

## **Word**

**MS Word Level 1:** This class will introduce participants to the basic operations of Microsoft Word at the beginning level.

Upon completion of the training student/participants will be able to:

- Create a document
- Enter text into a document and save a document
- Examine a document's properties & print a document
- Close a file
- Edit a document
- Reopen a file
- Move the insertion point within a document & select text
- Insert text into a document & delete text from a document
- Find text in a document
- Find and replace text in a document & move a text block
- Display a document in full-screen mode
- Apply attributes to text, apply a new font and font size to text
- Indent a paragraph & format existing text
- Reset line and paragraph spacing in a document
- reset the margins of a document
- Set and clear tab stops in a document
- Create a bulleted/numbered list
- Insert a hard page break & create a multiple-page document
- Use the spelling and grammar checker & use the thesaurus
- Use a Word template to create a document
- Print an envelope and a label
- Preview and save a document as a web page
- Insert symbols and special characters into a document
- Find and replace formatting
- Add special effects to text

**MS Word Level II:** This class will introduce participants to the basic operations of Microsoft Word at the beginning level and introduce participants to additional operations of Microsoft Word.

Upon completion of the training student/participants will be able to:

- Enter hidden text into a document

- Adjust character spacing in a document
- Create a multiple-section document
- Reveal and clear formatting in a document
- Insert a table in a document
- Format a table
- Insert and delete rows/columns in a table
- Convert text to a table
- Create parallel columns in a document
- Create newsletter-style columns in a document
- Insert a chart into a document
- Insert a diagram into a document
- Use styles
- Set up an outline document
- Produce a report
- Add a border and shade to text
- Add a header/footer to a document
- Add page numbers to a document
- Print specific pages of a document
- Insert a picture into a document
- Insert a hyperlink into a document
- Split the document window/open a new document window

## **Spreadsheets**

**Introduction to Spreadsheets/Excel - Level 1:** This class will introduce students to MS Excel basics including creating spreadsheets, formulas, functions, text, formatting & graphics. Students will be able to perform basic (introductory) level excel skills such as modifying an existing worksheet, building worksheets, copying & moving cells, etc.

Upon completion of this course students will be able to:

- Use the Excel menu system and Excel toolbars

- Use Excel task panes
- Display help information
- Modify an existing worksheet
- Move the cell pointer, change data in a worksheet
- Reverse an edit operation, save a workbook
- Add data to a worksheet
- Enter a formula into a worksheet
- Adjust column width in a worksheet
- Adjust row height in a worksheet
- Build a new worksheet
- Edit a worksheet
- Format a worksheet
- Change the page setup for a worksheet
- Insert a manual page break into a worksheet/including print titles in a printout
- Use Basic Excel functions, i.e. Sum, Average and Count

**Introduction to Spreadsheets/Excel - Level 2:** This class will reinforce the elements introduced in Excel Level I and expand upon that base to include more complex but necessary activities such as functions, charts, linking worksheets, adding pictures and more.

Upon completion of this course students will be able to :

- Find a specific entry in a worksheet
- Use options in the paste special dialog box
- Use alignment options in the format cells dialog box
- Use and understand absolute cell references
- Use and understand logical functions, i.e. the IF function, nesting IF functions
- Use and understand financial functions, i.e. the PMT function
- Use and understand date/time functions, i.e. using the DATE function, using the NOW function
- Create a chart
- Modify and enhance a chart

- Work with a list, inc. sorting the records of a list, specifying a range of values as criteria for a filter operation
- Link worksheets within a workbook
- Split the workbook window into panes, freezing window panes
- Hide rows and columns of a worksheet
- Add pictures and diagrams to worksheets
- Use an Excel template to create a workbook
- Insert a hyperlink into a worksheet, using the research feature
- Insert comments into a worksheet