

# Course Outlines for Seminars & Private Tutoring

Damar Group  
Your Personal Computer Expert



**Damar Group**

ALL COURSES ARE CERTIFIED BY ITRAIN - INTERNATIONAL ASSOCIATION OF INFORMATION TECHNOLOGY TRAINERS

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# Operating Systems

## ***Hard Disk Management***

This course provides personal computer users with the skills necessary to install application software. Users will create, change, and remove hard disk directories and subdirectories. Also, users will learn to copy files into these directories and floppy diskettes, and effectively manage hard disk operations to ensure optimal computer efficiency. The new commands of DOS 6.0 will be introduced and practiced. This course is highly recommended for all personal computer users.

Prerequisite: None

### **Advent of the microprocessor**

### **IBM Personal Computer**

#### **PC Overview**

- CPU capabilities
- System speed
- Bits & bytes
- Floating point coprocessors
- Hardware vs. software
- Internal & external commands

#### **Listing Files**

- DIR
- Directory switches
- Sorted directories
- Listing by attribute
- File attributes
- Listing to a file
- Reading a text file
- Printing a directory list

#### **Description Of Hard Disks**

- Data storage
- Data organization
- Root directory
- Listing directory contents
- Changing directories
- Changing to the root

#### **Managing Directories**

- Making directories
- MD command
- Removing directories
- RD command

## **Backing Up And Restoring Files**

- Backup data
- Restore data
- Option switches

## **Checking A Disk**

- Chkdsk command
- Lost clusters

## **Duplicating Diskettes**

- Diskcopy command

## **Altering The System Prompt**

- Prompt command

## **Renaming Files**

- Rename command

## **Formatting Diskettes**

- Write protecting diskettes
- Format command options
- Different diskette sizes
- Different diskette capacities
- Tracks
- Sectors
- Clusters
- Creating a system diskette

## **Unformatting Diskettes**

- Unformat command
- Caveats

## **Copying Files**

- Copy command

## **Deleting Files**

- Delete command
- Erase command

## **Undeleting Files**

- Undelete command
- Caveats

## ***Advanced DOS***

This course introduces experienced DOS users to DOS programming and time-saving techniques using batch files. Powerful DOS commands are also covered. This course is highly recommended for network system managers, support and service personnel as well as all computer users who desire a thorough knowledge of the operating system.

Prerequisite: Hard Disk Management

### **Computer Hardware**

- Reserved memory
- Shadow ROM
- Extended memory
- Expanded memory
- Conventional memory

### **High Performance Systems**

- Buffers
- Buffers in high memory
- Disk caching
- Fastopen
- Path
- Multiple paths
- Environment space
- Environment variables

### **Batch Files**

- Creating a batch file
- Sample batch files
- Calling a batch file

## ***Windows 95/98/NT, Level 1***

This course introduces computer users to the exciting world of Microsoft Windows 95/98. Dialog boxes, mouse movements, multiple window operations, icon selection, and other fundamental Windows 95/98 tasks will be presented. Emphasis will be placed on multitasking operations and efficient operations.

Prerequisite: None

### **Hard Disk Management Review**

- Data storage
- Data organization

### **Working With Directories**

- Using subdirectories

### **Mouse Basics**

- Holding the mouse

### **Main Screen**

- Taskbar
- Start Button
- My Computer
- Network Neighborhood
- Recycle Bin

### **Window Commands**

- Close
- Maximize
- Minimize
- Restore

### **Control Options**

- Changing screen colors
- Color hints
- Installing printer fonts
- Communication port settings
- Mouse settings
- Desktop settings
- Displaying wallpaper designs
- Fast application switching
- Enabling the screen saver
- Changing keyboard repeat rates
- Installing printers
- Date & time settings
- Disk compression

## **WordPad**

- Creating a WordPad document
- Saving a WordPad document
- Printing a WordPad document
- Changing the font
- Resizing the WordPad window
- Resaving the WordPad document
- Exiting WordPad

## **Explorer**

- Starting Explorer
- Sending files to diskette
- Formatting a diskette
- Formatting differences
- Write protecting diskettes
- Duplicating a diskette
- Displaying directory contents
- Changing to another directory
- Exiting Explorer

## **Running Multiple Programs**

- Multi-tasking

## **Maintenance Applications**

- Scandisk
- Defrag
- Backup

## ***Windows 95/98, Upgrade***

This course introduces experience Windows 3.x users to the new, improved features of Microsoft Windows 95/98. Customization, Control Panel options, printer management, shortcut and folder creation will be practiced. A must for all users upgrading to Windows 95/98!

Prerequisite: Windows 3.11, Level 1

### **Main Screen**

- Taskbar
- Start Button
- My Computer
- Network Neighborhood
- Recycle Bin
- Start Button

### **Window Commands**

- Close
- Maximize
- Minimize
- Restore

### **Control Options**

- Changing screen colors
- Color hints
- Installing printer fonts
- Communication port settings
- Mouse settings
- Desktop settings
- Displaying wallpaper designs
- Fast application switching
- Enabling the screen saver
- Changing keyboard repeat rates
- Installing printers
- Date & time settings

### **Explorer**

- Starting Explorer
- Sending files to diskette
- Formatting a diskette
- Formatting differences
- Write protecting diskettes
- Duplicating a diskette
- Displaying directory contents
- Changing to another directory
- Exiting Explorer

### **Maintenance Applications**

- Scandisk
- Defrag
- Backup
- Disk compression

### **Folder/Shortcut Creation**

- Creating folders
- Creating shortcuts
- Shortcut properties

## ***Hardware Workshop***

This hands-on workshop provides an excellent introduction to PC hardware. Monitors, System units, RAM, ROM, Expanded (EMS) and Extended (XMS) memory, fixed hard disks, and floppy diskette drives are some of the devices that will be explained. Participants will have the opportunity to learn how to install components and perform maintenance. Dot matrix and laser printers will also be discussed.

Prerequisite: Hard Disk Management

### **Major System Components**

- System unit
- Monitor
- Keyboard
- Mouse

### **System Unit Components**

- Fixed disk drive
- Floppy disk drive
- Power supply
- System board

### **Monitor Options**

- VGA
- SVGA

### **Monitor Resolutions**

- 640 x 480
- 800 x 600
- 1024 x 768
- 1152 x 900
- 1280 x 1024
- 1600 x 1200

### **Fixed Disk Controllers**

- IDE
- SCSI

### **System Board Options**

- ISA
- MCA
- EISA
- VESA
- PCI

### **Network Considerations**

- Performance
- Preventing bottlenecks

## Internet Access

## ***Netscape, Level 1***

This course introduces the new Internet user to the features of the world's largest network of computer networks. File Transfer Protocol (FTP), World Wide Web (WWW), and electronic mail systems will be discussed. Examples of Internet information searches will be demonstrated. Eudora, and Netscape Navigator applications will be featured; however, other Internet access software products will be addressed. All participants will have hands-on access to the Internet via a direct network connection. Copies of popular Internet email, WWW browser, and newsgroup software will be distributed to each participant. This course is a must for all Internet users.

Prerequisite: Windows, Level 1

### **Getting Access**

- What will I need
- How is access provided
- Who provides Internet access

### **Commercial Information Providers**

- CompuServe Information Service
- America Online
- Prodigy
- Benefits of general user information services
- Restrictions of Internet access by general services

### **Internet Access Providers**

- DGL's HostMaster website hosting service
- Benefits of direct Internet access
- Package options

### **Connection Types**

- SLIP
- PPP
- Direct link
- ISDN
- T1
- T3
- Benefits and Costs

### **Electronic Mail**

- Sending Internet mail
- Addresses types

### **File Transfer Protocol**

- FTP for downloading
- Popular FTP sites
- Virus protection

## **World Wide Web**

- Hardware requirements
- Homepages
- Web searches

## ***Strategic Internet Marketing***

This course introduces the business Internet user to the commerce features of the Internet. File Transfer Protocol (FTP), World Wide Web (WWW), newsgroups, and electronic mail systems will be discussed in relation to business applications. Advertising on the World Wide Web using homepages will be emphasized. Sharing information with customers, and vendors will be discussed. Popular free and shareware Internet software will be provided. All participants will have hands-on access to the Internet via a direct network connection.

Prerequisite: Netscape, Level 1

### **Commercial Use Of The Internet**

- Availability
- Restrictions

### **Business Services On The Internet**

- Financial
- Employment
- Career transitions
- Technical services
- Alternatives to telephone technical support
- Contacting software & hardware vendors

### **Business Presence On The Internet**

- Homepages
- Use of graphic images
- Keeping information current
- Advertising on the Internet
- Making your presence known

### **Newsgroups**

- Netiquette
- Threading messages
- Selecting newsgroups

### **Electronic Mail**

- Signature lines
- Mailing lists
- Providing information

## ***Website Development, Level 1***

This course introduces the fundamentals of HyperText Markup Language (HTML) and the how to create homepages and web sites on the World Wide Web. Popular free and shareware Internet software will be provided. All participants will have hands-on access to the Internet via a direct network connection.

Prerequisite: Netscape, Level 1

### **Business Presence On The Internet**

- Homepages
- Use of graphic images
- Keeping information current
- Advertising on the Internet
- Making your presence known

### **HTML**

- Tags
- Codes
- Text
- Graphics

### **Text Flow**

- Alignment
- Paragraphing
- Font Sizing
- Headers
- Text control tags

### **Container Tags**

- Headings
- Font control
- Centering

### **HTML Versions**

- Version 2.0
- Version 3.0
- Netscape enhancements

### **Graphic Images**

- Extensions
- Text alignment
- Graphic alignment

### **Uploading to WWW Servers**

- FTP
- File names
- UNIX requirements

## ***Website Development, Level 2***

This course advances the creation of World Wide Web documents. Use of graphics, lines, tables, and text in HyperText Markup Language documents will be discussed. Participants will create WWW pages with hypertext links to data stored locally and worldwide. Implementation of specific design requirements will be addressed. Participants were encouraged to create documents that will have value following the seminar.

Prerequisite: Website Development, Level 1

### Tables

- Columns
- Rows
- Line width
- Captions
- Width/height control
- Alignment

### Forms

- Accepting reply via email
- Converting reply

### Links

- Relative
- Absolute

### Cautions

- Local design
- Preparing for various browsers

## ***How To Use CGI***

This course introduces the Common Gateway Interface (CGI) applications for web site development. Server-side includes manage information being transmitted to the client workstation.

Prerequisite: Website Development, Level 2

### **UNIX Fundamentals**

- File directories
- Changing directories
- Copying Files

### **VI Editor**

- Opening files
- Inserting text
- Deleting text
- Saving File
- Backup copies

### **UNIX Scripts**

#### **Invoking UNIX Scripts From CGI**

#### **CGI tags in HTML**

#### **PERL Basics**

#### **HTTPD Server**

- Configuration files

#### **Locating CGI Scripts On The Internet**

- FTP
- Transferring to home system
- Implementing

## ***FrontPage, Level 1***

This course will introduce the student to web page creation and maintenance using FrontPage. Participants will practice creating webpages, adding and formatting page content, and positioning graphic images. Participants will also create hypertext links to pages within the same website and to pages on other websites.

Prerequisite: Netscape Navigator, Level 1

### **Principles of Web Design**

- Understanding web structure

### **Exploring the FrontPage environment**

- Creating a new website
- Applying formatting to web pages

### **Creating Hypertext Links**

- Creating internal links
- Creating external links

### **Working With Graphic Images**

- Inserting images into a webpage
- Using images as hypertext links

### **Using Lists**

- Creating bulleted and numbered lists
- Modifying lists

### **Creating Table Data**

- Creating tables
- Editing Tables
- Creating links within tables

### **Troubleshooting Website Design Problems**

- Repairing broken hypertext links
- Deleting files from the website

# Financial Programs

## ***Quicken, Level 1***

This course introduces the new Quicken user to the powerful financial management and accounting features of this exciting software. Both business and personal management operations will be covered. Functions to be introduced include: check entry and printing, register management, categories and subcategories, memorized transactions, classes and subclasses, split transactions, and account management. Also, the calculator, pasted totals, voiding checks, reconciliation, reporting, and search and find features will be covered. This course benefits both personal and business users. Many quick tips will be presented to be used as time-saving devices.

Prerequisite: Hard Disk Management

### **Getting Started**

- Quicken files
- Quicken categories
- Accounts
- Menu bar
- Entering a check
- Printing a check

### **Basic Features**

- Register
- Categories
- Subcategories
- Recording outgoing checks
- Recording incoming checks
- Memorizing transactions
- Calculator
- Voiding a check
- Find or search
- Wild card operations
- Classes
- Subclasses
- Split transactions
- Transfer transactions

### **Reports**

- Customizing reports

### **Reconciling**

- Beginning the process
- Clearing transactions
- Editing transactions

### **Sample Reports**

- Personal cash flow
- Business P&L statement
- Selected category
- Selected Payee
- Above the amount
- Category filter with memo field
- Category filter for all accounts
- Account balance
- Business report A/P by vendor
- Missing check report
- Personal Itemized category

## ***QuickBooks Pro, Level 1***

This course introduces the new and experienced QuickBooks Pro user to an excellent small business accounting tool. Learn to create an audit trail, receive payments, and expense bills. Printing invoices, statements, and checks will be introduced. A foundation in A/R, A/P, and general accounting principles is a benefit; however, it is not required for this course. This is a 2-day seminar.

Prerequisite: Windows 95/98/NT, Level 1

### **Computer Bookkeeping**

- Introduction
- What QuickBooks does for you
- Getting around in QuickBooks
- Hardware requirements
- Software requirements
- Network requirements
- Using forms
- Using lists
- Using registers
- Using the Navigator, menu, icon bar

### **Creating A QuickBooks Pro Company**

- Choosing a start date
- Adding a company
- Setting up QuickBooks preferences
- Selecting income and expense accounts
- Providing details about your income
- Entering opening balances
- Setting up payroll
- Finishing the installation interview
- Getting help with QuickBooks
- Returning to the main menu

### **Chart Of Accounts**

- Creating a chart of accounts
- Using QuickBooks lists
- Working with the Customer:Job list
- Working with the Employee list
- Working with the Vendor list
- Adding custom fields

### **Sales & Invoices**

- Using sales forms
- Filling in a sales form
- Memorizing a sale
- Entering a new service item

### **Custom Invoices & Letters**

- About QuickBooks forms
- Customizing an invoice
- Designing a custom layout for an invoice
- Using QuickBooks Letters

### **Check Writing**

- Writing a check
- Recording the check
- Printing the check

### **Invoicing**

- Creating an invoice
- Adding a customer type
- Adding an employee
- Continuing the invoice process
- Adding a sales item and income category
- Practice exercise
- Invoicing for specific items
- Inserting lines
- Deleting lines
- Recording the invoice
- Selecting the invoice type
- Printing the invoice

### **Accounts Receivable**

- Receiving a payment
- Recording a payment
- Using bank account registers
- Entering a handwritten check
- Recording a deposit
- Viewing the A/R Register
- Transferring money between accounts
- Reconciling checking accounts

### **Using Other Accounts**

- Other account types
- Tracking credit card transactions
- Working with asset accounts
- Working with liability accounts
- Understanding equity accounts

### **Sales Tax Operations**

- Overview of sales tax
- Setting up tax rates & agencies
- Applying tax to each sale
- Determining what you owe
- Paying your tax agencies

### Inventory Tracking

- Entering products into inventory
- Ordering products
- Receiving inventory
- Entering a bill for inventory
- Manually adjusting inventory

### Register Report

- Creating a report

### Payroll Calculations

- Overview of payroll tracking
- Setting up payroll
- Setting up employee payroll details
- Writing payroll checks
- Tracking tax liabilities
- Paying payroll taxes
- Printing 940 and 941 forms

### Estimating & Progress Invoicing

- Creating jobs and estimates
- Writing an estimate
- Creating an invoice from an estimate
- Displaying project reports for estimates
- Updating job status

### Tracking Time

- Invoicing a customer based on time
- Displaying project reports for time tracking
- Paying non-employees for time worked

### Reconciliation

- Reconciling an account
- Sample summary reconciliation
- Sample full reconciliation

# Spreadsheet Programs

## ***Lotus 1-2-3, Level 1***

This course introduces the new Lotus 1-2-3 user to the benefits and capabilities of the most popular business software: Lotus 1-2-3. Menu commands to be covered include: file save, file retrieve, copy, range erase, and print, as well as worksheet erase, inserting columns, inserting rows, range format. Additional functions such as @SUM, @AVG, @MIN, @MAX, and @COUNT will also be introduced. Spreadsheet fundamentals and financial management will also be discussed.

Prerequisite: Hard Disk Management

### **Getting Started with Lotus 1-2-3**

- Viewing a worksheet
- Lotus 1-2-3 capabilities

### **Worksheet Movement**

- Ledger on the screen
- Movement keys

### **Working With Lotus 1-2-3**

- Creating a budget
- Screen details
- Control panel
- Cell address
- Mode indicator

### **Data Types**

- Label
- Label alignment
- Value
- Formula
- Typing a formula
- Pointing a formula
- Editing cell contents

### **Using Online Help**

### **Command Menu**

- Erasing a range
- Saving a worksheet
- Erasing a worksheet
- Retrieving a worksheet
- Adjusting column widths
- Range format
- Exiting 1-2-3

### **Copying Cell Data**

- Copy command
- Placing the cell pointer
- Start the command
- Highlight the cells to be copied
- Select the destination
- Repeating the process
- Relative cell reference
- Absolute cell reference

### **Rows & Columns**

- Inserting rows
- Deleting rows
- Inserting columns
- Deleting columns

### **Printing**

- Printing a range
- Returning to the ready mode

### **Named Ranges**

- Naming ranges
- Using named ranges
- Creating a range name table
- Deleting a range name
- Deleting all range names
- Range name facts

### **Data Protection**

- Worksheet passwords
- Assigning a password
- Retrieving a password-protected worksheet
- Removing a password

### **Fundamental Functions**

- @SUM function
- @AVG function
- @MIN function
- @MAX function
- @COUNT function

### **Combining & Comparing Functions**

- Preparing the functions
- @ROUND function
- @INT function
- @PMT function

## ***Lotus 1-2-3, Level 2***

This course introduces the intermediate Lotus 1-2-3 user to additional capabilities of the most popular business software: Lotus 1-2-3. Data sorting, finding, and extracting along with automation macros allow controlled access to information. Creation of custom macro menus will be presented to aid users to create fully-functional models that minimize data loss and increase the ease of use for complex worksheets. A must for a well-rounded understanding of Lotus 1-2-3.

Prerequisite: Lotus 1-2-3, Level 1

### **Review & Setup**

- Worksheet preparation
- Worksheet review

### **Fundamental Functions**

- @IF function format
- Creating the @IF function
- Copying @IF functions
- Nesting @IF functions

### **Applying Functions**

- Preparing the worksheet
- Creating a working formula
- Standard order of mathematical operations
- Worksheet overview

### **Controlling Recalculation**

- Manual recalculation
- Testing manual recalculation
- Automatic recalculation

### **Data Protection**

- Protecting cells
- Selective unprotection
- Selective protection
- Unprotecting all cells

### **Graphing Data**

- Creating a line graph
- Creating a bar graph
- Creating a pie chart
- Selecting data ranges to be graphed
- Viewing a graph
- Creating a graph legend
- Creating a graph title
- Graph group command

### **Data Tables**

- @VLOOKUP function
- Using the lookup
- How the @VLOOKUP works
- Multiple option lookups

### **Database Sorting**

- Data sorting
- Multiple key sorting

### **Database Finding**

- Finding a record
- Creating the input range
- Creating the criteria range
- Entering criteria
- Finding records
- Finding the next record

### **Database Extracting**

- Database extracting
- Preparing the ranges
- Creating the input range
- Creating the criteria range
- Creating the output range
- Specifying and extracting records
- Repeating an extraction

### **Criteria Examples**

- Greater than
- Logical and with greater than
- Logical and with logical or
- Logical and with not equal to
- Numerical greater than
- Numerical greater than with label
- Multiple wildcard
- Single wildcard

### **Advanced Financial Functions**

- @PMT, payment
- @PV, present value
- @FV, future value
- @NPV, net present value

## Macros

- Saving a file
- Writing a macro
- Naming a macro
- Playing a macro
- Macro notes
- Creating a menu
- Playing a menu
- Returning control to the menu
- Exiting the menu
- Additional menu options

## ***Lotus 1-2-3, WYSIWYG***

This hands-on workshop demonstrates the practical applications of WYSIWYG graphic technology and how accurate representation of spreadsheet data enhances your work. Experienced Lotus 1-2-3 users will benefit from the new features of this software.

Prerequisite: Lotus 1-2-3, Level 1

### **WYSIWYG Description**

### **WYSIWYG Desktop Publishing**

- Bitstream swiss
- Bitstream dutch
- Other font attributes
- Font sizes

### **Putting WYSIWYG To Work**

- Building a worksheet
- Applying fonts
- Font list
- WYSIWYG keystroke
- Defining 24 point type
- Defining 14 point type
- Determining the font definition
- Underlining cell contents
- Double underline cell contents
- Changing row heights
- Points definition
- Saving a formatted worksheet
- .WK1 & .FMT files
- Copying worksheets to diskette

### **Formats & Templates**

- Creating a template
- Preparing a new worksheet
- Importing WYSIWYG formatting
- Preparing a new worksheet
- Combining worksheets
- Widening a column
- Defining the title font
- Outlining the title
- Creating a 3D drop shadow effect

### **WYSIWYG Graphing**

- Graphing vocabulary
- Y-axis title
- X-axis title
- Titles
- Legend
- X-axis
- Y-axis
- Y labels
- Scale indicator
- Margins
- Grid lines
- Bars
- Graphing data
- Graphing a group of data
- Creating a graph legend
- Creating a bar graph
- Naming a graph

### **Worksheets & Graphs Together**

- Placing a graph in a worksheet
- Moving a graph in the worksheet

### **Graph Modifications**

- Adding a graph title
- Adding a graph grid

### **WYSIWYG Printing Tricks**

- Setting a print range
- Selecting landscape orientation
- Setting left and right margins
- Previewing output on the screen
- Compressing and expanding the worksheet
- Printing the worksheet

## ***Lotus 1-2-3, 3D Features***

This hands-on workshop is an intensive examination of the three dimensional (3D) worksheet development features of this premier product. It is designed for experienced Lotus 1-2-3 users. Spreadsheet consolidation, linking, and printing will be covered.

Prerequisite: Lotus 1-2-3, Level 2

## **Three Dimensional Worksheets**

### **Positioning Data**

- First quarter data
- Second quarter data
- Third quarter data
- Fourth quarter data
- Worksheet types
- Retrieving a worksheet
- Analyzing formulae

### **2D To 3D Worksheets**

- Creating a perspective
- Inserting additional sheets
- Moving between sheets
- Clearing the perspective
- Moving 2D data to 3D data
- Moving ranges in three dimensions
- Enabling the 3D perspective
- Enabling group functions

### **Saving A 3D Worksheet**

### **Creating A 3D Worksheet**

- Inserting a new sheet
- Creating consolidation formulae
- Creating a 3D formula by pointing

### **Multiple 2D Worksheets**

- A word of caution
- Erasing all worksheets
- Erasing a single worksheet

### **Databases In 3D**

- Criteria range
- Output range
- Input range
- Querying by last name
- Query by age
- Clearing the perspective

## **3D Lookup Tables**

- Using lookup tables
- Viewing the base range
- Viewing the discount range
- Data input
- @VLOOKUP

## ***Lotus 1-2-3 for Windows, Level 1***

This course introduces the new Lotus 1-2-3 for Windows user to the benefits and capabilities of this popular business software: Lotus 1-2-3 for Windows. Menu commands to be covered include: file save, file retrieve, copy, range erase, and print. Spreadsheet fundamentals and financial management will also be discussed.

Prerequisite: Windows, Level 1

### **Getting Started with Lotus 1-2-3 for Windows**

- Viewing a worksheet
- Lotus 1-2-3 for Windows capabilities

### **Worksheet Movement**

- Ledger on the screen
- Movement keys

### **Working With Lotus 1-2-3 for Windows**

- Creating a budget
- Screen details
- Control panel
- Cell address
- Mode indicator

### **Data Types**

- Label
- Label alignment
- Value
- Formula
- Typing a formula
- Pointing a formula
- Editing cell contents

### **Using Online Help**

### **Command Menu**

- Erasing a range
- Saving a worksheet
- Erasing a worksheet
- Retrieving a worksheet
- Adjusting column widths
- Range format
- Exiting 1-2-3 for Windows

### **Introduction to Functions**

- @SUM

### **Copying Cell Data**

- Copy command
- Placing the cell pointer
- Start the command
- Highlight the cells to be copied
- Select the destination
- Repeating the process
- Relative cell reference
- Absolute cell reference

### **Rows & Columns**

- Inserting rows
- Deleting rows
- Inserting columns
- Deleting columns

### **Printing**

- Printing a range
- Returning to the ready mode

## ***Lotus 1-2-3 for Windows, Level 2***

This course introduces the intermediate Lotus 1-2-3 for Windows user to additional capabilities of this popular business software: Lotus 1-2-3 for Windows. Menu commands to be covered include: worksheet erase, inserting columns, inserting rows, range format. Additional functions such as @SUM, @AVG, @MIN, @MAX, and @COUNT will also be introduced.

Prerequisite: Lotus 1-2-3 for Windows, Level 1

### **Review & Setup**

- Worksheet preparation
- Worksheet review
- Naming ranges
- Using named ranges
- Creating a range name table
- Deleting a range name
- Deleting all range names
- Range name facts

### **Fundamental Functions**

- @IF function format
- Creating the @IF function
- Copying @IF functions
- Nesting @IF functions
- @SUM function
- @AVG function
- @MIN function
- @MAX function
- @COUNT function
- Range formatting review

### **Applying Functions**

- Preparing the worksheet
- Creating a working formula
- Standard order of mathematical operations
- Worksheet overview

### **Combining & Comparing Functions**

- Preparing the functions
- @ROUND function
- @INT function
- @PMT function

### **Data Protection**

- Protecting cells
- Selective unprotection
- Selective protection
- Unprotecting all cells
- Worksheet passwords
- Assigning a password
- Retrieving a password-protected worksheet
- Removing a password

### **Graphing Data**

- Creating a line graph
- Creating a bar graph
- Creating a pie chart
- Selecting data ranges to be graphed
- Viewing a graph
- Creating a graph legend
- Creating a graph title

### ***Lotus 1-2-3 for Windows, Level 3***

This course presents advanced function, database, and macro uses. Data sorting, finding, and extracting along with automation macros allow controlled access to information. Creation of custom macro menus will be introduced to aid users to create fully-functional models that minimize data loss and increase the ease of use for complex worksheets. A must for a well-rounded understanding.

Prerequisite: Lotus 1-2-3 for Windows, Level 2

#### **Review**

#### **Data Tables**

- @VLOOKUP function
- Using the lookup
- How the @VLOOKUP works
- Multiple option lookups

#### **Database Sorting**

- Data sorting
- Multiple key sorting

#### **Database Finding**

- Finding a record
- Creating the input range
- Creating the criteria range
- Entering criteria
- Finding records
- Finding the next record

#### **Database Extracting**

- Database extracting
- Preparing the ranges
- Creating the input range
- Creating the criteria range
- Creating the output range
- Specifying and extracting records
- Repeating an extraction

#### **Criteria Examples**

- Greater than
- Logical and with greater than
- Logical and with logical or
- Logical and with not equal to
- Numerical greater than
- Numerical greater than with label
- Multiple wildcard
- Single wildcard

#### **Advanced Financial Functions**

- @PMT, payment
- @PV, present value
- @FV, future value
- @NPV, net present value

#### **Macros**

- Saving a file
- Writing a macro
- Naming a macro
- Playing a macro
- Macro notes
- Creating a menu
- Playing a menu
- Returning control to the menu
- Exiting the menu
- Additional menu options

## ***Quattro Pro, Level 1***

This course introduces the new Quattro Pro user to the benefits and additional capabilities of this exciting new spreadsheet software. Keyboard and mouse-driven menu commands to be covered include: file retrieve, file open, edit erase, edit copy, edit move. Spreadsheet fundamentals and financial management will also be discussed.

Prerequisite: Hard Disk Management

### **Getting Started with Quattro Pro**

- Viewing a worksheet
- Quattro Pro capabilities

### **Worksheet Movement**

- Ledger on the screen
- Movement keys

### **Working With Quattro Pro**

- Creating a budget
- Screen details
- Control panel
- Cell address
- Mode indicator

### **Data Types**

- Label
- Label alignment
- Value
- Formula
- Typing a formula
- Pointing a formula
- Editing cell contents

### **Using Online Help**

### **Command Menu**

- Erasing a range
- Saving a worksheet
- Erasing a worksheet
- Retrieving a worksheet
- Adjusting column widths
- Range format
- Exiting Quattro Pro

### **Introduction to Functions**

- @SUM

### **Copying Cell Data**

- Copy command
- Placing the cell pointer
- Start the command
- Highlight the cells to be copied
- Select the destination
- Repeating the process
- Relative cell reference
- Absolute cell reference

### **Rows & Columns**

- Inserting rows
- Deleting rows
- Inserting columns
- Deleting columns

### **Printing**

- Printing a range
- Returning to the ready mode

## ***Quattro Pro, Level 2***

This course introduces the intermediate Quattro Pro user to additional capabilities of the software. Menu commands to be covered include: edit insert, style options, font selection, print alternatives. Additional functions such as @SUM, @AVG, @MIN, @MAX, and @COUNT will also be introduced.

Prerequisite: Quattro Pro, Level 1

### **Review & Setup**

- Worksheet preparation
- Worksheet review
- Naming ranges
- Using named ranges
- Creating a range name table
- Deleting a range name
- Deleting all range names
- Range name facts

### **Fundamental Functions**

- @IF function format
- Creating the @IF function
- Copying @IF functions
- Nesting @IF functions
- @SUM function
- @AVG function
- @MIN function
- @MAX function
- @COUNT function
- Range formatting review

### **Applying Functions**

- Preparing the worksheet
- Creating a working formula
- Standard order of mathematical operations
- Worksheet overview

### **Combining & Comparing Functions**

- Preparing the functions
- @ROUND function
- @INT Function
- @PMT Function

### **Controlling Recalculation**

- Manual recalculation
- Testing manual recalculation
- Automatic recalculation

## **Data Protection**

- Protecting cells
- Selective unprotection
- Selective protection
- Unprotecting all cells
- Worksheet passwords
- Assigning a password
- Retrieving a password-protected worksheet
- Removing a password

## **Graphing Data**

- Creating a line graph
- Creating a bar graph
- Creating a pie chart
- Selecting data ranges to be graphed
- Viewing a graph
- Creating a graph legend
- Creating a graph title
- Graph group command

## ***Quattro Pro, Level 3***

This course presents advanced function, database, and macro uses. Data sorting, finding, and extracting along with automation macros allow controlled access to information. Creation of custom macro menus will be introduced to aid users to create fully-functional models that minimize data loss and increase the ease of use for complex worksheets. A must for a well-rounded understanding of Quattro Pro.

Prerequisite: Quattro Pro, Level 2

### Review

#### Data Tables

- @VLOOKUP function
- Using the lookup
- How the @VLOOKUP works
- Multiple option lookups

#### Database Sorting

- Data sorting
- Multiple key sorting

#### Database Finding

- Finding a record
- Creating the input range
- Creating the criteria range
- Entering criteria
- Finding records
- Finding the next record

#### Database Extracting

- Database extracting
- Preparing the ranges
- Creating the input range
- Creating the criteria range
- Creating the output range
- Specifying and extracting records
- Repeating an extraction

#### Criteria Examples

- Greater than
- Logical and with greater than
- Logical and with logical or
- Logical and with not equal to
- Numerical greater than
- Numerical greater than with label
- Multiple wildcard
- Single wildcard

## Advanced Financial Functions

- @PMT, payment
- @PV, present value
- @FV, future value
- @NPV, net present value

## Macros

- Saving a file
- Writing a macro
- Naming a macro
- Playing a macro
- Macro notes
- Creating a menu
- Playing a menu
- Returning control to the menu
- Exiting the menu
- Additional menu options

## ***Quattro Pro for Windows, Level 1***

This course introduces the new Quattro Pro for Windows user to the benefits and additional capabilities of this exciting new spreadsheet software. Keyboard and mouse-driven menu commands to be covered include: file retrieve, file open, edit erase, edit copy, edit move. Spreadsheet fundamentals and financial management will also be discussed.

Prerequisite: Windows, Level 1

### **Getting Started with Quattro Pro for Windows**

- Viewing a worksheet
- Quattro Pro for Windows capabilities

### **Worksheet Movement**

- Ledger on the screen
- Movement keys

### **Working With Quattro Pro for Windows**

- Creating a budget
- Screen details
- Control panel
- Cell address
- Mode indicator

### **Data Types**

- Label
- Label alignment
- Value
- Formula
- Typing a formula
- Pointing a formula
- Editing cell contents

### **Using Online Help**

### **Command Menu**

- Erasing a range
- Saving a worksheet
- Erasing a worksheet
- Retrieving a worksheet
- Adjusting column widths
- Range format
- Exiting Quattro Pro

### **Introduction to Functions**

- @SUM

### **Copying Cell Data**

- Copy command
- Placing the cell pointer
- Start the command
- Highlight the cells to be copied
- Select the destination
- Repeating the process
- Relative cell reference
- Absolute cell reference

### **Rows & Columns**

- Inserting rows
- Deleting rows
- Inserting columns
- Deleting columns

### **Printing**

- Printing a range
- Returning to the ready mode

## ***Quattro Pro for Windows, Level 2***

This course introduces the intermediate Quattro Pro for Windows user to additional capabilities of the software. Menu commands to be covered include: edit insert, style options, font selection, print alternatives. Additional functions such as @SUM, @AVG, @MIN, @MAX, and @COUNT will also be introduced.

Prerequisite: Quattro Pro for Windows, Level 1

### **Review & Setup**

- Worksheet preparation
- Worksheet review
- Naming ranges
- Using named ranges
- Creating a range name table
- Deleting a range name
- Deleting all range names
- Range name facts

### **Fundamental Functions**

- @IF function format
- Creating the @IF function
- Copying @IF functions
- Nesting @IF functions
- @SUM function
- @AVG function
- @MIN function
- @MAX function
- @COUNT function
- Range formatting review

### **Applying Functions**

- Preparing the worksheet
- Creating a working formula
- Standard order of mathematical operations
- Worksheet overview

### **Combining & Comparing Functions**

- Preparing the functions
- @ROUND function
- @INT Function
- @PMT Function

### **Data Protection**

- Protecting cells
- Selective unprotection
- Selective protection
- Unprotecting all cells
- Worksheet passwords
- Assigning a password
- Retrieving a password-protected worksheet
- Removing a password

### **Graphing Data**

- Creating a line graph
- Creating a bar graph
- Creating a pie chart
- Selecting data ranges to be graphed
- Viewing a graph
- Creating a graph legend
- Creating a graph title

### ***Quattro Pro for Windows, Level 3***

This course presents advanced function, database, and macro uses. Data sorting, finding, and extracting along with automation macros allow controlled access to information. Creation of custom macro menus will be introduced to aid users to create fully-functional models that minimize data loss and increase the ease of use for complex worksheets. A must for a well-rounded understanding of Quattro Pro For Windows.

Prerequisite: Quattro Pro for Windows, Level 2

#### **Review**

#### **Data Tables**

- @VLOOKUP function
- Using the lookup
- How the @VLOOKUP works
- Multiple option lookups

#### **Database Sorting**

- Data sorting
- Multiple key sorting

#### **Database Finding**

- Finding a record
- Creating the input range
- Creating the criteria range
- Entering criteria
- Finding records
- Finding the next record

#### **Database Extracting**

- Database extracting
- Preparing the ranges
- Creating the input range
- Creating the criteria range
- Creating the output range
- Specifying and extracting records
- Repeating an extraction

#### **Criteria Examples**

- Greater than
- Logical and with greater than
- Logical and with logical or
- Logical and with not equal to
- Numerical greater than
- Numerical greater than with label
- Multiple wildcard
- Single wildcard

#### **Advanced Financial Functions**

- @PMT, payment
- @PV, present value
- @FV, future value
- @NPV, net present value

#### **Macros**

- Saving a file
- Writing a macro
- Naming a macro
- Playing a macro
- Macro notes
- Creating a menu
- Playing a menu
- Returning control to the menu
- Exiting the menu
- Additional menu options

## ***Excel, Level 1***

This course introduces the new Excel user to the benefits and additional capabilities of this exciting new spreadsheet software. Keyboard and mouse-driven menu commands to be covered include: file retrieve, file open, edit erase, edit copy, edit move. Spreadsheet fundamentals and financial management will also be discussed.

Prerequisite: Windows, Level 1

### Getting Started with Excel

- Viewing a worksheet
- Excel capabilities

### Worksheet Movement

- Ledger on the screen
- Movement keys

### Working with Excel

- Creating a budget
- Screen details
- Cell address
- Mode indicator

### Data Types

- Label
- Label alignment
- Value
- Formula
- Typing a formula
- Pointing a formula
- Editing cell contents

### Using Online Help

### Menu

- Erasing a range
- Saving a worksheet
- Erasing a worksheet
- Retrieving a worksheet
- Adjusting column widths
- Range format
- Exiting Excel

### Introduction to Functions

- =SUM
- =AVERAGE
- =MAX
- =MIN
- =COUNT
- =PMT

### Copying Cell Data

- Copy command
- Placing the cell pointer
- Start the command
- Highlight the cells to be copied
- Select the destination
- Repeating the process
- Relative cell reference
- Absolute cell reference

### Range Names

- Creating range names
- Using range names in formulae

### Rows & Columns

- Inserting rows
- Deleting rows
- Inserting columns
- Deleting columns

### Printing

- Printing a range
- Returning to the ready mode

## Text Enhancement

- Font selection
- Bold
- Italic

## ***Excel, Level 2***

This course introduces the intermediate Excel user to additional capabilities of the software. Menu commands to be covered include: edit insert, style options, font selection, print alternatives. Additional features such as graphing, data protection, and combining functions will be taught.

Prerequisite: Excel, Level 1

### Review & Setup

- Worksheet preparation
- Worksheet review
- Naming ranges
- Using named ranges
- Creating a range name table
- Deleting a range name
- Deleting all range names
- Range name facts

### Fundamental Functions

- =IF function format
- Creating the =IF function
- Copying =IF functions
- Nesting =IF functions
- Range formatting review

### Applying Functions

- Preparing the worksheet
- Creating a working formula
- Standard order of mathematical operations
- Worksheet overview

### Data Protection

- Protecting cells
- Selective unprotection
- Selective protection
- Unprotecting all cells

### Graphing Data

- Creating a line graph
- Creating a bar graph
- Creating a pie chart
- Selecting data ranges to be graphed
- Viewing a graph
- Creating a graph legend
- Creating a graph title

### Borders

- AutoFormat
- Manual formatting

## ***Excel, Level 3***

This course presents advanced features of Microsoft's flagship spreadsheet program. Dynamic Data Exchange helps increase the ease of use for complex worksheets. A must for a well-rounded understanding of Excel.

Prerequisite: Excel, Level 2

### Review

#### Data Tables

- =VLOOKUP function
- Using the lookup
- How the =VLOOKUP works
- Multiple option lookups

#### Linked Formulae

- Multi-sheet workbooks
- Multi-sheet formulae
- Linked formulae
- Saving a workbook
- Altering linked data

#### Regression Trendlines

- Linear
- Logarithmic
- Polynomial
- Power
- Exponential
- Moving Average

#### Date Functions

- Net working days
- Current date/time
- Duration calculation

#### Database Management

- Creating a database
- Establishing database fields
- Selecting by criterion
- Selecting by criteria

#### Managing Multiple Worksheets

#### Dynamic Data Exchange

- Creating formulae between worksheets
- Creating formulae between workbooks

## ***Excel For Technical Users***

This course presents advanced features of Microsoft's flagship spreadsheet program. Dynamic Data Exchange helps increase the ease of use for complex worksheets. A must for a well-rounded understanding of Excel.

Prerequisite: Excel, Level 2

### Review

#### Data Tables

- =VLOOKUP function
- Using the lookup
- How the =VLOOKUP works
- Multiple option lookups

#### Advanced Financial Functions

- =PMT, payment
- =PV, present value
- =FV, future value
- =NPV, net present value

#### Managing Multiple Worksheets

#### Dynamic Data Exchange

- Creating formulae between worksheets
- Creating formulae between workbooks

## ***Designing Excel Applications***

This course presents advanced features of Microsoft's flagship spreadsheet program. Dynamic Data Exchange helps increase the ease of use for complex worksheets. The features presented in this course enable advanced Excel users to create specialty workbooks to facilitate data entry and information management within a corporate organization

Prerequisite: Excel, Level 2

### **Converting Lotus 1-2-3 Worksheets To Excel**

#### **Creating Links**

- Linking worksheets
- Linking workbooks
- Updating links
- Modifying links
- Link restrictions

#### **Data Entry Forms**

- Creating forms
- Using forms
- Modifying forms
- Applying forms to facilitate menued operations
- Posting data to selected cell areas

#### **Online Help**

- Creating help features in forms
- Self-contained help items (menu)
- Hypertext in help

#### **Multi-User File Management**

- Master workbook
- Network files
- Local files
- Sharing data files

#### **Reporting**

- Multi-worksheet reports
- Linking workbooks to facilitate reporting
- Creating report macros to allow custom reporting menus

# Word Processing Programs

## ***WordPerfect for Windows, Level 1***

This course introduces the new user to common word processing tasks using WordPerfect for Windows. Participants will have hands-on practice creating, editing, and printing correspondence. Functions to be introduced include: spell check, document save, document retrieve, list files, tab setting, newspaper and parallel columns, text block operations, and reveal codes.

Prerequisite: Windows, Level 1

### **Getting Started**

- Computer system requirements
- Starting WordPerfect for Windows
- Clean screen
- Status line
- Menu system
- What to expect

### **WordPerfect Operations**

- Word processing introduction
- Word wrap
- Footnotes & other tricks
- WordPerfect specific applications

### **WordPerfect In Use**

- Saving a document
- Clearing the screen
- Retrieving a document

### **Making It All Look Great**

- Printing the document
- Bold
- Underline
- Bold & underline
- Italic
- Centering

### **Changing WordPerfect Settings**

- Top/bottom margin settings
- Left/right margin settings
- Tab settings

### **Working With Reveal Codes**

### **Spell Checking**

- Checking a document
- Checking a word

### **Block Operations**

- Block & copy
- Block & move

### **Newspaper Columns**

- Defining columns

### **Parallel Columns**

- Defining columns
- Moving between columns

## ***WordPerfect for Windows, Level 2***

This course introduces the intermediate WordPerfect for Windows user to additional word processing tasks. Participants will have hands-on practice creating, editing, and printing basic forms. Functions to be covered include: tables, mailing labels, macros, merging, page formatting, indented margins, printer control, thesaurus, text searching, and search & replace.

Prerequisite: WordPerfect for Windows, Level 1

### **WordPerfect Basics Review**

- Computer system requirement
- Quick review

### **Advanced WordPerfect Operations**

- Long document names
- Searching long document names

### **WordPerfect Operations**

- Tab settings
- Text justification
- Line numbering

### **Page Formatting**

- Paper size, landscape
- Mailing labels

### **Optional Setting**

- Location of files

### **Text Search Operations**

- Forward search
- Reverse search
- Search and replace

### **Merges**

- Keyboard merges
- Document merges
- Creating a primary document
- Creating a secondary document
- Merging the primary and secondary documents

### **Thesaurus**

- Using the thesaurus
- Additional synonyms

### **New And Improved Features**

- Character maps
- Outlines

### **Tables**

- Creating a 4x5 table
- Table exercise
- Table hints

### **Appendix (Character Map Codes)**

- ASCII
- Multinational 1
- Multinational 2
- Box drawing
- Typographic symbols
- Iconic symbols
- Math/scientific
- Math/scientific extension
- Greek
- Hebrew
- Cyrillic
- Japanese Kana

### ***WordPerfect for Windows, Level 3***

This course introduces the experienced WordPerfect for Windows user to the advanced formatting and page composition features. Participants will learn to effectively use styles, master documents, tables of contents, indices, automatic page referencing, and the equation editor.

Prerequisite: WordPerfect for Windows, Level 2

#### **Table of Contents**

- Level one entries
- Level two entries
- Defining table of contents

#### **Indexing**

- Marking index entries
- Creating an index
- Defining an index
- Document generation

#### **Automatic Page Referencing**

- Page n of n
- Cross referencing
- Target marking
- Reference marking
- Document generation

#### **Parallel Columns**

- Altering column widths

#### **Writing With Styles**

- Discussion with style
- Style examples
- Using styles with style

#### **Master Documents**

- Master documents
- Subdocuments
- Creating a master document

#### **Equation Editor**

- Editor windows
- Equation components
- Creating an equation
- Equation exercise

#### **QuickFormat**

- Applying formatting
- Turning off the QuickFormat function

#### **TextArt**

- Creating artwork
- Modifying text attributes
- Altering the artwork shape
- Updating the document

#### **Charting**

- Creating bar charts
- Modifying the chart data
- Creating a title
- Updating the document

## ***Word, Level 1***

This course introduces the new Microsoft Word for Windows user to the fundamental word processing tasks using Word for Windows. Participants will have hands-on practice creating, editing, and printing correspondence. Functions to be introduced include: spell check, file save, file open, text block operations, and document specifications.

Prerequisite: Windows, Level 1

### **Document Management**

- Retrieving a file
- Selecting a typeface
- Typeface sources
- Selecting a typesize
- Proportionally vs. monospaced type

### **Character Attributes**

- Bolding text
- Italicizing text
- Underlining text

### **Paragraph Attributes**

- Centering text
- Right aligning text
- Justifying text

### **More About Files**

- Saving a document file
- Creating a new document file
- Closing a document file
- Saving & naming a document file
- Printing text

### **Layout Overview**

- Zoom whole page
- Zoom 100 percent
- Zoom page width

### **Working With Windows**

- Resizing a document window
- Copying between windows

### **Spell Checking**

### **Creating An Envelope**

## ***Word, Level 2***

This course introduces the intermediate Microsoft Word for Windows user to the broad applications of word processing tasks using Word for Windows. Participants will have hands-on practice creating, editing, and printing correspondence. Functions to be introduced include: tables, styles, page formatting, indented margins, printer control, grammar checking, search and replace, frames, and mail merge.

Prerequisite: Word for Windows, Level 1

### **Document Preparation**

- Text alignment
- Viewing options
- Paragraph specifications

### **Page Layout**

- Landscape orientation
- Printing landscape documents

### **Working With Multiple Documents**

- Managing multiple windows
- Copying between documents
- Moving between documents

### **Spell Checking**

- Lexicon
- Coordination with AutoCorrect

### **Grammar Checking**

- Rules
- Default settings
- Readability
- Options

### **Text Management**

- Searching
- Search & replace
- Keep with next
- Keep together

### **Text Correction**

- Autotext
- AutoCorrect
- Coordinating spell check with AutoCorrect

### **Document Management**

- Data files
- Form letters
- Mail merge
- Managing data files

### **Tables**

- Creation
- Cell alignment
- Mathematical formulae
- Resizing columns
- Heading rows

### **Frames**

- Creating a frame
- Inserting a table into a frame
- Resizing a frame
- Repositioning a frame

### **Headers And Footers**

- Left and right page headers
- Left and right page footers

## ***Word, Level 3***

This course introduces the advanced Microsoft Word for Windows user to the top features of this powerful word processing software. Participants will have hands-on practice creating footnotes, endnotes, indices, tables of contents, and outlines. Also covered are equations, graphics, cross referencing, and toolbar customization.

Prerequisite: Word for Windows, Level 2

### Footnotes And Endnotes

### Tables of Contents

- Marking text to be included
- Creating tables of contents

### Indexing

- Marking text to be indexed
- Creating indices

### Equations

### Toolbar Customization

### Outlines

- Resetting numbers on each page

### Graphics

- Importing clip art
- Placing art work
- Moving graphic objects

### Cross Referencing

- Page number reference

### Styles

- Creating styles
- Managing style sheets

# Database Management Programs

## ***Paradox, Level 1***

This course introduces the new Paradox user to functions of one of the most powerful database management programs. Database construction, structure alteration, and information management will be presented. Participants will create databases, enter data, key fields, sort tables, and print reports.

Prerequisite: Hard Disk Management

### **Paradox Description**

#### **Getting Started**

- Basic database terminology
- Introduction to menus
- Examining menu options
- Viewing a table
- Clearing the screen
- Returning to the menu

#### **Tables**

- Viewing the table telebook
- Viewing multiple tables
- Field types
- Creating a table
- Saving the table structure

#### **Table Editing**

- Adding new records
- Data entry mode
- Adding records with data entry mode
- Edit mode
- Coedit mode
- Edit vs. coedit modes
- Changes to existing records
- Additional changes
- Undo a modification
- Saving changes
- Field edit
- Deleting a record
- Restoring a deleted record

#### **Other Views**

- Form view
- Switch to form view
- Return to table view
- When to use form toggle
- Editing in form view
- Moving to the next record

### **Changing Image Characteristics**

- Adjusting table size
- Decreasing the displayed records
- Changing a column width
- Resizing the field
- Keepset
- Active image
- Rotating columns
- Changing field order

### **Sorting**

- Ascending
- Descending
- Defining the sort
- Executing the sort
- Comparing tables
- Sorting on multiple fields

### **Restructuring Tables**

- Restructure sales
- Structure change

### **Key Fields**

- Keying a field
- Queries
- Query by example
- Selecting all records
- Selecting fields
- Wild card operator
- Executing the query
- Selecting a range

### **Reports**

- Instant report

### **Network Databases**

- Network database editing
- Full lock
- Write lock
- Prevent write lock
- Prevent full lock
- Family lock
- Record lock
- Form lock
- Automatic locks
- Lock restrictions
- How locks are applied

## ***Paradox, Level 2***

This course introduces the intermediate Paradox user to common business database management functions using one of the most powerful database management programs. Database structure alteration, advanced information management, benefits of multiple keyed fields, Query By Example, personalized data entry screens, and custom report generation will be emphasized.

Prerequisite: Paradox, Level 1

### **Review**

- Objective
- Database review
- Table creation
- Data entry
- Table and form view
- Instant reports

### **Paradox Tools**

- Tools menu
- Rename
- Copy
- Info
- More
- Tools more empty

### **Restructuring Tables**

- Table structure
- Key fields
- Creating key fields
- Modifying structure

### **Forms**

- Form usage
- Form creation
- Borders
- Form heading
- Field placement
- Form color
- Area move

### **Validity Checks**

- Picture formats
- Alternative values
- Minimum value
- Maximum value
- Default value
- Table lookup
- Detailed pictures

## **Query By Example**

- QBE
- Selecting fields
- Ditto
- Comparison operators
- Example elements
- Special operators
- Check
- Check plus
- And
- Or
- Query save

## **Reporting**

- Tabular reports
- Table band
- Free form reports
- Grouping
- Printing reports
- Report summary field

### ***Paradox, Level 3***

This course introduces the experienced Paradox user to advanced functions using one of the most powerful database management programs. Database structure customization, preferred information management styles, advanced Query By Example, multiple-page data entry screens, and advanced report generation will be practiced. Scripts and the Paradox Application Language will be introduced. Network Paradox applications will also be discussed. Participants will create multi-table business databases, enter and manage information, transfer information, and generate reports.

Prerequisite: Paradox, Level 2

#### **Review**

- Table creating
- Tools
- Form design
- View
- Validity checks
- Multi-record forms

#### **Multitable Forms**

- Unlinked tables

#### **Forms**

- Exercise

#### **Linked Tables**

- Examples
- Exercise

#### **Viewing Linked Tables**

- Exercise
- Hints

#### **Reports**

- Report generator
- Lookup fields
- Linking multiple tables

#### **Advanced Queries**

- Inclusion operator
- Calculations
- Calc
- Example elements
- Summary operator

#### **Scripts**

- Begin record
- End record
- Play
- Script edit
- Instant scripts
- Play instant script
- Miniscripts
- Hot keys
- Init script
- Testing the init script

## ***DBASE, Level 1***

This course introduces the new dBASE user to the functions of the most popular database management program. Database construction, structure modification, and information management will be presented. Participants will create personal databases, enter data, index records, and print reports. This course may be attended by dBASE III Plus and dBASE IV users.

Prerequisite: Hard Disk Management

### **Database Management**

- Database examples
- Record
- Field
- Field types

### **Getting Started**

- Starting dBASE
- Dot prompt
- Clearing the screen
- Using a database file
- Viewing a record
- Record numbers
- Goto record number
- Displaying all records
- Listing records
- Display all vs. list
- Closing the database

### **Entering & Deleting Data**

- Appending records
- Saving the database
- Appending multiple records
- Editing records
- Browsing records
- Moving to the ends
- Deleting records
- Packing the database

### **Using Selected Fields**

- Browsing selected fields
- Deleting specific records
- Recalling specific records
- Editing specific records
- Hiding deleted records
- Revealing deleted records
- Undeleting records

### **Creating A Database**

- Planning the structure

- Creating the structure
- Modifying the structure

### **Informal Reports**

- Listing to screen
- Listing to print
- Additional listing
- Displaying structure

### **Relational & Logical Operators**

- Logical .AND. operator
- Logical .OR. operator

### **Indexing**

- Multiple field index
- Closing all
- Using a database and index
- Using another index

### **Formal Reports**

- Creating
- Printing

## ***DBASE, Level 2***

This course introduces the intermediate dBASE user to database structure modification, information manipulation, and printing techniques. Participants will create business databases, index and sort information on multiple criteria, and print grouped reports and mailing labels. This course may be attended by dBASE III Plus and dBASE IV users; however, the dBASE IV control center will be used.

Prerequisite: dBASE, Level 1

### Review of dBASE Fundamentals

#### Global Editing

#### Indexing Review

- Creating an index
- Selecting an index
- Closing an index

#### Sorting

- Single field
- Multiple field

#### Report Generation

- Headings
- Columns
- Grouping
- Subtotals
- Totals

#### Mailing Labels

- Common label sizes
- Dot matrix
- Laser

#### Advanced Data Analysis

## ***Access, Level 1***

This course introduces the new Access user to the functions of this popular Windows database management program. Database construction, structure modification, and information management will be presented. Participants will create personal databases and tables, enter data, index records, and print reports.

Prerequisite: Windows, Level 1

### **Database Management**

- Database examples
- Record
- Field
- Field types

### **Getting Started**

- Starting Access
- Creating a database
- Creating a table
- Using a table
- Viewing records
- Record numbers
- Displaying all records
- Closing the database

### **Entering & Deleting Data**

- Appending records
- Saving the database
- Editing records
- Moving to the ends
- Deleting records

### **Creating A Database**

- Planning the structure
- Creating the structure
- Modifying the structure

### **Querying A Database**

- Using criteria

### **Formal Reports**

- Creating
- Printing

## ***Access, Level 2***

This course introduces the intermediate Access user to the advanced functions of this popular Windows database management program. Relational database construction, table structure alteration, relational integrity, and efficient information management will be emphasized. Participants will create personal databases and tables, enter data, index records, link tables in queries and reports, and print reports.

Prerequisite: Access, Level 1

### **Database Structure**

- Fields
- Records
- Record data types
- Relational database management systems
- Field structures and relations

### **Relational Database Management**

- Input masks
- Query structures
- Report structures

### **Creating Relational Databases**

- Table structure modification
- Viewing relationships
- Editing relationships
- One-to-many relationship
- Data entry
- Relational integrity

### **Relational Queries**

- Creating
- Adding fields to query view
- Mathematical expressions
- Field captions

### **Relational Reports**

- Creating
- Linking tables

## ***ACT! for Windows, Level 1***

This course introduces the new ACT! for Windows user to the functions of the most popular contact management software available. Database construction, modification, and alteration will be presented. Participants will learn effective contact management techniques such as contact lookups and reminders of phone calls, meetings, and to-dos. Reporting options will be emphasized. Participants will create personal databases, enter information, and print reports.

Prerequisite: Windows, Level 1

### Getting Started With ACT! For Windows

#### Introduction To Contact Management

##### Using The Screens

- Contact screen
- Icon bar
- Status bar
- Contact record
- User fields

##### Moving Around The Database

##### Grouping Contacts

- Creating a group
- Using lookup
- Sorting contacts
- Keyword searches

##### Using The Calendar

- Day views
- Week views
- Month views
- Mini-month views

##### Using The Word Processor

- Document types
- Creating a letter
- Editing commands
- Margins
- Paragraph formatting
- Tab stops
- Italic
- Bold
- Underline

### Advanced Features

- Mailing labels
- Reports

### Networking ACT! For Windows

- Installation options
- Sharing databases
- Locking databases
- Optimizing performance

# Local Area Networking Programs

## ***Up & Running With LANs***

This course introduces the experienced personal computer user to the exciting and profitable world of Local Area Networking. Three primary topologies will be discussed, along with their relative merits and market considerations. Novell NetWare will be discussed as the network operating system of choice; however, additional student questions regarding other operating systems will be entertained. This is not a hands-on computer course.

Prerequisite: Hard Disk Management

### **Introduction To Networking**

- Point to point
- Multi user
- Functions

### **Hardware Requirements**

- Modems
- Network interface cards
- File servers
- Workstations

### **Topologies**

- Linear bus
- Star
- Ring

### **Signal Transfer Media**

- Coaxial cable
- Twister pair
- Fiber optic

### **Transmission Services**

- Ethernet
- ArcNet
- Token ring
- TCNS

### **Cost Considerations**

- Hardware
- Software
- Training

## *NetWare, Level 1*

This course introduces the experienced personal computer user to a new and exciting adventure: Novell NetWare. The course will be conducted using a multi-access Novell NetWare local area network (LAN). Users will practice Logins, Logouts, File Access, and other common LAN operations.

Prerequisite: Up & Running With Local Area Networks

### Introduction To Novell NetWare

- What is a network
- Essential network components
- Network peripherals
- A description of our network

### Logging In And Out

- Why you have to log in
- How to log in
- Manually logging in
- Batch files and login scripts
- A basic display
- Logging in to more than one file server at a time
- How to change your password
- Logging out

### Network Restrictions

- Login restrictions
- Disk and volume restrictions

### Directories And Files

- Directory structures
- Sample directory structure
- Directory paths
- Getting an overview of the directory tree

### Network Security

- Viewing your effective rights
- Checking your effective rights
- How your effective rights are determined
- Trustee rights
- Inherited rights masks
- Maximum rights masks
- Security attributes
- Moving up and down the directory tree
- Drive mappings
- Search mappings

## ***NetWare System Administration***

This course introduces the new network system administrator to the required competencies of managing a Novell NetWare local area network (LAN). The course will be conducted using a multi-access Novell NetWare LAN. Users will practice Logins, Logouts, Security and File Access Changes, Adding and Removing Users, and other network management and overview operations.

Prerequisite: Advanced DOS (recommended) and permission of instructor

### **Introduction To Novell NetWare**

- What is a network
- Essential network components
- Network peripherals
- A description of our network

### **Logging In And Out**

- Why you have to log in
- How to log in
- Manually logging in
- Batch files and login scripts
- A basic display
  
- Security attributes
- Moving up and down the directory tree
- Drive mappings
- Search drive mappings
- Looking at files
- Copying files
- Deleting and renaming files
- Backing up and restoring files
- Salvaging files
- Purging files
- Printing files
- Working with directories
- Ideas for creating your own directory structures
- Creating a directory
- Setting up drive mappings
- Saving mappings in login scripts
- Setting security

### **Command Line Utilities Reference**

- Allow
- Attach
- Capture
- Castoff
- Caston
- CD
- Chkvol

- Logging in to more than one file server at the same time
- How to change your password
- Voluntary password change
- Logging out
- Logging out from a menu

### **Network Restrictions**

- Login restrictions
- Viewing network restrictions
- Description of restrictions
- Disk and volume restrictions
- NDIR command

### **Directories And Files**

- Directory structures
- A sample directory structure
- Directory paths
- Getting an overview of the directory tree

### **NetWare Security**

- Viewing your effective rights
- Checking your effective rights
- How your effective rights are determined
- Trustee rights
- Inherited rights masks
- Maximum rights masks
- Looking at trustee assignments
- Del
- Dir
- Flag
- Flagdir
- Grant
- Listdir
- Login
- Logout
- Map
- MD
- Ncopy
- Ndir
- Nprint
- Purge
- Rd
- Remove
- Ren
- Rendir
- Revoke
- Rights
- Send
- Setpass
- Slist
- System
- Tlist
- Userlist

- Whoami

### Filer Tasks

- View directory information
- Change directory attributes
- Directory attributes lists
- Change inherited rights mask
- View/Change directory trustees
- View a directory's files and subdirectories
- Delete a file
- Rename a file
- Copy a file
- Move a file
- View a file's contents
- View a file's information
- File attributes lists
- Create a directory
- Delete a directory
- Rename a directory
- Copy all of a subdirectory's files
- Copy subdirectory's structure
- Make this your current directory
- Select current directory
- Set filer options
- See volume information

### NDIR Tasks

- List a directory's subdirectories and files
- Ndir options

### Pconsole Tasks

- List print queues and print jobs
- Print a file
- Print job parameters
- Delete a print job
- Change order of print jobs
- Place a hold on a print job
- View a print queue's status

### Salvage Tasks

- Salvaging files

### Session Tasks

- Change your current server
- View/set drive mappings
- Send a message to a group
- View/set search drive mappings
- Select default drive
- Send a message to a user

### Syscon Tasks

- Change your current server
- List groups

- See a groups full name
- See a group's managed users and groups
- See a group's managers
- See members of a group
- See group trustee directory assignments
- See group trustee file assignments
- See your account balance
- See your account restrictions
- Change your password
- See your full name
- See the groups that you belong to
- See your managed users and groups
- See a user's managers
- See security equivalencies
- See station restrictions
- See time restrictions
- See your trustee directory assignments
- See your trustee file assignments
- See volume restrictions

### Login Scripts

- System login script
- User login script
- Default login script

### Login Script Commands

- Write
- Map
- DOS set
- Comspec
- If..then
- Exit "..."
- Remark
- Fdisplay
- Fire phasers #
- Map display
- Map errors

### Login Script Variables

- Login\_name
- Full\_name
- Station
- P\_station
- Day\_of\_week
- Hour
- Hour24
- Minute
- AM\_PM
- Greeting\_time
- %1...%9
- Member of

### Sample Menu File

## Menus

- Creating custom menus
- Controlling user access

## Third-Party Utilities

- Public Domain
- Ted
- Check

## Commercial

- LAN Assist
- Map Assist
- Norton Commander

## Network Maintenance

### Adding New Applications

- Network applications
- Non-network applications

### Problem Solving I

- Hardware

### Problem Solving II

- Computer problem log

## Gateways, Bridges, And Modems

- Gateways
- Bridges
- Remote call in

## User Questions And Situations

- Novell help
- User groups
- CompuServe
- America Online
- Common problems

## Sample Login Script

## Sample System Menu

### Practical Exercise I

- Network configuration
- Printer management

### Practical Exercise II

- NetWare configuration
- Installation of user accounts
- Security administration
- Printer installation
- Software application installation

## ***NetWare Advanced System Administration***

This workshop presents the advanced commands of Novell NetWare 3.x. Management of read and write delays, cache control, system optimization, and other specific commands will be discussed. This course is designed for experienced Novell NetWare 3.x system managers. A follow-on personal networking an referral service will be offered to graduates at no additional cost.

Prerequisite: NetWare System Administration

### **Resource Management**

- Tracking
- Management
- Workstation memory management

### **Topologies**

- Linear Bus
- Ring
- Star
- Performance characteristics

### **Cabling Types**

- Coaxial
- Twisted pair
- Restrictions
- Capabilities

### **Server Management**

- Memory considerations
- Boot partitions
- Network routing
- Volume management

### **File System Management**

- Cache buffers
- Disk block size
- Cache configuration
- Minimum file cache buffers
- Dirty disk cache delay
- Maximum concurrent disk cache writes
- Directory cache buffer nonreferenced delay
- Dirty directory cache delay time
- Maximum concurrent directory cache writes
- Automatic file delete delay

### **Volume Repair**

- Vrepair considerations

## **Performance Management**

- Controlling server production
- Matching server to workload
- Segmenting LAN users
- Time restrictions
- File access restrictions

## ***UNIX Electronic Mail Systems***

This course introduces the most commonly used features of the UNIX Electronic Mail System. Participants will practice sending and receiving mail messages, enclosing files with email messages, and creating Dynamic Data Exchange (DDE) links between Windows word processors and the email system.

Prerequisite: None

### **Introduction**

#### **Email Etiquette**

- Patience
- Read mail frequently
- Select the correct mailbox
- Respect requests for privacy
- Emotional symbols to aid communication

#### **Email Procedures**

- Logging on
- Logging off
  
- Passwords
- Password rules
- Changing passwords
- I/O redirection
- Pipes
- Filters

#### **Message Commands**

- Answer (read the message)
- Backup (previous message is displayed)
- Print message
- Exit (and remove deleted messages)
- Forward message to another user
- Go to a specific message
- Keep message in active mailbox
- List message to a file
- Next message is displayed
- Quit the mailbox (deleted messages are not removed)
- Send a message
- Quit email program

### **Specific Sending Commands**

- Displaying a list of available commands
- Leaving a message without sending
- Checking spelling
- Deleting the body of a message
- Editing the body of a message
- Saving a message as a file
- Changing the header of a message
- Reviewing the message header and the body of the message
- Setting the options of a message

### **Text Editing**

- Visual, a text editor
- Exiting the editor
- Insert modes
- Cursor movement commands
- Data editing commands
- Miscellaneous commands
- Deleting text
- Undoing changes
- Pattern searching
- Cutting and pasting text

### **Dynamic Data Exchange**

- Copying text created in a Windows product to an email message

## ***Microsoft Mail for PC Networks***

This course introduces the electronic communication features of Microsoft Mail electronic mail system. Participants will practice sending and receiving mail messages, enclosing files with email messages, and creating Dynamic Data Exchange (DDE) links between Windows word processors and the email system. Folder and address book management will be practiced.

Prerequisite: Windows, Level 1

### **Introduction**

#### **Sending & Receiving Messages**

- Composing a message
- Receiving a message
- Replying to a message

#### **Mail Management**

- Viewing sent mail
- Erasing sent mail
- Managing the wastebasket
- Reading multiple incoming messages
- Sending urgent mail with a return receipt
- Receiving urgent messages
- Receiving return receipt registrations
- Sorting messages

#### **Address Management**

- Viewing the personal address book
- Viewing an address details
- Adding an address to the recipient list
- Finding an address

#### **Attaching Files**

- Attaching an Excel file
- Receiving a message with an attachment
- Including a link to an external file
- Receiving a message with link

## ***Microsoft Outlook***

This course introduces the users to Microsoft Outlook. Microsoft Outlook is the email system with integrated groupware that makes it easier to communicate across local area networks. Participants will learn to use the electronic mail & group scheduling. Participants will learn to use email applications, such as creating, sending, saving, printing, and editing messages. Creating folders and mailbox access and security will also be covered. Participants will also learn group scheduling. Managing appointments and tasks, block times, notification and canceling of events will be covered, plus viewing calendars.

Prerequisite: Windows 95/98, Level 1

### **Starting MS Outlook**

- Introduction to email
- Creating email

### **Working With Mailing Lists**

- Creating lists
- Saving mail
- Sending mail

### **Notification Receipt**

- Setting alarms

### **Working with folders**

- Creating folders
- Editing folders
- Personal folders
- Private folders

### **Mailbox Access**

- Accessing your mailbox
- Using security

### **Scheduling & Appointments**

- Blocking time
- Scheduling events
- Notification of events
- Canceling events
- Calendar views
- Calendar access
- Printing

# Desktop Publishing Programs

## ***PageMaker, Level 1***

This course introduces the novice PageMaker publisher to the precise features of this powerful Windows-based desktop publishing software. Learn to create brochures, flyers, business advertisements, and many other functional documents. Also learn to manage long publications and manuscripts. This course emphasizes an overview of the software product's capabilities and functions. Hands-on exercises will be required, and each user will have much practice under the guidance of a professional desktop publisher.

Prerequisite: Windows, Level 1

### **Desktop Publishing**

- System requirements

### **Starting PageMaker**

- Starting a new document
- Columns

### **Document Management**

- Saving a named document
- Printing a document

### **Placing Text And Graphics**

- Placing text
- Placing graphic images

### **Using The Toolbox**

- Pointer
- Square box
- Moving a box
- Sizing a box
- Round edged box
- Circle
- Oval
- Cropping
- Text tool
- Blocking text
- Deleting text
- Cut and past
- Copying text
- Perpendicular lines
- Diagonal lines

### **Page Menu**

- Viewing a document
- Fit in window
- Actual to 200%
- Fit in window to 200%
- Finding a page
- Inserting a page
- Deleting a page

### **Text Attributes**

- Fonts
- Selecting a font
- Font size
- Leading
- Type width
- Track
- Type style
- Type specifications
- Super/subscript
- Hyphenation
- Adding words to the dictionary

### **Paragraph Attributes**

- Justification

### **Align Left**

- Align right
- Align center
- Justify
- Force justify
- Tab
- Indent
- Hanging indent

### **Styles**

- Defining
- Editing
- Removing
- Tagging

### **Master Pages**

- Header
- Footer
- Page numbering

### **Creating A Brochure**

### **Creating A Newsletter**

## ***PageMaker, Level 2***

This course introduces the advanced features of the industry's most powerful and easy-to-use desktop publishing program. Participants will practice working with text and graphic images in combined publications as well as long-length documents that include tables of contents and indices. Hands-on exercises will be required and each participant will have much practice under the guidance of a professional desktop publisher.

Prerequisite: PageMaker, Level 1

### **Creating Special Effects**

- Rotating text
- White Text on a black background
- Enlarging the first letter of a paragraph
- Using superscript text for effect
- Special characters

### **Wrapping Text Around Graphics**

- Designating space between text & graphics
- Customizing text around graphics

### **Using The Template Feature**

- Creating a template
- Saving a template
- Using a template
- Replacing text & graphics

### **Creating A Table Of Contents**

- Selecting table of contents entries
- Generating a table of contents
- Regenerating a table of contents

### **Combining Multiple Publications**

- Accessing the book option
- Adding publications to the book list
- Organizing publications in the book list
- Auto renumbering options

### **Creating An Index**

- Selecting index entries
- Showing the index
- Viewing index markers in story mode
- Deleting index entries
- Shortcuts for marking index entries
- Using the "Find..." option for indexing
- Importing index topics from other publications
- Adding second & third level index entries
- Cross-referencing index entries
- Generating an index
- Regenerating an index

## ***WordPerfect, Desktop Publishing***

This course advances the experienced WordPerfect 5.1 (for DOS) user into the exciting world of desktop publishing. Brochures, flyers, handouts, and other professionally constructed materials, including newsletters, will be discussed. This course is intended as an advanced seminar to assist competent WordPerfect users to prepare quality printed work.

Prerequisite: WordPerfect, Level 2

### **WordPerfect Desktop Publishing**

- What is desktop publishing
- Course contents
- Graphics
- DTP vs. word processing

### **Getting A Start With Publishing**

#### **Graphic Boxes**

- Box types
- Box examples
- Viewing graphic boxes
- Creating a figure box
- Creating a drop shadow
- Figure box options
- Editing a graphic
- Adding a caption
- Figure box exercise

#### **Building A Flyer**

- Parts of a flyer
- Using previously created text
- Creating newspaper columns
- Creating a title
- Center top/bottom
- Creating a reply coupon
- Flyer exercise

#### **A Font Workshop**

- What is a font
- Introduction to typefaces
- Serif vs. sans serif
- Typeface potpourri
- Type size
- Monospaced type
- Proportionally spaced type
- Type attributes
- Rule of thumb
- Selecting a font
- Create a large heading
- Create body text

### **Type Adjustments**

- Kerning
- Leading

### **Writing With Styles**

- Styles
- Discussion with style
- Style examples
- Using styles with style

### **A Timely Calendar**

#### **Power Tables**

- Altering cell height
- Entering daily information

#### **Mailers**

- Mailing pieces
- Postage box
- Return address box
- Adding graphics
- Adding text
- Printing a mailer

### **Appendix (Character Map Codes)**

- ASCII
- Multinational 1
- Multinational 2
- Box drawing
- Typographic symbols
- Iconic symbols
- Math/scientific
- Math/scientific extension
- Greek
- Hebrew
- Cyrillic
- Japanese Kana

## ***Microsoft Publisher***

This course introduces the novice MS Publisher user to the features and capabilities of this exciting desktop publishing application. Users will create publications using text and graphic objects, styles, and backgrounds.

Prerequisite: Windows 95, Level 1

### **MS Publisher Introduction**

- What is Desktop Publishing
- Starting Publisher
- The Publisher window

### **Getting Help**

- Show Help
- Using the index

### **Publication Layout**

- Layout guides
- Adding ruler guides
- Placing ruler guides
- Saving the publication

### **Working With Text Objects**

- Pasting an MS Word document
- Sizing a text object
- Resizing a text object
- Creating a text object
- Connecting text objects

### **Working With Graphics**

- Adding clip art
- Resizing graphic objects
- Rotating graphics
- Text wrap
- Arranging objects

### **Formatting Text Objects**

- Character formatting
- Tracking
- Fancy first letter
- Justification and Indentation
- Line spacing
- Tabs

### **Styles**

- Creating a new style
- Applying styles
- Editing styles

## **Backgrounds**

- Viewing the background
- Inserting page numbers

# Graphic Design Programs

## ***PowerPoint, Level 1***

This course introduces the fundamentals of Microsoft's hottest Graphical User Interface (GUI) presentation program. Using PowerPoint to create charts, visuals, and diagrams is fun! Learn to create text and graphic images to enhance any presentation or documentation. Particular attention will be given to business-related presentations and graphic enhancements.

Prerequisite: Windows, Level 1

### **Starting PowerPoint**

- Using help

### **Starting A Presentation**

- Starting a slide
- Using objects
- Entering data

### **Pick A Look Wizard Options**

- Presentation
- Slide
- Notes
- Handout
- Outline

### **Editing A Slide**

- Editing Text
- Moving text
- Modifying text attributes
- Editing text

### **Clip Art**

- Adding clip art
- Selecting artwork
- Moving clip art

### **Organization Chart**

- Titles
- Boxes
- Assistant-level boxes
- Subordinate boxes
- Removing box color
- Updating the presentation

### **Saving A Presentation**

### **Printing A Presentation**

- Slides
- Handouts
- Outlines
- Notes

### **Creating A Bar Chart**

- Bar chart style
- Datasheet

### **Presentation View Options**

- Outliner
- Slide sorter
- Slide editor

### **Adding Text Annotations**

- Text tool
- Aligning objects

### **Keyboard Menu Shortcuts**

- Text formatting
- Deleting and copying
- Navigating
- Outlining
- Selecting
- Windows and menus
- File
- Edit
- View
- Insert
- Format
- Tools
- Draw
- Help
- Slide show

## ***PowerPoint, Level 2***

This course introduces the advanced features of Microsoft's hottest Graphical User Interface (GUI) presentation program. Using PowerPoint to create charts, visuals, and diagrams is fun! Learn to create tables, templates, and free-hand drawings to enhance any presentation or documentation. Instruction will also address Object Linking & Embedding (OLE) features using other Microsoft Office products with PowerPoint and importing graphic objects from other software programs. Particular attention will be given to business-related presentations and graphic enhancements.

Prerequisite: PowerPoint, Level 1

### **Tables**

- Creating a table slide
- Inserting a table
- Merging cells
- Shading cells
- Altering column width and row height
- Reframing tables
- Moving tables
- Adding borders

### **Templates**

- Using templates
- Creating templates

### **Drawing**

- Objects
- Fill colors
- Creating a shadow effect
- Adding lines
- Adding arrowheads
- Inserting text
- Aligning text and graphic objects

### **Object Linking & Embedding**

- Slide preparation
- Multitasking
- Creating a host link
- Pasting a special link
- Copying slide contents

### **Importing Graphics**

- Importing from other graphic presentation software

# Project Management Programs

## ***Project, Level 1***

This course introduces the fundamentals of the Microsoft's premier project management software. Using Project to create Gantt charts and tables makes management of both small and large projects easy and fun! Learn to create task, resource, time, and cost constraints. Particular attention will be given to business-related applications.

Prerequisite: Windows, Level 1

### **Introduction To Project Management**

- Overview of project management
- Where does the computer fit in

### **Characteristics Of Project Management Software**

- Assessing the user friendliness of project management systems
- Developing the baseline schedule
- Developing resource plans and budgets
- Tracking the schedule, resources and graphics
- Displaying results: reporting and graphics

### **Using Project Management Software**

- Applications of project management using microcomputers

### **Understanding Project Management Basics**

- What is a project?
- Developing the parts of a project
- How Microsoft project can help
- Using project management tools

### **Learning Microsoft Project Basics**

- Opening a project file
- Saving a project file
- Displaying project information in views
- Moving around in a view
- Using the entry bar
- Scheduling a project

### **Working With Project Tasks**

- Entering tasks in the Gantt chart
- Adding multiple tasks
- Linking tasks
- Editing the task list

### **Establishing Task Relationships**

- Understanding relationships between tasks
- Specifying task relationships
- Understanding lag and lead time

### **Outlining Your Project**

- Understanding summary tasks
- Creating an outline
- Collapsing and expanding tasks
- Adjusting the time scale
- Editing summary tasks

### **Managing Project Resources**

- Assigning resources
- Providing resource details
- Using the resource pool
- Working with Costs
- Viewing Resources

### **Changing Working Time**

- Changing calendars
- Creating a new base calendar
- Assigning resources to a new calendar

### **Scheduling With Resources**

- Establishing a scheduling method
- Changing resource quantities
- Assigning multiple resources to one task
- Using fixed-duration tasks

### **Managing Resource Workloads**

- Resolving resource conflicts
- Creating a baseline

### **Applying Project Filters And Sorting**

- Filtering your project tasks
- Creating a custom filter
- Sorting tasks
- Sorting by multiple fields

### **Working With Multiple Projects**

- Working with multiple open projects
- Consolidating projects
- Using master projects and subprojects

### **Printing Views And Reports**

- Communicating project information
- Using page setup
- Previewing and printing views
- Printing views
- Previewing and printing reports

### **Adjusting Project Costs**

- Computing costs
- Reducing costs

### Scheduling Task Constraints

- Restricting task start and finish dates
- Resolving constraint conflicts

### Tracking Project Progress

- Tracking progress
- Updating the schedule with actual information
- Comparing results
- Comparing baseline vs. Actual data

### Working With The Critical Path

- Crashing the critical path
- Changing task relationships
- Adding resources to shorten the critical path
- Changing the calendar