

Basic Computer Skills



MS Excel – The Basics (Full Day): This basic level workshop serves as an introduction for those who have little to no experience using the software. Topics covered include An Overview of the Excel Functions, Opening, Creating, Formatting, Saving, and Editing Workbooks, Moving & Copying Cells, and Positioning Cell Data.

Pre-requisites: You must have some ability to type and use a mouse.

MS Outlook – The Basics (Full Day): This basic level workshop serves as an introduction to MS Outlook for those who have little to no experience using the software. Topics covered include: Managing Your Mailbox and Sending emails, and Creating and Managing Calendars and tasks.

Pre-requisites: You must have some ability to type and use a mouse.

MS PowerPoint – The Basics (Full Day): This basic level workshop serves as an introduction to MS PowerPoint for those who have little to no experience using the software. Topics covered include: Navigating the Toolbar, Formatting Slides, Inserting & Adding Objects, and Printing Options.

Pre-requisites: You must have some ability to type and use a mouse.

MS Word – The Basics (Condensed): This half-day, basic-level workshop serves as an introduction to MS Word for those who have little to no experience using the software. Topics covered include: Opening MS Word on a PC, Saving Documents, Navigating the Toolbars and tabs, Formatting a Document, Inserting and Adding Objects, Creating a Table and Printing Documents. This workshop moves at a faster pace and in half the time of the Full Day MS Word workshop.

Pre-requisites: You must have some ability to type and use a mouse.

MS Word – The Basics (Full Day): This full-day, basic-level workshop serves as an introduction to MS Word for those who have little to no experience using the software. Topics covered include: Opening MS Word on a PC, Saving Documents, Navigating the Toolbars and tabs, Formatting a Document, Inserting and Adding Objects, Creating a Table and Printing Documents.

Pre-requisites: You must have some ability to type and use a mouse.

To register for these workshops [click here](#)