

COMPUTER SKILLS

Microsoft® Office New Features Workshops

Excel 2007: New Features

220860: This three hour workshop is designed for participants experienced with earlier versions of Excel who want to learn the commonly used new features of this application, including the user interface and design. Participants will also review tools for improving the management, presentation, and distribution of their spreadsheets.

Prerequisite: *Excel 2003 (Level 1) and/or equivalent experience with earlier versions of this application*

Word 2007: New Features

220862: This three hour workshop is designed for participants experienced with earlier versions of Word who want to learn the new basic functions of this application, such as the Ribbon and Office Menu. Participants will also learn how to use the new tools available in Word 2007 to create documents that look professional and visually appealing.

Prerequisite: *Word 2003 (Level 1) and/or equivalent experience with earlier versions of this application*

Basic

Access 2007: Level 1

220849: Participants examine the Access 2007 database application; design a simple database; build a database with tables; manage the data in a database; examine existing table relationships; query the database; design simple forms; and create and modify reports.

Acrobat 9.0: Level 1

220834: Participants access, create and modify PDF documents. Learn to organize, edit and share PDF documents, work with multiple PDF documents, add navigation aids, and initiate a PDF for review.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

Dreamweaver MX: Level 1

220835: This course is designed for new or prospective website designers who want to create websites. Participants will learn basic concepts, site design and navigation. They will create and organize files, insert images, format tables, add links within a site, create anchors, build a frame-based set of pages and upload a site to a remote Web server.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

Excel 2007: Level 1

220850: Participants learn to create, modify and format basic workbooks and worksheets; perform calculations; develop and print a workbook; manage workbooks and worksheets; and customize the layout of the Excel window.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

Flash 8: Level 1

220843: This course is for those who want a general overview of the basic techniques used to create web pages. A website can be made to look more inviting with interactive graphics and animations. The tools and features present in Flash 8 help you create and manipulate a wide variety of objects ranging from a simple graphic design to a complex animation sequence. Participants will learn how to create objects and different types of animations plus how to publish them on the web. This course is meant for participants who have had no exposure to the features and functions of Flash 8.

Prerequisite: *Windows XP: Introduction or later versions, or equivalent experience.*

Illustrator CS2 - Creating Basic Illustrations: Level 1

220836: Participants create illustrations, such as logos and advertisements which incorporate type and graphics. Logos will be created using simple shapes, custom paths and type effects. Advertisements will combine text and imported graphics.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

InDesign CS2 – Creating Basic Publications: Level 1

220838: Participants learn design, layout and the basics of creating documents with InDesign software from single page advertisements and flyers to complex multi-page publications. They will create and modify text, import text and images, use master pages and guides, place and manipulate graphics, control text wrap and manage layers, prepare documents for commercial printers and create PDF files for the Web and for print.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

Photoshop CS2 - Basic Image Enhancement: Level 1

220818: Participants learn about the Photoshop environment: how to save, size, and crop images; select and manipulate image areas; select modes and colors; and paint, layer, and do other image adjustments.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

PowerPoint 2007: Level 1 [Certificate(s): Professional Office Administration]

220851: Participants learn to manipulate an existing PowerPoint presentation; create and format a presentation; add tables, charts and graphical objects to the presentation slides; modify objects; and prepare to deliver a presentation.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

Windows XP Introduction

220817: Participants learn to organize the contents of their hard drive by using Windows Explorer; use the Control Panel and Accessibility programs; use My Computer and the Recycle Bin; and find information on the Internet using Internet Explorer.

Word 2007: Level 1

220852: Participants will learn to create, edit, print and format documents; add and format tables; add graphic elements; control a document's page setup and appearance.

Prerequisite: *Windows XP Introduction or later versions, or equivalent experience.*

Intermediate

Access 2007: Level 2 [Certificate(s): Professional Office Administration]

220853: Participants learn how to modify the design and field properties of a table to streamline data entry and maintain data integrity; retrieve data from tables using joins; create queries; modify data using queries; enhance forms; customize reports; and share data across applications

Prerequisite: *Access 2007: Level 1 or equivalent experience, and 2-3 weeks of hands-on experience with Access.*

Acrobat 9.0 Level 2

220846: This course is designed for participants who use Acrobat 7 Standard or Professional to share files via email, over a network, and on the web, so that recipients can view, print, and offer feedback; enhance PDF files; create interactive PDF forms. This course enables users to create information that is more portable, accessible, and useful to meet target audience needs.

Prerequisite: Acrobat 9.0: Level 1

Dreamweaver MX: Level 2

220842: This course is designed for web designers who know how to create basic web pages and want to use advanced features to produce complex web sites or create pages efficiently with an in-depth understanding of the techniques used. Participants will learn advanced concepts of the Dreamweaver web development application, including libraries and behaviors. In addition, participants will use many of the new features available within the HTML 4 standard including style sheets and layers.

Prerequisite: *Dreamweaver MX: Level 1*

Excel 2007: Level 2 [Certificate(s): Professional Office Administration]

220854: Participants learn how to apply visual elements and advanced formulas to a worksheet; organize worksheet and table data; create and modify charts; analyze data using PivotTables and PivotCharts; insert graphic objects; and customize and enhance workbooks.

Prerequisite: *Excel 2007: Level 1.*

Microsoft Project 2007: Level 1

220863: Participants learn how to create a new project plan containing tasks, organize tasks and set task relationships; manage project resources; and finalize the project plan.

PowerPoint 2007: Level 2 [Certificate(s): Professional Office Administration]

220855: Participants learn how to customize the PowerPoint environment; customize a design template; add diagrams; add special effects to a presentation; customize slide shows; finalize a presentation; and use PowerPoint to collaborate on a presentation.

Prerequisite: *PowerPoint 2007: Level 1 or equivalent experience.*

Word 2007: Level 2 [Certificate(s): Professional Office Administration]

220856: Participants learn how to create complex documents; manage lists; customize tables and charts; customize formatting with styles and themes; modify pictures; create custom graphic elements; control text flow; use templates; perform mail merges; and use macros to automate common tasks.

Prerequisite: *Word 2007: Level 1 or equivalent experience.*

Advanced

HTML 4.0 Programming: Level 1

220813: Participants learn HTML code to create web pages, including: how to format and link to other files and web pages; add graphics, sound, lists and tables; and evaluate web page design and issues that affect web pages.

Prerequisite: *Windows XP Introduction and experience using the Internet with Netscape or Microsoft browsers.*