

## Introduction to MS Word 2007

This introduction to MS Word 2007 class will offer a high level overview and cover basic features and functionality such as how to:

- Start and quit Word
- Enter text in a document
- Check spelling as you type
- Save a document
- Format text, paragraphs, and document elements
- Undo and redo commands or actions
- Insert a picture and format it
- Print a document
- Change document properties
- Open a document
- Correct errors in a document
- Use Word's Help
- Use a header to number pages of a document Insert a manual page break
- Move text
- Find and replace text
- Format characters and paragraphs
- Insert and format clip art
- Insert a Word table, enter data in the table, and format the table



Use print preview to view and print a document

Students must have access to MS Word 2007. This version of Word introduces a new way to navigate the program using “ribbons” as opposed to the older versions that used “toolbars”

**CRN: 3411 COMP M6230**

**Dates: Saturday, September 12 & 19, 2009**

**Time: 8:00 am - 11:00 am**

**Fees: \$185.00**

**Instructor: Tammy Mothes**

## Introduction MS Excel 2007

This introduction to MS Excel 2007 class will offer a high level overview and cover basic features and functionality such as how to:

- Start and quit Excel
- Describe the Excel worksheet
- Enter text and numbers
- Use the Sum button to sum a range of cells
- Copy the contents of a cell to a range of cells using the fill handle
- Save a workbook
- Format cells in a worksheet
- Print a worksheet
- Open a workbook

- Use the AutoCalculate area to determine statistics
- Correct errors on a worksheet
- Use Excel Help to answer questions
- Enter formulas using the keyboard and Point mode
- Apply the AVERAGE, MAX, and MIN functions
- Apply a theme to a workbook
- Add conditional formatting to cells
- Change column width and row height
- Check the spelling of a worksheet
- Set margins, headers and footers in Page Layout View
- Rename sheets in a workbook
- E-mail the active workbook from within Excel
- Rotate text in a cell
- Create a series of month names
- Copy, paste, insert, and delete cells
- Format numbers using format symbols
- Freeze and unfreeze titles
- Use the IF function to perform a logical test
- Use the Format Painter button to format cells
- Create a 3-D Pie chart on a separate chart sheet
- Color and rearrange worksheet tabs
- Change the worksheet view

Students must have access to MS Excel 2007. This version of Excel introduces a new way to navigate the program using “ribbons” as opposed to the older versions that used “toolbars”

**CRN: 3412 COMP M6231**

**Dates: Saturday, September 12 & 19, 2009**

**Times: 12:00 am - 3:00 pm**

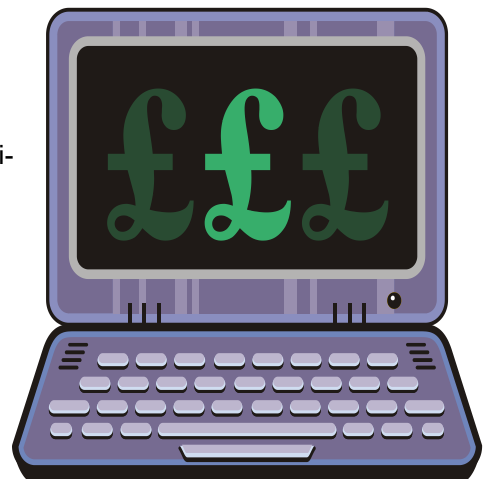
**Fees: \$185**

**Instructor: Tammy Mothes**

### **Introduction to MS PowerPoint 2007**

This introduction to MS Excel 2007 class will offer a high level overview and cover basic features and functionality such as how to:

- Start and quit PowerPoint
- Describe the PowerPoint window
- Select a document theme
- Create a title slide and text slides with single- and multi-level bulleted lists
- Save a presentation
- Copy elements from one slide to another
- View a presentation in Slide Show view
- Open a presentation
- Display and print a presentation in grayscale
- Check spelling
- Use PowerPoint Help
- Create slides from a blank presentation
- Change views to review a presentation



- Change slide layouts
- Add a background style
- Insert, move, and size clip art
- Insert a photograph from a file
- Delete a placeholder
- Change font color
- Format text using the Format Painter
- Add and size a shape
- Apply Quick Styles to placeholders and shapes
- Select slide transitions
- Preview and print an outline and handout

Students must have access to MS PowerPoint 2007. This version of Powerpoint introduces a new way to navigate the program using “ribbons” as opposed to the older versions that used “toolbars”

**CRN: 3413 COMP M6232**

**Dates: Saturday, September 26, 2009**

**Times: 8 am - 12 pm**

**Fees: \$185**

**Instructor: Tammy Mothes**