

# Technology Systems Training

## Course Descriptions

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### **Adobe Acrobat: Creating Forms**

Course Description: In this course, you will build a form from Microsoft Word, convert the form into a PDF using Adobe Acrobat Pro, and work with the PDF to create interactive fields used to gather data.

### **Microsoft Word: Basics**

Course Description: This is the beginner level Microsoft Office Word 2010 course. Participants will learn how to create, edit, and format a Word document. Some topics covered in this class include customizing the ribbon, formatting paragraphs, keyboard shortcuts, setting tabs, using/modifying bullets, modifying the page layout, and printing.

### **Microsoft Word: Mail Merge**

Course Description: This is a beginner/intermediate level Microsoft Office Word 2010 course. In this class, you will learn how to use the Mail Merge function. Mail Merge is a powerful tool for writing and sending a personalized letter to many different people at the same time. Mail merge of labels, envelopes, and PDFs will be included.

### **Microsoft Excel: Basics**

Course description: This is a beginner level Microsoft Office Excel 2010 course. Excel is a productivity application that allows users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and columns. You will learn the basics of building a spreadsheet by entering, editing, and formatting data. You will also learn Excel concepts such as AutoFill, AutoSum, printing/scaling a worksheet and creating a basic Excel chart.

### **Microsoft Excel: Formulas & Functions**

Course description: This is the beginner/intermediate level Microsoft Office Excel 2010 course. Excel formulas can be used for basic number crunching, such as addition or subtraction, as well as more complex calculations, such as payroll deductions. In this course, you will use Microsoft Office Excel 2010 to build formulas, and gain an understanding on how Excel functions work. Excel Functions covered: AutoSum, Concatenate, Upper, Lower, Proper, Now and Today.

### **Microsoft Excel: Introduction to PivotTables**

Course Description: This is an intermediate/advanced Microsoft Office Excel 2010 course. In this course, you will learn the basics of manipulating and analyzing large tables of data using Excel's PivotTable. PivotTables are great for summarizing values in a table because they do their magic without making you create formulas to perform the calculations. In this class, you will learn how to normalize data, create a PivotTable, PivotChart, and edit, format a PivotTable.

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### **Microsoft PowerPoint: Basics**

Course Description: This is the beginner level Microsoft Office PowerPoint 2010 course. In this class, participants will gain the basics in creating a PowerPoint presentation. Topics covered: navigating PowerPoint, adding slides, adding/editing text, using Placeholders, inserting images, formatting paragraphs, running a presentation and saving a presentation.

### **GroupWise: Managing your Unruly Mailbox**

Course Description: In this course, you will learn the best practices of using email via the Novell GroupWise application. Participants will learn how to create, edit, and format an email. They will learn how to email an attachment, change priority of an email as well set up rules to help organize their mailbox. Users will also learn some tips and tricks on managing their unruly GroupWise Mailbox so not to run out of storage space.

### **GroupWise: Calendaring**

Course Description: This is a beginning course in GroupWise. Users will learn how to manage their busy GroupWise calendars by creating meetings, posting personal appointments, managing calendar views, assigning categories, performing a busy search, proxy a calendar and learning the best practices on how to manage a GroupWise Calendar.

### **Google Docs: Basics**

Course Description: This is a beginning course in Google Docs, a free, web-based word processor (Docs), spreadsheet program (Sheets), presentation program (Slides), and survey program (Forms). Google Docs allows users to create and edit documents online while collaborating with other users in real-time. Users will learn how to create a Google account, practice with each application and use chat to collaborate with each other, incorporate Google Drive, and share Google files using hyperlinks. We will review converting Google Docs to Microsoft Office documents.

### **Using the Online Mileage Report (MR) System**

Course Description: This course will cover the basics of the Online Mileage Report System. Users can update their MR account info; and create, edit and submit electronic copies of their mileage expenses. Users can view and/or duplicate previously submitted mileage reports.

### **Overview of Microsoft IT Academy (self-paced, Microsoft Online Training)**

Course Description: This class will introduce participants to the new Microsoft Online Training Program. The course will cover, creating a Microsoft Account, registering on Microsoft IT Academy, navigating around the online system and taking an online course. Users will learn to search and add classes from the catalog, print a transcript and course completion certificate and access online help.

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### **EFUDD** (How to send large attachments)

Course Description: Learn how to send large attachments (up to 100 MB) without counting against you and your recipient's mailbox storage limit. This tool can be used by you and users outside the agency that send you email. You will also learn how to encrypt and apply a password to a file to ensure the security of confidential files you plan on sending other users.

### **GWAVA: Email Spam Quarantine Manager**

Course Description: This class will show you how to use the spam filter program GWAVA. Topics will include, logging into GWAVA, manage your quarantine tab, view, delete, release your possible spam emails.

### **Retain** (How to find a copy of your deleted emails)

Course Description: This class will show you how to use the program Retain. In 2012, CCCOE adopted a new policy and software application to archive email. This policy required that all emails be retained for 1.5 years and then destroyed. Users will learn how to login into Retain, search, filter and find previous emails. Users will also learn best practices on using Retain and GroupWise to help keep their emails in order.