COMPUTER INSTRUCTION



BASIC Instruction for participants who have never used MS Office, have limited computer experience and/or want to gain a basic understanding of each program for employment opportunities.

Or

<u>BEYOND BASICS</u> Intensive class for participants who used MS Office in previous employment, want to learn features of the programs beyond the basics and need higher level skills for future employment.

Candidates who choose 'Beyond Basics' will be scheduled for a skills assessment to determine suitable knowledge.

BASIC

Microsoft Windows 7 & Internet Basics

Introduction to the Windows 7 desktop; computer terminology; creating and managing files and folders; using email and sending/receiving attachments; tools to access and search the World Wide Web.

MS Word 2016

Fundamentals for creating professional documents editing; formatting text; cut, copy & paste; printing; spell check and saving files to different locations.

MS Excel 2016

How to enter data into a spreadsheet; create basic formulas and functions to manipulate data; format content of cells; prepare a spreadsheet for printing; basic charts and saving files to different locations.

BEYOND BASICS

MS Word 2016

Features to enhance professional documents and resumes: page layout; Templates; Tables; Mail Merge Wizard to create letters and labels; using styles and manipulating graphic objects.

MS Excel 2016

Effective use of spreadsheets: how to link multiple worksheets; cut, copy and paste data; advanced formatting options; create and apply cell names; sort and filter data; create Tables and Pivot Tables; more charting techniques and functions.

Introduction: MS PowerPoint 2016

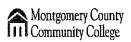
How to open, modify and view existing presentations. Create presentations. Develop a slide show with transitions, animation and timings.

Instruction: 3X's a week for 3 weeks!

Tues /Wed /Thurs, 12:00 - 4:00 pm

Attendance at all classes is mandatory!

Instruction provided by



Classes held at



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2020	May 12 - 14	May 19 - 21	Мау 26 - 28	Jun 2 - 4	Jun 9 - 11	Jun 16 - 18		
2020	Mar31– Apr2	Apr7 – 9	Apr 14 - 16	Apr 21 - 23	Apr 28 - 30	May 5 - 7		
2020	Feb 18 - 20	Feb 25 - 27	Mar 3 - 5	Mar 10 - 12	Mar 17 - 19	Mar 24 - 26		
2020	Jan 7 – Jan 9	Jan 14 - 16	Jan 21 - 23	Jan 28 - 30	Feb 4 – 6	Feb 11 - 13		
2019	Nov 12 – 14	Nov 19 - 21	**Nov 25 - 27	Dec 3 - 5	Dec 10 - 12	Dec 17 - 19		
2019	Oct 1 – 3	Oct 8 – 10	Oct 15 - 17	Oct 22 - 24	Oct 29 - 31	Nov 5 - 7		
2019	Aug 20 - 22	Aug 27 - 29	Sep 3 – 5	Sep 10 – 12	Sep 17 - 1.9	Sep 24 – 26		
2019	Jul 9 ~ 11	Jul 16-18	Jul 23 - 25	Jul 30 - Aug 1	Aug 6 8	. Aug 13 – 15		
Course	Microsoft Windows 7, and Internet BASIC	Microsoft Word 2016 BASIC	Microsoft Excel 2016 BASIC	Microsoft Word 2016 BEYOND THE BASICS	Microsoft Excel 2016 BEYOND THE BASICS	Introduction to Microsoft PowerPoint 2016	Basic Computer Training	Instructors: Joe Person

Classes will meet on Tuesday, Wednesday and Thursday, 12 PM to 4 PM.

^{**} Class will meet Mon, Tue and Wed due to Thanksgiving holiday ** On 11/27, class will meet from 9 AM to 1 PM

Computer Skills Survey



Name:		Date:	
	please print		
		Phone:	<u> </u>
County of Reside	ence:	Participant	: ID #
Schedule: Tu	nes/Wed/Thurs, 12:00 – 4:00 pm	Attendance at all cl	asses is <u>mandatory!</u>
СН	OOSE ONE & CHECK THE MO	DULE THAT BEST SU	ITS YOUR SKILLS
<u> </u>			
BASIC for	r narticinants that have never used	MS Office: have limite	d computer experience; or want to
Week 1 Week 2 Week 3 <u>OR</u> BEYOND I	MS Word 2016 MS Excel 2016 BASICS tensive class for participants who	asics have used MS Office in	previous employment; or need a
hiş	jher level skill for future employme	ent.	
Week 1 Week 2 Week 3	MS Excel 2016		
	Please complete the skill q	uestionnaire on the	reverse side.
	· · · · · · · · · · · · · · · · · · ·		Staff Initials:

Do you have a computer at home?	Yes	No
Are you actively looking for work?	Yes	No
What position are you seeking?	_ Specific	Industry?
Do you require computer skills for your job?	Yes	No
	4	
WORD/WEB		,
Do you know how to use e-mail?	Yes	No
Are you comfortable browsing the internet?	Yes	No
Are you comfortable with saving, printing and retrieving documents?	Yes	No
Are you currently using the internet as part of your job searches?	Yes	No
On a scale of $1-5$ (5 being highest),		
How would you rate your skill level on Microsoft Word?		<u> </u>
EXCEL		
Is Excel a required skill for your job?	Yes	No
Have you ever organized data?	Yes	No
Do you know how to use formulas in Excel?	Yes	No
On a scale of 1-5 (5 being the highest),		
How would you rate your skill using Excel?	<u> </u>	

Space is limited therefore job seekers will be selected based on assessment of skill level and suitability.