Summer 2015 Computer Literacy Workshop Schedule and Descriptions:

Level	Topic	Description	Date
Beginner to Intermediate Level	**Microsoft Excel**	Learn the basics in using Microsoft Excel's from manipulating cell content, create simple formulas, and cell formatting. You will learn how to group and organize tables, using conditional formatting to generate visual effects, and sorting records. We will review a bit of what we have learned in the Beginner Level, but also applying more complex conditional formatting and the using of the AutoFill Tool. You will learn how to work with multiple sheets too.	May 20
Beginner to Intermediate Level	**Microsoft Word**	We will cover the Word's Application Program Interface (API) in detail, short cut keys, opening and saving a file, formatting fonts, using spell check, text searches, headers/footers, formatting your paragraphs and creating a new file. You will learn by applying skills using an example document: You will learn how to format Styles - creating a new Style - modifying Style - learn how to apply the Format Painter tool - insert bullets/numbers - working with symbols - indentations - using the Show/Hide tool - page setup - watermarks - borders.	May 27
Beginner to Intermediate	**Microsoft Outlook**	Add and use contacts, calendar basics, fonts, hyperlinks and spellcheck. You will also learn how to recall and replace sent messages, set up automatic replies, send and open attachments, BCC, more calendars, search contacts, and find messages. Learn how to setup a holidays, edit folders, import and export vCards, creating groups, management of your outbox, advanced level calendars, email receipts. Password protecting your mailbox, rules to manage your email	June 3
Beginner to Intermediate Level	**Microsoft Excel**	Learn the basics in using Microsoft Excel's from manipulating cell content, create simple formulas, and cell formatting. You will learn how to group and organize tables, using conditional formatting to generate visual effects, and sorting records. We will review a bit of what we have learned in the Beginner Level, but also applying more complex conditional formatting and the using of the AutoFill Tool. You will learn how to work with multiple sheets too.	June 10

All workshops will be taught in Chan Shun Hall RM 226 every Wednesday at 09:30 am to 12:30 pm