

## **Course Descriptions – Fall, 2011 – Spring, 2012**

We are happy to present our course descriptions for Fall, 2011 – Spring, 2012. Our hope is that you can utilize the broad range of course offerings to best suit your training needs. **Professional development software training courses are offered in Office 2010, on an as requested basis for Office 2007 and 2003, and in other applications that you may be utilizing.** These training opportunities are available to all district and BOCES office staff as well as administrators and other colleagues in education. Please read these descriptions, and feel free to share this information among all relevant administrative and clerical staff.

Training has become a necessity today due to changing technologies in our world. Our goal is to serve you best with excellent training that is most suited to your needs and convenience. We offer courses at a variety of levels to accommodate the diverse experiences of users. Class lengths can also be varied to better suit your needs. As always, we value your feedback regarding our offerings. The following are among the training options we are presenting:

### **Office 2010 Transition from Office 2003**

The Microsoft® Office System contributes to your success by building connections between your people, information, and business processes. Microsoft Office has evolved into a more comprehensive and integrated system. This course will help users to ease in the transition of features from Office 2003 or 2007 to Office 2010. New features in Word, Excel, PowerPoint, and Office 2010 in general will be featured.

*November 29, 2011– 8:30 AM -3:30 PM – Sherwood Corporate Center*

*January 4, 2012 - 8:30 AM - 3:30 PM – Sherwood Corporate Center*

*March 27, 2012 – 8:30 AM - 3:30 PM - Sherwood Corporate Center*

*May 14, 2012 – 8: 30 AM - 3:30 PM - Sherwood Corporate Center*

*June 8, 2012 - 8: 30 AM - 3:30 PM - Westhampton Beach, RAD Administration Building*

### **Microsoft Word 2010 Beginner**

This course addresses the fundamental features of Microsoft Word 2010. It will provide participants with the basic concepts required to produce common business documents, such as: creating a document, managing files, using the Help function, editing a document, formatting text and using text enhancements, formatting paragraphs, using document layout features, proofing and printing a document, inserting graphic elements, and controlling page appearance.

*November 9, 2011 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*February 16, 2012 - 8:30 AM – 3:30 PM – Westhampton Beach, RAD Administration Building*

### **Microsoft Word 2010 Intermediate Level 1**

In this course, students will be: using and creating templates and wizards; and adding, using, and formatting components such as table tools, charts, graphs, customized lists, headers and footers, and other paragraph elements.

*December 12, 2011 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*February 27, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

### **Microsoft Word 2010 Intermediate Level 2**

In this course, participants will increase their knowledge of Microsoft Word 2010 by adding and formatting components, such as: advanced formatting and styles; modifying pictures; creating customized graphic elements; controlling text flow; and automating common tasks and document creation.

*January 9, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*March 5, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

### **Microsoft Word 2010 Advanced**

This course is designed for students who would like to use Word 2003 to create, manage, revise, and distribute documents of all lengths. Among the topics are: performing mail merges; using Word 2010 with other programs; adding reference marks and notes; collaborating on documents; adding footnotes and endnotes; using compare documents functions; and tracking changes in documents. Also covered is the use of macros, templates, forms, and webpages.

*January 18, 2012 – 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*March 14, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

### **Microsoft Excel 2010 Beginner**

This course is designed for users with minimal spreadsheet construction experience. The following topics will be covered: navigating within Excel; creating a basic spreadsheet; resizing and formatting a spreadsheet; moving, copying, and editing cells; using borders and colors, applying styles and auto-format options; modifying, arranging, and comparing spreadsheets; applying page setup and printing spreadsheets; and creating and applying basic mathematical functions to spreadsheet data.

*November 14, 2011 – 8:30 AM - 3:30 PM – Sherwood Corporate Center*

*February 17, 2012 – 8:30 AM – 3:30 PM – Westhampton Beach, RAD Administration Building*

### **Microsoft Excel 2010 Intermediate**

This course is for participants who have a basic understanding of spreadsheets and Excel. Topics covered include: importing and exporting data to and from multiple sources; using conditional formatting; creating and applying templates; creating charts and graphs from spreadsheet data; work with graphic objects and diagrams within a spreadsheet; and applying more advanced mathematical functions to spreadsheet data.

*December 5, 2011 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*February 29, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

### **Microsoft Excel 2010 Advanced**

This course is for users with an intermediate level background in Excel. Among the advanced topics covered are: applying more advanced mathematical functions to spreadsheet data; managing lists; applying advanced filtering and sorting of spreadsheet data; working with records and fields; using Excel as a database; using data validation techniques; customizing Excel to fit your needs; working with macros in Excel; sharing a spreadsheet and tracking revisions; using permissions to protect spreadsheet data; performing "what if?" analyses; and using PivotTables and PivotChart reports.

*January 11, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*April 4, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

**Microsoft PowerPoint 2010 Beginner**

Students in this course will become familiar with the PowerPoint environment and will learn the fundamentals needed to create and modify presentations. Topics include: becoming familiar with the PowerPoint environment; creating and building a presentation; using design templates; creating speaker notes; inserting and formatting text, backgrounds, and images; printing slides; adding slide transitions; creating and formatting tables and charts; and running and controlling a slide show.

*November 21, 2011 – 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*March 6, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

**Microsoft PowerPoint 2010 Advanced**

This course is for users who wish to enhance their presentations with advanced features. Topics include: adding animation and special effects to a presentation; designing custom animation; adding organization charts and diagrams to a presentation; setting up a slide master; adding custom timing to slide objects for hassle-free presentations; adding hyperlinks to a presentation; and adding audio and video clips to a presentation.

*December 14, 2011 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*April 23, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

**Microsoft Access 2010 Beginner**

This 15 hour course is designed for users with minimal database construction experience and covers basic database concepts. Topics include: creating and using a database; defining the differences between databases and spreadsheets; creating and editing tables; finding, filtering, and sorting data; creating table relationship; using simple queries; and creating basic forms and reports.

*December 6 & 7, 2011 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

**Microsoft Access 2010 Intermediate**

This 15-hour course is designed for users who have a basic understanding of database construction. Topics include: designing advanced queries; using advanced database features; manipulating controls; using advanced form and report design; using editing tools; and exporting and importing data.

*February 6 & 13, 2012 – 8:30 AM – 3:30 PM – Sherwood Corporate Center*

**Microsoft Outlook 2010**

This course is designed for students who have limited or basic Microsoft Office and Outlook skills. Students will learn how the Outlook application works, focusing on: navigation through the program, sending messages, scheduling, and managing contacts. Students will be encouraged to discuss issues concerning Outlook from work so that the class can benefit from real world experience.

*January 23, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*April 30, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

### **Microsoft Publisher 2010**

In this course, users will create professional-looking publications, such as flyers and brochures, and utilize the business or personal designs within the Publisher program. Topics include: learning the Publisher environment; working with page layouts, rulers, guides, and headers and footers within a publication; using text, text boxes, and text tools to create and enhance publications; adding drawings and other graphical objects in a publication; and printing with Publisher.

*January 17, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*June 11, 2012 - 8:30 AM – 3:30 PM – Westhampton Beach, RAD Administration Building*

### **Adobe Acrobat Professional 10.0 Beginner**

Students will familiarize themselves with the Acrobat platform and how to use Acrobat to publish and edit cross-platform documents. Topics include: utilizing Acrobat's interface to navigate through the program; creating, changing, and rearranging bookmarks in a pdf file; building, altering, copying, and setting actions to links in a pdf file; creating articles in a pdf file; using Acrobat's Search function; understanding and utilizing Acrobat's Organizer; printing a pdf file; creating pdf files; using Acrobat for web captures; and customizing pdf quality.

*February 8, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

### **Adobe Acrobat Professional 10.0 Advanced**

Users will learn how to use Acrobat to publish cross-platform forms, collaborate feedback on Acrobat files and incorporate into a finalized pdf, and create reusable, refillable forms with calculations. Topics include: adding signatures and securing an Acrobat pdf; creating pdf fillable forms; and creating multimedia presentations.

*May 22, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

### **Microsoft Word 2010 Overview**

This course will help users to ease in the transition of features from Word 2003 to Word 2010. New features in Word 2010 will be shown, such as: the Backstage View, the Navigation Pane, The Quick Access Toolbar, using the Office fluent user interface to find needed tools, such as Quick Styles and Themes, quickly and easily; using SmartArt diagrams and new charting tools to create great-looking content; using the Building Blocks feature to build documents and create consistency among documents made; using the Document Inspector to ensure that sensitive information isn't disseminated when documents are published; and reduced file size with XML formatting. We will also discuss how important features of Word, such as Mail Merge, have changed in Word 2010. Other topics will be discussed based on user needs.

*January 30, 2012 – 8:30 AM - 3:30 PM – Sherwood Corporate Center*

*May 21, 2012 - 8:30 AM - 3:30 PM – Sherwood Corporate Center*

### **Microsoft Excel 2010 Overview**

This course will help users to ease in the transition of features from Excel 2003 to Excel 2010. New features in Excel 2010 will be shown, such as: the Backstage View, using the Office fluent user interface to find needed tools; use of larger spreadsheets; improved calculation features that can provide quicker formula results; reduced file size with XML formatting; using Sparklines, redesigned chart, table, and PivotTable features; changes in conditional formatting; and using SmartArt graphics. Other topics will be discussed based on user needs.

*January 31, 2012 – 8:30 AM - 3:30 PM – Sherwood Corporate Center*

*May 29, 2012 - 8:30 AM -3:30 PM – Sherwood Corporate Center*

**PowerPoint 2010 Overview**

This course will help users to ease in the transition of features from PowerPoint 2003 to PowerPoint 2010. New features in PowerPoint 2010 will be shown, such as: the Backstage View, using the Office fluent user interface to find needed tools quickly and easily; using SmartArt graphics and diagrams; apply document themes to a presentation for a consistent look and feel; and reduced file size with XML formatting. We will also discuss how important features of PowerPoint, such as animations and transitions, have changed in PowerPoint 2010. Other topics will be discussed based on user needs.

*February 1, 2012 – 8:30 AM - 3:30 PM – Sherwood Corporate Center*

*May 30, 2012 - 8:30 AM - 3:30 PM – Sherwood Corporate Center*

**PC 101 / Windows 7**

This course is designed for those who have basic computer and computer operating system experience. Participants will learn computer skills and terminology including: hardware, software, memory, hard drives, and networking. Participants will also learn to use basic Windows 7 skills including: Windows Explorer file structure, saving, editing, deleting files, using the Control Panel, and installing applications and hardware. These concepts will be taught through the use of practical exercises. Participants will be encouraged to discuss topics related to computer hardware and software from their work so that the class can benefit from real life experiences.

*June 5, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*

*June 6, 2012 - 8:30 AM – 3:30 PM – Sherwood Corporate Center*