

**Supporting Services Computer Training
for
School Year 2010-2011**

Title	Description	Dates	Time	Location
How to Use a Computer	In this 4-hour training, learn the basics of operating a PC, using a mouse, using the Windows operating system, using e-mail, opening, saving, and sending an attachment, getting on the internet, signing up for training on PDO, accessing EPaystub, and more.	Oct 19 Oct 28 Oct 30 Nov 6 Oct 16 Nov 13 Feb 15 Feb 19 Feb 24 Feb 26 Mar 19 Apr 16	3:30 – 7:30 pm 3:30 – 7:30 pm 8:30am – 12:30 pm 8:30am – 12:30 pm 8:30 am – 12:30 pm 8:30 am – 12:30 pm 3:30 – 7:30 pm 8:30 am – 12:30 pm 3:30 – 7:30 pm 8:30 am – 12:30 pm 8:30 am – 12:30 pm 8:30 am – 12:30 pm	CTI CTI CTI CTI OP OP CTI CTI CTI OP CTI OP
Word-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.	Nov 8 & 10 Nov 12 Oct 20 Feb 17 Mar 21 & 23 Apr 5	4:30 – 7:30 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 4:30 – 7:30 pm 9 am – 4 pm	CTI CTI OP OP CTI CTI

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Word-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.	Nov 18 Nov 10 Mar 29 May 2	9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm	CTI OP OP CTI
Word-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.	Nov 19	9 am – 4 pm	OP
Excel-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.	Nov 9 & 11 Nov 15 Oct 20 Feb 24 Mar 22 & 24 Apr 13	4:30 – 7:30 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 4:30 – 7:30 pm 9 am – 4 pm	CTI CTI OP OP CTI CTI

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Excel- 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.	Nov 19 Nov 3 May 12 Mar 31	9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm	CTI OP CTI OP
Excel-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.	Nov 16	9 am – 4 pm	OP

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PowerPoint-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.	Nov 16 Oct 26 Mar 1 Apr 27	9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm	CTI OP OP CTI
PowerPoint-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.	Nov 11 Apr 12	9 am – 4 pm 9 am – 4 pm	OP OP

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FileMaker Pro 10.0- Basic (2, 5)	<i>Learn to use FileMaker Pro to create and use databases to store and organize information so that it is available for efficient retrieval. 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> Intermediate	Oct 19 Oct 28 Mar 3 Apr 14	9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm	OP OP OP OP
FileMaker Pro 10.0- Advanced (2, 5)	<i>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: 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>	Nov 9 Nov 18 May 10 May 24	9 am – 4 pm 9 am – 4 pm 9 am – 4 pm 9 am – 4 pm	OP OP OP OP

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Access-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.	Oct 27 Mar 22	9 am – 4 pm 9 am – 4 pm	OP OP
Access-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.	Nov 4 May 3	9 am – 4 pm 9 am – 4 pm	OP OP
Access- Advanced (2, 5)	Pre-requisites: Access-Basic and Access-Intermediate.	Nov 17 May 17	9 am – 4 pm 9 am – 4 pm	OP OP