

ITSS Course Summaries

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Microsoft Office PowerPoint 2010: Level 2

** Not Yet Available

Microsoft Office Access 2010: Level 1

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:

- identify the basic components of an Access database.
- build the structure of a database.
- manage data in tables.
- query a database.
- design forms.
- generate reports.

Course Content

Lesson 1: Getting Started with Access Databases

Lesson 2: Building the Structure of a Database

Lesson 3: Managing Data in a Table

Lesson 4: Querying a Database

Lesson 5: Designing Forms

Lesson 6: Generating Reports

Microsoft Office Access 2010: Level 2

Class Length: 9 hours

Prerequisite: Microsoft Office Access 2010: Level 1

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

- streamline data entry and maintain data integrity.
- join tables to retrieve data from unrelated tables.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- improve forms.
- customize reports to organize the displayed information and produce specific print layouts.
- share data between Access and other 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 2010: Level 3

Class Length: 9 hours

Prerequisite: Microsoft Office Access 2010: 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 Microsoft® Office Access® 2010 macros.
- customize reports by using various Microsoft® Office Access® 2010 features.
- maintain their databases using Microsoft® Office Access® 2010 tools.

Course Content

Lesson 1: Structuring Existing Data
 Lesson 2: Writing Advanced Queries
 Lesson 3: Simplifying Tasks with Macros
 Lesson 4: Creating Effective Reports
 Lesson 5: Maintaining an Access Database

Microsoft Office Excel 2010: Level 1

Class Length: 1 day (8 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 worksheet by using Microsoft Excel 2010.
- perform calculations in an Excel worksheet.
- modify an Excel worksheet.
- modify the appearance of data within a worksheet.
- manage Excel workbooks.
- print the content of an Excel worksheet.

Course Content

Lesson 1: Getting Started with Excel
Lesson 2: Performing Calculations in an Excel Worksheet
Lesson 3: Modifying a Worksheet
Lesson 4: Modifying the Appearance of a Worksheet
Lesson 5: Managing an Excel Workbook
Lesson 6: Printing Excel Workbooks

Microsoft Office Excel 2010: Level 2

Class Length: 1 day (8 hours)

Prerequisite: Microsoft Office Excel 2010: Level 1

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

- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- 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, Slicers, and PivotCharts
Lesson 5: Inserting Graphic Objects
Lesson 6: Customizing and Enhancing the Excel Environment

Microsoft Office Excel 2010: Level 3

Class Length: 1 day (8 hours)

Prerequisite: Microsoft Office Excel 2010: Level 1 & 2

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

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.
- structure workbooks with XML.

Course Content

Lesson 1: Streamlining Workflow
Lesson 2: Collaborating with Other Users
Lesson 3: Auditing Worksheets
Lesson 4: Analyzing Data
Lesson 5: Working with Multiple Workbooks
Lesson 6: Importing and Exporting Data
Lesson 7: Integrating Excel Data with the Web

Internet Safety for Kids

Class Length: 2.5 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: 2.5 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: 2.5 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 7

Class Length: 1 day (8 hours)

Prerequisite: Basic understanding of computers.

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

- log on to Windows 7, explore its interface, and identify the different components present in the interface.
- customize the Windows 7 desktop.
- manage files and folders.
- use the common tools and programs available in Windows 7.
- browse the Internet.

Course Content

Lesson 1: Exploring Windows 7

Lesson 2: Customizing the Windows 7 Desktop

Lesson 3: Managing Folders and Files

Lesson 4: Using Common Tools and Programs in Windows 7

Lesson 5: Browsing the Internet

Microsoft Office Outlook 2010: Level 1 (Beginning)

Class Length: 3 hours

Prerequisite: MUST have a BPOS Email Account on the NDUS Email System; basic understanding of computers; mouse and file saving/retrieving skills.

Come Prepared For Outlook 2010 (Level 1) Training:

- Remember to bring your “**User Name**” and “**Password**” to sign on to a machine in the training lab (instructions will be provided prior to signing in to use your account)

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

- Use Atomic Learning: Online Training Solutions
- Identify the Microsoft Online Services Sign In Tool and its components
 - Reconfigure Desktop Applications
 - Change Password
 - OWA (Outlook Web Access)
- Identify the components of the Outlook environment and acquire a basic understanding of the “Cloud Environment”
- Perform simple tasks such as composing e-mail messages and responding to them
 - Reply or Reply All
 - Forward
 - Categorize
- Change E-mail Message Status (Mark as Read or Unread)
- Create a Signature Block
- Review Options Tab: From; BCC; Voting Buttons; Request a Delivery Receipt; Request a Read Receipt, etc.
- Use folders to organize messages
- Manage View options: Navigation Pane; Reading Pane; To-Do Bar; Show email in Groups, Apply Current View to Other Mail Folders, etc.
- Manage contacts and contact information
 - Create a New Folder Group
 - Create a New Contact Group
 - Create a New Folder
- Schedule appointments
 - Learn the difference between an Appointment, Meeting, and Event
 - Apply workaround presented for “Recurring” appointment(s)
- Schedule meetings
 - Scheduling Assistant
- Open/View other BPOS user’s calendar
- Manage Tasks and Notes
- More basics if time permits

Microsoft Office Outlook 2010: Level 2 (Intermediate)

Class Length: 3 hours

Prerequisite: MS Outlook 2010 (Level 1) training; MUST have a BPOS Email Account on the NDUS Email System; basic understanding of computers; mouse and file saving/retrieving skills.

Come Prepared For Outlook 2010 (Level 2) Training:

- Remember to bring your “**User Name**” and “**Password**” to sign on to a machine in the training lab (instructions will be provided prior to signing in to use your account)

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

- Use Atomic Learning: Online Training Solutions
- Check Status of a Sent Message
 - Add Tracking to Email Message(s)
- View e-mail message by Conversation Threads (e-mail threads)
- Share Calendar with other BPOS users
- Share Folders with other BPOS users
 - View a Shared Folder
- Identify Permission Levels available
- Assign Delegate Access to your Mailbox
- Act as the Delegate
 - Add another BPOS user’s Mailbox to your Profile
- Understanding MRM (Messaging Records Management)
 - Inbox, Sent Items, Deleted Items, Calendar, and Contacts
- Search Features
 - Instant Search
 - Create new Search Folder
 - Categorized Mail
 - Large Mail
 - Unread Mail
- Change Search Order Sequence for Address Book(s)
- Change Default Name and Filing Order
- Manage contacts and contact information
 - Create a New Folder Group
 - Create a New Contact Group
 - Create a New Folder
- Sort Outlook Items/E-mail
 - Single Column Sort
 - Multiple Column Sort
- Changing Email Options Available: Backstage View
- Setting Advanced E-mail Options
 - Voting and Tracking Options
 - Delivery Options
- Resend an e-mail message
- Recall an e-mail message ***
- Applying Tasks and To-Do Items
 - Assign a Task to Someone Else

- Completing a Task: Review the View Options of Tasks
- Import .CSV File From MS Excel into a New Outlook Folder (Contacts Group)
- More topics if time permits

Microsoft Office Word 2010: Level 1

Class Length: 1 day (8 hours)

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

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

- identify and work with basic Word 2010 tools and features.
- edit text in a Word document.
- modify the appearance of text in a Word document.
- insert special characters and graphical objects.
- organize data in tables.
- proof a Word document.
- control the appearance of pages in a Word document.
- print a Word document.

Course Content

Lesson 1: Getting Started with Word 2010

Lesson 2: Editing Text in a Word Document

Lesson 3: Modifying the Appearance of Text in a Word Document

Lesson 4: Inserting Special Characters and Graphical Objects

Lesson 5: Organizing Data in Tables

Lesson 6: Proofing a Word Document

Lesson 7: Controlling the Appearance of Pages in a Word Document

Lesson 8: Printing Word Documents

Microsoft Office Word 2010: Level 2

Class Length: 1 day (8 hours)

Prerequisite: Microsoft Office Word 2010: Level 1

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

- manage lists.
- customize tables and charts.
- customize the formatting of a document using 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.
- use the mail merge function.
- use macros to automate common tasks.

Course Content

Lesson 1: Managing Lists

Lesson 2: Customizing Tables and Charts

Lesson 3: Creating Customized Formats 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 the Mail Merge
Lesson 10: Using Macros to Automate Tasks

Microsoft Office Word 2010: Level 3

Class Length: 1 day (8 hours)

Prerequisite: Microsoft Office Word 2010: Level 1 & 2

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

- use Word with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- simplify the use of long documents.
- secure a document.
- create forms.

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs
Lesson 2: Collaborating on Documents
Lesson 3: Managing Document Versions
Lesson 4: Adding Reference Marks and Notes
Lesson 5: Simplifying the Use of Long Documents
Lesson 6: Securing a Document
Lesson 7: Creating Forms

Microsoft Office PowerPoint 2010: Level 1

Class Length: 1 day (8 hours)

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

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

- identify the components of the PowerPoint 2010 interface.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify graphical objects in a presentation.
- work with tables in a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint
Lesson 2: Creating a Basic Presentation

Lesson 3: Formatting Text on Slides
Lesson 4: Adding Graphical Objects to a Presentation
Lesson 5: Modifying Graphical Objects in a Presentation
Lesson 6: Working with Tables
Lesson 7: Working with Charts
Lesson 8: Preparing to Deliver a Presentation

Microsoft Office PowerPoint 2010: Level 2

Course Length: 1 day (8 hours)

Prerequisite: Microsoft Office PowerPoint 2010: Level 1

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

- customize the PowerPoint environment.
- customize a design template.
- add SmartArt graphics to a presentation.
- add special effects to a presentation.
- customize a slide show.
- collaborate on a presentation.
- secure and distribute a presentation.

Course Content

Lesson 1: Customizing the PowerPoint Environment
Lesson 2: Customizing a Design Template
Lesson 3: Adding SmartArt Graphics to a Presentation
Lesson 4: Adding Special Effects to a Presentation
Lesson 5: Customizing a Slide Show
Lesson 6: Collaborating on a Presentation
Lesson 7: Securing and Distributing a Presentation

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