

**TECHNICAL FUNDAMENTALS SERIES**

**Microsoft Computer Training**

***Computer training seminars created for beginner, intermediate & advanced users***

**Word (Introductory – Intermediate – Advanced)**

* Create, Save, Print, Manage Documents, Formatting Features, Shortcuts, Mail Merge, Labels, Envelopes, Tables, Templates, Wizard, Graphics Tools & Macros

**Excel (Introductory – Intermediate – Advanced)**

* Spreadsheets, Workbooks, Editing, Formatting, Color Text, Values, Formulas, Navigating, Entering Data, Charts, Graphs & Database Management

**Computer Basics**

* Designed for those who have none to very little experience with computers
* Training covers:
  + Computer Components, Terminology, Mouse Usage, Keyboard Familiarity, Working with Windows Programs, Hands-on Training Experience

**Access (Introductory – Intermediate – Advanced)**

* Table Design, Creating & Management Queries, Relationships, Calculations, Forms, Worksheets, Workbooks, Reports, Import, Export, Merge Data, Graphics, Sounds & Macros

**Publisher (Introductory – Intermediate – Advanced)**

* Startup & Settings, Page Layouts, Customizing the Workstation, Graphics & Objects, Fonts, Formats & Editing

**New Technology**

* Designed to provide an introduction to the latest computer technology, applications, disciplines & gadgets that are available for use in both professional & personal environments

**PowerPoint (Introductory – Intermediate – Advanced)**

* Create Presentations, Modify, Enhance & Format Slides, Themes, Layouts & Templates, Color Schemes, ClipArt, Hypertext Links, Special Effects, Background Charts, Outlines, Graphs, Sharing, Merging & Presenting

**Project (Introductory – Intermediate – Advanced)**

* Calendars, Scheduling, Tracking & Analysis, Charts & Diagrams, Budgets, Cost Estimates & Templates

***For additional information, contact:***

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