

## 10 days with Microsoft Publisher

### Topics:

- Save, open, close, print, views & selecting text
- Formatting text and paragraphs
- Cut, copy, paste, undo
- Working with Objects such as selecting, grouping, moving & sizing
- Inserting a text box
- Running the Design Checker
- Creating a Newsletter
- Importing a file into a Story
- Editing a Story using Word
- Inserting a hyperlink
- Understanding and dealing with overflow text
- Inserting and formatting graphics
- Inserting Pull Quotes
- Creating a Brochure
- Inserting an Order Form
- Outside printing considerations



## 10 days with Microsoft PowerPoint

### Topics:

- Save, open, close, print, views & selecting text
- Basic formatting for text and paragraphs
- Cut, copy, paste, undo
- View presentation in a slide show
- Create slides with multi-level bulleted lists
- Insert and move clipart and change its size
- Animate clip art
- Add an animation scheme and run an animated show
- Print a presentation outline



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## 10 days with Microsoft Word

Topics:

- Save, open, close, print, views & selecting text
- Formatting text and paragraphs
- Cut, copy, paste, undo
- Spelling, grammar, & autocorrect
- Insert clipart and images
- MLA documentation style for research papers
- Tabs & Indents
- Margins, Line spacing & Page breaks
- Footnotes



- Headers and Footers
- Introduction to Tables
- Applying Borders

## 10 days with Microsoft Excel

Topics:

- Save, open, close, print, print preview options
- Formatting rows, columns and cells
- Cut, copy, paste, undo, autofill
- Basic Formulas
- Built-in Functions (sum, average, min, max, count, date)
- Insert & delete rows & columns
- Borders & shading
- Conditional formatting
- Charts/Graphs
- Advanced formatting
- IF function logical testing
- Absolute/Relative/Mixed references



## 10 days with Windows Vista

Topics:

- Review of Windows basics
- Help and support
- View and change settings
- Understanding Files & Folders
- Creating folders
- Copying, moving and deleting files and folders
- Working with a flash drive
- Creating shortcuts



- Downloading software
- Installation/un-installation of software
- Download public domain music
- Burn/Rip a music CD