

# Micro Training Course Outline 2006

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## MS Office 2000, XP, 2003 Course Outlines 2006

### **Windows For Beginners**

1. Introduction to Computers
2. Computer Hardware Concepts and Terminology
3. Introducing Windows
4. Window Components
5. Starting To Use Windows
6. Windows Accessories
7. Windows Explorer
8. Clipboard
9. Printing, Tricks and Tips

### **Word 2003 L1**

1. Understanding Word Document
2. Title Bar and Menu Bar
3. Standard & Formatting Toolbars
4. Ruler, Status Bar and Defaults
5. End of Document Marker
6. Mouse Pointers
7. Scrolling, Click and Drag
8. Open and Close a Document
9. Save and Save As
10. Soft and Hard Carriage Return
11. Soft and Hard Carriage Break
12. Create a Document
13. Undo & Redo

### **Excel 2003 L1**

1. What does Excel do?
2. Toolbars & Ruler
3. Types of Functions
4. Shortcuts
5. Entering Data & Formatting Data
6. Copying and Moving Data
7. Aligning Data
8. Numeric Formatting and Shading
9. Modifying a Worksheet
10. Inserting and Delete Commands
11. Page Setup and Print Commands
12. Column Width and Row Height
13. Calculating with Formulas
14. Decision Making Spreadsheets
15. Relative versus Absolute Addressing
16. Fill Handle, Graphs and Charts

### **MS Explorer and The Internet**

1. Connecting To The Internet
2. What is the Internet?
3. What is a Web Server, Browser?
4. Linking and Downloading
5. Searching the Internet
6. E-Mail, Shopping
7. Favorites, Shortcuts
8. Educational Researching
9. Buying & Selling on the Internet

### **Word 2003 L2**

1. Reviewing Tabs
2. Tables and Forms
3. Mail Merge
4. Making Labels & Business Cards
5. Changing Defaults
6. Find and Replace
7. Changes in a Document
  - Margins, Header Footer
  - Page Numbering No. of Cols.
8. Making Special Forms
9. Clipart and Wrapping Text
10. Creating an Outline
11. Creating & Naming Macros

### **Excel 2003 L2**

1. Working with Lists
  - Sorting, Filter, Hiding
  - Freeze Windows, Subtotal,
  - Data Forms, Comments,
  - Using AutoCorrect
2. Multiple Sheets
3. Using Templates
4. Creating and Using Macros
5. Charting and Graphing
  - Pie, Bar and Line Charts
  - Setting Scales and Coordinates
6. Financial and Logical Functions
7. Linking Files
8. Goal Seek
9. Creating Cell Drop Down List
10. Other Advanced Features

### **Powerpoint 2003**

1. Looking At Power Point
2. Working In Slide View
3. Working With Drawing Tools
4. Working In Outline View
5. Working With Slide Masters
6. Working in Side Sorter View
7. Using Microsoft Graph
8. Creating Organization Charts
9. Finalizing/Printing a Presentation
10. Creating a New Presentation
11. Summarizing Our Lesson
12. Creating a New Power Point Presentation

### **Access 2003**

1. Introducing Access
2. Working with Tables
3. Working With Data
4. Creating Relationships
5. Using Forms
6. Filtering Data
7. Exploring Queries
8. Creating Reports
9. Question and Answer Period
10. Creating a New Application

### **Outlook 2003**

1. What is Outlook?
2. Starting and Closing Outlook 2003
3. Outlook Bar
4. Contacts Folder
5. Electronic Mail
6. Calendar Folder
7. Making Appointments
8. Task Folder (Optional)
9. Keeping Notes and Journal

### **Notes To Students**

1. Classes held at:  
**GRA Computers, 744 McBride Avenue, West Paterson, N.J. 07424**
2. Maximum number of students is 5 per class
3. Two or more students: courses are 8 hours (2 x 4hrs.) or 4 x 2hrs.
4. All students receive training manuals/handouts
5. Students will receive Certificate of Completion for every course
6. On-Site Training and one-on-one training available
7. Advanced Level 2 available for all courses
8. Special Discounts available for 3+ course commitments
9. Cost per MS Office Course is \$180.00
10. Payment due prior to starting course.
11. **Over 40 other courses available in Graphic Arts and Web Design**