



## Course Information

<b>Course Name</b>	<b>Description</b>
Introduction to Personal Computers	This introductory course is a must for even the most advanced users. We will discuss computer hardware components both essential and non-essential. Computer software is discussed with an introduction to the Windows environment. Internet concepts are also discussed along with information necessary before you purchase a computer. A wealth of information is provided!
Introduction to Windows	This introductory Windows XP class is a must have for everyone! It is a six-hour course that will teach even the advanced user some tips and tricks. Most important in this Windows class is a file management section that will teach how to manage files and work with file structures.
Introduction to Microsoft Word 2007	This introductory course will take you through the basics of Microsoft Word. You will learn how to quickly create documents, format text, work with spelling and grammar and learn how to save valuable time. The documents that you create will be professional looking and ready to impress. The shortcuts learned in this course will make you feel like a pro.
Intermediate Microsoft Word 2007	This intermediate course will start with a review of the basics of Microsoft Word and quickly move into more advanced features. You will learn better control of your document layout by learning how to control the Tabs & Indents, Inserting Special Characters and the creation of Headers and Footers to give your documents a consistent feel. Once again, this hands on class is a great way to improve your skills, build on what you know, and learn new things.
Advanced Microsoft Word 2007	This advanced course will review everything learned up to this point and take you into the heart of Microsoft Word. We will cover the mail merge feature to help automate the task of addressing letters. You will learn advanced control of document creation such as creating columns and basic forms that can be used over and over. You will also learn the miscellaneous features that will make you a Microsoft Word guru!
Introduction to Microsoft Access 2007	This introductory course will teach the user how to work with tracking data in MS Access. You will create tables, input data and manage that data. You will create queries, forms and reports.
Introduction to Microsoft Excel 2007	This introductory course will take you through the basics of Microsoft Excel. You will learn how to quickly create worksheets, move and copy cells and learn how to save valuable time. The worksheets that you create will be professional looking and ready to impress. The shortcuts learned in this course will make you feel like a pro.

<b><i>Course Name</i></b>	<b><i>Description</i></b>
Intermediate Microsoft Excel 2007	This intermediate course will start with a review of the basics of Microsoft Excel and quickly move into more advanced features. You will learn better control of your data by applying special and custom formatting, working with the Trust Center and working with templates. Once again, this hands on class is a great way to improve your skills, build on what you know, and learn new things.
Advanced Microsoft Excel 2007	This advanced course will review everything learned up to this point and take you into the heart of Microsoft Excel. We will cover the extra toolbar features and also macros to automate tasks. You will learn advanced control of worksheet creation such as working with functions, adding graphics, creating pivot tables and consolidating data. You will also learn the miscellaneous features that will make you a Microsoft Excel guru!
Introduction to Microsoft Outlook 2007	This class is a must have for anyone using MS Outlook! This class will teach the user how to create folders, handle messaging, use the Assistants, set Delegates, work with Email, the Calendar, Scheduling meetings & appointments, access your Contacts, create Notes and use the Journal.
Introduction to Microsoft PowerPoint 2007	This class is a must have for anyone doing presentations! You will learn how to work with the PowerPoint screens, create slides using the Wizards as well as from scratch. You will learn how to lay out a presentation, work with graphics, formats and charts. You will also insert presentation notes & comments as well as adding transition to each slide to include sound and animation. At the end of this course, you will also learn how to “pack and go” your entire presentation.
Introduction to Microsoft Publisher 2007	This introductory class will teach the user how to create fabulous publications. Everything from letterhead, business cards, flyers and brochures is created in the class. The student will learn how to plan their publication, work with text box and graphic placeholders.
Advanced Microsoft Publisher 2007	This advanced course reviews creating publications from scratch, applying special formatting, working with guides and rulers, text overflow and working with tables. We also layer and group objects. An opportunity is given to all students to ask questions relative to their own Publisher projects.
Introduction to Visio 2007	This introductory course teaches you how to create and develop business-oriented drawings. We look at developing flow charts, organizational charts, space planning and other form drawings that may be useful in a business environment. This course will guide newcomers to Microsoft Visio to understanding and creating diagrams that communicate information at a glance. This course is designed for staff that have little or no experience using Microsoft Visio and who have a need to create several types of diagrams.