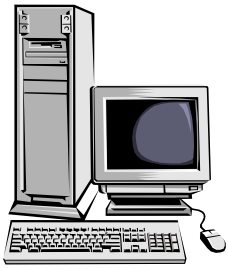

Computer Workshops

Did you know?……

- Many of our computer courses are FREE…these include:

  Computer Basics, Word 1, Introduction to the Internet, Create a Free E-Mail Account, E-Mailing Your Resume, and Savvy Surfing for Jobs.
- Our regular fee-based classes cost $10 or $20 depending upon the workshop. Topics in the Microsoft Office Suite include: Excel, Word, PowerPoint, and Access.
- There are both introductory and advanced classes available. These workshops are offered on a rotating basis. See the course descriptions below for details.

Please see our Front Desk Customer Service staff for a complete class schedule, to register for classes, or to answer any questions you may have about the registration process.

For details about classes (CONTENT AND PREREQUISITES), call:
Sharon Benoit, Computer Training Specialist at 858-2808.

Computer Class Policies:

1) **FutureWorks membership is required** to take any computer Workshops that we offer. If you are in a workshop and are found to not be a member, you will be asked to fill out a temporary membership form. From there, you will be required to attend a Welcome Meeting to become a member before taking any additional Workshops.

2) For fee-based Workshops, you must pay when registering with our Front Desk staff to reserve your space in the workshop. Workshop size is limited to twelve (12) members.

3) **Please be sure to be here at least 10 minutes prior to the start of the workshop**. Workshops will begin promptly at the scheduled time. Students are not permitted to

enter the class after it has begun. If you know you will be late due to an emergency, please call the center to let us know and exceptions may be made.

4) Workshops will be held as long as there are two (2) or more members registered. If there are not at least two members registered by 1:00 p.m. of the day prior to the workshop, the workshop may be cancelled at the discretion of the instructor. Anyone already on the list will be contacted or members can call the center to confirm that the workshop will take place.

5) Food and drinks are not permitted near the computers. If you bring something into computer lab, you will be asked to leave it on the table at the rear of the lab. For workshops more than two hours, a 10-15 minute break is included.

6) Cell phones: While we will not require you to turn them off when in a workshop, we do ask that you put them on "Manner Mode" or "Vibrate". If a phone rings and you take the call, you will be asked to leave the computer lab.

7) Notice of cancellation of your attendance must be made at least one (1) business days prior to a workshop to reschedule or qualify for a refund. Cancellations made less than one (1) days prior to a scheduled workshop will qualify for rescheduling only (within the year). Members are allowed to reschedule **no more than two times**. Upon the second rescheduling, the fee will be processed, even if you cannot make the workshop.

8) If you have registered and paid for a workshop and do not attend or call prior to the start of the workshop, you will not be entitled to a refund, and the fee will be forfeited. If you have registered and paid for a workshop and are late, you will not be entitled to a refund, and, depending on the circumstances, you may be able to reschedule. This will be at the discretion of the instructor.

9) Members can qualify for a full refund or rescheduling of a workshop if weather conditions or instructor illness cause rescheduling.

10) In case of inclement weather, please call FutureWorks (after 7:00 a.m.) to confirm that the Center is open. The number to call is 858-2800. Weather cancellations will also be broadcast on TV Channel 22 or the following radio stations: WHYN (560 AM), MIX 93.1 FM, KIX 97.9 FM, ZONE (640 AM), and WMAS 94.7 FM. If FutureWorks is on a one- or two-hour delay, the morning workshops will be cancelled and/or rescheduled. Customers will be called upon the center re-opening to be advised. Afternoon workshops will occur as scheduled.

11) If you have any questions or concerns regarding payment for the fee-based workshops, please contact your Career Specialist or our Computer Training Specialist, Sharon Benoit at 858-2808.

Computer Class Descriptions

Word

Word 1 - Introduction (free)

***Prerequisites**: Computer Basics*
This 5-½ hour class, held over 2-days, introduces the new computer user to Microsoft Word. We will learn the parts of the Word window; how to create a letter using Word; saving, closing, and opening files; automatically correcting spelling and grammar errors; moving and copying information; formatting text to provide emphasis and interest.

Word 2 ($10)

***Prerequisites:** Word 1*
This 3-hour class introduces the find and replace command; paragraph formatting (line spacing, indents); bullets and numbering; tabbed tables; and headers and footers.

Word 3 ($20)

***Prerequisites:** Introduction to Word and Word 2*
In this 3-hour class we will learn to create and format tables; use the column commands to make multi-column documents; and use the Mail Merge to create merge document, mailing labels and envelopes.

Excel

Excel 1 – Introduction ($10)

***Prerequisites:** Introduction to Word*
This 3-hour class introduces the basic concepts of Excel. We will learn to create a spreadsheet using labels, numbers and formulas; make editing changes to a worksheet; move and copy data and formulas; save, close, and open files, print a worksheet.

Excel Formats ($10)

***Prerequisites:** Excel 1*
This 2-hour class introduces the formatting techniques available with Excel including number formatting, fonts, sizes, print attributes, alignment, and character effects. Students will learn to insert, delete and adjust rows and columns; add borders and graphics; use conditional formatting; and add headers and footers.

Excel Charts ($10)

***Prerequisites:** Excel 1 and Excel Worksheet Formats*
This 2-hour class introduces the charting features of Excel. We will learn to plan and design a chart; create a chart with the Chart Wizard; enhance the chart using formatting techniques; and annotate and draw on a chart.

Excel Functions ($10)

***Prerequisites**: Excel 1 and Excel Worksheet Formats*
This 2-hour class introduces absolute referencing and Excel Functions. The following functions will be taught: SUM, AVERAGE, MIN, MAX, SUMIF, COUNTIF, IF, TODAY, NOW, PMT, FV, VLOOKUP

Excel Database Features ($10)

***Prerequisites:** Excel 1, Excel Formats, Using Excel Functions*
This 2-hour class explores the concept of a database as it relates to Excel. We will design a database, modify a database, sort the data and apply filters.

Excel Data Analysis ($10)

***Prerequisites:** Excel 1, Excel \ Formats, Using Excel Functions, Excel Database*
This 2-hour class explores data analysis techniques using Excel. We will review cell addressing; perform what-if analysis; use the goal seek; understand lists; and use pivot tables to answer questions about our data.

Access

Access 1 – Introduction ($20)

***Prerequisites:** Introduction to Word*
This 3-hour class explores the concept of a database as it relates to Access. We will design and create a database learning how to set field properties and validation rules. In addition we will add, delete, modify records and learn to sort and apply simple filters.

Access Filters and Queries ($10)

***Prerequisites**: Access 1*
This 2-hour class focuses on the Query techniques in Access. We will learn both Select Queries that allow us to ask questions and display subsets of our data and Actions Queries. We will also apply complex filters.

Access Forms and Reports ($10)

***Prerequisites:** Access 1*
In this 2-hour class we will use the Chart Wizard and the Report Wizard to create basic forms and reports. We will learn techniques to enhance and personalize the forms and reports created with the wizard.

Access Database Design ($10)

***Prerequisites:** All 3 Access classes*
In this 2-hour class we will learn the fundamentals of good database design focusing on a relational database and normalization techniques. This is an advanced class and requires that the student has taken all previous Access classes and has a good understanding of that material.

PowerPoint

PowerPoint 1 – Introduction ($20)

Prerequisites: *Introduction to Word*
In this 3-hour class we will learn to create, save, close, open, edit and print a PowerPoint presentation. We will learn formatting techniques and how to use clipart to enhance a presentation.

PowerPoint2 – Continue Building ($20)

Prerequisites: PowerPoint1
This 3-hour class focuses on the techniques that enhance a presentation. We will learn to insert charts, worksheets, tables, drawing objects, and bullets. We will also apply transitions and animation effects to our presentation and create speaker notes and handouts.