Access – Level I

For the new user of Access, the student learns the terminology associated with a relational database and the steps to properly design a database; create and modify a table design; establish table relationships; create and modify select queries, simple forms and reports.

Access– Level II
(Pre-Requisite: Access Level I)

Students learn to import and export data from Excel workbooks; enforce and maintain data integrity in Access tables; filter data in tables; create multi-table, summary, parameter and action queries; enhance the usability and appearance of forms and reports; create mailing labels; create and work with data access pages on the Web.

Excel – Level I

Allows students to create a worksheet; work with cells and cell data by learning movement and copy techniques; create functions and formulas; learn formatting techniques; work with multiple worksheets; work with charts and prepare a worksheet for printing.

Excel – Level II
(Pre-Requisite: Excel Level I)

Students will create templates; sort and filter data; import and export data; use advanced formulas and functions; audit worksheets; analyze data with a pivot table; and collaborate workbooks.

PowerPoint – Level I

Introductory PowerPoint teaches students to create and edit a new presentation based on a design template; use drawing tools on a slide; create organization charts, tables and graphs; enhance slides with formatting techniques; add slide transitions and prepare the presentation for delivery.

Publisher

The student will learn to create a one page document using a publication design; create a multi-page document starting with a blank page; use formatting techniques to enhance appearance; insert and modify graphics; add columns and text in a table; use drawing tools and create documents that require special paper.

Word – Level I

Students will create simple documents, edit them, change their appearance by applying character and paragraph formatting techniques; create a table; learn to use Word timesavers like templates, spelling and grammar checkers and Thesaurus; prepare a document for printing by setting page options and previewing it.

Word – Level II
(Pre-Requisite: Word Level I)

Upon completion of this course students will be able to create templates and styles; enhance tables by merging cells, sorting and charting data; insert and format graphics; create newspaper columns and sections; create a mail merge with mailing labels; add comments to a document and merge and compare documents.