

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

BEYOND BASICS 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  Montgomery County
Community College

Classes held at  **CareerLink**[®]
Montgomery County

Auxiliary aids and services are available upon request to individuals with Disabilities, Equal Opportunity Employer/Program.

7.17

Career Link Computer Training Schedule 2019-20

Course	2019	2019	2019	2019	2019	2020	2020	2020	2020
Microsoft Windows 7, and Internet BASIC	Jul 9 - 11	Aug 20 - 22	Oct 1 - 3	Nov 12 - 14	Jan 7 - Jan 9	Feb 18 - 20	Mar 31 - Apr 2	May 12 - 14	
Microsoft Word 2016 BASIC	Jul 16 - 18	Aug 27 - 29	Oct 8 - 10	Nov 19 - 21	Jan 14 - 16	Feb 25 - 27	Apr 7 - 9	May 19 - 21	
Microsoft Excel 2016 BASIC	Jul 23 - 25	Sep 3 - 5	Oct 15 - 17	**Nov 25 - 27	Jan 21 - 23	Mar 3 - 5	Apr 14 - 16	May 26 - 28	
Microsoft Word 2016 BEYOND THE BASICS	Jul 30 - Aug 1	Sep 10 - 12	Oct 22 - 24	Dec 3 - 5	Jan 28 - 30	Mar 10 - 12	Apr 21 - 23	Jun 2 - 4	
Microsoft Excel 2016 BEYOND THE BASICS	Aug 6 - 8	Sep 17 - 19	Oct 29 - 31	Dec 10 - 12	Feb 4 - 6	Mar 17 - 19	Apr 28 - 30	Jun 9 - 11	
Introduction to Microsoft PowerPoint 2016	Aug 13 - 15	Sep 24 - 26	Nov 5 - 7	Dec 17 - 19	Feb 11 - 13	Mar 24 - 26	May 5 - 7	Jun 16 - 18	
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: _____
please print

Date: _____

Phone: _____

County of Residence: _____

Participant ID# _____

Schedule: Tues/Wed/Thurs, 12:00 – 4:00 pm

Attendance at all classes is mandatory!

CHOOSE ONE & CHECK THE MODULE THAT BEST SUITS YOUR SKILLS

_____ **BASIC** *for participants that have never used MS Office; have limited computer experience; or want to gain a basic understanding of what each program can do.*

Week 1 MS Windows 7 & Computer Basics

Week 2 MS Word 2016

Week 3 MS Excel 2016

OR

_____ **BEYOND BASICS**

Intensive class for participants who have used MS Office in previous employment; or need a higher level skill for future employment.

Week 1 MS Word 2016

Week 2 MS Excel 2016

Week 3 MS Power Point 2016

Please complete the skill questionnaire 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 ___

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? _____

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? _____

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