

### **Using Microsoft Windows 10**

**Prerequisite:**

Must have a personal computer with Microsoft Windows 10 installed on their workstation.

**Who should take this class?**

The class is intended for 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 10 screen, using the Start button, task switching, and working in file management.

**What is covered in the class?**

Identifying Components of a PC

Getting Started with Windows 10; Navigating the Windows 10 Desktop; Using the Start Menu

Using Desktop Applications; Using Windows Universal Apps; Multitasking with Open Apps

Managing Files and Folders with File Explorer

Browsing the Web with Edge

Customizing the Start Menu; Customizing the Desktop and Lock Screen

Managing Printers; Managing Peripheral Devices

Managing Privacy Levels

### **Microsoft Windows 10 / Office 2016 Transition**

**Prerequisite:**

Must have a personal computer with Windows 10 and Microsoft Office 2016 installed at their workstation.

**Who should take this class:**

The class is intended for the student who is proficient with Windows 7 and the Microsoft Office 2010 suite (i.e. Outlook, Word, Excel, and PowerPoint) and who is transitioning to Microsoft Windows 10 with Microsoft Office 2016.

**What is covered in the class:**

Logging onto Windows 10; Personalizing the Desktop; Customizing the Start Menu; Customizing the Taskbar; Multitasking with Windows

Navigating the New File Explorer; Working with Files and Folders

Using Windows 10 Universal Apps (Alarms & Clocks, Calculator, and Maps); Capturing Screens with the Snipping Tool; Browsing the Web with Edge

Exploring the New Features Common to Word, Access, Excel, and PowerPoint

Editing a PDF in Word; Reviewing Documents; Using Read Mode

Using Flash Fill to Accelerate Data Entry; Incorporating New Types of Charts; Analyzing Data with Quick Analysis

Applying Themes to a PowerPoint Presentation; Reusing Slides; Copying Color using the Eyedropper; Using Smart Guides to Align Objects on a Slide; Using Presenter View

Navigating Mail, Calendar, and People in Outlook; Using Peeks; Viewing MailTips

### **Office 365 Overview**

#### **Prerequisite:**

Must have a personal computer with Microsoft Outlook installed on their workstation.

#### **Who should take this class?**

The class is intended for the student who is experienced with Microsoft Outlook 2016 and transitioning to Microsoft Outlook 2016 with Office 365.

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

Accessing the New Office 365 Inbox; Reviewing the Office 365 Retention Policy

Moving a Subfolder to a Top-level Folder; Creating a Rule; Recalling an Email Message; Setting up an Out of Office Auto-Reply

Adding a Room to Calendar View; Scheduling a Meeting Using Room Finder; Creating a Recurring Meeting Request

Sending an Instant Message Using Skype; Responding to an Instant Message; Changing Status

Accessing Office 365 Using Outlook Web App; Using Instant Messaging in Outlook Web App; Changing Your Presence in Outlook Web App; Setting Up an Out of Office Auto-Reply in Outlook Web App

Logging into Office 365 after IAM Password Change

### **Outlook 2016: 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 and have Microsoft Office 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, 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?**

Navigating the Outlook Interface; Working with Messages; Accessing Outlook Help; Understanding Retention Policy

Adding Message Recipients; Checking Spelling and Grammar; Formatting Message Content

Attaching Files and Items; Adding Illustrations to Messages; Managing Automatic Message Content

Customizing Reading Options; Tracking Messages; Recalling and Resending Messages

Marking Messages; Organizing Messages Using Folders

Creating and Editing Contacts; Viewing and Printing Contacts

Viewing the Calendar; Creating Appointments; Scheduling Meetings; Printing the Calendar

Creating Tasks; Creating Notes

Using Skype for Business; Accessing Outlook on the Web (OOTW)

### **Word 2016: 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 and have Microsoft Office 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 2016: Level 2 and Level 3 classes.

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

Navigating in Microsoft Word; Creating and Saving Word Documents; Managing your Workspace; Editing Documents; Previewing and Printing Documents; Customizing the Word Environment

Applying Character Formatting; Controlling Paragraph Layout; Aligning Text Using Tabs; Displaying Text in Bulleted or Numbered Lists; Applying Borders and Shading

Making Repetitive Edits; Applying Repetitive Formatting; Using Styles to Streamline Repetitive Formatting Tasks

Sorting a List; Formatting a List

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

Inserting Symbols and Special Characters; Adding Images to a Document

Applying a Page Border and Color; Adding Headers and Footers; Controlling Page Layout; Adding a Watermark

Checking Spelling, Grammar, and Readability; Using Research Tools; Checking Accessibility; Saving a Document to Other Formats

### **Word 2016: Level 2**

#### **Prerequisite:**

To be successful in this course the student should have completed Introduction to Windows and Microsoft Word: Level 1, and have a personal computer with Microsoft Office 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 2016: Level 3 class.

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

Sorting Table Data; Controlling Cell Layout; Performing Calculations in a Table; Creating a Chart; Adding an Excel Table to a Word Document

Creating and Modifying Text Styles; Creating Custom Lists or Table Styles; Applying Document Themes

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

Creating a Document Using a Template; Creating and Modifying a Template; Managing Templates with the Template Organizer

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

Inserting Blank and Cover Pages; Inserting an Index; Inserting a Table of Contents; Inserting an Ancillary Table; Managing Outlines; Creating a Master Document

Using the Mail Merge Feature; Merging Envelopes and Labels

## **Word 2016: Level 3**

### **Prerequisite:**

To be successful in this course the student should have completed Introduction to Windows and Microsoft Word: Levels 1 and 2; and have a personal computer with Microsoft Office 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?**

Integrating Pictures and Text; Adjusting Image Appearance; Inserting Other Media Elements

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

Preparing a Document for Collaboration; Marking up a Document; Reviewing Markups; Merging Changes from Other Documents

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

Suppressing Information; Setting Formatting and Editing Restrictions; Restricting Document Access; Adding a Digital Signature to a Document

Creating Forms; Modifying Forms

Automating Tasks by Using Macros; Creating a Macro

## **Excel 2016: 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 and have Microsoft Office 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 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 2016: Level 2 and Level 3 classes.

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

Navigating the Excel User Interface; Using Excel Commands; Creating and Saving a Basic Workbook; Entering Cell Data; Using Excel Help

Creating Worksheet Formulas; Inserting Functions; Reusing Formulas and Functions

Inserting, Deleting, and Adjusting Cells, Columns, and Rows; Searching for and Replacing Data; Using Proofing and Research Tools

Applying Text Formats; Applying Number Formats; Aligning Cell Contents; Applying Styles and Themes; Applying Basic Conditional Formatting; Creating and Using Templates

Previewing and Printing a Workbook; Setting Up the Page Layout; Configuring Headers and Footers

Managing Worksheets; Managing Workbook and Worksheet Views; Managing Workbook Properties



### **Excel 2016: Level 2**

#### **Prerequisite:**

To be successful in this course the student should have completed Introduction to Windows, Microsoft Excel: Level 1, and have a personal computer with Microsoft Office 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, including templates; sorting and filtering; importing and exporting; advanced formulas; and analysis tools. Mastery of these skills is a prerequisite for taking the Excel 2016: Level 3 class.

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

Working with Ranges; Using Specialized Functions; Working with Logical Functions; Working with Date and Time Functions; Working with Text Functions

Sorting Data; Filtering Data; Querying Data with Database Functions; Outlining and Subtotaling Data

Creating and Modifying Tables; Applying Intermediate Conditional Formatting; Applying Advanced Conditional Formatting

Creating Charts; Modifying and Formatting Charts; Using Advanced Chart Features

Creating a PivotTable; Analyzing PivotTable Data; Presenting Data with PivotCharts; Filtering Data by Using Timelines and Slicers

Inserting Graphical Objects; Modifying Graphical Objects; Working with SmartArt

## **Excel 2016: Level 3**

### **Prerequisite:**

To be successful in this course the student should have completed Introduction to Windows and Microsoft Excel: Levels 1 and 2, and have a personal computer with Microsoft Office 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:**

Using Links and External References; Using 3-D References; Consolidating Data

Using Lookup Functions; Tracing Cells; Watching and Evaluating Formulas

Collaborating on a Workbook; Protecting Worksheets and Workbooks

Applying Data Validation; Searching for Invalid Data and Formulas with Errors; Working with Macros

Creating Sparklines; Mapping Data

Determining Potential Outcomes Using Data Tables; Determining Potential Outcomes Using Scenarios; Using the Goal Seek Feature; Forecasting Data Trends

## **Access 2016: 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 and have Microsoft Office 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 new database, design data tables and queries, and create forms and basic reports. Mastery of these skills is a prerequisite for taking the Access 2016: Level 2 and Level 3 classes.

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

Orientation to Microsoft Access; Creating a Simple Access Database; Getting Help and Configuring Options in Microsoft Access

Modifying Table Data; Sorting and Filtering Records

Creating Basic Queries; Sorting and Filtering Data in a Query; Performing Calculations in a Query

Creating Basic Access Forms; Working with Data on Access Forms

Creating a Report; Adding Controls to a Report; Enhancing the Appearance of a Report; Preparing a Report for Print; Organizing Report Information; Formatting Reports

**Access 2016: Level 2**

**Prerequisite:**

To be successful in this course the student should have completed Introduction to Windows and Microsoft Access: Level 1, and have a personal computer with Microsoft Office installed on their workstation.

**Who should take this class:**

The class is intended for the student who has a need to know how to construct a relational database, perform database maintenance, or create advanced queries and reports. Mastery of these skills is a prerequisite for taking the Access 2016: Level 3 class.

**What is covered in the class:**

Designing a Relational Database; Creating a Table; Creating Table Relationships

Creating Query Joins; Relating Data within a Table; Working with Subdatasheets

Using Field Validation; Using Form and Record Validation

Creating Parameter Queries; Summarizing Data; Creating Subqueries; Creating Action Queries; Creating Unmatched and Duplicate Queries

Normalizing Data; Creating a Junction Table; Improving Table Structure

Including Control Formatting in a Report; Adding a Calculated Field to a Report; Adding a Subreport to an Existing Report

### **Access 2016: Level 3**

**Prerequisite:**

To be successful in this course the student should have completed Introduction to Windows and Microsoft Access: Levels 1 and 2, and have a personal computer with Microsoft Office 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 Microsoft Access 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:**

Adding Controls to Forms; Enhancing Navigation and Organization of Forms; Applying Conditional Formatting

Importing Data into Access; Exporting Access Data; Linking Tables to External Data Sources; Creating a Mail Merge

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

Managing a Database; Determining Object Dependency; Documenting a Database

Splitting a Database for Multiple-User Access; Implementing Security; Converting an Access Database to an ACCDE File

Creating a Database Switchboard; Modifying a Database Switchboard; Setting Start-up Options

## **PowerPoint 2016: 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, and have Microsoft Office 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 Microsoft PowerPoint. Mastery of these skills is a prerequisite for taking the PowerPoint 2016: Level 2 class.

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

Navigating the PowerPoint Environment; Viewing and Navigating a Presentation; Creating and Saving a PowerPoint Presentation; Using PowerPoint Help

Selecting a Presentation Type; Editing Text; Building a Presentation

Formatting Characters; Formatting Paragraphs; Formatting Text Boxes

Inserting Images; Inserting Shapes

Editing Objects; Formatting Objects; Grouping Objects; Arranging Objects; Animating Objects

Creating a Table; Formatting a Table; Inserting a Table from other Microsoft Office Applications

Creating a Chart; Formatting a Chart; Inserting a Chart from Microsoft Excel

Reviewing your Presentation; Applying Transitions; Printing your Presentation; Delivering your Presentation

## **PowerPoint 2016: Level 2**

### **Prerequisite:**

To be successful in this course the student should have completed Introduction to Windows and Microsoft PowerPoint: Level 1, and have a personal computer with Microsoft Office 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 Microsoft PowerPoint and to create and prepare presentations for others for review.

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

Customizing the User Interface; Setting PowerPoint Options

Modifying Slide Masters and Slide Layouts; Adding Headers and Footers; Modifying the Notes Master and the Handout Master

Creating SmartArt; Modifying SmartArt; Writing Math Equations

Adding Audio to a Presentation; Adding Video to a Presentation; Customizing Animations and Transitions

Reviewing a Presentation

Annotating a Presentation; Setting up a Slide Show; Creating a Custom Slide Show; Adding Hyperlinks and Action Buttons; Recording a Presentation

Securing a Presentation; Broadcasting a Slide Show; Creating a Video or a CD

## **Adobe Acrobat Pro DC: Level 1**

### **Prerequisite:**

Must have basic experience with computers and have exposure to Microsoft Office applications such as Word and Excel.

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

The class is intended for the student with little or no experience using Adobe Acrobat, who needs to create PDF files and customize those PDF files for their needs and the needs of their audience.

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

Opening a PDF Document; Browsing a PDF Document

Creating and Saving a PDF Document from an Existing Document; Creating a PDF Document from a Web Page; Combining Multiple PDF Documents

Performing a Search in a PDF Document; Searching Multiple PDF Documents; Working with Bookmarks; Creating Links and Buttons

Manipulating PDF Document Pages; Editing Content in a PDF Document; Adding Page Elements

Adding Comments and Markup; Comparing PDF Documents

Reducing the File Size of a PDF Document; Optimizing PDF Files; Converting and Reusing PDF Document Content



## **Telegraph Intranet Website Content Editor**

**Prerequisite:**

None

**Who should take this class:**

The class is intended for Intranet content editors who are responsible for updates to the Telegraph. This class is **ONLY** available to employees of Oakland County.

**What is covered in the class:**

Create Additional Intranet Web Pages

Edit Existing Intranet Web Pages

Save and Publish Intranet Web Pages

Create New Content; Update Existing Content

Determine How to Target Content

Use Bonzai Widgets to Display Content

Maintain Documents, Hyperlinks, and Images

## **Oakgov.com Website Content Editor**

**Prerequisite:**

None

**Who should take this class:**

The class is intended for Public site (oakgov.com) content editors who are responsible for updates to website(s).

**What is covered in the class:**

Learning about Navigation

Creating New Web Pages

Editing Existing Web Pages

Saving and Publishing Web Pages

Creating New Content; Updating Existing Content

Using Widgets to Display Content

Maintaining Contact Information, Documents, Hyperlinks, and Images