




Fall Computer Literacy Workshop Schedule and Descriptions:

| Topic | Description | Date |
|--|--|--------|
| Microsoft PowerPoint  | Learn how use Microsoft PowerPoint from the ground up. We will cover creating new slides, themes, animations, videos, and presentation design dos and donts. | Sep 16 |
| Microsoft Outlook Beginning  | 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, find messages | Sep 23 |
| Microsoft Word Introduction  | 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. | Sep 30 |
| Microsoft Word Intermediate  | In this lesson you will learn how to create and stylize a document to your needs. 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, and borders. You will apply these skills on a project that will be given to you during the lesson. You will also learn how to manage and create columns, inserting logos, creating labels, and mail merge. Saving to different file formats and more | Oct 7 |
| Microsoft Word Advanced  | This workshop will concentrate on formatting headers/footers using a research paper as an example. You will also learn how to comment, track changes, learn to use the pagination tool and formatting, working with bibliographies, and advance paragraph formatting. | Oct 14 |
| Introduction to Microsoft Excel Part 1  | Learn the basics in using Microsoft Excel's from manipulating cell content, create simple formulas, and cell formatting. | Oct 21 |
| Introduction to Microsoft Excel Part 2  | Still learning the basics of Microsoft Excel especially in grouping and organizing tables, using conditional formatting to generate logic or value based visual effects, and sorting records. | Oct 28 |
| Fundamentals of Databases using Access as an example  | In this workshop we will lean the basic fundamentals of databases, its uses, and project applications. We will also cover the use of Microsoft access as an example of a Relational Database Management System or RDBMS. This workshop is by no means a comprehensive database development or deployment, but will be covering the essentials in understanding database fundamentals. | Nov 4 |

All workshops will be taught in Chan Shun Hall RM 226 every Wednesday from Sept 16th to Nov 4th at 10:30 am to 12:20 pm