



COMPUTER BASICS INTRO

COURSE DESCRIPTION:

- Identify common uses for computers in a variety of workplaces
- Learn about different kinds of computers
- Recognize the different parts of the computer and gain an understanding of their uses, such as what is on the computer screen

REGISTRATION IS REQUIRED

- Understand the basic functions of the mouse and keyboard
- Learn how to store files such as documents, photos, etc on the computer
- Learn how to store files on a memory stick and access them
- Practice your computer typing skills

CONTACT US :

(306) 986 - 2873

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COMPUTER BASICS INTERNET & EMAIL

COURSE DESCRIPTION:

- Identify what is the internet and what is used for
- Using web browsers
- Search engine techniques
- Uses for Social Media such as: LinkedIn, Facebook, Twitter, Youtube & Blogging
- Writing and sending emails

- Attaching documents and photos to email as well as opening attachments
- Internet and email safety basics
- Sign up for email (if desired)

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COMPUTER BASICS WORD INTRO

COURSE DESCRIPTION:

- Identify the basic parts of a word document
- Learn how to add, move and modify text/paragraphs
- Understand how to use formatting to change the appearance and layout of text and paragraphs
- Gain familiarity with tables including their creation, modification and format


- Learn how to add, move and modify images into a document
- Control the appearance of a page using borders, headers/footer and watermarks
- Use Word's spelling & grammar functions
- Effectively print what you need

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COMPUTER BASICS WORD INTERMEDIATE

COURSE DESCRIPTION:

- Identify more complex components of Word
- Learn to work with tables in detail
- Understand the concepts with adding and working with charts
- Learn how to further manipulate images and other graphic elements

- Learn the building blocks and fields to quickly insert content
- Gain familiarity with more advanced methods of controlling the flow of text
- Simplify longer documents through adding index/table of contents
- Use mail merge

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COMPUTER BASICS EXCEL INTRO

COURSE DESCRIPTION:

- Identify the basic parts of an Excel spreadsheet
- Learn how to perform basic calculations and functions
- Understand how to edit and manipulate spreadsheets
- Comprehend how to format spreadsheets
- Learn how to spell check within a spreadsheet

- Learn how to add, remove and hide additional sheets
- Effectively print exactly what you need

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COMPUTER BASICS EXCEL INTRO

COURSE DESCRIPTION:

- Create and use range names to have greater control over your data
- Learn how to write more advanced formulas using comparison operators
- Learn how to perform more advanced calculations using specialized functions

- Practice creating tables to sort and filter data
- Create various kinds of charts based on your data
- Use PivotTables, Slicers and PivotCharts to narrow down large amounts of information

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