

COURSE OBJECTIVES

POWERPOINT 2010 BASICS

This 6-hour workshop teaches participants how to create new presentations including text, graphics, drawing tools, WordArt, tables, charts and diagrams. You will also edit and format slide content and apply transition effects.

Pre-requisite: Participants must be familiar with personal computers and the use of a keyboard and the mouse. You should have a good working knowledge of Windows XP or 7.

WORD 2010 BASICS

This 9-hour workshop teaches you how to enter and edit text, and save and browse documents. You will learn how to enhance the appearance of a document using various formatting options. You will also create tables, insert headers and footers, proof and print documents and insert graphics.

Pre-requisite: Participants must be familiar with personal computers and the use of a keyboard and the mouse. You should have a good working knowledge of Windows XP or 7.

EXCEL 2010 BASICS

This 9-hour workshop covers an introduction to spreadsheet terminology and Excel's window components. Participants then learn how to use Help and to navigate worksheets and workbooks. You will enter and edit text, values, formulas and pictures and save workbooks in various formats. You also will move and copy data, learn about absolute and relative references and work with ranges, rows and columns. This workshop covers simple functions, basic formatting techniques and printing.

Pre-requisite: Participants must be familiar with personal computers and the use of a keyboard and the mouse. You should have a good working knowledge of Windows XP or 7.

WINDOWS 7 BASICS

This 6-hour course is designed for individuals with very little or no working knowledge of Windows. You must be familiar with the keyboard and the mouse. Key training lessons include: Using the Start menu and taskbar; Moving and re-sizing windows; Creating and managing files, folders and libraries; Editing file metadata; Searching for content on your computer; Creating shortcuts, using gadgets and changing system settings; Browsing and searching the web with Internet Explorer 8.

ADVANCED POWERPOINT 2010

Pre-requisite: Participants must be familiar with personal computers and use of the keyboard and mouse. You must complete PowerPoint 2010 Basics or have equivalent experience using at least 75% of its content skill sets.

This 6-hour workshop builds on the Basics workshop. Here you will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. You will learn to apply themes and templates, and you will work with SmartArt graphics and tables. Participants add multimedia content and interactive elements to slides, and you learn about presentation distribution options, such as PDF and HTML. Lastly, you learn to integrate PowerPoint with Word and Excel.

INTERMEDIATE WORD 2010

Pre-requisite: Participants must be familiar with personal computers and use of the keyboard and mouse. You must complete Word 2010 Basics or have equivalent experience using at least 75% of its content skill sets.

This 9-hour workshop builds on the Basics workshop. Participants will work with styles, sections and columns. You will format tables, print labels and envelopes and work with graphics. Here you also use document templates, manage document revisions and work with Web features.

INTERMEDIATE EXCEL 2010

Pre-requisite: Participants must be familiar with personal computers and use of the keyboard and mouse. You must complete Excel 2010 Basics or have equivalent experience using at least 75% of its content skill sets.

This 9-hour workshop builds on the Basics workshop. You will learn how to use multiple worksheets and workbooks efficiently, and work with more advanced formatting options, such as styles, themes, backgrounds and watermarks. Learn to create outlines and subtotals; create and apply cell names; and work with lists and tables. You learn to save workbooks as Web pages, insert and edit hyperlinks and save workbooks as a PDF file. Here you also cover advanced charting techniques, worksheet auditing and protection, file sharing and merging and workbook templates.

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Solutions, etc...
Workforce, Economic Development
and Continuing Education Division
Rhodes State College
4240 Campus Drive
Lima, OH 45804

R-132



Computer Training

Beginning to Advanced Skill Levels



presented by

Solutions, etc...

The Workforce, Economic Development
and Continuing Education Division

Hands-on Workshops Scheduled

to begin February 11, 2013

Pre-Registration Required

All classes will be held at Rhodes State College, Lima



COMPUTER TRAINING

Name: _____
 (For office use): _____
 Company: _____
 Home Company
 Address or Box #: _____

 City, State and Zip Code: _____

 County of Residence: _____
 Work Phone #: _____
 Home or Cell Phone #: _____
 Email Address: _____

List workshop(s) to attend:

Course Number	Course Title	Your Fee
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Full payment of fees is appreciated before respective workshop start date.

Payment Options

Total payment due: _____

Check Enclosed (payable to Rhodes State College)
 Purchase Order #: _____
 (Or attach PO to registration form)
Please read our invoicing policy

Credit Card:
 VISA MasterCard Discover Card
 Name as it appears on card: _____

 Card Number: _____

 Expiration Date: _____
 3-digit security code: _____

Credit cards are not processed until just before listed class date!



4 EASY WAYS TO REGISTER

(1) MAIL IN REGISTRATION FORM

Solutions, etc...
 Rhodes State College
 4240 Campus Drive, Lima OH 45804
 Checks payable to Rhodes State College

(2) FAX THE REGISTRATION FORM

Fax to: (419) 995-8096

(3) PHONE IN YOUR REGISTRATION

(419) 995-8406, 8:30am to 4:00pm, weekdays

(4) EMAIL YOUR REGISTRATION

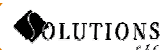
Complete then scan the registration panel. Email it to Sybert.A@RhodesState.edu



Registration confirmation will be sent by U.S. mail at least one week prior to your class start date. The confirmation includes a campus map and the location of your class.

REFUND, CANCELLATION & INVOICING POLICIES

- You can withdraw from a course up to 3 days before the start date. A \$15 fee applies to any such cancellation.
- You will be charged 50% of the fee for cancellation within 3 days of the start date.
- No refunds are issued for no-shows. Substitutions are welcome.
- A \$5 service charge will be added in any instance Solutions, etc... invoices for payment of fees.
- A \$25 late payment charge will be imposed for non-payment of an invoice within the payment terms given on the invoice. Typical payment terms are net 30 days.



REGISTRATION FEES

(All prices listed include one training manual per person)
 (All prices listed are per person, per workshop)

Any 9-hour workshop: \$99.00 per person

Eligible Individual Registrant Discount: \$89.00
 Applies only to seniors (age 55 or older), WCOMC members and past or present SBDC clients

Any 6-hour workshop: \$80.00 per person

Eligible Individual Registrant Discount: \$72.00
 Applies only to seniors (age 55 or older), WCOMC members and past or present SBDC clients

Solutions, etc... reserves the right to ask for proof of age, WCOMC membership and/or SBDC client status.

Be sure to indicate the workshop(s) you want to register to attend on the registration form. List your total fee(s) due at Payment Options.

All workshops are subject to cancellation if sufficient enrollment to run the workshop isn't met. Enroll early!

FREE BASIC COMPUTER SKILLS TRAINING CLASS

New to using a computer? Maybe you've never even turned on a computer. Consider attending our **free** six-hour workshop, *Basic Computer Skills Training*, which offers very beginner-level instruction of Windows, email and using the Internet. You can call our offices to request a brochure.

419.995.8406



WORKSHOP SCHEDULE

WINTER/SPRING 2013

POWERPOINT 2010 BASICS

A 6-hour workshop for beginning users.

Course #	Dates	Time
#M0837B	Feb. 12 and 14	5:30 to 8:30pm

ADVANCED POWERPOINT 2010

A 6-hour workshop for experienced PowerPoint users.

Course #	Dates	Time
#M0851B	March 11 and 13	5:30 to 8:30pm

WORD 2010 BASICS

A 9-hour workshop for beginning users.

Course #	Dates	Time
#M0819C	Feb. 18, 20 and 25	5:30 to 8:30pm

INTERMEDIATE WORD 2010

A 9-hour workshop for experienced Word users.

Course #	Dates	Time
#M0835C	March 18, 20 and 25	5:30 to 8:30pm

EXCEL 2010 BASICS

A 9-hour workshop for beginning users.

Course #	Dates	Time
#M0836B	April 8, 10 and 15	5:30 to 8:30pm

INTERMEDIATE EXCEL 2010

A 9-hour workshop for experienced Excel users.

Course #	Dates	Time
#M0850B	May 6, 8 and 13	5:30 to 8:30pm

WINDOWS 7 BASICS

Select one of the options below. Each represents a 6-hour workshop for beginning users. Select one option.

Course #	Dates	Time
#M0815C	Feb. 11 and 13	5:30 to 8:30pm
#M0815D	Feb. 19 and 21	1:00 to 4:00pm
#M0815E	April 15 and 17	9am to 12pm

MORE TO LEARN ...

We offer a variety of training workshops throughout the year. View any of our current brochures at:

www.RhodesState.edu/wedce