close
                                 ➢ Running Multiple Applications

                        ☺   File Management
                                 ➢ Changing Views
                                 ➢ Searching
                                 ➢ Creating Folders
                                 ➢ Renaming Objects
                                 ➢ Moving/Copying Objects
                                 ➢ Deleting/Undeleting Objects

                        ☺   Customizing
                                 ➢ Creating Shortcuts
                                 ➢ Control Panel

Word Level 1:
Introduction to Word

Length:	6 Hours
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:	Knowledge of how to start programs, use a mouse and the keyboard.

Participants Will Learn:

- ☺ The Word Screen
- ☺ Non Printing Characters
- ☺ 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, Indents and Tabs
- ☺ Bullets and Numbering
- ☺ Page Numbering
- ☺ Line Spacing

Word Level 1:
Introduction to Word (Accelerated)

Length: 3 Hours

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:

☺ The Word Screen
☺ Non Printing Characters
☺ 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, Indents and Tabs
☺ Bullets and Numbering
☺ Page Numbering
☺ Line Spacing

Word Level 2: Intermediate Word

Length: 6 Hours

Target Audience: Individuals familiar with basic Word
                                        capabilities, having a need for more
                                        advanced document formatting features

Course Description: Customizing your Word environment, such
                                        as toolbars, AutoCorrect and AutoText,
                                        numbering formats, creating styles and
                                        working with tables and columns are
                                        covered.

Pre-requisites: Word Level 1 is required. Students should
                                        know how to properly use tabs and
                                        indents.

Participants Will Learn

☺   AutoCorrect and AutoText (Quick Parts)
☺   Toolbars
☺   Tables
☺   Borders and shading
☺   Styles
☺   Creating a Table of Contents
☺   Advanced Bullets & Numbering
➢ Multilevel (ie. 1, a, i)

Word Level 3: Advanced Word

Length: 6 Hours

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
- ☺   Mail Merge
  - ➢ Data main and merged documents
  - ➢ Data entry
  - ➢ Merge documents
- ☺   Macros