

## **Computer Workshop Descriptions**

The following is a brief description of computer workshops offered by Workforce Development at New River Community College. The descriptions provide a base outline of what material will be covered in a session. At the end of each workshop there will be time for questions. A final workshop offering titled, "Make Up Day and Wish List" will be *custom made* to address specific computer software questions of FEEP participants.

### **Word – Introduction**

#### **Level: Beginners**

Topics to be covered with "hands on" learning include:

- Work with the Ribbon, buttons and groups
- Learn to open, edit, and save documents
- Perform basic editing tasks: cut/copy/paste, find/replace
- Perform basic formatting tasks: paragraph formatting, fonts
- Email documents
- Printing documents

### **Word – Beginner/Intermediate**

#### **Level: Beginner**

Topics to be covered with "hands on" learning include:

- Review the Ribbon and its parts
- Page formatting: borders, page orientation, columns,
- Insert Art: smart art, word art

### **Word – Intermediate**

#### **Level: Intermediate**

Topics to be covered with "hands on" learning include:

- Complete advanced formatting tasks: watermarks, headers/footers
- Insert Text Box
- Create documents using templates
- Page Layout: Themes
- Positioning of Word to Art
- Inserting Symbols

### **Word – Advanced**

#### **Level: Advanced**

Topics to be covered with "hands on" learning include:

- Perform document Review: tracking changes
- Create and use Tables
- Discuss Links (Hyperlinks, Cross References)
- Mail Merge
- Macros

## **Excel – Introduction**

### **Level: Beginners**

Topics to be covered with “hands on” learning include:

- Learn excel terminology (worksheets, workbooks, rows, columns, & cells)
- Create, edit, and save worksheets and workbooks
- Enter labels and values
- Format labels and values
- Edit data
- Check spelling
- Open, close, and save workbooks
- Use Zoom
- Preview and print your workbook

## **Excel – Beginner/Intermediate**

### **Level: Beginner**

Topics to be covered with “hands on” learning include:

- Review basic excel terminology and formula capabilities & functions
- Sort and filter data
- Apply borders and use cell styles
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Use AutoFill and AutoComplete

## **Excel-Intermediate**

### **Level: Intermediate**

Topics to be covered with “hands on” learning include:

- Review basic excel terminology and formula capabilities & functions
- Review sort and filter
- Discuss page layouts and themes
- Use Smart Art

## **Excel – Advanced**

### **Level: Intermediate**

Topics to be covered with “hands on” learning include:

- Review workbook themes and layouts
- Work with data and data options
- Create Charts
- Create and work with Pivot tables

## **Adobe Photoshop**

### **Level: All levels**

Topics to be covered with “hands on” learning include:

If you can't take it right the first time, make the picture you really want!

- Editing and enhancing photos.
- Learn how to scan and restore old photos

Please bring your photos and old photos with you.