

# 2012 1<sup>st</sup> Quarter Technical Training Calendar

## January 11<sup>th</sup>- March 28<sup>th</sup>

### **January**

11th--Excel I, 1pm-5-pm

18th--Keyboarding, 10am-11am

25th--Excel II, 1pm-5-pm

### **February**

8th--Word I, 1pm-5-pm

15th—Keyboarding, 10am-11am

22nd--Word II, 1pm-5-pm

### **March**

7th—Keyboarding, 10am-11am

14th-- PowerPoint, 1pm-5-pm

28th –Publisher, 1pm-5-pm

**Keyboarding** Open Lab Days: Tuesday and Thursday 9-4pm for practice.

To register, go the CCG Database Directory and select "Register for Learning Center Training" select the class you wish to attend, make sure you are approved by your supervisor.

\*When registering for the classes, make sure you click on the arrow next to the class, then the arrow next to the date, then click on the time (e.g. 10am-12pm)it will then prompt for your information.

**Word I**

Working With Documents  
Editing And Proofreading Documents  
Changing The Appearance Of Text  
Arranging And Printing Documents  
Presenting Information In Tables And Columns  
Working With Graphics

**Word II**

Working With Charts  
Collaborating  
Mail Merge  
Creating Forms  
Creating Form Letters And Labels  
Working With Long Documents  
Identify Ways To Customize Workspace  
Create And Execute Macros  
Create And Modify Forms  
Customize Toolbars  
Changing Default Settings  
Creating Multiple Versions Of A Document

**Excel I**

Getting To Know Excel  
Setting Up A Workbook  
Performing Calculations On Data  
Changing Document Appearance  
Focusing On Specific Data  
Combining Data From Multiple Sources

**PowerPoint**

Creating Presentations  
Working With Slides  
Working With Outlines  
Working With Slide Text  
Applying And Modifying Design Templates  
Changing Presentation Colors  
Adding Graphics  
Creating Shapes  
Adding Tables, Charts, And Diagrams  
Creating Multimedia Presentation  
Reviewing And Sharing A Presentation  
Setting Up And Delivering Slide Shows  
Customizing PowerPoint

**Access I**

Creating A New Database  
Getting Information Into And Out Of A Database  
Simplifying Data Entry With Forms  
Locating Specific Information

**Access II**

Summarizing Data

## **Excel Advanced II**

Creating Charts

Advanced Formatting Techniques

Understanding Absolute and Relative Referencing

Rotating Text and Creating Series

Entering Formulas Containing Absolute Cell References

Using the IF Function

Working With Reports

Using Report Wizard

Creating A Switchboard

Using Queries

Performing Calculations

