



Microsoft Desktop Computer Classes

Learn iT! classes are 3.5 hours and held in 90 Computer Training Room

Go to: Employee Self Service to enroll.

July 10 – 8:30 am - BLI1005 - Learn iT! – Excel I

Starting the application and getting familiar with the Excel 2000 interface
Navigating and selecting cells in a spreadsheet
Entering and editing data; adding numbers
Saving your workbook information
Inserting rows and columns; move and copy data
Formatting spreadsheet

July 10 – 1:00 pm - BLI1006 - Learn iT! – Excel II

Single and Multi-level sorting; Setting custom sort options
Filtering data in a list
Using custom and multiple condition criteria when filtering
Creating automatic subtotal
Importing/Exporting data
Create and modify pivot tables; Creating a database query

July 11 – 8:30 am - BLI1011- Learn It - Powerpoint I

Creating new presentations
Overview of the various PowerPoint views
Inserting new slides
Adding bulleted lists
Formatting text
Saving your presentation
Adding ClipArt to a slide; modifying ClipArt properties
Adding WordArt to a slide; formatting WordArt
Importing images to the ClipArt gallery

July 11 – 1:00 pm - BLI1007 - Learn iT! - Powerpoint II

Creating an Organization Chart
Creating diagrams; Creating data charts



Importing chart data from Excel; Importing an outline from a Word document
Saving a presentation for use on the web; Inserting hyperlinks; creating action buttons
Having others review a presentation; Accept or reject a reviewer's changes
Overview of an online broadcast

August 3 – 8:30 am - BLI1009 – Learn iT! – Word I

Starting the application and getting familiar with the Word interface
Creating a new document
Entering text
Navigation techniques in a document
Selecting text in a document
Saving and closing documents
Getting help in Word
Advanced techniques for selecting text
Moving and Copying text
Formatting text in a document
Formatting paragraphs
Working with indentation, numbered lists, and bulleted lists

August 3 – 1:00 pm - BLI1010 – Learn iT! - Word II

Applying and displaying styles
Create a custom style
Modify and delete a style
Using styles to create document outlines
Creating a table of contents
Creating an index
Using footnotes and endnotes
Creating and Using bookmarks
Creating cross-references

August 4 – 1:00 pm (3 hrs) - BLI1008 - Powerpoint Tips & Tricks

Presented by Karin Levy of the Directorate. Learn practical tips and tricks for creating Lab presentations using Powerpoint.



Participants should be comfortable with basic Powerpoint.

Part 1 –

Setting Preferences; templates, copying slides/text formatting and editing;
Layout design basics.

Part 2 –

Manipulating images, movies, and animation;
Preparing the final presentation.