

COMPUTER BASICS: INTRODUCTION

Course Description:

Registration is required. Call 306-986-2873



1. Identify common uses for computers in a variety of workplaces.
2. Learn about different kinds of computers.
3. Recognize the different parts of the computer and gain an understanding of their uses, such as what is on the computer screen.
4. Understand the basic functions of the mouse and keyboard.
5. Learn how to store files such as documents and photos on the computer, as well as how to modify and move these files.
6. Learn how to store files such as documents and photos on a memory stick, as well as how to later access these files.
7. Practice your computer typing skills.

COMPUTER BASICS: INTERNET & EMAIL

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1. What is the Internet?
2. Using Web Browsers
3. Search Engine Techniques
4. Uses for Social Media such as: LinkedIn, Facebook, Twitter, YouTube and Blogging
5. Writing and sending Emails
6. Attaching documents and photos to Email, as well as opening attachments received by Email
7. Internet and Email safety basics
8. Sign up for Email (if desired)



WORD INTRODUCTION

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1. Identify the basic parts of a Word document.
2. Learn how to add, move, and modify text and paragraphs.
3. Understand how to use formatting to change the appearance and layout of text and paragraphs.
4. Gain familiarity with tables, including their creation, modification, and formatting.
5. Learn how to add, move, and modify images into a Word document.
6. Control the appearance of a page using page borders, headers and footers, and watermarks.
7. Use Word's Spelling & Grammar functions to proofread a document.
8. Effectively print exactly what you need.

WORD INTERMEDIATE

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1. Identify more complex components of Word.
2. Learn to work with tables in detail.
3. Understand the concepts involved with adding and working with charts.
4. Learn how to further manipulate images and other graphic elements such as text boxes and pull quotes.
5. Learn how to use Building Blocks and Fields to quickly insert content.
6. Gain familiarity with more advanced methods of controlling the flow of text, such as section breaks and columns.
7. Simplify longer documents through adding an Index or a Table of Contents.
8. Use Mail Merge to create

Step 1: Create a table

1. Click on the Insert tab, and then click Table. From the list of options choose Insert table.
2. In the Number of columns and Number of rows boxes, type or select 2 columns and six rows. You need one row for each item in your list.
3. Click OK.

Don't worry about the size of the columns or the border lines in the table. You will fix those later.

Step 2: Entering Data

1. Enter the today's date in the top cell of the left column.
2. Enter a task which you will complete today. For example type: Complete Computer Class.
3. Enter two more rows of data with dates and tasks to complete.

Below is only an example. You can add your own job searching tasks to the table.

Nov 19, 2010	Complete Computer Class
Nov 22, 2010	Update my resume
Nov 23, 2010	Search for jobs online

Step 3: Refine the layout

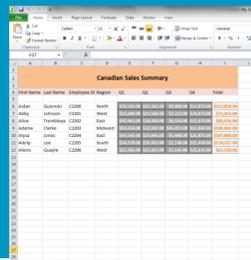
Although you are using the table to lay out the list, you probably don't want the border lines that Word usually includes with the table. Also, you probably want to adjust the spacing so that the columns that contain the check boxes isn't too wide, and the text is lined up close to the check boxes. To make these adjustments, do the following:

1. Select the entire table with your mouse.
2. Right-click the table, point to **Layout**, and then click **Remove Borders**.
3. Click on the table tools **Design** contextual tab.
4. If the tab does not appear at the top of your screen then make sure to click on the table first.

EXCEL INTRODUCTION

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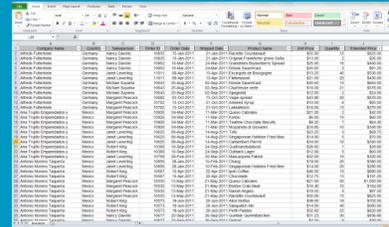
First Name	Last Name	Employee ID	Region	Q1	Q2	Q3	Q4	Total
John	Douglas	10001	North	\$1,200,000	\$1,500,000	\$1,800,000	\$2,100,000	\$6,600,000
Jane	Johnson	10002	West	\$900,000	\$1,100,000	\$1,300,000	\$1,500,000	\$4,800,000
Alan	Francois	10003	East	\$1,100,000	\$1,300,000	\$1,500,000	\$1,700,000	\$5,600,000
Andrew	Chen	10004	Midwest	\$1,300,000	\$1,600,000	\$1,900,000	\$2,200,000	\$6,900,000
Alice	King	10005	South	\$1,500,000	\$1,800,000	\$2,100,000	\$2,400,000	\$8,800,000
Bob	Smith	10006	North	\$1,700,000	\$2,000,000	\$2,300,000	\$2,600,000	\$9,600,000
Amanda	Chapman	10007	West	\$1,900,000	\$2,200,000	\$2,500,000	\$2,800,000	\$10,400,000

1. Identify the basic parts of an Excel spreadsheet.
2. Learn to perform basic calculations using formulas and functions.
3. Understand how to edit and manipulate spreadsheets.
4. Comprehend how to format spreadsheets through the use of fonts, borders, and shading, including the use of number styles and conditional formatting.
5. Learn how to perform a spell check within a spreadsheet.
6. Learn how to add, remove, and hide additional sheets.
7. Effectively print exactly what you need.

EXCEL INTERMEDIATE

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

1. Create and use range names to have greater control over your data.
2. Learn how to write more advanced formulas using comparison operators.
3. Learn how to perform more advanced calculations using specialized functions.
4. Practice creating tables to sort and filter data.
5. Create various kinds of charts based on your data.
6. Use PivotTables, Slicers, and PivotCharts to narrow down large amounts of information.