

**TUITION
ASSISTANCE MAY
BE AVAILABLE.**

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These hands-on certificate programs are for those who need or want to learn more about the world of computers using Microsoft programs. **In Level I**, students will learn the essentials of computing for today's technological workplace learning fundamental concepts and functions of a wide variety of computer software applications. **Level II** will take the skills learned in Level I to the next level gaining a deeper working knowledge of the computer software applications. These certificates will help a student in a cross section of occupations. A final project will be due at each Level that will assess and review the concepts covered in the program. Level I is recommended prior to Level II, but is not required.

- ★ Access Basics, Intermediate, and Advanced
- ★ Excel Basics, Intermediate, and Advanced
- ★ Microsoft Outlook Basics
- ★ Microsoft PowerPoint Basics and Intermediate
- ★ Word Basics, Intermediate, and Advanced
- ★ Final Projects

LEVEL I ▶ WORD BASICS

Gain basic proficiency with Microsoft Word 2013. Discover the best and fastest ways to perform everyday tasks. Learn how to create and edit documents, format characters and paragraphs, create and manage tables, control page layout, work with web features, instant messaging, and much more.

LEVEL I ▶ WORD INTERMEDIATE

Topics covered include working with sections and columns, formatting tables, working with Excel data, working with styles, headers and footers, printing labels and envelopes, working with graphics and objects, creating document templates, and managing document revisions.

LEVEL I ▶ MICROSOFT POWERPOINT

PowerPoint is used to create presentations that can combine text, graphics, charts, clip art, and WordArt. Topics include building new presentations, formatting slides, using drawing tools, working with graphics, using tables and charts, and modifying the proofing presentations.

LEVEL I ▶ MICROSOFT OUTLOOK BASICS

Learn how to manage your emails, create folders and archives, how to keep track of your contacts and how to use Outlook's Calendar and Alert features. Customize Outlook so it perfectly meets your needs, and discover how to automate your work with rules.

LEVEL I ▶ EXCEL BASICS

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Creating and edit workbooks, modify worksheets, use functions, create charts, and manage large workbooks.

LEVEL I ▶ ACCESS BASICS

Topics include database concepts, databases and tables, fields and records, data entry rules, simple queries, using forms, creating and modifying reports, and much more.

LEVEL II ▶ WORD ADVANCED

Topics covered in this class include using mail merge, working with forms, working with large documents, creating macros, customizing menus and toolbars, using XML features, and sharing Word documents.

LEVEL II ▶ MICROSOFT POWERPOINT INTERMEDIATE

Learn to deliver presentations across multiple venues, while keeping information confidential. PowerPoint intermediate will help you make your presentations interesting, informative, and memorable. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. This course will give you a variety of robust tools to help you deliver your content easily, quickly, and for any situation.

LEVEL II ▶ EXCEL INTERMEDIATE

Topics covered include using multiple worksheets and workbooks, customizing Excel, advanced formatting, outlines and subtotals, cell and range names, list and table management, advanced charting, documenting and auditing, templates and settings, and Internet features.

LEVEL II ▶ EXCEL ADVANCED

Learn the advantages of working with advanced functions, lookups and data tables, advanced list management, working with pivot tables and pivot charts, exporting and importing, also learn analytical options, how to use macros, conditional formatting and SmartArt.

LEVEL II ▶ ACCESS INTERMEDIATE

Topics covered are relational databases, working with related tables, complex queries, advanced form design, advanced reports, charts in forms and reports, pivot tables and pivot charts, and Internet integrations.

LEVEL II ▶ ACCESS ADVANCED

Students will learn how to query with SQL; use crosstab, parameter, and action queries, create and run macros; import, export, and link database objects; optimize, replicate, and synchronize databases; and maintain database security.