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**** SOFTWARE VERSIONS ARE NOT LIMITED TO THOSE IN THIS DOCUMENT. PLEASE ASK ABOUT OTHERS (I.E., MS OFFICE 2013, ETC.).**

IPAD AND IPHONE

iPad Basics

Learn how to effectively use the basic functions and applications the iPad offers. Topics presented include:

- iPad Intro – The Parts of the iPad
- Applications or Apps
- Settings
- App Management
- Internet/Wi-Fi Connections and Management
- iCloud
- Setting up Mail
- Presentation Apps
- Remote Desktop
- Printing
- Photon – Flash Option
- Dropbox
- iBooks

iPhone Basics

Learn how to effectively use the basic functions and applications the iPhone offers. Topics presented include:

- Multi-Touch Screen
- Managing Contacts
- Downloading Apps
- Using Calendars
- Setting up Email
- Voice Control/Siri
- Syncing between Desktop and Mobile
- Office 365 App
- SharePoint App
- Tips and Tricks

MICROSOFT® COURSES

Introduction to Personal Computers: Using Microsoft® Windows® 10

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help you to define what a PC is and familiarize you with the Windows 10 user interface and its basic capabilities. [091064S]

In this course, students will learn how to:

- Access Windows 10.
- Use Windows apps and desktop applications to complete day-to-day tasks, including installing new apps and multitasking with multiple programs.
- Work with files and folders by using File Explorer and OneDrive.
- Use Cortana as your virtual personal assistant and use Edge for web browsing.
- Customize the Windows 10 environment.
- Install and remove printers and peripheral devices.
- Use Windows 10 security features to create more secure passwords and protect your device against common attacks.

Microsoft® Office Word 2016: Basic

[091048S]

In this course, students will learn how to:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Microsoft® Office Word 2016: Intermediate

[091049S]

In this course, students will learn how to:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using quick parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.
- Use mail merge to create letters, envelopes, and labels.

Microsoft® Office Word 2016: Advanced

[091050S]

In this course, students will learn how to:

- Use images in a document.
- Create custom graphic elements.
- Collaborate on documents.
- Add reference marks and notes.
- Secure a document.
- Create and manipulate forms.
- Create macros to automate tasks.

Microsoft® Office Excel 2016: Basic

[091055S]

In this course, students will learn how to:

- Get started with Microsoft Office Excel 2016.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Microsoft® Office Excel 2016: Intermediate

[091056S]

In this course, students will learn how to:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

Microsoft® Office Excel 2016: Advanced

[091057S]

In this course, students will learn how to:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

Microsoft® Office PowerPoint 2016: Basic

[091060S]

In this course, students will learn how to:

- Identify the basic features and functions of PowerPoint 2016.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.
- Add charts to your presentation.
- Prepare to deliver your presentation.

Microsoft® Office PowerPoint 2016: Advanced

[091061S]

In this course, students will learn how to:

- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt and math equations to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation.

Microsoft® Office Access 2016: Basic

[091045S]

In this course, students will learn how to:

- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Use forms to make it easier to view, access, and input data.
- Create and format custom reports.

Microsoft® Office Access 2016: Intermediate

[091046S]

In this course, students will learn how to:

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.

Microsoft® Office Access 2016: Advanced

[091047S]

In this course, students will learn how to:

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the start-up options.

Microsoft® Office Outlook 2016: Basic

[091058S]

In this course, students will learn how to:

- Navigate Outlook 2016 to read and respond to email.
- Use the Address Book, and format and spell check new messages.
- Attach files and insert illustrations to messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with Contacts.
- Create appointments and schedule meetings in Calendar.
- Create and work with Tasks and Notes.

Microsoft® Office Outlook 2016: Advanced

[091059S]

In this course, students will learn how to:

- Modify messages and set global options.
- Organize, search, and manage messages.
- Manage your mailbox.
- Automate message management.
- Work with calendar settings.
- Manage contacts and groups.
- Manage activities by using tasks.
- Share workspaces with others.
- Manage Outlook data files.

Microsoft® Office Project 2016: Basic

[091062S]

In this course, students will learn how to:

- Identify project management concepts and navigate the Project 2016 environment.
- Create and define a new project plan.
- Create and organize tasks.
- Manage resources in a project plan.
- Finalize a project plan.

Microsoft® Office Project 2016: Advanced

[091063S]

In this course, students will learn how to:

- Update a project plan to reflect progress as you execute the project.
- Monitor project progress in the project plan.
- Adjust the project plan to control constraints.
- Create project reports to share a project's status.
- Customize project settings and share customizations with other projects.

Microsoft® Office Publisher 2016/2019

[091073S]

In this course, students will learn how to:

- Perform basic tasks in the Microsoft Publisher interface.
- Add content to a publication.
- Format text and paragraphs in a publication.
- Manage text in a publication.
- Work with graphics in a publication.
- Prepare a publication for printing and sharing.