

REGISTRATION INFORMATION

On the 2021 Available Spring Classes pages, find the class you would like to register for

SAMPLE

Digital Photo Organization

Burnett County Community Ed: January 12 & 14 1PM - 3PM

MidState Technical College: January 12 & 13 6PM - 8PM

WITC Technical College: March 24 1PM - 3PM

If your digital photo collections are a mess, the good news is that software and online services now have excellent tools for helping you organize your images fast. The goal is to be able to find and share the photos you love without a headache. Learn the concepts and techniques behind efficient photo management, photo editing, organizing, backup, and sharing.

Find a date and time that works best for you

SAMPLE

Burnett County Community Ed: January 12 & 14 1PM - 3PM

MidState Technical College: January 12 & 13 6PM - 8PM

Notice the name of the College or Community Ed hosting the class. With the list below, call the number to register.

MidState Technical College

(888) 575-6782 TTY: 711

Wisconsin Technical College

(800) 243-9482

Frederic Community Education

(715)327-4868

Burnett County Community Education

(715) 349-7070

2021 Available Spring Classes

Keeping Track of Your Passwords

Midstate Technical College:	February 16 & 18	6PM - 8PM
WITC Technical College:	April 5	1PM - 3PM
MidState Technical College:	April 19	1PM - 3PM

A good password is easy to remember, but difficult to guess, both for people who know you, and for anonymous password-crackers. We all have so many different passwords to keep track of nowadays—rather than taking the dangerous shortcuts of either using the same password for everything, or else writing passwords down and keeping them near your computer, this course will teach you tips to make it easier to create unique, memorable passwords for every different application. You will learn how to create good passwords, and what tools can help you store your passwords safely.

Cut the Cable Bill - STREAMING LIVE TV FOR UNDER \$70 per Month

MidState Technical College:	January 7	1PM - 4PM
MidState Technical College:	January 21	1PM - 4PM
MidState Technical College:	January 18	5PM - 8PM
Frederic Community Education:	February 2	10AM- 12PM
Midstate Technical College:	February 8	6PM - 9PM
WITC Technical College:	February 10	1PM - 3PM
Midstate Technical College:	February 15	4PM - 7PM
Midstate Technical College:	March 1	4PM - 7PM
MidState Technical College:	March 22	1PM - 4PM
MidState Technical College:	March 29	5PM - 8PM
WITC Technical College:	April 12	1PM - 3PM
MidState Technical College:	April 21	5PM - 8PM

Thinking about getting rid of another monthly bill? TV lovers have more budget-friendly options these days than they may realize. This class will teach you how to ditch cable and satellite TV — and save a bundle — without giving up your favorite shows or features. Learn how to use the devices you have to watch your favorite shows, rent/buy movies, view photos on your flatscreen TV and much more! This is a VERY fun class that fills up fast.

Computer Security and Privacy Protection (Internet Browsing & Safety)

MidStateTechnical College:	February 9 & 11	6PM - 8PM
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Whether you realize it or not, the internet touches almost all aspects of your daily life and you need the tools, resources and education to stay safe online. In this class you will learn how you can protect your computers, mobile devices, information and identity. Topics include internet browsing & tracking, USB devices, authentication, phishing attacks, scams, identity theft, malware, backups, Wi-Fi security, anti-virus software, deleting files securely and more.

Resume and Job Searching Online

NO CLASSES SCHEDULED AT THIS TIME

While it's important to know the best places for job seekers to find job listings online, it's also critical for candidates to know where to post their resumes. Employers look for potential hires in various places on the internet, from their own corporate websites to niche job search sites. Learn where they're looking, and you'll know where to create your online profile for maximum exposure and opportunity.

Digital Photo Organization

Burnett County Community Ed: **January 12 & 14** **1PM - 3PM**

MidState Technical College: **January 12 & 13** **6PM - 8PM**

WITC Technical College: **March 24** **1PM - 3PM**

If your digital photo collections are a mess, the good news is that software and online services now have excellent tools for helping you organize your images fast. The goal is to be able to find and share the photos you love without a headache. Learn the concepts and techniques behind efficient photo management, photo editing, organizing, backup, and sharing.

Digital Photography with Your iPhone

Frederic Community Ed: **February 16 & 18** **10AM - 12PM**

- How to replicate professional digital photography with your iPhone.
- How to take stunning photos by utilizing shot composition.
- How to optimize iPhone settings for taking the best photos.
- How to professionally edit photos with Lightroom (free) on your iPhone.
- How to utilize surrounding light to properly light your subjects.
- How/Why the best photographers tell stories in their photos.
- How to take more impactful photos of people, landscapes, architecture, and more.

Using Google and All It Has to Offer

MidState Technical College: **February 1 & 3** **9AM - 11AM**

Frederic Community Education: **February 9 & 11** **4PM - 6PM**

What is the use of Google? Google offers Gmail, Chrome, Maps, Drive, Spreadsheets, Youtube, Calendar...and much more! With Google, you can upload and store all of your files online. Google Docs is similar to Microsoft Word and Google Sheets is similar to Microsoft Excel. THE BEST PART...They are FREE to use! You can then share these files with others and access them from any computer, smartphone, or tablet. With Google you can quickly and easily get answers on your smartphone or computer. Come and find out more about using Google and all it has to offer. Please bring your laptop or device to class.

Intro to iPhone/iPad

MidState Technical College: January 18 & 20 9AM - 11AM

WITC Technical College: January 19 & 26 1PM - 3PM

Learn to use Apple's devices including: iPad and iPhone. Interact with your device, access different features, set up and manage your account, and access the Internet. Understand the capabilities and limitations of your device and why it may or may not replace your computer. Gain basic troubleshooting tips for when something goes awry. Please bring your device to class.

iPhone/iPad Beyond the Basics

WITC Technical College: January 25 & 28 6PM - 8PM

WITC Technical College: February 2 & 9 1PM - 3PM

Dig deeper into the capabilities of your iPad and iPhone. Discover the many applications available and how to install them. Learn how to send emails, use the camera and share photos. Understand Cloud storage, security and how to sync files between your mobile device and computer. Please bring your device to class. Please have your iCloud account set up before class.

Make Your Own with Shutterfly - Photobook

MidState Technical College: January 19, 21 & 26 6PM - 8PM

In this course you will be exploring Shutterfly and all its capabilities. This application allows users to design their own items ranging from calendars, greeting cards, and stationary to custom wall art, ornaments, and home décor. Enjoy this creative opportunity as we learn together about designing unique and personalized gifts. The focus of the project for this class will be developing your own photobook. Participants should come with photos already stored in a digital format. It is recommended that you consider taking the Digital Photo Organization class if you would like assistance in preparing your photos in advance.

Windows vs Mac

NO CLASSES SCHEDULED AT THIS TIME

Windows vs. Mac: The Big Debate. The differences between the two computers have become more subtle and revolve around personal taste; however, Windows and Macs do offer some clear-cut differences. This course will compare those differences.

Backing Up Your Computer Before It's Too Late

MidState Technical College: February 2 & 4 6PM - 8PM

WITC Technical College: April 6 1PM - 3PM

While backups can be tedious without the right tools, modern hard drive backup software and methods make the process much easier and faster.

Microsoft Office Suite Overview (Word, Excel, Outlook) For Windows Users

MidState Technical College: March 16, 23 & 30

1PM - 3PM

2 HOURS

Week 1: Word 2019 – Creating and Editing a Document

- Create and save a document
- Enter text and correct errors as you type
- Use AutoComplete and AutoCorrect
- Select text and move the insertion point
- Undo and redo actions
- Adjust paragraph spacing, line spacing, and margins
- Preview and print a document
- Create an envelope
- Open an existing document
- Use the Editor pane
- Change page orientation, font, font color, and font size
- Apply text effects and align text
- Copy formatting with the Format Painter
- Insert a paragraph border and shading
- Delete, insert, and edit a photo
- Add a page border
- Create bulleted numbered lists
- Use Microsoft Word Help

2 HOURS

Week 2: Microsoft Excel 2019 – Getting Started with Excel 2019

- Open and close a workbook
- Navigate through a workbook and worksheet
- Select cells and ranges
- Plan and create a workbook
- Insert, rename, and move worksheets
- Enter text, dates, and numbers
- Undo and redo actions
- Resize columns and rows
- Enter formulas and the SUM and COUNT functions
- Copy and paste formulas
- Move or copy cells and ranges
- Insert and delete rows, columns, and ranges
- Create patterned text with Flash Fill
- Add cell borders and change font size
- Change worksheet views
- Prepare a workbook for printing

2 HOURS

Week 3: Managing Email Message with Outlook

- Add a Microsoft account to Outlook
- Set language preferences and Sensitivity levels
- Apply a theme
- Compose, address and send an email message

- Open, read, print, and close an email message
- Preview and save a file attachment
- Display the People Pane
- Reply to an email message
- Check spelling as you type an email message
- Attach a file to an outgoing email message
- Forward an email message
- Copy another person when sending an email message
- Create an move messages into a folder
- Delete an email message
- View the mailbox size

MacOS Basics

NO CLASSES SCHEDULED AT THIS TIME

2 Hours - Week 1: Getting Familiar with the Mac

- Menu bar
- Spotlight
- Siri
- Notification Center
- Desktop
- Dock
- Finder
- Touch Bar
- Touch ID
- Connect to the internet
- Get macOS updates
- Get help on your Mac

2 Hours - Week 2: Diving into Apps

- Built-in apps
- Open apps with Launchpad
- Work with app windows
- Use apps in full screen
- Use apps in Split View
- Get apps from the Mac App Store
- Reinstall apps from the Mac App Store
- Reinstall apps that came with your Mac
- Install and uninstall other apps

2 Hours - Week 3: Customizing your Mac

- Change System Preferences
- Change your desktop picture
- Add your internet accounts
- Set up Screen Time for yourself
- Make it easier to see what's on the screen
- Use accessibility features
- Change people's pictures
- Set up other users on your Mac
- Run Windows on your Mac

MacOS Intermediate

NO CLASSES SCHEDULED AT THIS TIME

2 Hours - Week 1: Work with Files and Folders

- Create and work with documents
- Use dictation
- Take screenshots or screen recordings
- View and edit files with Quick Look
- Mark up files
- Combine files into a PDF
- Print
- Organize files in stacks
- Organize files using folders
- Tag files and folders
- Backup files
- Restore files

2 Hours - Week 2: Apple ID and iCloud

- Create an Apple ID
- Use two-factor authentication with Apple ID
- Manage Apple ID preferences
- Set up iCloud features on Mac
- Store file in iCloud Drive
- Share folders and documents with iCloud File Sharing
- Manage iCloud storage
- Use iCloud Photos

2 Hours - Week 3: Family and Friends

- Set up Family Sharing
- Set up Screen Time for a child
- Share purchases with your family
- Share calendars
- Share reminders
- Share photos
- Find your family and friends

2 Hours - Week 4: Use Apple Devices Together

- Use Continuity across your devices
- Use your iPad as a second display
- Hand off between devices
- Insert photos and scans from iPhone or iPad
- Insert sketches from iPhone or iPad
- Copy and paste between devices
- Use Apple Watch to unlock your Mac and approve requests

- Make and receive phone calls on your Mac
- Control accessories in your home
- Send files between devices with AirDrop
- Use AirPods with your Mac
- Stream content to Apple TV

MacOS Advanced

NO CLASSES SCHEDULED AT THIS TIME

2 Hours - Week 1: Music, TV, Books, News and more

- Play music
- Watch TV shows and movies
- Listen to podcasts
- Read and listen to books
- Read the news
- Track stocks and the market
- Shop on the web with Apple Pay in Safari
- Record a memo
- Sync music, books, and more between devices
- Play games
- Create and share music
- Import, edit, and share home videos

2 Hours - Week 2: Privacy and Security

- Understand passwords
- Use keychains to store passwords
- Reset your Mac login password
- Set up your Mac to be secure
- Guard your privacy
- Protect your Mac from malware
- Use Sign in with Apple for apps and websites
- Clear your Safari browsing history
- Manage cookies and other website data in Safari
- Find a missing device

2 Hours - Week 3: Mac Hardware

- Use trackpad and mouse gestures
- Adjust the volume
- Change your display's brightness
- Use the built-in camera
- Use Bluetooth devices
- Connect an Apple wireless accessory
- Connect a display, TV, or projector
- Burn CDs and DVDs
- Optimize storage space

2 Hours - Week 4: Resources for Your Mac and Apple Devices

- Information about your Mac
- Troubleshooting your Mac
- Service and repair options

- iPhone
- iPad
- iPod
- Apple Watch
- Apple TV
- HomePod

Windows 10 Basics

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week 1: Introduction to Windows 10

- Describe Windows 10
- Explain the following terms: app, operating system, workstation, and server
- Differentiate among the various editions of Windows 10
- Use a touch screen and perform basic mouse operations
- Run Windows 10 and sign in to an account
- Identify the objects on the Windows 10 desktop
- Run an app
- Navigate within an app
- Run the File Explorer
- Switch between apps
- Customize the Start menu
- Search for an app or a file
- Install an app
- Use the search box
- Add reminders
- Sign out of an account and shut down the computer

2 HOURS - Week 2: Working with the Windows 10 Desktop

- Create, name, and save a document directly in the Documents folder
- Use WordPad to print and edit a document
- Change the view and arrange objects in groups in the Documents folder
- Create and name a folder in the Documents folder
- Move documents into a folder
- Add and remove a shortcut on the Start menu
- Open a document using a shortcut on the Start menu
- Open a folder using a desktop shortcut
- Open, modify and print multiple documents in a folder
- Delete multiple files and folders
- Work with the Recycle Bin

2 HOURS - Week 3: File and Folder Management

- View the contents of a drive and folder using the This PC window
- View the properties of files and folders
- Find files and folders from a folder window
- Use Shake and Snap to manipulate windows
- View, copy, and move contents of the Pictures folder
- View and change the properties of a picture
- Run and use the Photos app
- View pictures as a slide show
- Compress a folder and view the contents of a compressed folder
- Back up files and folders using OneDrive

2 HOURS - Week 4: Personalizing Your Work Environment

- Differentiate among the various types of user accounts
- Create user accounts
- Create a picture password
- Personalize the lock screen

- Customize the Start screen
- Work with multiple desktops
- Work with and customize the taskbar
- Display the Action Center
- View and modify folder options

Computer Basics – Working from Home

Frederic Community Education: February 15, 17, 22 & 24 10AM - 12PM

2 HOURS - Week 1: Introducing Today's Technologies – Computers, Devices and the Web

- Differentiate among laptops, tablets, desktops, and servers
- Describe the purpose and uses of smartphones, digital cameras, portable and digital media players, e-book readers, wearable devices, and game devices
- Describe the relationship between data and information
- Briefly explain various input options
- Differentiate the web from the Internet, and describe the relationship among the web, webpages, websites, and web servers
- Explain the purpose of a browser, a search engine, and an online social network
- Briefly describe digital security risks associated with viruses and other malware, privacy, your health, and the environment
- Differentiate between an operating system and applications
- Differentiate between wired and wireless technologies, and identify reasons individuals and businesses use networks
- Discuss how society uses technology in education, government, finance, retail, entertainment, health care, science, travel, publishing, and manufacturing
- Identify technology used by home users, small/home office users, mobile users, power users, and enterprise users

2 HOURS - Week 2: Connecting and Communicating Online – The Internet, Websites and the Media

- Discuss the evolution of the Internet
- Briefly describe various broadband Internet connections
- Describe the purpose of an IP address and its relationship to a domain name
- Describe features of browsers and identify the components of a web address
- Describe ways to compose effective search text
- Explain benefits and risks of using online social networks
- Describe uses of various types of websites
- Explain how the web uses graphics, animation, audio, video, and virtual reality
- Explain how email, email lists, Internet messaging, chat rooms, online discussions, VoIP, and FTP work
- Identify the rules of netiquette

2 HOURS - Week 3: - Computers and Mobile Devices – Evaluating Options for Home and Work

- Describe the characteristics and uses of laptops, tablets, desktops, and all-in-ones
- Describe the characteristics and types of servers
- Differentiate among POS terminals, ATMs, and self-service kiosks
- Describe cloud computing and identify its uses
- Describe the characteristics and uses of smartphones, digital cameras, portable and digital media players, e-book readers, and wearable devices
- Describe the characteristics of and ways to interact with game devices
- Identify uses of embedded computers
- Differentiate a port from a connector, identify various ports and connectors, and differentiate among Bluetooth, Wi-Fi, and NFC wireless device connections
- Identify safeguards against hardware theft and vandalism and hardware failure
- Discuss ways to prevent health-related injuries and disorders caused from technology use, and describe ways to design a workplace ergonomically

2 HOURS - Week 4: Programs and Apps – Productivity, Graphics, Security and Other Tools

- Identify the general categories of programs and apps
- Describe how an operating system interacts with applications and hardware
- Differentiate among the ways you can acquire programs and apps
- Identify the key features of productivity applications
- Identify the key features of graphics and media applications
- Identify the uses of personal interest applications
- Identify the purpose of software used in communications
- Identify the key features of security tools
- Identify the key features of file, disk, and system management tools

Intermediate Computer Course

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week 1: Digital Security, Ethics, and Privacy - Threats, Issues, and Defenses

- Define the term, digital security risks, and briefly describe the types of cyber-criminals
- Describe various types of Internet and network attacks, and explain ways to safeguard against these attacks
- Discuss techniques to prevent unauthorized computer access and use
- Explain the ways that software manufacturers protect against software piracy
- Discuss how encryption, digital signatures, and digital certificates work
- Identify safeguards against hardware theft, vandalism, and failure
- Explain options available for backing up
- Identify risks and safeguards associated with wireless communications
- Recognize issues related to information accuracy, intellectual property rights, codes of conduct, and green computing
- Discuss issues surrounding information privacy

2 HOURS - Week 2: Computing Components - Processors, Memory, the Cloud, and More

- Describe the various computer and mobile device cases and the contents they protect
- Describe multi-core processors, the components of a processor, and the four steps in a machine cycle
- Identify characteristics of various personal computer processors on the market today, and describe the ways processors are cooled
- Describe what is meant by the Internet of Things
- Explain the advantages and services of cloud computing
- Define a bit, and describe how a series of bits represents data
- Explain how program and application instructions transfer in and out of memory
- Differentiate among the various types of memory
- Describe the purpose of adapter cards and USB adapters
- Explain the function of a bus
- Explain the purpose of a power supply and batteries
- Describe how to care for computers and mobile devices

2 HOURS - Week 3: Input and Output - Extending Capabilities of Computers and Mobile Devices

- Differentiate among various types of keyboards: standard, compact, on-screen, virtual, ergonomic, gaming, and wireless
- Describe characteristics of various pointing devices: mouse, touchpad, and trackball
- Describe various uses of touch screens
- Describe various types of pen input: stylus, digital pen, and graphics tablet
- Describe various uses of motion input, voice input, and video input
- Differentiate among various scanners and reading devices
- Explain the characteristics of various displays
- Summarize the various types of printers
- Identify the purpose and features of speakers, headphones and earbuds, data projectors, interactive whiteboards, and force-feedback game controllers and tactile output
- Identify various assist technology input and output methods

2 HOURS - Week 4: Digital Storage - Preserving Content Locally and on the Cloud

- Differentiate between storage and memory
- Describe the characteristics of internal hard disks
- Describe the benefits of solid-state drives
- Identify uses of external hard drives and RAID
- Differentiate among various types of memory cards and USB flash drives
- Discuss the benefits and uses of cloud storage
- Describe characteristics of and differentiate among types of optical discs
- Explain types of enterprise storage
- Identify uses of magnetic stripe cards, smart cards, RFID tags, and NFC tags

Advanced Computer Course

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week 1: Operating Systems - Managing, Coordinating, and Monitoring Resources

- Explain the purpose of an operating system
- Describe the start-up process and shutdown options on computers and mobile devices
- Explain how an operating system provides a user interface, manages programs, manages memory, and coordinates tasks
- Describe how an operating system enables users to configure devices, establish an Internet connection, and monitor performance
- Identify file management and other tools included with an operating system, along with ways to update operating system software
- Explain how an operating system enables users to control a network or administer security
- Summarize the features of several desktop operating systems
- Briefly describe various server operating systems
- Summarize the features and uses of several mobile operating systems

2 HOURS - Week 2: Communicating Digital Content

- Wired and Wireless Networks and Devices
- OBJECTIVES:
- Discuss the purpose of the components required for successful communications and identify various sending and receiving devices
- Differentiate among LANs, MANs, WANs, and PANs
- Differentiate between client/server and peer-to-peer networks
- Explain the purpose of communications software
- Describe the various network communications standards and protocols
- Describe various types of communications lines
- Describe commonly used communications devices
- Discuss different ways to set up and configure a home network
- Differentiate among physical transmission media
- Differentiate among wireless transmission media

2 HOURS - Week 3: Building Solutions - Database, System, and Application Development

Tools

- Differentiate among a character, field, record, and data file and describe validation techniques
- Differentiate between file processing systems and the database approach
- Describe uses of web databases, types of databases, and Big Data
- Discuss functions common to most database management systems: data dictionary, file retrieval and maintenance, data security, and backup and recovery
- Define system development, list the system development phases, and identify the guidelines for system development
- Discuss the importance of project management, feasibility assessment, documentation, and data and information gathering techniques
- Discuss the purpose of and tasks conducted in each system development phase
- Differentiate between low-level languages and procedural languages
- Identify the benefits of object-oriented programming languages and application development tools
- Describe various ways to develop webpages and web applications

2 HOURS - Week 4: Working in the Enterprise - Systems, Certifications, and Careers

- Identify the qualities of valuable information
- Describe various information systems used in an enterprise
- Identify the components of and steps in information literacy
- Describe career opportunities available in various segments of the computer industry
- Identify job titles and responsibilities for various technology jobs
- Identify mobile app development strategies
- Identify ways to prepare for certification
- Describe the general areas of IT certification
- Identify ways to begin a job search
- Explain how to create a professional online presence

Microsoft Excel 2019 for Windows Users

MidState Technical College:

March 10, 17, 24 & 31

5PM - 7PM

2 HOURS - Week 1: Getting Started with Microsoft Excel 2019

- Open and close a workbook
- Navigate through a workbook and worksheet
- Select cells and ranges
- Plan and create a workbook
- Insert, rename, and move worksheets
- Enter text, dates, and numbers
- Undo and redo actions
- Resize columns and rows
- Enter formulas and the SUM and COUNT functions
- Copy and paste formulas
- Move or copy cells and ranges
- Insert and delete rows, columns, and ranges
- Create patterned text with Flash Fill
- Add cell borders and change font size
- Change worksheet views
- Prepare a workbook for printing

2 HOURS - Week 2: Formatting Workbook Text and Data

- Change fonts, font style, and font color
- Add fill colors and a background image
- Create formulas to calculate sales data
- Format numbers as currency and percentages
- Format dates and times
- Align, indent, and rotate cell contents
- Merge a group of cells
- Use the AVERAGE function
- Apply cell styles
- Copy and paste formats with the Format Painter
- Find and replace text and formatting
- Change workbook themes
- Highlight cells with conditional formats
- Format a worksheet for printing

2 HOURS - Week 3: Performing Calculations with Formulas and Functions

- Translate an equation into a function
- Do calculations with dates and times
- Extend data and formulas with AutoFill
- Use the Function Library
- Calculate statistics
- Using the Quick Analysis toolbar
- Use absolute and relative cell references

- Use a logical function
- Retrieve data with lookup tables
- Do what-if analysis with Goal Seek

2 HOURS - Week 4: Analyzing and Charting Financial Data

- Create a pie chart
- Format chart elements
- Create a line chart
- Work with chart legends
- Create a combination chart
- Create a scatter chart
- Edit a chart data source
- Create a data callout
- Insert shapes and icons into a worksheet
- Create and edit a data bar
- Create and edit a group of sparklines

Microsoft Excel 2019 for Mac Users

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week 1: Getting Started with Microsoft Excel 2019

- Open and close a workbook
- Navigate through a workbook and worksheet
- Select cells and ranges
- Plan and create a workbook
- Insert, rename, and move worksheets
- Enter text, dates, and numbers
- Undo and redo actions
- Resize columns and rows
- Enter formulas and the SUM and COUNT functions
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- Create and edit a group of sparklines

Microsoft Word 2019 - Introductory

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week1: Creating and Editing a Document

- Create and save a document
- Enter text and correct errors as you type
- Use AutoComplete and AutoCorrect
- Select text and move the insertion point
- Undo and redo actions
- Adjust paragraph spacing, line spacing, and margins
- Preview and print a document
- Create an envelope
- Open an existing document
- Use the Editor pane
- Change page orientation, font, font color, and font size
- Apply text effects and align text
- Copy formatting with the Format Painter
- Insert a paragraph border and shading
- Delete, insert, and edit a photo
- Add a page border
- Create bulleted numbered lists
- Use Microsoft Word Help

2 HOURS - Week 2: Navigating and Formatting a Document

- Read, reply to, delete, and add comments
- Move text using drag and drop
- Cut and paste text
- Copy and paste text
- Navigate through a document using the Navigation pane
- Find and replace text
- Format text with styles
- Review the M L A style for research papers
- Indent paragraphs
- Insert and modify page numbers
- Create footnotes and endnotes
- Create citations
- Create and update a bibliography
- Modify a source

2 HOURS - Week 3: Creating Tables and a Multipage Report

- Review the document headings in the Navigation pane
- Reorganize document text using the Navigation pane
- Collapse and expand body text in a document
- Create and edit a table

- Sort rows in a table
- Modify a table's structure
- Format a table
- Merge cells and add a formula
- Set table stops
- Turn on automatic hyphenation
- Divide a document into sections
- Create a SmartArt graphic
- Create headers and footers
- Insert a cover page
- Change the document's theme
- Review a document in Read Mode

2 HOURS - Week 4: Enhancing Page Layout and Design

- Use continuous section break for page layout
- Format text in columns
- Insert symbols and special characters
- Distinguish between inline and floating objects
- Wrap text around an object
- Insert and format text boxes
- Insert drop caps
- Create and modify WordArt
- Crop a picture
- Search for online pictures and 3-D models
- Rotate and adjust a picture
- Remove a picture's background
- Insert and format an icon
- Balance columns
- Add a page border
- Save a document as a PDF
- Open a PDF in Word

Microsoft Word 2019 - Intermediate

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week 1: Working with Templates, Themes, and Styles

- Create a new document from a template
- Move through a document using Go To
- Use the thesaurus to find synonyms
- Customize the document theme
- Save a custom theme
- Select a style set
- Customize a style
- Change character spacing
- Create a new style
- Inspect styles
- Reveal and compare text formatting details
- Review line and page break settings
- Generate and update a table of contents
- Create and use a template
- Create a Quick Part

2 HOURS - Week 2: Using Mail Merge

- Insert a Date field
- Select a main document
- Create a data source
- Insert mail merge fields into a main document
- Create a mail merge rule
- Preview a merged document
- Complete a mail merge
- Reopen a main document
- Edit a data source
- Sort and filter records
- Create mailing labels
- Create a phone directory
- Convert a table to text

2 HOURS - Week 3: Collaborating with Others and Integrating Data

- Track changes in a document
- Compare and combine documents
- Accept and reject tracked changes
- Embed an Excel worksheet
- Modify an embedded Excel worksheet
- Link an Excel chart
- Modify and update a linked Excel chart
- Create bookmarks

- Insert and edit hyperlinks
- Optimize a document for online viewing
- Create and publish a blog post

Microsoft Word 2019 - Advanced

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week 1: Customizing Word and Automating Your Work

- Insert a shape
- Add text to a shape
- Apply ligatures and stylistic sets to text
- Compress photos
- Translate text
- Add a custom paragraph border
- Create a watermark
- Edit building block properties
- Copy a building block to another document or template
- Copy a style to another document or template
- Add properties to a document
- Insert document properties into the document content
- Insert and customize fields
- Learn about Trust Center settings
- Record and run macros
- Edit macros using Visual Basic
- Copy macros to another document or template
- Record an AutoMacro

2 HOURS - Week 2: Creating Online Forms Using Advanced Table Techniques

- Plan and design an online form
- Split cells
- Rotate and align text
- Move gridlines
- Modify borders
- Change cell margins
- Learn about content controls
- Insert content controls
- Modify the properties of content controls
- Modify placeholder text in a content control
- Test content controls
- Learn about cell referencing in formulas
- Use formulas in a table
- Group content controls
- Restrict document editing for a form
- Fill in an online form

2 HOURS - Week 3: Managing Long Documents

- Work in Outline View
- Create a master document
- Insert and create subdocuments
- Unlink a subdocument
- Reopen a master document
- Add numbers to heading
- Add numbered captions
- Create cross-references
- Insert an endnote
- Create a chart in a document
- Restrict editing in a document
- Check for hidden data
- Check for accessibility
- Evaluate section and page breaks
- Apply different page number formats in document sections
- Create odd and even pages
- Insert a style reference
- Insert nonbreaking hyphens and spaces
- Create and update an index
- Create a table of figures
- Update fields before printing
- Check compatibility to earlier versions of Word
- Encrypt and mark a document as final

Microsoft Outlook 2019 - Basics to Advanced

NO CLASSES SCHEDULED AT THIS TIME

2 HOURS - Week 1: Managing Email Messages with Outlook

- Add a Microsoft account to Outlook
- Set language preferences and Sensitivity levels
- Apply a theme
- Compose, address and send an email message
- Open, read, print, and close an email message
- Preview and save a file attachment
- Display the People Pane
- Reply to an email message
- Check spelling as you type an email message
- Attach a file to an outgoing email message
- Forward an email message
- Copy another person when sending an email message
- Create an move messages into a folder
- Delete an email message
- View the mailbox size
- Summary
- Apply What You've Learned

2 HOURS - Week 2: Managing Calendars with Outlook

- Describe the components of the Outlook Calendar
- Add a personal calendar to Outlook
- Add a city to the calendar Weather Bar list
- Navigate the calendar using the Date Navigator
- Display the calendar in various views
- Add national holidays to the default calendar
- Enter, save, move, edit and delete appointments and events
- Organize your calendar with color categories
- Set the status of and a reminder for an appointment
- Import an iCalendar and view it in overlay mode
- Schedule an modify events
- Schedule meetings
- Respond to meeting requests
- Peek at a calendar
- Print a calendar
- Save and share a calendar
- Summary
- Apply What You've Learned

2 HOURS - Week 3: Managing Contacts and Personal Contact Information with Outlook

- Create a new contact
- Create a contact from an email message
- Modify a contact
- Add a contact photo
- Delete a contact
- Manipulate attachments to contacts
- Display contacts in different views
- Sort a contact list
- Find contacts using complete or partial information
- Find contacts from any Outlook folder
- Create a contact group
- Modify a contact group
- Add and remove names in a contact group
- Preview a contact list
- Print a contact list
- Summary
- Apply What You've Learned

2 HOURS - Week 4: Creating and Managing Tasks with Outlook

- Create a new task
- Create a task with a status
- Create a task with a priority
- Create a task with a reminder
- Create a recurring task
- Categorize a task
- Configure Quick Clicks
- Categorize email messages
- Update a task
- Attach a file to a task
- Assign a task
- Forward a task
- Send a status report
- Print tasks
- Create a note
- Change the view of notes
- Summary
- Apply What You've Learned

2 HOURS - Week 5: Customizing Outlook

- Add another email account
- Insert Quick Parts in email messages
- Insert links in email messages
- Insert images in email messages
- Create a search folder
- Set the default message format
- Create an email signature
- Format a signature
- Assign signatures
- Customize personal stationery
- Configure junk email options
- Create rules
- Configure AutoArchive settings
- Adjust calendar settings
- Subscribe to a news feed
- Summary
- Apply What You've Learned

Microsoft Access 2019 - Basics

MidState Technical College:

April 5, 12 & 19

5PM - 7PM

2 HOURS - Week 1: Creating a Database - Tracking Patient, Visit, and Billing Data

- Session 1.1 Visual Overview: The Access Window
- Introduction to Database Concepts
- Starting Access and Creating a Database
- Creating a Table in Datasheet View
- Creating a Table in Design View
- Closing a Table and Exiting Access
- Session 1.1 Quick Check
- Session 1.2 Visual Overview: The Create Tab Options
- Entering Data into Tables
- Copying Records from Another Access Database
- Navigating a Datasheet
- Creating a Simple Query
- Creating a Simple Form
- Creating a Simple Report
- Viewing Objects in the Navigation Pane
- Using Microsoft Access Help
- Managing a Database
- Session 1.2 Quick Check
- Review Assignments
- Case Problems

2 HOURS - Week 2: Building a Database and Defining Table Relationships - Creating the Billing and Patient Tables

- Session 2.1 Visual Overview: Table Window in Design View
- Guidelines for Designing Databases
- Guidelines for Setting Field Properties
- Modifying a Table in Design View
- Modifying the Structure of an Access Table
- Modifying Field Properties
- Session 2.1 Quick Check
- Session 2.2 Visual Overview: Understanding Table Relationships
- Adding Records to a New Table
- Importing Data from an Excel Worksheet
- Creating a Table by Importing an Existing Table or Table Structure
- Adding Fields to a Table Using the Data Type Gallery
- Modifying the Structure of an Imported Table
- Setting the Default Value Property for a Field
- Adding Data to a Table by Importing a Text File
- Defining Table Relationships
- Session 2.2 Quick Check

- Review Assignments
- Case Problems

2 HOURS - Week 3: Maintaining and Querying a Database - Updating and Retrieving Information About Patients, Visits, and Invoices

- Session 3.1 Visual Overview: Query Window in Design View
- Updating a Database
- Introduction to Queries
- Creating and Running a Query
- Updating Data Using a Query
- Creating a Multitable Query
- Sorting Data in a Query
- Filtering Data
- Session 3.1 Quick Check
- Session 3.2 Visual Overview: Selection Criteria in Queries
- Defining Record Selection Criteria for Queries
- Defining Multiple Selection Criteria for Queries
- Changing a Datasheet's Appearance
- Creating a Calculated Field
- Using Aggregate Functions
- Working with the Navigation Pane
- Session 3.2 Quick Check
- Review Assignments
- Case Problems

Microsoft Access 2019 - Intermediate

8 HOURS TOTAL

2 HOURS - Week 1: Creating Advanced Queries and Enhancing Table Design - Making the Clinic Database Easier to Use

- Session 5.1 Visual Overview: Calculated Field
- Reviewing the Clinic Database
- Using a Pattern Match in a Query
- Using a List-of-Values Match in a Query
- Using the Not Logical Operator in a Query
- Assigning a Conditional Value to a Calculated Field
- Creating a Parameter Query
- Session 5.1 Quick Check
- Session 5.2 Visual Overview: Advanced Query Wizards
- Creating a Crosstab Query
- Creating a Find Duplicates Query
- Creating a Find Unmatched Query
- Creating a Top Values Query
- Session 5.2 Quick Check
- Session 5.3 Visual Overview: Lookup Fields and Input Masks
- Creating a Lookup Field
- Using the Input Mask Wizard
- Identifying Object Dependencies
- Defining Data Validation Rules
- Working with Long Text Fields
- Designating a Trusted Folder
- Session 5.3 Quick Check
- Review Assignments
- Case Problems

2 HOURS - Week 2: Using Form Tools and Creating Custom Forms - Creating Forms for Lakewood Community Health Services

- Session 6.1 Visual Overview: Anchoring Controls
- Designing Forms
- Creating a Relationship Report and Using the Documenter
- Creating Forms Using Form Tools
- Session 6.1 Quick Check
- Session 6.2 Visual Overview: Custom Form in Design View
- Planning and Designing a Custom Form
- Creating a Custom Form in Design View
- Selecting, Moving, and Aligning Form Controls
- Aligning Form Controls
- Resizing and Deleting Controls
- Adding a Combo Box Control to a Form

- Using Form Headers and Form Footers
- Session 6.2 Quick Check
- Session 6.3 Visual Overview: Custom Form in Form View
- Adding a Combo Box to Find Records
- Adding a Subform to a Form
- Displaying a Subform's Calculated Controls in the Main Form
- Changing the Tab Order in a Form
- Improving a Form's Appearance
- Session 6.3 Quick Check
- Review Assignments
- Case Problems

2 HOURS - Week 3: Creating Custom Reports - Creating Custom Reports for Lakewood Community Health Services

- Session 7.1 Visual Overview: Report Sections
- Customizing Existing Reports
- Viewing a Report in Report View
- Modifying a Report in Layout View
- Modifying a Report in Design View
- Session 7.1 Quick Check
- Session 7.2 Visual Overview: Form in Design View and Print Preview
- Planning and Designing a Custom Report
- Creating a Query for a Custom Report
- Creating a Custom Report
- Working with Controls in Design View
- Hiding Duplicate Values in a Report
- Session 7.2 Quick Check
- Session 7.3 Visual Overview: Custom Form in Design View
- Understanding Page Header and Page Footer Sections
- Creating Mailing Labels
- Session 7.3 Quick Check
- Review Assignments
- Case Problems

2 HOURS - Week 4: Sharing, Integrating, and Analyzing Data - Importing, Exporting, Linking, and Analyzing Data in the Clinic Database

- Session 8.1 Visual Overview: Exporting Data to XML and HTML
- Exporting an Access Query to an HTML Document
- Importing a CSV File as an Access Table
- Working with XML Files
- Session 8.1 Quick Check
- Session 8.2 Visual Overview: Tabbed Control with a Chart
- Using a Tab Control in a Form
- Creating a Chart Using the Chart Wizard
- Using Templates and Application Parts

- Exporting a Report to a PDF File
- Integrating Access with Other Applications
- Session 8.2 Quick Check
- Review Assignments
- Case Problems

Microsoft Access 2019 - Advanced

8 HOURS TOTAL

2 HOURS - Week 1: Using Action Queries and Advanced Table Relationships - Enhancing User Interaction with the Health Database

- Session 9.1 Visual Overview: Action Queries
- Action Queries
- Action Queries
- Session 9.1 Quick Check
- Session 9.2 Visual Overview: Many-to-Many Relationships
- Defining M:N and 1:1 Relationships Between Tables
- Understanding Join Types
- Using Indexes for Table Fields
- Session 9.2 Quick Check
- Review Assignments
- Case Problems

2 HOURS - Week 2: Automating Tasks with Macros - Creating a User Interface for the Health Database

- Session 10.1 Visual Overview: The Macro Designer Window
- Introduction to Macros
- Running a Macro
- Viewing a Macro in the Macro Designer
- Adding Actions to a Macro
- Single Stepping a Macro
- Using a Command Button with an Attached Macro
- Adding a Submacro
- Adding a Command Button to a Form
- Attaching a Submacro to a Command Button
- Session 10.1 Quick Check
- Session 10.2 Visual Overview: A Navigation Form
- Design a User Interface
- Creating an Unbound Form
- Adding a List Box Control to a Form
- Introduction to SQL
- Creating Multiple Macros for a Form
- Creating a Navigation Form
- Session 10.2 Quick Check
- Review Assignments
- Case Problems

2 HOURS - Week 3: Using and Writing Visual Basic for Applications Code - Creating VBA Code for the Health Database

- Session 11.1 Visual Overview: VBA Code Window
- Introduction to Visual Basic for Applications
- Using an Existing VBA Procedure
- Creating Functions in a Standard Module
- Testing a Procedure in the Immediate Window
- Session 11.1 Quick Check
- Session 11.2 Visual Overview: Example of an Event Procedure
- Understanding How an Event Procedure Processes Commands
- Adding an Event Procedure
- Adding a Second Procedure to a Class Module
- Adding an Event Procedure to Change the Case of a Field Value
- Hiding a Control and Changing a Control's Color
- Session 11.2 Quick Check
- Review Assignments
- Case Problems

2 HOURS - Week 4: Managing and Securing a Database - Administering the Health Database

- Session 12.1 Visual Overview: Multivalued Fields and Subqueries
- Additional Filtering Options
- Creating a Subquery
- Using Multivalued Fields
- Session 12.1 Quick Check
- Session 12.2 Visual Overview: Database Options
- Creating an Attachment Field
- Using an AutoNumber Field
- Saving an Access Database as a Previous Version
- Analyzing Database Performance with the Performance Analyzer
- Linking Tables between Databases
- Using the Database Splitter
- Securing an Access Database
- Setting the Database Startup Options
- Session 12.2 Quick Check
- Review Assignments
- Case Problems