



# Jenn's Computer Training



## Course Offerings

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610739-6353

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<b>Windows</b> Windows 7 Windows 10 Tips & Tricks	<b>Misc.</b>	Digital Camera (or phone camera) Basics Working with Digital Pictures iPhone Exploring the Internet Getting to Know Your Laptop/Tablet
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## Microsoft Office

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<b>Excel</b> Level 1, 2 & 3 Lists/Tables Macros Pivot Tables Functions Quick Tips Creating Multi-Sheet Workbooks	<b>Word</b>	<ul style="list-style-type: none"> <li>- Level 1 &amp; 2</li> <li>- Working with Tables</li> <li>- Bullets and Lists</li> <li>- Tabs &amp; Rulers</li> <li>- Creating Envelopes</li> <li>- Quick Tips</li> <li>- Mail Merge</li> <li>- Forms (Part 1, 2 &amp; 3)</li> <li>- Borders &amp; Shading</li> <li>- Fonts and Styles</li> <li>- Creating Brochures, Flyers and More</li> <li>- Enhancing Document Design &amp; Layout</li> <li>- Headers/Footers/Page Numbers</li> </ul>
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## Windows

### ***Windows 7***

This course introduces navigation and terminology of Windows 7. Detailed instructions that enable you to customize the desktop, Start menu and taskbar are also included. Part of using Windows includes organizing documents and easily finding them. Learn to browse the computer to locate files and folders, find documents and programs and begin organizing your files and folders.

### ***Windows 7 Tips and Tricks***

So you already know how to use Windows 7, but could use a brush up or some quick tips and tricks to save time? Learn some quick tips and tricks to enhance your productivity by getting around quickly and easily while managing your programs and files effectively.

### ***Windows 10***

Get to know the latest Operating System. This course will include tips on getting around Windows 10 working with the new Start menu and some other new options. Note: Students will need to bring their Windows 10 device to this class.

## Access

### ***Microsoft Access: Level 1***

*Prerequisite: Excel Level 2*

In this course, students will examine basic database concepts and explore the Access environment.

### ***Relational Database Design***

*Prerequisite: Access Level 1*

Now that you know how to manipulate an existing Database perhaps you are ready to design your own. This theoretical course explains the important decision making process of planning a database. Students will plan out the steps to create a database in Access.

### ***Access: Level 2***

*Prerequisite: Access Level 1*

In this course, students will modify the design and field properties of tables, create queries to display specified records; enhance the capabilities of forms; and customize reports.

### ***Creating a Database in Access***

*Prerequisite: Relational Database Design & Access Level 2*

Now that you have your database planned, you will receive one- on-one instruction. This personalized course assists students to begin to bring a database to life.

## Excel

### ***Excel: Level 1***

*Prerequisite: Basic Windows skills*

Students taking this course will explore the Excel environment; create a basic worksheet; perform calculations; modify a worksheet; formatting worksheets, print workbook contents and manage large workbooks.

### ***Excel: Level 2***

*Prerequisite: Excel: Level 1*

You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this Level 2 course, you will learn to calculate with advanced formulas and organize worksheets by working with lists and table data using various techniques. In addition, students will learn how to create/modify charts; insert graphic objects; and customize and enhance workbooks and the Excel environment.

### ***Excel: Level 3***

*Prerequisite: Excel: Level 2*

In this course students spend time learning advanced table and chart tools; advanced formatting like hiding and unhiding cells, columns and rows; customizing the ribbon and quick access toolbar and creating forms to protect the integrity of spreadsheets.

***Excel: Lists/Tables***

*Prerequisite: Excel: Level 1*

Working with lists/tables in Excel is an invaluable tool to help organize and manipulate data. Students will learn guidelines to create a list then continue with sorting, filtering creating subtotals and more.

***Excel: Macros***

*Prerequisite: Excel: Level 2*

In previous Excel courses, you used Excel to simplify business tasks that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks. In this course, you will learn how to create, edit and debug macros; format worksheets using macros; create an interactive worksheet; work with multiple worksheets and perform calculations.

***Excel: Pivot Tables***

*Prerequisite: Excel: Level 2*

Students will learn how to use PivotTables to summarize large amounts of data and analyze it in a variety of ways. They will also see how to create a chart from a PivotTable, modify the PivotTable, and use a range of options that are specific to their information needs. This will enable them to answer common business questions about the data.

***Excel: Functions***

*Prerequisite: Excel: Level 2*

In this course students will focus solely on creating, editing and troubleshooting formulas in Excel. Upon successful completion of this Lab, students will be able to: create formulas and perform calculations involving date and time; use database functions and filters to extract information they need from a worksheet; use Excel's auditing features; do some data analysis using Excel's Statistical functions and learn how to handle formulas that sometimes result in errors.

***Excel: Quick Tips***

*Prerequisite: Excel: Level 1*

Learn and review some timesavers to get the most out of Excel. Quickly selecting, checking formulas, finding data, setting up a quick form and working with multiple sheets are some of the super-saver topics covered in this class.

***Excel: Creating Multi-Sheet Workbooks***

*Prerequisite: Excel: Level 1*

So, you need to create a weekly or monthly form in Excel? Take this course to learn how to create a quick spreadsheet master with (or without) formulas and copy it for the entire year. Save time and energy using some quick Excel tools and multi-sheet workbooks.

## **OneNote**

***OneNote: Introduction***

OneNote is a notebook program included with Microsoft Office. It is a very useful program when researching or collecting groups of like information. Were you ever doing research on a topic or something you want to buy and you wish you "just had a notebook to drag this info to and keep it all together"? OneNote will help you do that and so much more. Just like a "traditional" 5 (or more) subject notebook, you create notebooks, sections and pages to keep like information together. But the best part of all? You keep all your notebooks open and easily search and go to any page in any notebook with just a click.

***OneNote: In Depth***

*Prerequisite: OneNote Introduction*

So you started using OneNote but you want to utilize more tools? Take this class to learn some tips and tricks about making the included intuitive tools work for you. Users are invited to bring an existing notebook along to class on a flash drive.

## Outlook

### ***Outlook Overview***

This course will provide users with the skills needed control the email experience in Outlook, as well as an overview of contacts and calendars. Students will learn how to identify the components of the Outlook environment and help get organized and become more productive.

### ***Outlook: Working With Contacts***

Students who work heavily with contacts will find this course helpful. Learn to organize Contacts, view them on a comfortable screen, share, forward and sort contacts or even easily create and print an envelope without going back and forth between Word and Outlook.

### ***Outlook: Quick Tips and Tricks***

Take this fast paced course to get the most out of Outlook. Learn to work with rules to automate email organization, work with multiple calendars, share parts of Outlook, quickly share and organize Contacts and more!

### ***Outlook: Tasks In-Depth***

Take this in-depth class to learn how to add quick tasks to your daily calendar or more detailed, comprehensive tasks. Users will learn how to create recurring tasks, share tasks, set reminders and more to help be more productive.

### ***Outlook: Calendar/Meetings In-Depth***

Take this class to learn to juggle your calendars flawlessly! Students will learn to share and open shared calendars, view multiple calendars, create additional calendars, print calendars and more. In addition, students will become comfortable with scheduling meetings with others and learn about the handy new tools to make setting up meetings quick and effortless.

## PowerPoint

### ***PowerPoint: Level 1***

*Prerequisite: Basic Windows skills*

Students will learn to get started with PowerPoint; create a presentation; format text on slides; add graphical objects to a presentation; modify objects on slides; add tables and charts to a presentation; and prepare to deliver a presentation.

### ***PowerPoint: Level 2***

*Prerequisite: PowerPoint Level 1*

In this course, students will learn how to add diagrams, special effects and more. Additionally, they will use the various options to customize slide shows; use PowerPoint to collaborate on a presentation; and finalize a presentation.

## Publisher

### ***Publisher: Introduction***

*Prerequisite: Word Level 1*

Microsoft Publisher is a flexible program used for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, students will take a tour of the program, use templates to create documents, and begin creating a document from a blank screen.

### ***Publisher: In Depth***

*Prerequisite: Publisher Introduction*

Now that you have worked in Publisher, it's time to learn to work with more in depth settings. Learn how create, manage, revise, and distribute publications.

## Word

### **Word: Level 1**

*Prerequisite:* Windows

Students will learn what's new in Microsoft Word along with learning to create a basic document; edit documents; locating and modifying text; and formatting text and paragraphs; adding tables and graphic elements to a document; control a document's page setup and overall appearance; and proof documents to make them more accurate.

### **Word: Level 2**

*Prerequisite:* Word Level 1

In this course, you will create complex documents and build personalized efficiency tools in Word. Students will learn to manage lists; customize tables; customize formatting with styles and themes; modify pictures in a document; create customized graphic elements; control text flow; and use templates to automate document creation.

### **Word Mail Merge**

*Prerequisite:* Word: Level 1

In this course students will learn how to: create mail merges using the Ribbon; set up the main document and create or import data sources for letters, emails and mailings. We will also discuss filtering and sorting the data source.

### **Word: Forms**

*Prerequisite:* Word: Level 2

#### **Part 1 – Tables In-Depth**

Prepare to create forms by learning to work thoroughly with tables.

#### **Part 2 – All about Form Fields**

Learn the different types of fields and how to utilize them to their fullest when creating forms

#### **Part 3 – Finalizing Forms**

Test, protect and make the forms read only. Make sure your forms are flawless!

### **Create Brochures, Flyers and More In Word**

*Prerequisite:* Word: Level 1

Students will use a variety of desktop publishing techniques to create some simple publications with Word. Activities to be covered include: identifying some fundamentals of desktop publishing and creating a simple newsletter; creating a coupon flyer, incorporating graphics, a page border, and text boxes; Printing address information on the back of a single-page flyer by creating a template and using the Mail Merge feature; and designing a tri-fold brochure using a three-column, two-page, landscape layout

### **Enhancing Document Design & Layout In Word**

*Prerequisite:* Word: Level 1

Students will learn general design and layout concepts, and then use Word to apply those concepts. Activities covered include: evaluating and applying design and layout principles to documents; applying advanced formatting to fonts, create drop caps, and use special symbols in bulleted lists; improve the layout of Word documents using line breaks, section breaks, and the ruler; and creating a pull-quote enclosed in a text box, and create a watermark.

### **Word: Borders & Shading**

*Prerequisite:* Word: Level 1

Take this quick class to learn a few tips about adding and customizing paragraph and text, borders and Shading to enhance publications.

### **Word: Fonts & Styles**

*Prerequisite:* Word: Level 1

Students will take the time to learn how to apply built-in styles (a recipe of formatting like underlining, font size style that is saved and named for future use), modify existing styles and create their own for future use.

**Word: Working with Tables**

Prerequisite: Word: Level 1

Learn how to create & customize Tables in Microsoft Word. Tables are easy to create and manipulate in the version of Microsoft Word. This mini class will enable students to easily create sign-up sheets; product or client lists or organize any group of data in columns and rows.

**Word: Bullets and Lists**

Prerequisite: Word: Level 1

Learn to effectively create and work with lists in Microsoft Word.

**Word: Tabs & Rulers**

Prerequisite: Word: Level 1

The Ruler and its tools will be broken down and explained and after just one hour, students will feel confident to set tabs and change indents. We will review indent parts, tab types and set these attributes in a long document.

**Word: Creating Envelopes**

Prerequisite: Word: Level 1

Learn to create and print envelopes by changing settings, setting default return address and learn shortcuts to repetitively typed addresses.

**Word: Headers/Footers/Page Numbers**

Prerequisite: Word: Level 1

Want to conquer the dreaded Page Numbering on a large document? Learn about document sections, linking sections and other options when working with Headers and Footers.

**Note:** *If possible, please bring a copy of a sample document to class.*

**Word: Quick Tips**

Prerequisite: Word: Level 1

So you know how to use Word, but you know there are easier ways to do the things you are doing? Take this fast-paced class to learn quick tips to make your Word duties fun and fast

## Microsoft Office Misc.

**Keyboard Shortcuts in Word & Excel**

Learn some popular and more important – useful - keyboard shortcuts in Word, Excel and Other areas of the computer. Take this class to, not only learn, but to begin to practice and use productive keyboard shortcuts.

**Exploring Microsoft Office Templates**

Explore existing templates throughout Microsoft Office. Learn to find and use templates to quickly create documents without “recreating” the wheel in Microsoft Word, Excel, PowerPoint & Publisher.

**Working with Pictures, ClipArt, Shapes & SmartArt in MS Office**

Prerequisite: Word Level 1

Learn to work with Illustrations in Office programs. Finding, inserting, moving, deleting, enhancing & formatting various illustrations in any Microsoft Office program.

**AutoCorrect, Dictionaries & Spell Check in MS Office**

Prerequisite: Word Level 1

Work with these Microsoft Office shared tools to customize your experience to be more productive and less frustrated when typing, checking and double checking documents.

**Microsoft Office Quick Tips & Tricks**

Prerequisite: Word Level 1

Students will learn to incorporate quick tips and tricks when using the various Microsoft applications.

### ***Creative Documents***

*Prerequisite: Word: Level 1*

Want to add some pizzazz to your documents; need to make signs for an upcoming event? Students will learn to create documents including newsletters, cards, and signs utilizing tools like clip art, WordArt, and the drawing toolbar. The application programs that will be used during this class include Word, PowerPoint and the Internet.

### ***Microsoft Office Picture Manager***

*Prerequisite: Windows*

Learn to utilize this built in Microsoft Office program by learning to organize, crop and fix photos.

## **General Misc Classes**

### ***Get to Know your Laptop or Tablet***

Get more comfortable using your laptop or tablet. Learn about the specific parts, keys and some tricks along the way. Learn some tricks to work with the trackpad, stylus, pen etc.

### ***Digital Camera (or phone camera) Basics***

*Prerequisite: Basic Windows skills*

This class offers hands-on learning with your digital or phone camera. Students will go "on location" to take pictures during class time, focusing on specific topics like quality, zoom and other camera features. Students will then return to the classroom to experiment and explore pictures taken during class. Students will bring their own digital camera to class.

**Note:** *Please bring camera and accessories to class. Bring extra battery or charging cord if available.*

### ***Working with Digital Pictures***

*Prerequisite: Digital Camera*

Now that you have your pictures in your computer, how do you work with them? This class will go over tools to help organize, edit and use pictures once they are loaded into the computer.

### ***IPhone***

So you have an iPhone but you feel like it's only good for answering calls? Take this personalized class to get help customize the phone for your needs and to be more productive on the job.

### ***Exploring the Internet***

*Prerequisite: Windows*

Learn to be productive on the internet/intranet by searching productively, understanding tools, symbols, and staying safe online among using other tools.