

Please call **755-2207** or **1-800-452-4372** to register today.  
2308 Pine Street P.O. Box 429 Harlan, Iowa 51537

## ***Personal Computers and Windows***

### **Introduction to Personal Computers**

Get the most out of your investment! How much memory do you have? How big is your hard drive and what does that mean? Learn the fundamentals of computers, the difference between disk space and memory. Find out what your computer has and what it is capable of doing, how to view the contents of your computer and to find information you have stored.

### **Maintaining Your Computer**

Come learn how to keep your computer in tip top shape. Learn about ScanDisk, Defragment and other utilities that come with Windows that help you keep your computer running efficiently.

### **Introduction to Microsoft Windows**

Learn how to view the contents of your computer and to find information you have saved. Learn how to copy things from a floppy disk to the hard drive, how to make your windows larger or smaller, move them around, open and close, etc. See how easy it is to customize your screen, set your screen saver and know what software is installed and what it is used for.

### **Scanning & Graphics**

Learn the ins and outs of scanning pictures, cropping and editing them. The first session will be devoted to understanding image files and how they work, with demonstrations of what the graphic software can do, such as removing scratches, blemishes, red eyes, etc. The second session you can bring your own pictures in and practice what you learned in session 1, working with your own scanned images.

### **Firewalls and Antivirus**

What is a Firewall? How is it different from AntiVirus software? Do I need them and why? All these questions and more will be answered in this one night class. Students will go to a web site, download and install a free firewall and learn how it all works. Antivirus software will also be discussed and demonstrated.

### **Where did my files go?**

Did you ever save something and go back the next day and it is GONE. Learn more about saving files, where they go, different file types, file sizes, etc. Different file types, saving to disk or CD will also be topics for discussion.

**Microsoft® Photo Story 3** for Windows® helps you create exciting video stories from your pictures that you can share with family and friends. For example, you could create a video story that features narrated photographs from a family vacation or a video story that includes pictures and sounds of your new baby. In a few simple steps, you can import and edit your pictures, add titles, record narration, add background music, and save your story using the optimal quality settings (profile) for the way your story will be played. Software used is FREE from Microsoft, provided you have Windows XP on your computer!

## ***Internet/ Email and Web Design***

### **Email: Beginning and Advanced**

This class is structured in to be taken in one session or two.

Session One, Basics: The first session is designed for the beginning or novice e-mailer. Learn to compose, edit, and send email. You will also learn to reply and forward messages, deleting all the unnecessary information before you forward it to someone else.

Session Two, Advanced: The second session is designed for those who have experience with email, but want to learn more. Adding backgrounds to your email to make them look cool, formatting text, how to save attachment on your hard drive or forward them to someone else without the original email message. We will also cover setting up folders so you can better organize your email program, saving messages, getting rid of the ones you don't want, etc.

SESSIONS ARE \$35.00 IF YOU REGISTER FOR JUST ONE or TAKE BOTH FOR \$60.00

### Internet Bootcamp

Learn the basics about the Internet. What it is and how to find what you are looking for. Learn the difference between a browser and a search engine, how to find addresses, phone numbers, etc. Learn how to download files and install or store them on your computer.

### Design your Own Web Pages

Learn how to design and update professional looking Web Pages using Microsoft FrontPage Express. You will begin by creating and editing pages, adding images, hyperlinks and tables to make graphically pleasing page designs. Once your pages have been created, the student will see and learn how to "copy" or upload their pages to a web server for publication on the Internet. ( 4 sessions )

### *Microsoft Office Applications*

#### Microsoft Word - Level 1

This course covers the fundamentals of Microsoft Word, the world's leading word processing software. You will learn to create a document from the ground up. Features covered include paragraph indentation, alignment and spacing; changing font type, color and size; using borders and background colors; setting tabs, headers and footers. Also covered are numbered and bulleted lists, saving and naming files, changing page margins, page numbers, running spelling & grammar checkers as well as using the thesaurus.

#### Microsoft Word - Level 2

This course picks up where Word Level 1 left off. Topics covered in-depth include adding graphics and clipart to your documents, and formatting text around, through and next to the pictures. You will learn the aspects of creating tables and table formatting, creating columns and macros. In the table section, you will also learn to apply formulas to perform calculations. PREREQUISITE: INTRODUCTION TO WORD

#### Microsoft Word - Level 3

This course picks up where Word Level 1 & 2 left off. You will learn how to create a table of contents, that updates itself as you edit your documents. You will learn to create and use Word templates, customize toolbars and use Word Wizards. There will be more in-depth coverage on the Drawing, Alignment and Rotation tools, as well as Charts. You will also learn to manage files by protecting documents with passwords and making them read-only so documents can be read but not changed.

PREREQUISITE: INTRODUCTION TO WORD, AND WORD LEVEL 2

#### Microsoft Excel Level I

This course covers the fundamentals of Microsoft Excel, the world's leading spreadsheet software. You will learn to create a spreadsheet from the ground up. Features covered include entering text and numbers in cells making up the columns and rows of your spreadsheet. Learn to add columns of numbers automatically, average numbers, and how to find the largest and smallest number in a range. Learn shortcuts to quickly entering large ranges of numbers. Also covered are features to format your spreadsheet with different font styles, sizes, colors; cell and table borders and background colors.

### [Excel Level 2](#)

This course picks up where Excel Level 1 left off. Topics covered in more depth include Database functions of Excel (sorting, subtotaling, etc), working with Charts, Macros and Pivot Tables. Several additional functions are also covered such as the SUB-TOTALS, PAYMENT, VLOOKUP, and IF. You will also learn to re-order, rename and copy entire worksheets, as well as how to link cells from one spreadsheet to another.

PREREQUISITE: INTRODUCTION TO EXCEL-LEVEL I

### [Excel Level 3](#)

This course picks up where Excel Level 1 & 2 left off. More in-depth coverage on macros and pivot tables. You will create and use Excel templates, customize toolbars and use Excel Wizards. We will cover more advanced aspects of database sorting, filters and queries. Importing and exporting data from other applications will be covered in detail. You will also learn to manage files by protecting documents with passwords and making them read-only so documents can be read but not changed.

PREREQUISITE: INTRODUCTION TO EXCEL, AND EXCEL LEVEL 2

### [Microsoft Publisher](#)

Learn how to make greeting cards, flyers, invitations and so much more in this class. Students will learn to find and add clipart, add your own pictures, add color and more.

### [Microsoft Access I](#)

This course is for the person new to Access. We will discuss terminology and the steps necessary to start your database on the right foot. You will be creating a database from the ground zero, starting with Tables and Queries. You will learn how to structure your tables correctly setting properties, default values, input masks, etc. From tables, we will move to queries, table relationships and assuring data integrity.

PREREQUISITE: INTRODUCTION TO EXCEL IS HIGHLY RECOMMENDED

### [Access Level 2 - Tables & Queries](#)

Now that you learned to structure good tables and queries in Access I, this course will concentrate on the fundamentals of the Forms and Reports objects in your Access database. You will learn to create forms and sub-forms (forms within forms). Finally, we will create and refine reports and learn how to structure and print data in a meaningful format

PREREQUISITE: BEGINNING ACCESS ONE - TABLES & QUERIES, EXCEL RECOMMENDED

### [Access Level 3 - Forms & Reports](#)

This course picks up where Access 1 & 2 leaves off. You will learn to utilize web capability by creating hyperlinks and build order forms for Internet use. You will learn more in-depth tricks and tips to maintaining data integrity. You will integrate information from other applications by linking and importing Excel spreadsheets as new tables, and adding to existing tables. You will also learn how to create cross-tab queries. PREREQUISITE: INTRODUCTION TO ACCESS AND ACCESS LEVEL 2, EXCEL LEVEL 1

### [Microsoft Works Level I](#)

Learn the VERY basic of creating a letter, a spreadsheet and a database using Microsoft Works. In this class you will learn how to type a document, save it and find it again. You will see how to make fancy text, different fonts, sizes and colors. You will also learn how to use the toolbars and menu systems.

## Microsoft PowerPoint

This course covers the fundamentals of Microsoft PowerPoint, the world's leading presentation software. You will learn to create and edit slide presentations both from scratch and using the PowerPoint wizard. You will learn to create and edit slides, slide layouts and designs. You will learn to edit the Master slide, for objects included on every slide, apply page numbers and add your company logo once for inclusion on all slides.

## *Accounting Software*

### QuickBooks Level I

This class is for the person new to, or has never used QuickBooks. The student will set up a company from the beginning and create a chart of accounts. Students will go through adding, editing and deleting customer & vendor information, as well as information on the products and services the company sells. In the core training, you will learn how to enter your income and expense transactions, pay bills, write checks, etc. The fundamentals of payroll and inventory will also be covered. Students will need to bring 2-3 diskettes for use throughout the course.

### QuickBooks Level II

This course picks up where Level I leaves off. Students will learn how to memorize transactions that occur over and over, reconcile bank accounts, set up complete hourly and salary payroll, keep track of payroll liabilities, print liability reports and process payroll liability payments to state and local governments. One session will be dedicated to the reports available through QuickBooks, how to manipulate them, add and delete information from reports, formatting to change the appearance, make them fit on a single page, etc. Students will need to bring 2-3 diskettes for use throughout the course.