

Microsoft FrontPage III—Microsoft FrontPage III continues where FrontPage II leaves off. This class will begin teaching the student the advanced features of FrontPage. Topics covered: adding effects and components; working with style sheets; using style sheets on a page; using external style sheets; creating forms; searching forms; and more.

Microsoft FrontPage IV—This course continues teaching the student the advanced features of FrontPage. Topic covered: form results; collecting form results; using the Database Form Results wizard; managing webs; using reports to manage webs; using the source control; designing and promoting webs; using Image Composer; creating images; and using Image Composer in FrontPage.

Microsoft Publisher III—This course begins to teach the student the advanced features of Microsoft Publisher. Topics covered: working with newsletters; using the Newsletter Wizard; editing newsletters; converting newsletters to websites; designing websites; exploring web sites; using the Web Wizard; enhancing web sites; linking web pages; using hyperlinks; modifying hyperlinks; working with hotspots; and more.

Microsoft Publisher IV—This course continues where Publisher III left off. The student will continue to learn the advanced features of Microsoft Publisher. Topics covered: publishing web sites; using web folders; publishing on the Internet; using mail merge; creating data sources; merging publications; sorting and filtering; integrating with Microsoft Office; and importing from other applications.

For descriptions of our basic computer classes, please see the brochure *Basic Computer Course Descriptions*. If you are interested in a class that is not listed among our standard offerings in these brochures (i.e. A+, N+, PERL, QuickBooks), please contact us at one of the numbers below.



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Intermediate Computer Course Descriptions



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Each of the following courses are typically 3 hours in duration. Certain courses, such as PowerPoint, involve information that requires each part of the course to be longer. Please consult the PCEC Newsletter for information on when courses are being offered, call one of our offices at the numbers listed on the back of this brochure or email us at staff@pottercountyledcouncil.org.

Microsoft Word III—Microsoft Word III begins teaching the student the more advanced features of Microsoft Word. Topics covered: creating sections; multiple columns; working with columns; working with text in columns; section and column breaks; formatting tables; aligning text in table cells; merging table cells; changing text orientation; changing row height; distributing columns evenly across a table; using borders and shading with tables; using Table Autoformat; drawing tables; using Eraser button to modify a table; working with data in tables; importing data from an Excel worksheet; sorting data in a table; creating charts; and more.

Microsoft Word IV—Word IV continues teaching the student the more advanced features of Word. Topics covered: performing calculations in tables; calculating totals for rows and columns; copying and creating a formula; moving tables; using styles and AutoText; defining and applying styles; creating a style by example; modifying, overriding, and deleting a style; using styles to create an outline; using AutoText and AutoFormat; using Click and Type; headers and footers; page numbering; working with graphics; formatting text around a graphic; inserting a file; using WordArt; inserting a symbol; creating watermarks; drawing; creating a callout; creating page borders; applying paragraph shading; using templates; printing options; printing labels and envelopes; and more.

Microsoft Excel III—Excel III moves the student beyond the basics of Excel. Topics covered: working with large worksheets; viewing options; hiding/displaying data; creating an outline; printing large worksheets; page breaks; linking worksheets using

3-D formulas; navigating multiple worksheets; consolidating data; linking workbooks; examining external links in a worksheet; creating external links in a worksheet; customizing Excel; formatting chart options; adjusting chart scale; formatting data points; creating combination charts; creating a treadmill; adding graphic elements; and more.

Microsoft Excel IV—Picking up where Excel III left off, Excel IV continues teaching the student the more advanced features of Excel. Topics covered: advanced formatting; borders and shading; special number formats; controlling the display of zero values; creating custom formats; using date and time formats; performing calculations on dates; creating and applying styles; merging cells; list management; sorting and filtering lists; using AutoFilter; copying filtered results; documenting and auditing; comments and text boxes; viewing comments; tracing errors; protection; using templates; and more.

Microsoft Outlook III—Microsoft Outlook III will begin teaching the student the advanced features of this software. This class picks up where Outlook II left off. Topics covered: customizing the Outlook Bar; customizing menus and toolbars; handling messages; organizing your inbox; the Rules Wizard; archiving mail; working with outlook folders; using notes; using the Journal; using the calendar; working with contacts; and more.

Microsoft Outlook IV—Outlook IV continues teaching the advanced features of the program. Topics covered: working with templates and forms; using mail templates; customizing forms; integrating Outlook components; importing and exporting data; using folders to share information; working with public folders; allowing other users to access your inbox; and more.

Microsoft PowerPoint III—This class begins to teach the student the more advanced features of the Microsoft PowerPoint presentation software. Topics

covered: building custom presentations; using templates; building a custom template; building a custom slide master; using multimedia; advanced clip art and drawing techniques; adding movies and sounds from the Clip Gallery; using animation; using scanned images; Microsoft Office integration; and more.

Microsoft PowerPoint IV—This course continues teaching the advanced features of Microsoft PowerPoint and begins where PowerPoint III left off. Topics covered: working with Excel and Word; organization charts and tables; formatting and enhancing tables; advanced techniques; adding special effects; working with slide show options; advanced delivery options; broadcasting presentations; working with the Pack and Go Wizard; advanced delivery techniques; customizing PowerPoint; working with toolbars; and automating your work.

Microsoft Access III—Access III begins to teach the student the more advanced features of Microsoft Access. Topics covered: creating relational databases; analyzing table relationships; relating tables; testing referential integrity; working with related tables; using the Lookup Wizard; modifying lookup fields; adding data to related tables; defining data entry fields; working with input masks; setting up required properties; setting validation fields; setting lookup fields; using advanced query features; joining tables in queries; creating calculated fields; using action queries; and more.

Microsoft Access IV—Access IV continues teaching the more advanced features of the Access database program. Topics covered: creating advanced queries; summarizing and grouping values; creating crosstab queries; using parameter queries; using indexes; enhancing forms; adding graphics to a form; adding calculations to a form; adding combo boxes to a form; adding unbound controls; using advanced report features; creating customized headers and footers; combining values from multiple fields; adding calculated values; working with subreports; creating charts in forms and reports; and more.

