

## **Windows XP Professional: Level 1**

### **Prerequisite:**

Must have a personal computer with Microsoft Windows XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has little or no knowledge of the Windows environment and wants to learn basic Windows skills such as using the mouse, identifying components of the Windows XP screen, using the Start button, and task switching.

### **What is covered in the class:**

Identifying Uses, Types, and Common Components of Personal Computers (PC);  
Choosing the Right Application for the Job; Starting the PC

Logging on to a PC; Exploring the Desktop; Manipulating the Open Window; Using Help; Using the Mouse

Managing Folders and Files; Using Search; Creating Shortcuts; Using the Recycle Bin

Using Multiple Programs Simultaneously (i.e., Word, Paint, Calculator); Switching Between Programs; Turning Off the Computer



### **Outlook 2002 (XP): Level 1**

#### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

#### **Who should take this class:**

The class is geared to the student who wants to use Microsoft Outlook 2002 (XP), Oakland County's standard for electronic mail, and has a basic understanding of the Windows environment. Outlook is a fully integrated electronic mail and scheduling application. The student will learn how to create and send electronic mail; receive and read new mail; work with file attachments; and schedule notes, tasks, and appointments.

#### **What is covered in the class:**

Overview of Outlook

Creating and Sending Messages; Adding an Attachment; Formatting a Message

Checking and Replying to Messages; Saving an Attachment; Printing and Deleting a Message

Scheduling Appointments; Editing and Deleting Appointments

Using the Address Book

Creating and Editing Tasks

Managing Messages

Using Notes



## **Internet Explorer 6.0: Introduction**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has a need to know how to connect to and navigate within the Internet and World Wide Web; and send and receive Webmail.

### **What is covered in the class:**

Examining the Explorer Screen

Displaying Web Sites

Searching for Information on the Web

Using Favorites

Using Online Directories (i.e., White/Yellow Pages)

Setting Internet Options

Sending and Receiving Webmail

## **Word 2002 (Office XP): Level 1**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has little or no knowledge of basic Word functions and wants to create, edit, format, and print documents. Mastery of these skills is a prerequisite for taking the Word 2002 (Office XP): Level 2 and 3 classes.

### **What is covered in the class:**

Entering Text; Saving a Document; Using Automatic Text Features; Accessing Online Help

Opening an Existing Document; Deleting Block(s) of Text; Moving and Copying Text; Copying Multiple Items; Applying Character Formats; Changing the Font and Font Size; Adding Highlighting and Color to Text; Copying Text Formatting; Pasting Options

Changing Paragraph Alignment; Changing Line Spacing Within a Paragraph; Setting a Custom Tab; Adding Indents; Creating Numbered and Bulleted Lists; Creating an Outline Numbered List

Creating a Table; Changing Table Structure; Adding Table Borders and Shading; Applying AutoFormat to a Table

Creating a New Document Using a Template; Creating a New Document Using a Wizard; Inserting a Symbol; Inserting the Date and Time; Finding And Replacing Text; Checking Spelling and Grammar; Replacing a Word Using the Thesaurus

Previewing a Document; Setting Page Orientation; Creating Headers and Footers; Changing Margins; Inserting a Page Break; Aligning Text on a Page; Printing a Document



### **Word 2002 (Office XP): Level 2**

#### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Word 2002 (Office XP): Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

#### **Who should take this class:**

The class is geared to the student who has a need to know how to create custom templates and styles, manage tables and table data, insert graphics, send form letters, and manage document changes. Mastery of these skills is a prerequisite for taking the Word 2002 (Office XP): Level 3 class.

#### **What is covered in the class:**

Creating and Modifying Templates; Applying Styles; Modifying Styles; Creating User-Defined Styles; Creating a Template from an Existing Document

Managing Tables and Table Data in Documents; Converting Tabbed Text into a Table; Merging Cells in a Table; Opening an Excel Table in Word; Sorting Table Data; Performing Calculations in Tables; Creating and Modifying a Chart Based on Word Table Data; Linking Excel Data in a Word Table

Adding Graphics; Inserting a Clip Art Image; Adding an AutoShape; Inserting WordArt; Inserting an Organizational Chart

Creating a Newsletter; Creating a Document Section; Formatting Text into Newsletter Columns; Controlling Column Text Flow; Wrapping Text Around a Graphic; Creating Envelopes and Labels

Sending Form Letters; Selecting the Main Document Type; Selecting the Data Source; Inserting Merge Fields; Merging and Previewing Form Letters; Creating Mailing Labels

Managing Document Changes; Using Comments in Word Documents; Comparing and Merging Documents



### **Word 2002 (Office XP): Level 3**

#### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Word 2002 (Office XP): Levels 1 and 2, and have a personal computer with Microsoft Office XP installed at their workstation.

#### **Who should take this class:**

The class is geared to the student who has a need to know how to create forms and long documents as well as how to make it easier to display and work with those forms and long documents by using macros and collaborating.

#### **What is covered in the class:**

Creating and Distributing Forms; Creating a Form Template; Inserting Fields in a Form Template; Protecting the Form; Testing a Form

Automatic Tasks; Running Macros; Recording a Macro; Editing a Macro; Creating Toolbar Buttons; Creating Custom Menus

Referencing Document Information; Inserting Bookmarks; Inserting Footnotes and Endnotes; Adding Captions; Creating Cross-References

Preparing a Document for Publication; Setting Book Margins; Creating Custom Headers and Footers; Compiling a Table of Contents; Indexing the Document; Creating a Master Document

Revising Documents; Creating Document Versions; Distributing a Document; Tracking Changes to a Document; Reviewing Document Changes

## **Excel 2002 (Office XP): Level 1**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has little or no knowledge of basic Excel spreadsheet functions who wants to learn to create, save, and print a spreadsheet. Students also learn how to enter labels and values, format numbers, work with ranges, and create simple formulas. Mastery of these skills is a prerequisite for taking the Excel 2002 (Office XP) Level 2 and 3 classes.

### **What is covered in the class:**

Identifying What You Can Do with Excel; Entering Data in a Worksheet; Editing Data; Changing the Appearance of Data; Saving a Workbook; Obtaining Help

Moving Data to Other Cells; Copying Data to Other Cells; Filling Cells with a Series of Data ; Inserting and Deleting Rows and Columns; Undoing and Redoing and Entry; Finding and Replacing Numbers; Entering Data in a Range; Verifying Data in a Range

Summing a Range of Data; Using Built-in Functions; Copying a Formula; Creating an Absolute Reference

Specifying Number Formats; Creating a Custom Number Formats; Changing Font Size and Type; Applying Styles; Adding Borders and Colors to Cells; Finding and Replacing Formats; Changing Column Width and Row Height; Aligning Cell Contents; Merging and Centering Cells; Applying an AutoFormat; Formatting Worksheet Tabs; Repositioning Worksheets in a Workbook; Copy Worksheets; Change the Number of Worksheets

Creating a Chart; Modifying Chart Items; Formatting a Chart; Changing the Chart Type

Freezing Rows and Columns; Setting Print Titles; Setting Page Margins; Creating Headers and Footers; Changing Page Orientation; Inserting and Removing Page Breaks; Printing a Range

## **Excel 2002 (Office XP): Level 2**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Excel 2002 (Office XP): Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has a need to know how to work with more advanced features of Excel 2002 (Office XP), including templates; sorting and filtering; importing and exporting; advanced formulas; and analysis tools. Mastery of these skills is a prerequisite for taking the Excel 2002 (Office XP): Level 3 class.

### **What is covered in the class:**

Working with Templates; Creating a Workbook from an Excel Template; Creating a Template; Creating a Graphic; Creating a Workbook from a User-defined Template

Sorting and Filtering Data; Sorting Data; Adding Subtotals to a Worksheet; Filtering Lists; Creating and Applying Custom Filters

Importing and Exporting Data; Importing Data from the Web; Importing Data from an External Source; Exporting Data

Working with Advanced Formulas; Sharing Data Among Worksheets; Creating a Name for a Range of Cells; Using Functions to Create Advanced Formulas; Tracing Cell Precedents; Tracing Cell Dependents; Locating Errors in Formulas

Analyzing Data; Creating a PivotTable Report; Creating a PivotChart Report; Creating Scenarios; Using Solver; Using Goal Seek

Collaborating; Inserting and Editing a Hyperlink; Adding and Editing Comments in a Worksheet; Creating Discussion Comments; Responding to Discussion Comments



## **Excel 2002 (Office XP): Level 3**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Excel 2002 (Office XP): Levels 1 and 2, and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has a need to know how to customize workbooks, work with multiple data sources, collaborate with others using shared workbooks, and enhance worksheets using charts and graphic objects.

### **What is covered in the class:**

Customizing your Workbook; Applying Conditional Formatting; Adding Data Validation Criteria; Customizing Menus; Customizing Toolbars; Creating a Macro; Editing a Macro; Grouping and Outlining Structured Data

Working with Multiple Data Sources; Creating a Workspace; Consolidating Data; Linking Cells in Different Workbooks; Editing Links

Collaborating with Others Using Workbooks; Protecting your Worksheets; Protecting your Workbook; Sharing your Workbook; Setting Revision Tracking; Merging Workbooks; Tracking Changes

Enhancing Your Worksheet Using Charts; Charting Non-adjacent Data; Modifying Chart Items; Creating a Trendline

Using Graphic Objects to Enhance your Worksheets; Creating Graphic Objects; Resizing, Moving and Copying Graphic Objects; Changing the Order of Graphic Objects; Grouping Graphic Objects; Formatting Graphic Objects; Inserting Clip Art; Modifying Clip Art

## **Access 2002 (Office XP): Level 1**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who wants to develop and understand the concepts of a Relational Database Management System. Students learn how to create a database, design tables, sort, index, and create forms and basic reports. Mastery of these skills is a prerequisite for taking the Access 2002 (Office XP): Level 2, 3, and 4 classes.

### **What is covered in the class:**

Identifying Uses of a Relational Database; Defining Database Terminology; Creating a New Database Based on a Template; Examining the New Database

Identifying Database Purpose; Reviewing Existing Data; Determining Fields; Grouping Fields into Tables; Normalizing the Data; Designating Primary and Foreign Keys; Identifying Table Relationships

Creating a Blank Database; Creating a Table using a Wizard; Comparing Datasheet and Design Views; Creating Tables in Design View; Creating Relationships between Tables

Modifying a Table Design; Working in Datasheet View; Working with Subdatasheets

Examining a Query; Creating a Query using a Wizard; Working in Query Design View; Selecting Records; Editing Values in a Query Datasheet; Adding a Calculated Field to Query; Performing a Calculation for a Group of Records

Creating AutoForms; Creating a Form Using a Wizard; Modifying the Design of the Form; Using Forms to Work with Data

Creating an AutoReport; Creating a Report Using a Wizard; Examining a Report in Design View; Creating a Calculated Field in a Report; Changing the Format of a Control; Changing the Style of a Report; Adjusting Report Width



### **Access 2002 (Office XP): Level 2**

#### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Access 2002 (Office XP): Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

#### **Who should take this class:**

The class is geared to the student who has a need to know how to create more complex queries, customize forms and reports, and broaden the availability of data. Mastery of these skills is a prerequisite for taking the Access 2002 (Office XP): Level 3 and 4 classes.

#### **What is covered in the class:**

Managing a Database and Data; Importing Data; Maintaining Record Integrity; Exporting Data; Documenting Table Relationships

Controlling Data Entry; Making Data Entry More Accurate; Making Data Entry More Efficient; Facilitating Data Entry

Finding and Joining Data; Finding Data with Filters; Getting the Correct Data with Query Joins; Building Bridges Between the Data; Relating Data within a Table

Creating Flexible Queries; Summarizing Data with Queries; Entering Criteria on the Fly; Maintaining Data with Queries

Improving Your Forms; Enhancing the Appearance of a Form; Enhancing the Usability of a Form; Making Your Forms More Professional; Displaying Form Data from Multiple Tables

Customizing Your Reports; Organizing Report Information; Enhancing Data Layout; Working with Report Pagination; Summarizing Information; Adding a Subreport to an Existing Report; Creating Mailing Labels

## **Access 2002 (Office XP): Level 3**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Access 2002 (Office XP): Levels 1 and 2, and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has a need to know how to use the advanced capabilities of Access 2002 (Office XP) to work with improperly structured data, perform summary operations on data, create macros to automate tasks, enhance forms and reports and use Access data in other Office applications. Mastery of these skills is a prerequisite for taking the Access 2002 (Office XP): Level 4 class.

### **What is covered in the class:**

Structuring Existing Data; Using the Table Analyzer Wizard for Help; Deciding on Your Own Design; Creating a Junction Table; Modifying the Original Tables and Completing the Design; Compacting and Repairing a Database

Summarizing Data; Grouping and Summarizing Records in Different Ways; Summarizing with a Crosstab Query; Pivoting Query Results; Displaying a Graphical Summary on a Form

Simplifying Tasks with Macros; Creating a Macro; Attaching a Macro to a Command Button; Restricting Records

Adding Interaction and Automation with Macros; Requiring Data Entry with a Macro; Displaying a Message Box with a Macro; Automating Data Entry

Making Forms More Usable; Changing the Display of Data Under Certain Conditions; Displaying a Calendar on a Form; Organizing Information with Tab Pages

Making Reports More Powerful; Canceling Printing of a Blank Report; Including a Chart; Arranging Data in Columns; Distributing Reports as a Snapshot

Expanding the Reach of Your Data; Merging Access Data with a Word Document; Publishing Access Data as a Word Document; Analyzing Access Data in Excel



### **Access 2002 (Office XP): Level 4**

#### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Access 2002 (Office XP): Levels 1, 2, and 3, and have a personal computer with Microsoft Office XP installed at their workstation.

#### **Who should take this class:**

The class is geared to the student who has a need to know how to create and implement switchboard forms, develop data access pages that include advanced controls, protect information using security protocols, and make data more accessible and portable.

#### **What is covered in the class:**

Creating a Switchboard and Setting the Startup Options; Creating a Database Switchboard; Modifying a Switchboard; Setting the Startup Options; Modifying the Startup Options

Developing a Data Access Page and Including a Pivot Table and Pivot Chart; Creating a Data Access Page in Design View; Incorporating a ComboBox Control in the Data Access Page; Viewing Data Access Pages with the Browser; Adding Records to a Database Using the Data Access Page; Planning a Pivot Table; Developing a Pivot Table with the Office Pivot Table Tool; Developing a Pivot Chart from a Pivot Table

Distributing and Securing the Database; Splitting a Database; Implementing Security; Setting Passwords; Encrypting and Decrypting a Database; Converting an Access Database to an MDE File

Integrating Access into Your Business; Linking Tables to External Data Sources; Replicating an Access Database



### **PowerPoint 2002 (Office XP): Level 1**

#### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

#### **Who should take this class:**

The class is geared to the student who has little or no knowledge of basic PowerPoint skills and wants to learn to begin effectively creating presentations in PowerPoint 2002 (Office XP). Mastery of these skills is a prerequisite for taking the PowerPoint 2002 (Office XP): Level 2 class.

#### **What is covered in the class:**

Creating a New Presentation Based on a Design Template; Adding Slides to Presentation; Adding Clip Art to a Slide; Saving a Document; Editing Slide Text

Creating AutoShapes; Inserting WordArt; Drawing Lines and Shapes on Slides; Modifying Drawn Shapes

Creating an Organization Chart; Modifying an Organization Chart; Inserting a Table on a Slide; Creating a Column Chart; Modifying a Chart

Applying Character Formats; Aligning Text; Changing Line Spacing; Changing Indents; Spell Checking a Presentation; Viewing the Slide Show; Arranging Slides in a Presentation; Adding Transitions to Slides; Animating Text; Creating Notes; Printing Slides, Speaker Notes; and Handouts

## **PowerPoint 2002 (Office XP): Level 2**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1, PowerPoint 2002 (Office XP): Level 1 and have a personal computer with Microsoft Office XP installed at their workstation.

### **Who should take this class:**

The class is geared to the student who has a need to know how to use the advanced features of PowerPoint 2002 (Office XP) and to create and prepare presentations for others for review.

### **What is covered in the class:**

Creating a Custom Design Template; Changing the Background; Inserting Graphics; Adding a Footer; Formatting Bullets; Modifying the Slide Master Text; Saving a Design Template

Creating Presentations with Special Effects; Changing the Orientation of Objects; Grouping Objects; Ungrouping Objects; Layering Objects; Adding a Sound Object; Animating Objects; Changing the Order of Effects

Delivering a Presentation; Sending a Presentation to Word; Adding Emphasis During Your Presentation; Taking Meeting Notes; Setting up a Slide Show to Run Automatically; Recording a Narration; Taking a Presentation on the Road

Reviewing Presentations; Create a Presentation from an Outline; Sending a Presentation for Review; Reviewing a Presentation; Applying Reviewer Changes

## **Acrobat 8.0: Standard/Professional (Windows)**

### **Prerequisite:**

Must have completed Introduction to Windows or Windows XP Professional: Level 1 and have Acrobat 8.0 installed on their PC.

### **Who should take this class:**

The class is geared to the student who has a need to know how to convert documents to PDF files and customize those PDF files for their needs and the needs of their audience.

### **What is covered in the class:**

Accessing Information in PDF Documents; Browsing a PDF Document; Navigating to Specific Content Within a PDF Document; Conducting a Simple Search; Extracting Content from a PDF Document

Creating PDF Documents; Creating a PDF Document from a Word Document; Creating PDF Documents Using the Print Command; Creating PDF Documents from Web Pages; Creating PDF Documents Using Acrobat ; Creating a PDF Document Using Email Applications

Modifying PDF Documents; Manipulating PDF Document Pages; Editing Content in a PDF Document; Adding Headers and Footers

Adding PDF Navigation; Using Bookmarks; Working with Links; Defining Articles

Working with Multiple PDF Documents; Organizing PDFs into a Collection; Controlling Access to Multiple PDF Documents; Searching Multiple PDF Documents

Reviewing a PDF Document; Adding Review Tools to a PDF Document