



### MOUSEWORK: INTRODUCTION TO COMPUTER BASICS

A basic introduction to the computer. Learn how to use a mouse — the first step

### INTRODUCTION TO OFFICE 2007

An introduction to the Office 2007 interface using the word processing program Word. Learn about the ribbons and command tabs you will see throughout Office 2007 programs. Save your work & take a floppy with you for future use. This class requires a certain amount of typing.

### INTRODUCTION TO WORD

Learn the basic elements in the Microsoft Word 2007 word processing software.  
*Prerequisite: Introduction to Office 2007.*

### SURFING THE 'NET

An introduction to the Internet. Learn about browsers, search engines, and hyperlinks. Learn how to perform simple searches and how to find the information you want on the Internet. *Prerequisite: Introduction to Word or Internet experience.*

### INTRODUCTION TO EXCEL

Learn the basic elements of Microsoft Excel 2007 spreadsheet software. Create a spreadsheet using formulas and chart the data. *Prerequisite: Introduction to Word.*

### INTRODUCTION TO EMAIL

Learn how to use e-mail. Set-up a free web-based email account and then learn how to send and receive e-mail! Learn how to use your address book, manage folders, and more! *Prerequisite: Surfing the 'Net or Internet experience*

### INTRODUCTION TO PUBLISHER

Learn the basic desktop publishing using Microsoft Publisher 2007 to create specialty items such as greeting cards, flyers, brochures, calendars, and much more. *Prerequisite: Introduction to Word*

### CREATE A RESUME

Create, print and save a brief resume in class. Learn about resume resources in the Library. Bring information to create your resume. *Prerequisite: Introduction to Word*

### INTRODUCTION TO POWERPOINT

An introduction to the presentation software, Microsoft PowerPoint 2007. Create professional slide presentations using clipart, wordart, and other special effects. *Prerequisite: Introduction to Publisher.*

### SELF-GUIDED TRAINING

Enhance your skills with more than 110 different tutorials from Atomic Learning, Learning Express Library and Mavis Beacon Teachings typing! Computer Lab reserved every Monday 9-11 for self-guided training

## “The Basics”

*Hint: Basic classes are listed in the order they should be taken*

### KEYBOARDING PRACTICE

Begin keyboarding - with tutorials demonstrating correct hand position; keystrokes and sequenced lessons. Self paced and available in the Computer Lab. **(Optional)**

**To register or ask questions, call Training Services at 485-3316.**