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### Microsoft Office Access 2007 Level 1 (Second Edition)

Class Length: 9 hours

Prerequisite: Basic understanding of computers; mouse and file saving/retrieving skills.

Upon successful completion of this course, students will be able to:

- examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- design a simple database.
- build a new database with related tables.
- manage data in a table.
- query a database using different methods.
- design forms.
- generate reports.

#### Course Content

Lesson 1: Exploring the Microsoft® Office Access™ 2007 Environment

Lesson 2: Designing a Database

Lesson 3: Building a Database

Lesson 4: Managing Data in a Table

Lesson 5: Querying a Database

Lesson 6: Designing Forms

Lesson 7: Generating Reports

### Microsoft Office Access 2007 Level 2 (Second Edition)

Class Length: 9 hours

Prerequisite: Microsoft Office Access 2007 Level 1

Upon successful completion of this course, students will be able 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 flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- enhance the capabilities of a form.
- customize reports to organize the displayed information and produce specific print layouts.
- share data across different applications.

#### Course Content

Lesson 1: Controlling Data Entry

Lesson 2: Joining Tables

Lesson 3: Creating Flexible Queries

Lesson 4: Improving Forms

Lesson 5: Customizing Reports

Lesson 6: Sharing Data Across Applications

### **Microsoft Office Access 2007 Level 3 (Second Edition)**

Class Length: 9 hours

Prerequisite: Microsoft Office Access 2007 Level 1 & 2

Upon successful completion of this course, students will be able to:

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Access macros.
- display data more effectively in a form.
- customize reports by using various Access features, thus making them more effective.
- maintain your database using tools provided by Access.

#### Course Content

Lesson 1: Structuring Existing Data

Lesson 2: Writing Advanced Queries

Lesson 3: Simplifying Tasks with Macros

Lesson 4: Making Effective Use of Forms

Lesson 5: Making Reports More Effective

Lesson 6: Maintaining an Access Database

### **Microsoft Office Access 2007 Level 4 (Second Edition)**

Class Length: 9 hours

Prerequisite: Microsoft Office Access 2007 Level 1 & 2 & 3

Upon successful completion of this course, students will be able to:

- share Access data with other applications.
- use VBA to automate a business process.
- create and modify a database switchboard, and set the startup options.

- secure databases.
- share databases using a SharePoint site.

#### Course Content

Lesson 1: Integrating Access into Your Business  
 Lesson 2: Automating a Business Process with VBA  
 Lesson 3: Managing Switchboards  
 Lesson 4: Distributing and Securing Databases  
 Lesson 5: Sharing Databases Using a SharePoint Site

### **Adobe Acrobat 8.0 Level 1**

Class Length: 6 Hours

Prerequisites: Adobe Acrobat 8.0+ Professional installed on your computer prior to class and minimal experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

Upon successful completion of this course, students will be able to:

- access information in a PDF document.
- create PDF documents.
- modify PDF documents.
- add PDF navigation aids.
- work with multiple PDF documents.
- review PDF documents.

#### Course Content

Lesson 1: Accessing Information in PDF Documents  
 Lesson 2: Creating PDF Documents  
 Lesson 3: Modifying PDF Documents  
 Lesson 4: Adding PDF Navigation  
 Lesson 5: Working with Multiple PDF Documents  
 Lesson 6: Reviewing a PDF Document

### **Microsoft Office Excel 2007 – Level 1 (Second Edition)**

Class Length: 6.5 hours

Prerequisite: Basic understanding of computers; mouse and file saving/retrieving skills.

Upon successful completion of this course, students will be able to:

- Explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
- Manage large workbooks.

#### Course Content

Lesson 1: Creating a Basic Worksheet  
 Lesson 2: Performing Calculations

Lesson 3: Modifying a Worksheet  
Lesson 4: Formatting a Worksheet  
Lesson 5: Printing Workbook Contents  
Lesson 6: Managing Large Workbooks

## **Microsoft Office Excel 2007 – Level 2 (Second Edition)**

Class Length: 6.5 hours

Prerequisite: Microsoft Office Excel 2007 Level 1

Upon successful completion of this course, students will be able to:

- calculate with advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables and PivotCharts.
- insert graphic objects.
- customize and enhance workbooks and the Microsoft® Office Excel® environment.

### Course Content

Lesson 1: Calculating Data with Advanced Formulas  
Lesson 2: Organizing Worksheet and Table Data  
Lesson 3: Presenting Data Using Charts  
Lesson 4: Analyzing Data Using PivotTables and PivotCharts  
Lesson 5: Inserting Graphic Objects  
Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

## **Microsoft Office Excel 2007 – Level 3 (Second Edition)**

Class Length: 6.5 hours

Prerequisite: Microsoft Office Excel 2007 Level 1 & 2

Upon successful completion of this course, students will be able to:

- increase productivity and improve efficiency by streamlining your workflow.
- collaborate with others using workbooks.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- use Excel with the web.
- structure workbooks with XML.

### Course Content

Lesson 1: Streamlining Workflow  
Lesson 2: Collaborating with Others  
Lesson 3: Auditing Worksheets  
Lesson 4: Analyzing Data  
Lesson 5: Working with Multiple Workbooks  
Lesson 6: Importing and Exporting Data  
Lesson 7: Using Excel with the Web  
Lesson 8: Structuring Workbooks with XML

## Internet Safety for Kids

Class Length: 2 Hours

The Internet can help kids learn, communicate, and socialize, but it also exposes them to certain risks. This seminar will help parents learn how to protect their young kids and teens and keep them safe online. Some of the topics include:

- Risks associated with popular Internet tools and Social Networking sites
- How to filter objectionable web content and use Parental Control software.
- Cyberbullying, and how to prevent it.
- How to educate children about Internet predators.

Web resources to help parents learn and educate their children.

## Data Protection & Privacy

Class Length: 2 Hours

This workshop will introduce secure practices for handling and storing sensitive University and personal data.

Topics will include:

- A discussion of the types of information to protect and why it needs to be protected.
- Practices and configurations for securing your operating system, web browser, email, and other software applications.
- Protecting your personal information online.
- Must-have security software for your computer.
- Encrypting sensitive data.

## Safe Online Practices – Protecting Your Identity and Securing Your Computer

Class Length: 2 Hours

The Internet can provide a wealth of information and give access to valuable financial, business, educational, and entertainment services. However, when connected to the Internet, you and your computer become vulnerable to scammers, identity thieves, viruses, spyware and more. This workshop will provide the information needed to help you protect your identity and computer while online.

## Microsoft Windows Vista – Level 1

Class Length: 9 Hours

Prerequisite: Basic understanding of computers.

Upon successful completion of this course, students will be able to:

- identify the basic components and capabilities of personal computers.
- explore Windows Vista.
- customize the Windows Vista desktop.
- use common tools and programs available in Windows Vista.
- manage folders and files.
- browse the Internet using Internet Explorer 7.0.

Course Content

Lesson 1: Getting Started with Personal Computers

Lesson 2: Exploring Windows Vista

Lesson 3: Customizing the Windows Vista Desktop

Lesson 4: Using Common Tools and Programs in Vista

Lesson 5: Managing Folders and Files

Lesson 6: Browsing the Internet

## **Microsoft Windows Vista – Level 2**

Class Length: 9 Hours

Prerequisite: Microsoft Windows Vista Level 1

Upon successful completion of this course, students will be able to:

- customize the Windows Vista environment.
- work with Windows Vista applications.
- work with Internet Explorer 7.0.
- manage network communication and sharing.
- back up and restore files and folders.
- enhance system performance using technologies available in Windows Vista.

### Course Content

Lesson 1: Customizing the Windows Vista Environment

Lesson 2: Working with Windows Vista Applications

Lesson 3: Working with Internet Explorer 7.0

Lesson 4: Managing Network Communications and Sharing

Lesson 5: Backing Up and Restoring Data

Lesson 6: Enhancing System Performance

## **Microsoft Office Word 2007 – Level 1 (Second Edition)**

Class Length: 9 Hours

Prerequisite: Basic understanding of computers; mouse and file saving/retrieving skills.

Upon successful completion of this course, students will be able to:

- create a basic document by using Microsoft Word.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.
- proof documents to make them more accurate.

### Course Content

Lesson 1: Creating a Basic Document

Lesson 2: Editing a Document

Lesson 3: Formatting Text

Lesson 4: Formatting Paragraphs

Lesson 5: Adding Tables

Lesson 6: Inserting Graphic Objects

Lesson 7: Controlling Page Appearance

Lesson 8: Proofing a Document

## **Microsoft Office Word 2007 – Level 2 (Second Edition)**

Class Length: 9 Hours

Prerequisite: Microsoft Office Word 2007 Level 1

Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- customize formatting with styles and themes.
- modify pictures in a document.
- create customized graphic elements.
- insert content using Quick Parts.
- control text flow.
- use templates to automate document creation.
- perform mail merges.
- use macros to automate common tasks.

### Course Content

Lesson 1: Managing Lists

Lesson 2: Customizing Tables and Charts

Lesson 3: Customizing Formatting with Styles and Themes

Lesson 4: Modifying Pictures

Lesson 5: Creating Customized Graphic Elements

Lesson 6: Inserting Content Using Quick Parts

Lesson 7: Controlling Text Flow

Lesson 8: Using Templates to Automate Document Creation

Lesson 9: Automating Mail Merges

Lesson 10: Using Macros to Automate Tasks

## **Microsoft Office Word 2007 – Level 3 (Second Edition)**

Class Length: 9 Hours

Prerequisite: Microsoft Office Word 2007 Level 1 & 2

Upon successful completion of this course, students will be able to:

- use Microsoft Office Word 2007 with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- make long documents easier to use.
- secure a document.

### Course Content

Lesson 1: Using Microsoft® Office Word 2007 with Other Programs

Lesson 2: Collaborating on Documents

Lesson 3: Managing Document Versions

Lesson 4: Adding Reference Marks and Notes

Lesson 5: Making Long Documents Easier to Use

Lesson 6: Securing a Document

## **Group Wise 7.0: Beginning**

Class Length: 3 hours

Prerequisites: Ability to use Windows XP; familiarity with the keyboard and mouse are required

This course was revised to consist of the following topics: Participants will navigate through the GroupWise environment, create and send messages; reply to and forward messages; use the Address Book, create a personal address book, create a mail group; work with calendar, schedule posted appointments and recurring events; work with Junk Mail folder and other mail handling features.

## **Group Wise 7.0: Intermediate**

Class Length: 3 hours

Prerequisites: An understanding of Group Wise 6.5.2, Beginning E-mail is recommended.

This course was revised to consist of the following topics: Participants will work with advanced message options, set mail properties; customize message headers, use Web Access interface, create and use rules to automate email responses, and set access rights. Work in depth with Junk Mail folder and archive feature.

## **Macromedia Dreamweaver CS3**

Class Length: 9 Hours

Prerequisites: Basic understanding of computers; mouse and file saving/retrieving skills.

Upon successful completion of this course, students will be able to:

- design a website. You will also explore the Dreamweaver environment and identify the HTML tags in the file.
- define a website. You will also create and save a web page.
- organize site files using the Files panel. You will also create templates that help you develop multiple pages easily.
- add content to a web page.
- identify the different types of links and create them for easy navigation.
- upload a website.

### Course Content

Lesson 1: Accessing the Internet and Identifying HTML Codes

Lesson 2: Creating a Website

Lesson 3: Building a Website

Lesson 4: Adding Content to Web Pages

Lesson 5: Working with Links

Lesson 6: Enhancing the Navigation of a Site

Lesson 7: Uploading a Website

## **Microsoft Office PowerPoint 2007 – Level 1 (Second Edition)**

Class Length: 6.5 Hours

Prerequisite: Basic understanding of computers; mouse and file saving/retrieving skills.

Upon successful completion of this course, students will be able to:

- get started with PowerPoint.

- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify objects on slides.
- add tables to a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

#### Course Content

Lesson 1: Getting Started with PowerPoint

Lesson 2: Creating a Presentation

Lesson 3: Formatting Text on Slides

Lesson 4: Adding Graphical Objects to a Presentation

Lesson 5: Modifying Objects

Lesson 6: Adding Tables to a Presentation

Lesson 7: Inserting Charts in a Presentation

Lesson 8: Preparing to Deliver a Presentation

### **Microsoft Office PowerPoint 2007 – Level 2 (Second Edition)**

Class Length: 6.5 Hours

Prerequisite: Microsoft Office PowerPoint 2007 Level 1

Upon successful completion of this course, students will be able to:

- customize the PowerPoint environment.
- customize a design template.
- add diagrams to your presentation.
- add special effects to a PowerPoint presentation.
- use the various options to customize slide shows.
- use PowerPoint to collaborate on a presentation.
- finalize a presentation.

#### Course Content

Lesson 1: Customizing the PowerPoint Environment

Lesson 2: Customizing a Design Template

Lesson 3: Adding Diagrams to a Presentation

Lesson 4: Adding Special Effects to Presentations

Lesson 5: Customizing a Slide Show Presentation

Lesson 6: Collaborating on a Presentation

Lesson 7: Securing and Distributing a Presentation

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