



# 2010 Computer Course Outline Book

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# Microsoft® Windows

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## **Skills and Topics:**

- Overview of Windows
- Windows Desktop
- Menu Bar and Menus
- Screen Features
- Close, Maximize, Minimize Buttons
- Help Menu Options
- Windows Explorer overview
- Mouse Pointer, Insertion Point controls, shortcuts
- My Computer overview
  - Drive Properties
  - Scan Disk and Defrag
  - Sharing
  - View Options
- Control Panel Overview
  - Display
  - System
  - Add/Remove Programs
  - Mouse
- Clipboard
- Access a File or launch a Program from the Start Menu
  - Programs
  - Accessories
- Settings and Display Options
- Use of Microsoft Excel, Word, and PowerPoint to
  - Demonstrate Windows features
  - Use common Windows concepts within Excel, Word and PowerPoint
  - Experience some of the features of Excel, Word and PowerPoint
- Proper Shutdown procedures
- Other features

# Microsoft® Windows Vista

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## **Skills and Topics:**

- Overview of Windows
- Windows Desktop
- Menu Bar and Menus
- Screen Features
- Close, Maximize, Minimize Buttons
- Help Menu Options
- Windows Explorer overview
- Mouse Pointer, Insertion Point controls, shortcuts
- My Computer overview
  - Drive Properties
  - Scan Disk and Defrag
  - Sharing
  - View Options
- Control Panel Overview
  - Display
  - System
  - Add/Remove Programs
  - Mouse
- Clipboard
- Access a File or launch a Program from the Start Menu
  - Programs
  - Accessories
- Settings and Display Options
- Use of Microsoft Excel, Word, and PowerPoint to
  - Demonstrate Windows features
  - Use common Windows concepts within Excel, Word and PowerPoint
  - Experience some of the features of Excel, Word and PowerPoint
- Proper Shutdown procedures
- Other features

# Microsoft® Windows File Management

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## **Skills and Topics:**

- Window Common Features
- Entry points related to File Management operations
- My Computer Vs. Windows Explorer
- Properties
- Rename a Hard Disk from My Computer
- ScanDisk
- Disk Defragmenter
- Copy and Format Floppy Disks
- Create, Rename and Delete Files and Folders
- Cut, Copy, and Paste Files and Folders
- Access a File or launch a Program from My Computer or Windows Explorer
- Delete Documents in the Start Menu Documents List
- Add Shortcuts to the Desktop and to the Start Menu
- Windows Explorer
- Mouse Actions and Keyboard Shortcuts in Windows Explorer and My Computer
- View Options in Windows Explorer and My Computer
- Insert, Delete, and Navigate in text and in Selection Boxes
- Docking Toolbars
- Re-size Windows
- Use the Find Option to Find a File by Name or Phrase within a file
- Clipboard
- Accessing Menus Using the Right Mouse Button
- Use Network Neighborhood to Browse the Network and Perform File Operations
- Add a Printer

# Microsoft® Windows: How Do I . . .

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## Skills and Topics:

- Burn a CD
- Define Jewel Case
- Use a Thumb Drive
- Determine which Drive is used
- Safely eject a thumb drive
- Print a screen
- Play a movie on the computer
- Use the Send To . . . option
- Move files
- Copy files
- Send an e-mail attachment
- Find a specific file
- Recognize phishing
- Recognize pharming
- Difference between HTML and Plain Text
- Deal with a NTLDR error message
- Backup a Hard Drive
- Remove/Prevent virus, spyware, etc.
- Define IM
- Upload and Download
- Get a picture off the Internet
- Upgrades
- DSL, wireless and other internet terms
- Time for attendees to ask specific Windows-based questions on how-to-do something they've been trying or wanting to do.

# Microsoft® Word

## Introduction

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### **Skills and Topics:**

- Getting Started with Microsoft Word
- Editing Screen and Menus
- Access Menus and Submenus using the Mouse and Keyboard Shortcuts
- Create and Edit a Document
- Open a Document
- Spell Check a Document
- Select Text
- Cursor Control
- Text Highlighting Techniques
- Font and Type Sizes, Color, Color Highlight and Justify Text
- Bold, Underline, and Italicize Text
- Formatting Tips
- Cut, Move, Copy, and Paste Text
- Set Paragraph Indents and Custom Tab Stops
- Insert, Overtyping, and Delete Text
- Bullets and Automatic Numbering
- Undo
- Shortcuts
- Save and Save as another File
- Print Preview and Print
- Close a Document
- Exit Microsoft Word

# Microsoft® Word 2007

## Introduction

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### **Skills and Topics:**

- Getting Started with Microsoft Word
- Editing Screen and Menus
- Navigating around the ribbon
- Access Menus and Submenus using the Mouse and Keyboard Shortcuts
- Create and Edit a Document
- Open a Document
- Spell Check a Document
- Select Text
- Cursor Control
- Text Highlighting Techniques
- Font and Type Sizes, Color, Color Highlight and Justify Text
- Bold, Underline, and Italicize Text
- Formatting Tips
- Cut, Move, Copy, and Paste Text
- Set Paragraph Indents and Custom Tab Stops
- Insert, Overtyping, and Delete Text
- Bullets and Automatic Numbering
- Undo
- Shortcuts
- Save and Save as another File
- Print Preview and Print
- Close a Document
- Exit Microsoft Word

# Microsoft® Word

## Advanced Topics

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### **Skills and Topics:**

- Automatic Columns
- Create and Define Columns
- Edit Columns
- Tables
- Select, Move and Copy Text within a Table
- Create and Edit a Table
- Add Line Borders and Shading to a Table or a range of Cells
- Create and Edit Headers and Footers
- Create Sections to add new Headers and Footers in the Document
- Automatic Date and Time
- Automatic Page Numbering
- Create Sections to add new Headers and Footers in the Document
- Merge Operations
- Use AutoCorrect for typing shortcuts
- Styles
- Use an existing Style
- Create, use Edit and Save a Style
- Define and Generate a Table of Contents
- Work with existing Templates
- Create and Save a Template
- Import Graphics
- Use WordArt

# Microsoft® Word

## Publishing

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### **Skills and Topics:**

- Create a tri-fold brochure
- Create a Newsletter
- Column Setup
- Layout Procedures
- Work with Clip Art
- Use Word Art
- Page Setup Options
- Create business cards
- Show/hide table gridlines
- Create newsletters
- Create handbooks - including Table of Contents and indexes

# Creating Forms and Templates

## Using Microsoft® Word®

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### **Skills and Topics:**

- Create a form from an existing document or template
- Create a new template form
- Add the Developer Tab
- Work in Design Mode
- Work with Legacy Tools
- Add content controls to the form
- Insert a text control –for entering text
- Insert a text fill-in field
- Add lines in fields
- Establish entry properties
- Set maximum text length
- Insert a drop-down list
- Insert a check box
- Change properties for content controls
- Add instructional text
- Add protection to a form
- Prepare it for distribution
- Prepare a form to be filled out
- Establish editing restrictions
- Set Passwords

# Creating Publications

## Using Microsoft® Word®

### *3-Hour Mini-Course*

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#### **Skills and Topics:**

- Create the layout for a tri-fold brochure
- Create the layout for a newsletter
- Create mailing labels
- Create a business card
- Create a poster

# Sharing Documents, Tracking Changes, Comparing Documents

Using Microsoft® Word®

*3-Hour Mini-Course*

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## **Skills and Topics:**

- Share documents
- Make and Track changes while editing
- Display deletions
- Display comments
- View format changes
- View content movement
- Adjusting the viewing of changes
- Review changes
- Accept/Reject changes
- Compare documents
- Protect documents

# Microsoft<sup>®</sup> Excel<sup>®</sup>

## Introduction

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### **Skills and Topics:**

- Overview of the Spreadsheet
- Filling in the Worksheet (Labels and Values)
- Entering Formulas
  - Pointing and Typing Methods
  - = Formulas and AutoSum
  - Correcting Errors
- Using Icons
- "Quick Menu" options - (Right Button)
- Save and Open Worksheets
- Insert and Delete Rows or Columns
- Move and Copy commands
- Use Paste Links
- Adjust Column Width and Row Heights
- Text Format and Font adjustments
- Numeric display formats
- Erase Ranges
- Absolute Values
- Shortcuts
- Print Options
- Help Screens

# Microsoft® Excel®

## Advanced – Part 1

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### **Skills and Topics:**

- Create a Graph
- Change the Graph Style
  - Edit a Graph
  - Resize a Graph
  - Use the Draw features
- Sort Data
- Filter Data
- Set Criteria
- Create Pivot Tables
- Generating automatic subtotals
- Create Custom Lists
- Use the Data Form
- Create Styles
- Conditional formulas
- Conditional formatting
- Macros
- Using pivot tables

# Microsoft® Excel®

## Advanced – Part 2

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### **Skills and Topics:**

- Using Lookup Tables
- Paste Special Options
  - Range Transpose
  - Copying values from formulas
  - Combining values with mathematical functions
- Naming Ranges
- Using named ranges
- Inserting comments
- Creating styles
- Creating Custom Menus using Macros
- Using text formulas
- Using financial formulas – calculating payments, depreciation
- Viewing formulas
- Creating dropdown options in a cell
- Tracking changes
- Parsing Data
- Linking Data with other spreadsheets and other programs
- Embedding a spreadsheet in a Microsoft Word Document

# Microsoft® Excel® - 2007

## Introduction

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### **Skills and Topics:**

- Overview of the Spreadsheet
- Filling in the Worksheet (Labels and Values)
- Entering Formulas
  - Pointing and Typing Methods
  - = Formulas and AutoSum
  - Correcting Errors
- Using Icons
- "Quick Menu" options - (Right Button)
- Save and Open Worksheets
- Insert and Delete Rows or Columns
- Move and Copy commands
- Use Paste Links
- Adjust Column Width and Row Heights
- Text Format and Font adjustments
- Numeric display formats
- Erase Ranges
- Absolute Values
- Shortcuts
- Print Options
- Help Screens

# Microsoft® Excel® 2007

## Advanced

---

### **Skills and Topics:**

- Create a Graph
- Change the Graph Style
  - Edit a Graph
  - Resize a Graph
  - Use the Draw features
- Sort Data
- Filter Data
- Set Criteria
- Create Pivot Tables
- Generating automatic subtotals
- Create Custom Lists
- Use the Data Form
- Create Styles
- Conditional formulas
- Conditional formatting
- Macros
- Using pivot tables

# **Pivot Tables – In Depth**

**In Microsoft<sup>®</sup> Excel<sup>®</sup>**

*3-Hour Mini-Course*

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## **Skills and Topics:**

- Create a pivot table
- Group a pivot table
- Update a pivot table
- Adjust formulas in a pivot table
- Create Pivot Table reports
- Format a pivot table
- Create a pivot chart
- Move data around in a pivot table
- Adjust field settings

# Creating and Using Formulas

## In Microsoft<sup>®</sup> Excel<sup>®</sup>

### *3-Hour Mini-Course*

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#### **Skills and Topics:**

- Overview of basic formula creation
- Absolute values
- Using range names in formulas
- Conditional formulas
  - Including And, Or, Not, Yes or No, and nesting
- Date and time formulas
  - Add # of days, months, years to a date
  - Calculate time elapsed
  - DATE, YEAR, MONTH, and DAY functions.
  - DATEDIF
  - INT function.
  - Show dates as the day of the week using TEXT and WEEKDAY functions
  - To convert dates to the text for the day of the week, use the TEXT and WEEKDAY functions.
- Math formulas
  - Add, subtract, multiply, divide numbers
  - ABS function
  - Calculate the difference between two numbers as a percentage
  - PRODUCT, AVERAGE
  - MEDIAN, MIN, MAX
  - COUNT, COUNTA
  - ROUND, ROUNDUP, ROUNDDOWN, ODD, and EVEN
- Text formulas
  - UPPER, LOWER, or PROPER
  - Combine text cells
  - Compare column contents - EXACT
  - FIND, SEARCH, and ISNUMBER functions.
  - Remove characters from text - LEN, LEFT, and RIGHT functions to do this task.
  - TRIM function, REPT
- Other formulas

# Microsoft® PowerPoint®

## Introduction

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### **Skills and Topics:**

- Overview of PowerPoint
- Select a Template
- Create Text Charts
- Create Bullet Charts
- Create Line or Bar Charts
- Use Pie Chart Options
- Use Line or Bar Chart Options
- Create Legends
- Create an Organizational Chart
- Add Text Annotations
- Change Text Attributes
- Use WordArt
- Save the Presentation
- Use the Slide Sorter
- Use the Print Options
- Add Graphic Shapes
- Select Clip Art
- Create Custom Animation Effects
- Set up a Continuously running Slide Show

# Microsoft® PowerPoint®

## Advanced

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### **Skills and Topics:**

- Modify a Template
- Change the Chart color Scheme
- Design Backgrounds
- Change the Template using the Custom Option
- Change the Design Template
- Change the Slide Master
- Add Headers and Footers to a Slide
- Add Graphic Shapes
- Work with Gradients and Color Fill Options
- Recolor Clip Art
- Ungroup Clip Art
- Use the Draw Options
- Create 3-Dimensional objects

# Microsoft® PowerPoint® - 2007

## Introduction

---

### **Skills and Topics:**

- Overview of PowerPoint
- Select a Template
- Create Text Charts
- Create Bullet Charts
- Create Line or Bar Charts
- Use Pie Chart Options
- Use Line or Bar Chart Options
- Create Legends
- Create an Organizational Chart
- Add Text Annotations
- Change Text Attributes
- Use WordArt
- Save the Presentation
- Use the Slide Sorter
- Use the Print Options
- Add Graphic Shapes
- Select Clip Art
- Create Custom Animation Effects
- Set up a Continuously running Slide Show

# Microsoft® PowerPoint® 2007

## Advanced

---

### **Skills and Topics:**

- Modify a Template
- Change the Chart color Scheme
- Design Backgrounds
- Change the Template using the Custom Option
- Change the Design Template
- Change the Slide Master
- Add Headers and Footers to a Slide
- Add Graphic Shapes
- Work with Gradients and Color Fill Options
- Recolor Clip Art
- Ungroup Clip Art
- Use the Draw Options
- Create 3-Dimensional objects

# Using Smart Art

## In Microsoft® PowerPoint®

*3-Hour Mini-Course*

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### **Skills and Topics:**

- Add SmartArt
- Use SmartArt with Photographs
- Create SmartArt Lists
- Create Pyramid Art lists
- Create Process Lists
- Create Cycles
- Adjust Colors
- Adjust Styles
- Adjust Format
- Add additional SmartArt shapes
- Enhance PowerPoint Presentations

# Using Photographs or Picture Albums

## In Microsoft® PowerPoint®

*3-Hour Mini-Course*

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### **Skills and Topics:**

- Insert Pictures from Files
- Adjust picture styles
- Adjust picture shapes
- Adjust Brightness and Contrast
- Turn a picture to grayscale
- Recolor a picture
- Use pictures as backgrounds
- Create a Photo Album
- Manipulate photos in an album
- Add captions
- Run slide show

# Microsoft® Access®

## Introduction

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### **Skills and Topics:**

- Overview of Access
- Overview of the Menu Structure
- Overview of Mouse and Cursor Control
- Start a database
- Create and editing a table
- Create drop-down menu boxes
- Set default values
- Modify the structure of the table
- Import data from Excel or another Database program
- Create Queries
- Sort
- Copy
- Filter Data
- Create custom forms
- Create Search Conditions
- Define relationships
- Create Report Formats
- Use Report Formulas
- Prepare Mailing Labels

# Microsoft® Access®

## Advanced Part 1

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### **Skills and Topics:**

- Create a Lookup Field
- Use the Totals Function in a Query
- Create Calculations in a Query
- Create a Crosstab Query
- Create a Command Button
- Create a Switchboard Form using the Switchboard Manager
- Create a “Fill in the Blanks” Query
- Create other specialty queries
- Create a Form and Sub-form Together
- Add a Sub-form to an Existing Form
- Create Reports with Calculated fields
- Compact a Database

# Microsoft® Access®

## Advanced - Part 2

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### **Skills and Topics:**

- Linking with Tables in other Databases (including Access)
- Importing Data from other Databases or Spreadsheets
- Make Table Query
- Append Query
- Find Duplicates Query
- Update Query
- Delete Query
- Join Multiple Tables
- Working with Properties
- Setting Validation Rules
- Setting Validation Text
- Merging with Microsoft Word
- Writing Macros
- Using Macros
- Attaching Macros to Buttons
- Attaching Macros to Forms

# Microsoft® Access® - 2007

## Introduction

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### **Skills and Topics:**

- Overview of Access
- Overview of the Menu Structure
- Overview of Mouse and Cursor Control
- Create a new database
- Create and editing a table
- Create drop-down menu boxes
- Set default values
- Modify the structure of the table
- Import data from Excel or another Database program
- Create Queries
- Sort
- Copy
- Filter Data
- Create custom forms
- Create Search Conditions
- Define relationships
- Create Report Formats
- Use Report Formulas
- Prepare Mailing Labels

# Microsoft® Access® 2007

## Advanced Part 1

---

### **Skills and Topics:**

- Create a Lookup Field
- Use the Totals Function in a Query
- Create Calculations in a Query
- Create a Crosstab Query
- Create a Command Button
- Create a Switchboard Form using the Switchboard Manager
- Create a “Fill in the Blanks” Query
- Create other specialty queries
- Create a Form and Sub-form Together
- Add a Sub-form to an Existing Form
- Create Reports with Calculated fields
- Compact a Database

# Microsoft® Access®

## Advanced - Part 2

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### **Skills and Topics:**

- Linking with Tables in other Databases (including Access)
- Importing Data from other Databases or Spreadsheets
- Make Table Query
- Append Query
- Find Duplicates Query
- Update Query
- Delete Query
- Join Multiple Tables
- Working with Properties
- Setting Validation Rules
- Setting Validation Text
- Merging with Microsoft Word
- Writing Macros
- Using Macros
- Attaching Macros to Buttons
- Attaching Macros to Forms

# Microsoft® Access Form/Report Design

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## **Skills and Topics:**

- Create a Form
- Use the Form Wizard
- Create a Form and Sub-form Together
- Add a Subform to an Existing Form
- Create a Report Format
- Print a Report
- Edit the Report Design
- Sections of a Report
- Basic Editing Procedures for Form & Report Design
- Format Entries on a Report or a Form
- Align the Fields on a Report or a Form
- Adjust the Horizontal or Vertical Spacing
- Add the Date or Time
- Create a Grouped Report
- Insert Page Breaks
- Create Custom Reports or Forms
- Add text to a Form or Report
- Create Calculated Fields
- Change the Tab Order in a Form

# Microsoft® Access Form/Report Design 2007

---

## **Skills and Topics:**

- Create a Form
- Use the Form Wizard
- Create a Form and Sub-form Together
- Add a Subform to an Existing Form
- Create a Report Format
- Print a Report
- Edit the Report Design
- Sections of a Report
- Basic Editing Procedures for Form & Report Design
- Format Entries on a Report or a Form
- Align the Fields on a Report or a Form
- Adjust the Horizontal or Vertical Spacing
- Add the Date or Time
- Create a Grouped Report
- Insert Page Breaks
- Create Custom Reports or Forms
- Add text to a Form or Report
- Create Calculated Fields
- Change the Tab Order in a Form

# What's New in Microsoft Office 2007

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## Skills and Topics:

Please Note: *This course is not designed to learn all 3 programs from scratch.*

- Overview of the changes in Microsoft Word, Excel and PowerPoint 2007 for current users of earlier versions.
- Home Ribbon
- Office Button
- Quick Access Toolbar
- Quick Menu – Right Mouse Button Options
- Microsoft Word Ribbon and Menu System
- Set Margins, Page Orientation, Paper Size from the Page Layout
- Insert a Picture, Special Characters or Date
- Create a Document Using a Template or Create a New Template
- Pre-Set Page Insert Options in Word
- Signature Lines, Date and Time and Object Insertions are also available
- Pre-Set Page Layout Options in Word
- PowerPoint New Document Dialog Box
- Microsoft PowerPoint Ribbon and Menu System
- Select a Theme
- Select a Template
- Use Pre-Defined Slide Layouts
- New Excel Chart Appearances
- Create a Pie Chart
- Pie Chart – Enter Data into a Pie Chart
- Create Bar or Line Graphs
- Bar Chart – Enter Data into a Bar Chart
- Bar Chart – Apply 3D Options
- Add Graphic Shapes
- Add a Custom Animation
- Create a Slide Show
- Create an Organizational Chart
- Excel Spreadsheet – Larger Work Areas
- Office Themes and Excel styles
- Easy Formula Writing
- Using Named Ranges
- Sorting and Filtering Options

# Projects Using Microsoft® Office

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## **Skills and Topics:**

- Covers specialty exercises from Microsoft Word, Excel, PowerPoint
- Covers many of the important topics from each of the programs
- Designed primarily as a refresher or review course
  - Sample Microsoft Word topics:
    - Tabs
    - Tables
    - Borders
    - Columns
  - Sample Microsoft Excel topics:
    - Formulas
    - Graphs
    - Column Widths, Row Heights
    - Maps
  - Sample Microsoft PowerPoint topics:
    - Graphs
    - Layout options
    - Animation
    - Templates
    - Graphics

# Adobe® PageMaker®

## Introduction Level 1

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### **Skills and Topics:**

- Overview of PageMaker
- Common PageMaker and Desktop Publishing Terms
- Common PageMaker Techniques
- Tips on preparing word processed documents to place in PageMaker
- Most common word processing features accepted in PageMaker
- Create a Publication
- Set Publication and Default Specifications
- Mouse and Cursor Controls, and Keyboard Features
- Change the Screen View
- Set up Master Pages
- Set up the Page format with Multiple Columns
- Use the Tools in the Toolbox
- Place a Graphics:
  - As a new graphic or replace an existing graphic
  - Text Wrap around a graphic
- Place Text: Autoflow and Manual Flow
  - Flow text
  - Split text into two or more locations
- Insert, Delete, Cut, Copy, and Paste Text; and Undo...
- Center, Left, Right, and Justify Align Text
- Change Fonts, Type Sizes, and Type Styles
- Set and use Tab Stops
- Paragraph Features such as Spacing After and First Line Indent
- Save, Save As..., and Revert
- Print a Publication

### **Projects used in class:**

- Newsletter
- Brochure

# Adobe® PageMaker®

## Introduction Level 2

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### **Skills and Topics:**

- Compose the Master Page(s)
- Headers and Footers
- Automatic Page Numbering
- Grids for Laying Out a Page
- Set Grids
- Snap to Guides and Lock Guides
- Text and Graphics Selection and Reformatting
- Select All
- Lasso Text and Graphics
- Delete, Cut, Copy and Copy Graphics and/or Text
- Assign Colors and Color Separation
- Spacing, Kerning, and Leading
- Tips to cut publishing time
- Preparing Text to place in Microsoft Word Documents
- Style Sheet Overview
- Define and Use a Style
- Design a Style Sheet
- Identify the needs of the publication
- Identify the format characteristics
- Define Styles to automatically format paragraphs
- Test Styles
- Revise Styles
- Design a Template

# Adobe PhotoShop

## Introduction

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### **Skills and Topics:**

- Scan an Image
- Adjust the Brightness Contrast of a Picture
- Adjust the Color Balance of a Picture
- Other Image Adjustments from the Adjust Menu
- Image Menu - Mode Options
- Magic Wand
- Undo a Selection – History List
- Using Filters Features
- Saving the Image
- Start a New File
- Combine Two or More Files/Images
- Select Foreground/Background Colors
- Use the Gradient Tool
- Work with Layers
- Blur, Sharpen and Smudge Options
- Blur and Sharpen an Image
- Use the Tools on the Tool Bar
- Masking

# Intuit QuickBooks

## Introduction

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### **Skills and Topics:**

- Getting Started with QuickBooks
- Entering Historical Transactions
- Key Concepts
- Adding/Editing Customer Information
- Adding a Vendor
- Common Mistakes to Avoid
- Creating an Invoice
- Receiving Payments
- Making Deposits
- Recording Bills
- Paying Bills
- Using the Banking Navigator
- Generating Reports
- Assigning Account Numbers
- Setting Up an Audit Trail
- Keeping a To Do List
- Memorized Transactions
- Tracking Budgets
- Viewing the Budget Status
- Using the Calculator
- Creating Customized Formats
- Using the Layout Designer
- Using On-line Banking Services
- Sending Reports to Excel