

Information Technology

Microsoft Outlook Beginning	Add and use contacts, calendar basics, fonts, hyperlinks and spellcheck. You will also learn how to recall and replace sent messages, set up automatic replies and open attachments, BCC, more calendars, search contacts, find messages	Sep23
Microsoft Word Introduction	We will cover the basics of Word including short cut keys, opening and saving a file, formatting fonts, using spell check, text searches, headers/footers, formatting your paragraphs and creating a new file. You will learn by applying skills to an example document.	Sep30
Microsoft Word Intermediate	In this lesson you will learn how to create and stylize a document to your needs. You will learn how to format Styles, creating a new Style, modifying Style, learn how to apply the Format Painter, insert bullets/numbers, working with symbols, indentations, using the Show/Hide tool, page setup, watermarks, and borders. You will apply these skills on a project that will be given to you during the lesson. You will also learn how to manage and create columns, inserting logos, creating labels, and mail merge. Saving to different file formats and more	Oct 7
Microsbeam		
	the basics in using Excel for manipulating cell content, create simple formulas and cell formatting	Oct 21
Introduction to Microsoft Excel Part 2	Still learning the basics of Microsoft Excel especially in grouping and organizing tables, using conditional formatting to generate or value based visual effects, and sorting records.	Oct 28
Fundamentals of Databases using Access as an example	In this workshop we will learn the basic fundamentals of databases, its uses, and project applications. We will also cover the use of Microsoft Access as an example of a Relational Database Management System or	