

Microsoft FrontPage I—This program allows the user to create simple, effective websites, without requiring knowledge of HTML codes. Topics covered: examining the FrontPage environment; starting FrontPage and examining the FrontPage window; viewing a web in Internet Explorer, hyperlinks view, navigation view, and folders view; viewing a page using normal tab and preview tab; examining the HTML source codes; creating a blank home page and adding text; adding a page to a web; importing a file into a web; adding character formatting; paragraph styles; adding lists; marquees and hit counters; page properties; background pictures; themes; hyperlinks; hover buttons; bookmarks; linking to a website; and navigation bars.

Microsoft FrontPage II—This course continues teaching the basics of FrontPage where part I left off. Topics covered: graphics; formatting text around a graphic; adding video; adding a hotspot to a graphic; testing graphic links; adding tables; formatting tables; creating frames; creating links between frames; managing and publishing webs and web pages; working in task view; using spell check; using find and replace; and publishing a web.

Microsoft Publisher I—This course teaches the student the basics of desktop publishing using Publisher. Create cards, newsletters, posters and more. Topics covered: exploring the Publisher window; getting help; creating publications; working with pictures; text frames; paragraph properties; and using editing tools.

Microsoft Publisher II—This course continues teaching the basics of Microsoft Publisher. Topics covered: working with multipage publications; working with AutoShapes; working with pictures; working with WordArt; creating, modifying and formatting tables; and printing publications.

Computer First Aid—This course teaches the student the basics of protecting your computer. Topics covered: preventing attacks against your computer; preventing attacks against you through your computer; exploits and how they work; firewalls; maintaining defenses; malicious software (malware); safeguards including backups and limiting access and privileges; and an overview of wireless security.

For descriptions of our intermediate computer classes, please see the brochure *Intermediate 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), please contact us at one of the numbers below.



**Potter County
Education Council**
Connecting you to the World
through Education

Three sites to serve you better!

Potter County Education Council
Penn York Building
227 N. Main Street
Coudersport, PA 16915
Phone: 814-274-4877
Fax: 814-274-4887

Potter County Education Council
20 Bridge Street
Galeton, PA 16922
Phone: 814-435-9490
Fax: 814-435-9491

PCEC Port Allegany
Education Center
8 N. Main Street
Port Allegany, PA 16743
Phone: 814-642-2295
Fax: 814-642-2344

Basic Computer Course Descriptions



**Potter County
Education Council**
Connecting you to the World
through Education

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 or call one of our offices at the numbers listed on the back of this brochure or email us at staff @pottercountycouncil.org.

Microsoft Windows XP I—Windows I teaches the student about the basics of the Microsoft Windows operating system. Topics covered: Windows XP desktop; using the taskbar and start menu; working with components; help & support center; favorites and history list; browsing your computer; working with the folder hierarchy; creating and managing files and folders; and more.

Microsoft Windows XP II—Windows II continues teaching the student the basics of the Windows operating system. Topics covered: working with floppy disks; working with the recycle bin; using WordPad and Paint; creating and deleting shortcuts; using Control Panel; Internet Explorer basics; web content; shutting the system down; and more.

Microsoft Word I—Word I teaches the student basic word processing skills using Microsoft Word. Topics covered: the Word window; creating, saving and printing documents; help; opening and navigating a document; using Autocorrect; editing text; using undo and redo; selecting, moving, copying, finding and replacing text; character formatting techniques; using tabs; and paragraph formatting techniques.

Microsoft Word II—Picking up where Word I left off, Word II continues teaching the student the basics of Word. Topics covered: creating, modifying, and enhancing tables; creating headers and footers; working with margins; working with page breaks; checking spelling and grammar; using the thesaurus; saving and opening a document as a Web page; adding hyperlinks; and sending Word documents via email.

Microsoft Excel I—Excel I teaches the student the basics of creating and using spreadsheets in Microsoft Excel. Topics covered: spreadsheet terminology; the Excel window; opening, closing and navigating a workbook; creating a new workbook; entering and editing labels and values; entering and editing formulas; saving and updating a workbook; moving and copying data and formulas; using absolute references; inserting and deleting ranges; entering functions; using AutoSum; using AVERAGE, MIN, MAX and COUNT.

Microsoft Excel II—Excel II continues teaching the basics of using Excel spreadsheets. Topics covered: formatting text, rows and columns; number formatting; other formatting features; preparing to print; page setup options; printing; creating, modifying and printing charts; saving a worksheet as a webpage; adding hyperlinks; and sending a workbook via email.

Microsoft Outlook I—Microsoft Outlook is much more than just an email program. Outlook is also a personal organizer that allows you to schedule meetings, appointments and tasks. Outlook I will begin teaching the basics of using this incredibly useful program. Topics covered: exploring Outlook; using help; creating and sending messages; using address books; printing a message as a file; managing email; working with contacts; working with tasks; inserting Outlook items into email.

Microsoft Outlook II—Outlook II expands the students knowledge of basic Outlook. Topics covered: working with, categorizing, and modifying appointments; working with events; working with and managing meeting requests; handling meeting responses; working with personal folders; working with the organize page; working with signatures; using voting buttons.

Using the Internet I—This course teaches the student the basics of using the Internet, specifically utilizing Internet Explorer. Topics covered: overview of the Internet; introduction to Internet Explorer; working with favorites; using links, history and help; searching the Internet; advanced searches; customizing search features; sending and receiving mail; managing the address book; and more.

Using the Internet II—This course continues teaching the student the basics of using the Internet. Topics covered: working with newsgroups; working offline; mailing and printing web content; introduction to FTP sites; downloading files; setting Internet options; security issues; and more.

Microsoft PowerPoint I—This class teaches students the basics of the PowerPoint presentation program. PowerPoint can be used for everything from work presentations to creating family slide shows. Topics covered: exploring the PowerPoint environment; help options; closing a presentation and existing PowerPoint; creating a new presentation; saving a presentation; working in outline view; rearranging and deleting slides; using slides from other presentations; exploring text formatting; moving and copying text; setting tabs and alignment; using the spelling checker; examining AutoCorrect and Style Checker; drawing objects; using AutoShapes; working with text in objects; and enhancing objects.

Microsoft PowerPoint II—This course continues teaching the student basic PowerPoint usage. Topics covered: working with WordArt and clip art; working with tables; creating and enhancing a chart; creating an organization chart; using a template; working with SlideMaster; adding transitions and timings; adding speaker notes and footers; running and printing a presentation; exporting to other formats; and saving a presentation for web delivery.

Microsoft Access I—Microsoft Access is the leading database program in wide-spread use today. In this course, you will begin to learn the basics of Access. Topics covered: database concepts and terminology; starting with Access; the Access environment; planning and designing databases; getting help; closing and existing Access; tables and forms; queries; reports; creating a database; Table Wizard; design view; changing the design of a table; and adding, deleting, finding, editing, sorting and filtering records.

Microsoft Access II—This course continues teaching the basics of Access. Topics covered: creating and using queries; modifying query results and queries; using calculations in queries; using AutoForm; using Form Wizard; using Design view; finding, sorting and filtering records; using Report Wizard and queries; creating, modifying and printing reports; and importing and exporting Access objects.