

## **Software Training Course Descriptions**

### **Microsoft Excel 2003 Beginner - E1F209**

This course is designed for users with minimal spreadsheet construction experience. The following topics will be covered: navigate within Excel, create a basic spreadsheet, resize and format a spreadsheet, move, copy, and edit cells, use borders and colors, apply styles and auto-format options, modify, arrange, and compare spreadsheets, apply page setup and print spreadsheets, create and apply basic mathematical functions to spreadsheet data.

January 5 and 12, Defeo Administration Building, WHB Lab, 8:30-12:15

### **Microsoft Word 2003 – Beginner-W1F109**

This course details the fundamental features of Microsoft Word. Participants will learn the basic concepts required to produce common business documents.

January 14 and 20, Sherwood Corporate Center, Room 173, 8:30-12:15

### **Microsoft Access 2003 Beginner - A1F109**

This 15 hour course is designed for users with minimal database construction experience and covers basic database concepts. Topics include: create and use a database, define the differences between databases and spreadsheets, create and edit tables, find, filter, and sort data, create table relationships, use simple queries, create basic forms and reports.

January 22, and 29, February 5 and 12, Sherwood Corporate Center, Room AB, 12:15-4:00

### **Microsoft Word 2003 Intermediate Level 1 - W2F209**

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

February 4 and 11, Sherwood Corporate Center, Room AB, 12:15-4:00

### **Microsoft Excel 2003 Intermediate - E2F309**

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, begin applying advanced mathematical functions to spreadsheet data.

February 22 and March 1, Sherwood Corporate Center, Room AB, 8:30-12:15

### **Microsoft Outlook 2003 - OF209**

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, managing contacts. Students will be encouraged to discuss issues concerning Outlook from work so that the class can benefit from real world experience.

February 24 and March 3, Sherwood Corporate Center, Room AB, 12:15-4:00

**Microsoft Word 2003 Intermediate Level 2 - W3F209**

In this course, participants will increase their knowledge of Microsoft Word 2003 by adding and formatting components, such as: advanced formatting and styles, modify pictures, create customized graphic elements, control text flow, automate common tasks and document creation.

March 8 and March 15, Sherwood Corporate Center, Room AB, 8:30-12:15

**Microsoft PowerPoint 2003 Beginner - P1F209**

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, running and controlling a slide show.

March 9 and March 16, Defeo Administration Building, WHB Lab, 8:30-12:15

**Microsoft Excel 2003 Advanced Level 1 - E3F209**

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.

March 19 and March 26, Sherwood Corporate Center, Room AB, 12:15-4:00

**Adobe Acrobat Professional 8.0 Beginner - ABS109**

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, customizing pdf quality.

April 19 and April 26, Sherwood Corporate Center, Room 173, 12:15-4:00

**Microsoft Access 2003 Intermediate - A2F109**

This 15-hour course is designed for users who have a basic understanding of database construction. Topics include: design advanced queries, use advanced database features, manipulate controls, use advanced form and report design, use editing tools, export and import data.

April 27 and May 4, 11 and 18, Defeo Administration Building, WHB Lab, 12:15-4:00

**Microsoft Word 2003 Advanced - Level 1 - W4S209**

This course is designed for students who would like to use Word 2003 to create,

manage, revise, and distribute long documents.

Topics include: perform mail merges, use Word 2003 with other programs, add reference marks and notes, collaborate on documents, add footnotes and endnotes, use compare documents functions, and track changes in documents.  
April 28 and May 5, Defeo Administration Building, WHB Lab, 12:15-4:00

### **Microsoft Excel 2003 Advanced Level 2 - E4F109**

This course is for users with an advanced background in Excel. Among the topics covered in this course are: working with macros in Excel, sharing a spreadsheet and tracking revisions, using permissions to protect spreadsheet data, performing "what if?" analyses, using pivot tables and pivot chart reports.  
April 29 and May 6, Sherwood Corporate Center, Room 173, 12:15-4:00

### **Microsoft Excel 2003 Beginner - E1F209**

This course is designed for users with minimal spreadsheet construction experience. The following topics will be covered: navigate within Excel, create a basic spreadsheet, resize and format a spreadsheet, move, copy, and edit cells, use borders and colors, apply styles and auto-format options, modify, arrange, and compare spreadsheets, apply page setup and print spreadsheets, create and apply basic mathematical functions to spreadsheet data.  
May 3 and May 10, Sherwood Corporate Center, Room 173, 12:15-4:00

### **Adobe Acrobat Professional 8.0 Advanced - AAF109**

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 13 and May 20, Sherwood Corporate Center, Room 3, 8:30-12:15

### **Microsoft Publisher 2003 - PF109**

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.  
May 14 and May 21, Sherwood Corporate Center, Room AB, 12:15-4:00

### **Microsoft Word 2003 Advanced Level 2 - W5F209**

Participants in this class will learn how to use Word 2003 to create, manage, revise, and distribute: macros, templates, forms, and web pages.  
May 17 and May 24, Sherwood Corporate Center, Room 173, 8:30-12:15

### **Microsoft Excel 2003 Intermediate - E2F209**

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 begin applying advanced mathematical functions to spreadsheet data.

May 25 and June 1, Sherwood Corporate Center, Room 173, 8:30-12:15

### **Microsoft PowerPoint 2003 Advanced - P2S109**

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.

May 26 and June 2, Sherwood Corporate Center, Room 173, 12:15-4:00

### **Office 2003 to Office 2007 Transition - O07S10**

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 to Office 2007. New features in Word, Excel, PowerPoint, Outlook, and Office 2007 in general will be featured.

May 27 and June 3, Sherwood Corporate Center, Room 173, 8:30-12:15

### **Google Tools - GT1S10**

Google has many free tools to assist teachers and staff in their daily activities. Tools such as Google Docs enable staff as well as teachers, and students to work collaboratively on projects and presentations. Other tools allow teachers to create and enhance classroom lessons and for staff to use as well, such as Google Alerts, iGoogle, Google Calendar, Google Notebook, and Google Sketch-up. Google Earth and Google Maps allow students to see the world from a unique perspective, as they go on field trips to see national monuments and landmarks.

In addition, we will discover how to efficiently search the web using advanced Google techniques through your computer.

June 4 and 11, Sherwood Corporate Center, Room A/B, 12:15-4:00

### **Smart Notebook Software - SNBS10**

Smart Notebook software offers users interactive collaboration tools that will help to bring school and district offices into the 21<sup>st</sup> Century. Collaboration is about people, ideas, and the ability to bring them together in a meaningful and easy way as a team. Smart Notebook software helps to make meetings more visual and interactive and also makes record-keeping of those meetings easier. School district and office staff and administrators will learn how to use the Smart Notebook software to assist in creating effective presentations that can be saved for whatever purposes needed. Come join us and learn this effective and impressive collaborative tool.

June 7 and 14, Sherwood Corporate Center, Room A/B, 12:15-4:00