



KEYBOARDING PRACTICE

Begin keyboarding - with tutorials demonstrating correct hand position; keystrokes and sequenced lessons. Self-paced and available in the Computer Lab. (Optional)

MOUSEWORK: INTRODUCTION TO COMPUTER BASICS

A basic introduction to the computer. Learn how to use a mouse - the first step to mastering the world of computers.



INTRODUCTION TO TOOLBARS

An introduction to toolbars using the word processing program WordPad. We will learn skills needed for all computer programs through the use of toolbars and floppy disks. Save your work & take a floppy with you for future use. This class requires a certain amount of typing.



INTRODUCTION TO WORD

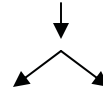
Learn the basic elements in the Microsoft Word 2003 word processing software.
Prerequisite: Introduction to Toolbars.

SELF-GUIDED TRAINING

Use Atomic Learning Tutorials to enhance your skills in 110 different software programs. Available on computers in Computer Lab. Computer Lab is reserved each Monday from 9-11 for self-guided training

“The Basics”

Basic classes are listed in the order they should be taken



SURFING THE ‘NET

An introduction to the Internet. Learn about browsers, search engines, and hyperlinks. Learn how to perform simple searches and how to find the information you want on the Internet. Learn how to determine whether a site provides reliable or unreliable information and troubleshoot problems. *Prerequisite: Introduction to Word or Internet experience.*

EMAIL ETC. @ YOUR LIBRARY

Learn how to use e-mail. Set-up a FREE YAHOO!® account and then learn how to send and receive e-mail! Learn how to use your address book, manage folders, and more!
Prerequisite: Surfing the ‘Net or knowledge of the Internet.

INTERMEDIATE WORD

Go beyond the basic using Microsoft Word & learn how to make your document more professional. We’ll practice margins, tabs, inserting headers/footers, page numbers, tables, footnotes, clipart, and a hyperlink. We’ll also copy and paste from the internet, and create an envelope. *Prerequisite: Introduction to Word.*

ADVANCED WORD

Learn advanced techniques using the drawing toolbar and WordArt.
Prerequisite: Surfing the ‘Net & Intermediate Word.

CREATE A RESUME

Create, print and save a brief resume in class. Learn about resume resources in the Library. Bring information to create your resume.

INTRODUCTION TO EXCEL

Learn the basic elements of Microsoft Excel 2003 spreadsheet software.

INTERMEDIATE EXCEL

Edit a spreadsheet and learn how to format, add/delete and sort columns and rows. Practice formulas and calculations, and learn what it means to “freeze panes”.
Prerequisite: Introduction to Excel.

INTRODUCTION TO PUBLISHER

Learn the basic use of publishing software that allows for the creation of specialty items such as greeting cards, flyers, brochures, calendars, and much more.

INTRODUCTION TO POWERPOINT

An introduction to the presentation software, Microsoft PowerPoint. Create professional looking slide presentations using clipart, wordart, and other special effects. *Prerequisite: Intermediate Word & Introduction to Publisher.*

**To register or ask questions, call Training Services at 485-3316.
All classes designed for ages 18 & up.**