



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



Microsoft Office 2010 Overview

Prerequisite:

Must have a personal computer with Microsoft Office Professional Plus 2010 installed at their workstation.

Who should take this class:

The class is geared to the student who is experienced with prior versions of the Microsoft Office suite (i.e. Outlook, Word, and Excel) and who is transitioning to Microsoft Office 2010.

What is covered in the class:

Explore the New Outlook User Interface; Work with Email Messages, Contacts, Calendar, and Tasks; Locate Information Quickly; Preview and Print Email Messages, Contacts, Appointments, and Tasks

Explore the New Word User Interface; Format Document Content, Insert Screenshots and Graphics, Insert Headers and Footers; Preview and Print A Document

Explore the New Excel User Interface; Update Spreadsheet Content; Work with Charts; Create Sparklines; Preview and Print A Workbook

Identify Features Common to all Applications in Microsoft Office

Outlook 2010: Level 1

Prerequisites:

To be successful in this course the student should be familiar with using personal computers. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and able to manage files and folders. The student must have completed Introduction to Windows or Windows XP Professional: Level 1, and have Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for the student who wants to know how to use Microsoft Outlook 2010, Oakland County's standard for electronic mail. Outlook is a fully integrated electronic mail and scheduling application. The student will learn how to compose and send email; receive and read new email; work with file attachments; schedule appointments.

What is covered in the class:

Identifying the Components of the Outlook Interface; Reading an Email Message; Replying to and Forwarding an Email Message; Printing and Deleting an Email Message

Creating an Email Message; Formatting an Email Message, Checking Spelling and Grammar, Attaching a File; Enhancing an Email Message; Sending an Email Message

Managing Email Messages; Opening and Saving an Attachment

Adding a Contact, Sorting and Finding a Contact; Updating a Contact

Exploring the Outlook Calendar; Scheduling an Appointment; Editing Appointments

Scheduling a Meeting; Replying to a Meeting Request; Printing the Calendar

Creating and Editing a Task; Creating and Editing a Note



Internet Explorer 7.0: 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 2010: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and able to manage files and folders. The student must have completed Introduction to Windows or Windows XP Professional: Level 1 and have Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for 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 2010: Level 2 and Level 3 classes.

What is covered in the class:

Identifying the Components of the Word Interface; Customizing the Word Interface; Displaying a Document in Different Views; Entering Text in a Document; Saving a Document

Selecting and Modifying Text; Finding and Replacing Text

Applying Character Formatting; Aligning Text Using Tabs; Displaying Text as List Items; Modifying the Layout of a Paragraph; Applying Styles; Managing Formatting; Applying Borders and Shading

Inserting Symbols and Special Characters; Adding Illustrations to a Document

Inserting a Table; Modifying a Table; Formatting a Table; Converting Text to a Table

Checking Spelling and Grammar; Using the Thesaurus

Adding a Page Border and Color; Adding a Watermark; Adding Headers and Footers

Controlling Page Layout; Previewing and Printing a Document

Word 2010: Level 2

Prerequisite:

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Word 2010: Level 1, and have a personal computer with Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for 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 2010: Level 3 class.

What is covered in the class:

Sorting a List; Renumbering a List; Customizing a List

Sorting Table Data; Controlling Cell Layout; Performing Calculations in a Table;
Creating Charts

Creating or Modifying a Text Style; Creating a Custom List or Table Style; Applying
Default and Customized Document Themes

Resizing a Picture; Adjusting the Picture Appearance Settings; Wrapping Text around a
Picture; Inserting and Formatting Screenshots in a Document

Creating Text Boxes and Pull Quotes; Drawing Shapes; Adding WordArt and Other
Special Effects to Text; Creating Complex Illustrations with SmartArt

Inserting Building Blocks; Creating and Modifying Building Blocks; Inserting Fields Using
Quick Parts

Controlling Paragraph Flow; Inserting Section Breaks; Inserting Columns; Linking Text
Boxes to Control Text Flow

Creating a Document Based on a Template; Creating a Template

Using the Mail Merge Feature; Merging Envelopes and Labels; Creating a Data Source
Using Word

Automating Tasks Using Macros; Creating a Macro

Word 2010: Level 3

Prerequisite:

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Word 2010: Levels 1 and 2, and have a personal computer with Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for the student who has a need to know how to create forms, manage lengthy documents, collaborate with others, and secure documents.

What is covered in the class:

Linking a Word Document to an Excel Worksheet; Sending a Document Outline to Microsoft Office PowerPoint; Sending a Document as an Email Message

Modifying User Information; Sending a Document for Review; Reviewing a Document; Comparing Document Changes; Merging Document Changes; Reviewing Track Changes and Comments; Coauthoring a Document

Creating a New Document Revision; Comparing and Merging Document Revisions

Inserting Bookmarks; Inserting Footnotes and Endnotes; Adding Captions; Adding Hyperlinks; Adding Cross-References; Adding Citations and a Bibliography

Inserting Blank and Cover Pages; Inserting an Index; Inserting a Table of Figures; Inserting a Table of Authorities; Inserting a Table of Contents; Creating a Master Document

Hiding Text; Removing Personal Information from a Document; Setting Formatting and Editing Restrictions; Adding a Digital Signature to a Document; Setting a Password for a Document; Restricting Document Access

Adding Form Fields to a Document; Protecting a Form; Automating a Form

Excel 2010: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and able to manage files and folders. The student must have completed Introduction to Windows or Windows XP Professional: Level 1, and have Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for the student who has little or no knowledge of basic Excel spreadsheet functions and wants 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 2010: Level 2 and Level 3 classes.

What is covered in the class:

Identifying the Elements of the User Interface; Customizing the Excel Interface; Working with Cells; Entering Data in an Excel Workbook; Obtaining Help in Excel

Creating Basic Formulas; Calculating the Cell Values by Using Functions; Copying Formulas and Functions

Manipulating Data; Modifying the Worksheet Elements; Searching for Data in a Worksheet; Modifying Rows and Columns

Modifying Fonts; Checking a Worksheet for Spelling Errors; Applying Number Formatting; Adding Borders and Colors to Cells; Aligning the Content in a Cell; Applying Cell Styles

Setting the Page Layout Options; Setting Page Breaks; Printing a Workbook

Formatting Worksheet Tabs; Managing Worksheets; Viewing Worksheets and Workbooks

Excel 2010: Level 2

Prerequisite:

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Excel 2010: Level 1, and have a personal computer with Microsoft Office 2010 installed on their workstation

Who should take this class:

The class is intended for the student who has a need to know how to work with more advanced features of Excel 2010, including templates; sorting and filtering; importing and exporting; advanced formulas; and analysis tools. Mastery of these skills is a prerequisite for taking the Excel 2010: Level 3 class.

What is covered in the class:

Applying Cell and Range Names; Calculating Data across Worksheets; Using Specialized Functions; Analyzing Data with Logical and Lookup Functions

Creating and Modifying Tables; Formatting Tables; Sorting and Filtering Data; Using Functions to Calculate Data

Creating a Chart; Modifying a Chart; Formatting Charts

Creating a PivotTable Report; Filtering Data Using Slicers; Analyzing Data Using PivotCharts

Inserting and Modifying Pictures and ClipArt; Drawing and Modifying Shapes; Illustrating Workflow Using SmartArt Graphics; Layering and Grouping Graphic Objects

Customizing the Excel Environment; Customizing Workbooks; Managing Themes; Creating and Using Templates

Excel 2010: Level 3

Prerequisite:

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Excel 2010: Levels 1 and 2, and have a personal computer with Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for the student who has a need to know how to create macros, collaborate with others using shared workbooks, analyze worksheet data, incorporate multiple data sources, and import and export data.

What is covered in the class:

Updating Workbook Properties; Creating a Macro; Editing a Macro; Applying Conditional Formatting; Adding Data Validation Criteria

Protecting Files; Sharing a Workbook; Setting Revision Tracking; Reviewing Tracked Revisions; Merging Workbooks; Restricting Document Access

Tracing Cells; Troubleshooting Invalid Data and Formula Errors; Watching and Evaluating Formulas; Creating a Data List Outline

Creating a Trendline; Creating Sparklines; Creating Scenarios; Performing a What-if Analysis

Creating a Workspace; Consolidating Data; Linking Cells in Different Workbooks; Editing Links

Exporting Excel Data; Importing a Delimited Text File

Publishing a Worksheet to the Web; Importing Data from the Web; Creating a Web Query

Access 2010: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and able to manage files and folders. The student must have completed Introduction to Windows or Windows XP Professional: Level 1, and have Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for 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 2010: Level 2 and Level 3 classes.

What is covered in the class:

Identifying the Elements of the Access 2010 Interface; Identifying the Components of a Database; Examining the Relational Database Design Process

Creating a New Database; Creating a Table Using the Design View; Managing Tables; Establishing Table Relationships

Modifying Table Data; Sorting and Filtering Records; Working with Subdatasheets

Creating a Query; Adding Criteria to a Query; Adding a Calculated Field to a Query; Performing Calculations on a Record Grouping

Creating a Form; Modifying the Design of a Form; Viewing and Editing Data Using an Access Form

Creating a Report; Adding a Control to a Report; Formatting the Controls in a Report; Enhancing the Appearance of a Report; Preparing a Report for Print

Access 2010: Level 2

Prerequisite:

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Access 2010: Level 1, and have a personal computer with Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for 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 2010: Level 3 class.

What is covered in the class:

Constraining Data Entry Using Field Properties; Establishing Data Entry Formats for Entering Field Values; Creating a List of Values for a Field

Creating Query Joins; Joining Tables with No Common Fields; Relating Data within a Table

Setting the Select Query Properties; Retrieving Records Based on Input Criteria; Creating Action Queries

Restricting Data Entry in Forms; Organizing Information with Tab Pages; Adding a Command Button to a Form; Creating a Subform; Displaying a Summary of Data in a Form; Changing the Display of Data Conditionally

Organizing Report Information; Formatting Reports; Controlling Report Pagination; Summarizing Report Information; Adding a Subreport to an Existing Report; Creating a Mailing Label Report

Importing Data into Access; Exporting Data to Text File Formats; Exporting Access Data to Excel; Creating a Mail Merge

Access 2010: Level 3

Prerequisite:

Must have completed Introduction to Windows or Windows XP Professional: Level 1, Access 2010: Levels 1 and 2, and have a personal computer with Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for the student who has a need to know how to use the advanced capabilities of Access 2010 to perform summary operations on data, create macros to automate tasks, enhance forms and reports, and use Access data in other Office applications.

What is covered in the class:

Restructuring the Data in a Table; Creating a Junction Table; Improving the Table Structure

Creating SubQueries; Creating Unmatched and Duplicate Queries; Grouping and Summarizing Records Using Criteria; Summarizing Data Using a Crosstab Query; Creating a PivotTable and a PivotChart

Creating a Macro; Attaching a Macro; Restricting Records Using a Condition; Validating Data Using a Macro; Automating Data Entry Using a Macro

Including a Chart in a Report; Printing Data in Columns; Cancelling Printing of a Blank Report; Publishing Reports as PDF

Linking Tables to External Data Sources; Managing a Database; Determining Object Dependency; Documenting a Database; Analyzing the Performance of a Database



Microsoft Access 2010 Overview

Prerequisite:

Must have a personal computer with Microsoft Office Professional Plus 2010 installed at their workstation.

Who should take this class:

The class is geared to the student who is experienced with prior versions of Microsoft Access and who is transitioning to Microsoft Access 2010.

What is covered in the class:

Explore the New Access User Interface

Build Tables and Forms; Create Queries; Generate and Format Reports

Discuss Access Database Conversion



PowerPoint 2010: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and able to manage files and folders. The student must have completed Introduction to Windows or Windows XP Professional: Level 1, and have Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for the student who has little or no knowledge of basic PowerPoint skills and wants to learn to effectively create presentations in PowerPoint 2010. Mastery of these skills is a prerequisite for taking the PowerPoint 2010: Level 2 class.

What is covered in the class:

Identifying the Elements of the User Interface; Viewing a Presentation; Saving a Presentation; Using Microsoft PowerPoint Help

Initiating a Presentation; Entering Text; Arranging Text; Formatting Text Placeholders; Adding Slides to a Presentation; Arranging Slides; Working with Themes

Applying Character Formats; Formatting Paragraphs

Inserting Images into a Presentation; Adding Shapes; Adding Visual Styles to Text in a Presentation

Editing Graphical Objects on a Slide; Formatting Graphical Objects on a Slide; Grouping and Arranging Graphical Objects on a Slide; Applying an Animation Effect to a Graphical Object

Inserting a Table in a Slide; Formatting Tables; Importing Tables from Other Office Applications;

Inserting Charts in a Slide; Modifying a Chart; Importing Charts from Other Office Applications

Reviewing the Content in a Presentation; Dividing a Presentation into Sections; Adding Transitions; Adding Speaker Notes; Printing a Presentation; Delivering a Presentation

PowerPoint 2010: Level 2

Prerequisite:

Must have completed Introduction to Windows or Windows XP Professional: Level 1, PowerPoint 2010: Level 1, and have a personal computer with Microsoft Office 2010 installed on their workstation.

Who should take this class:

The class is intended for the student who has a need to know how to use the advanced features of PowerPoint 2010 and how to create and prepare presentations for others for review.

What is covered in the class:

Customizing the PowerPoint Interface; Setting Options for Working with PowerPoint

Setting up a Slide Master; Creating Custom Slide Layouts; Adding Headers and Footers; Modifying the Notes Master; Modifying the Handout Master

Inserting SmartArt Graphics; Modifying SmartArt Graphics

Adding Multimedia Elements; Customizing Slide Component Animations

Setting up a Custom Slide Show; Annotating a Presentation; Creating a Presenter-Independent Slide Show; Setting up a Slide Show to Repeat Automatically

Reviewing a Presentation; Publishing Slides to a Slide Library; Restricting Access to a Shared Presentation

Broadcasting a Presentation; Converting a Presentation into a Video; Packaging a Presentation; Publishing a Presentation to Other File Formats; Securing a Presentation

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