

Supporting Services Computer Training

IMPORTANT!!! Do NOT sign up for a computer class unless you have had the prerequisite listed in the description. If you have not taken the prerequisite, you may be asked to leave the class.

We are offering computer training in two versions: Microsoft Office 2003 and Microsoft Office 2007.

Please take note of the version of Microsoft Office you have on your computer and choose your classes accordingly.

Category	Title	Description	Dates	Time	Location (see Training Locations list on Web Page)
Computer Training	Word 2003-Basic (2, 5)	Word Processing Basics; Create, Open, Save, Print a Document; Enter, Edit, Format Text; Spell Checker; AutoCorrect; Thesaurus; Font Size and Appearance; Page Setup; Margins; Tabs; Indents; Spacing; Cut, Copy, Paste; Bookmarks; Print Envelopes and Labels; Use the Letter Wizard. Prerequisite: Experience using a personal computer or Working with Windows.	Nov. 3 Nov.18	9 am – 4:30 pm 9 am – 4 pm	STN CTI
	Word 2007-Basic (2, 5)	Word Processing Basics; Create, Open, Save, Print a Document; Enter, Edit, Format Text; Spell Checker; AutoCorrect; Thesaurus; Font Size and Appearance; Page Setup; Margins; Tabs; Indents; Spacing; Cut, Copy, Paste; Bookmarks; Print Envelopes and Labels; Use the Letter Wizard. Prerequisite: Experience using a personal computer or Working with Windows.	Oct. 20 Oct. 21 Oct. 20 Nov.10 Oct 19 & 21	9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 4:30 – 7:30 pm	CTI CTI OP OP Rockville HS
	Word 2003 - Intermediate (2, 5)	Keep Text Together; Page Numbers; Headers and Footers; Find and Replace; Work with Fields' Columns and Borders; Mail Merge; Outlines; Bullets and Numbering; Templates; Comments; AutoText; Macros; File Management. Prerequisite: Word-Basic	Nov.11 Nov.19	9 am – 4:30 pm 9 am – 4 pm	STN CTI
	Word 2007- Intermediate (2, 5)	Keep Text Together; Page Numbers; Headers and Footers; Find and Replace; Work with Fields' Columns and Borders; Mail Merge; Outlines; Bullets and Numbering; Templates; Comments; AutoText; Macros; File Management. Prerequisite: Word-Basic	Oct. 28 Nov.17 Dec. 1 Oct. 27 & 29	9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 4:30 – 7:30 pm	CTI OP OP Rockville HS

Category	Title	Description	Dates	Time	Location (see Training Locations list on Web Page)
	Word 2003 -Advanced (2, 5)	Tables; Draw and Modify Tables; Work with Worksheets; Link Files; Work with Graphics; Use Tools; WordArt and Watermarks; Sort Records; Create and Use Styles; Online Layout; Create Indexes and Tables of Contents' Master Documents and Subdocuments; Customize Toolbars and Word Options. Prerequisites: Word-Basic and Word-Intermediate	Nov.18	9 am – 4:30 pm	STN
	Word 2007-Advanced	Tables; Draw and Modify Tables; Work with Worksheets; Link Files; Work with Graphics; Use Tools; WordArt and Watermarks; Sort Records; Create and Use Styles; Online Layout; Create Indexes and Tables of Contents' Master Documents and Subdocuments; Customize Toolbars and Word Options. Prerequisites: Word-Basic and Word-Intermediate.	Oct. 30 Dec. 3	9 am – 4 pm 9 am – 4 pm	CTI OP
	Excel 2003-Basic (2, 5)	Spreadsheet Basics; Enter, Edit and Delete Data; Select Blocks of Cells; Format Cells; Page Setup; Enter Formulas; Auto fill; Insert and Delete Rows and Columns; Cut, Copy and Paste Data; AutoSum; Use Add-Ins. Prerequisite: Word-Basic	Nov. 4 Nov.24	9 am – 4:30 pm 9 am – 4 pm	STN CTI
	Excel 2007-Basic	Spreadsheet Basics; Enter, Edit and Delete Data; Select Blocks of Cells; Format Cells; Page Setup; Enter Formulas; Auto fill; Insert and Delete Rows and Columns; Cut, Copy and Paste Data; AutoSum; Use Add-Ins. Prerequisite: Word-Basic	Oct. 21 Oct. 22 Oct. 20 & 22	9 am – 4 pm 9 am – 4 pm 4:30 – 7:30 pm	CTI OP Rockville HS
	Excel 2003 - Intermediate (2, 5)	Create and Use Block Names; Create a Database List; Sort; Filter Data; Create Macros; Arrays; Link Files; Protect Files and Data; Work with Multiple Sheets; Insert Chart Sheets; Conditional and Custom Formats. Prerequisites: Word-Basic and Excel-Basic	Nov.17 Dec. 1	9 am – 4:30pm 9 am – 4 pm	STN CTI
	Excel 2007-Intermediate (2,5)	Create and Use Block Names; Create a Database List; Sort; Filter Data; Create Macros; Arrays; Link Files; Protect Files and Data; Work with Multiple Sheets; Insert Chart Sheets; Conditional and Custom Formats. Prerequisites: Word-Basic and Excel-Basic	Nov.18 Oct. 29 Nov. 10&12	9 am – 4 pm 9 am – 4 pm 4:30 – 7:30 pm	OP CTI Watkins Mill HS

Category	Title	Description	Dates	Time	Location (see Training Locations list on Web Page)
	Excel 2007-Advanced (2, 5)	Outlines; Pivot Tables; Advanced Chart Options; Create and Apply Custom Charts; Work with Graphics and the Drawing Toolbar; Use a Goal Seek and the Scenario Manager; Consolidate Data; Import and Export Files; Custom Styles and Custom Views; Custom Excel Options. Prerequisites: Excel-Basic and Excel-Intermediate	Nov. 4 Dec. 8 Dec. 1&3	9 am – 4 pm 9 am – 4 pm 4:30 – 7:30 pm	CTI OP Rockville HS
	PowerPoint 2007-Basic (2, 5)	Create and Run a Slide Show; Change Views; Select, Copy, Resize and Delete Objects; Work in Outline View; Change Colors and Text; Text Charts; Bullet Lists; Draw Objects; ClipArt; Graphs and Charts; Create Footers and Custom Backgrounds; Use Templates; Copy, Move and Delete. Create and Work with Charts; Organizational and Other; Create and Work with Graphs and Import Graphs from EXCEL; Create and Work with Slide Masters; Create Custom Backgrounds and Work with Advanced Slide Show Effects. Prerequisite: Word-Basic	Oct. 27 Oct. 27	9 am – 4 pm 9 am – 4 pm	CTI OP
	PowerPoint 2003-Basic (2, 5)	Create and Run a Slide Show; Change Views; Select, Copy, Resize and Delete Objects; Work in Outline View; Change Colors and Text; Text Charts; Bullet Lists; Draw Objects; ClipArt; Graphs and Charts; Create Footers and Custom Backgrounds; Use Templates; Copy, Move and Delete. Create and Work with Charts; Organizational and Other; Create and Work with Graphs and Import Graphs from EXCEL; Create and Work with Slide Masters; Create Custom Backgrounds and Work with Advanced Slide Show Effects. Prerequisite: Word-Basic	Nov.10	9 am – 4:30pm	STN
	PowerPoint 2003-Intermediate (2, 5)	Work with design templates; Use data from Word and Excel; Insert an organization chart; Work with more advanced graphic features; Animate slide shows; Export presentation files. Prerequisite: Word-Basic and PowerPoint-Basic	Nov.24	9 am – 4:30pm	STN
	PowerPoint 2007-Intermediate (2, 5)	Work with design templates; Use data from Word and Excel; Insert an organization chart; Work with more advanced graphic features; Animate slide shows; Export presentation files. Prerequisite: Word-Basic and PowerPoint-Basic	Nov.19 Nov. 5	9 am – 4 pm 9 am – 4 pm	OP CTI

Category	Title	Description	Dates	Time	Location (see Training Locations list on Web Page)
	FileMaker Pro 9.0-Basic (2, 5)	Learn to use FileMaker Pro to create and use databases to store and organize information so that it is available for efficient retrieval. <i>This class is for non-school based office personnel who should be familiar with the basic functions of their computer's operating system and basic word processing skills.</i>	Oct. 29 Nov.12	9 am – 4 pm 9 am – 4 pm	OP OP
	FileMaker Pro 9.0-Advanced (2, 5)	Learn to use FileMaker Pro to create a system of integrated databases that can manage information efficiently, and make it easy to alter the system as your needs change. Pre-requisites: <i>This class is for non-school based office personnel who have completed FileMaker Pro-Basic and possess basic knowledge of a Web design application or HTML.</i>	Dec. 2 Dec.10	9 am – 4 pm 9 am – 4 pm	OP OP
	Access 2007-Basic (2, 5)	Database Basics; Create Tables; View and Edit Tables; Redesign Tables; Create a Form; Filter Data; Find and Sort Data; Create a Database; Create Simple Queries and Reports. Prerequisites: Word-Basic, Excel-Basic, Excel-Intermediate, Excel-Advanced	Oct. 26 & 28	4:30 – 7:30 pm	Rockville HS
	Access 2007-Intermediate (2, 5)	Import External Data; Create a Primary Key; Convert Field Types & Change Field Sizes; Create Custom Display Formats, Input Masks; Assign Captions; Set Default Values; Use Wildcards, Compound Queries; Create Calculated Fields and Use Summary Operations; Query Multiple Tables; Action Queries; Create Custom Reports and Forms. Prerequisite: Access-Basic	Nov. 17&19	4:30 – 7:30 pm	Watkins Mill HS
	Working with Windows 2003	Using the Keyboard & Mouse to Navigate Common Menus; Working with Multiple Windows; Toolbars; Dialog Boxes; Create, Save, Open, Close, Move, Rename, Delete Files and Folders. Learn how to access your pay stub and register for training. Prerequisite: we recommend a little typing experience and familiarity with the keyboard	Nov.17 Nov.17	9 am – 12 pm 1 pm – 4 pm	CTI CTI