



CyberObjex

Making Computer Solutions Easy!

Computer Training Courses



Courses

- Introduction to Windows
- Introduction to Outlook
- Introduction to Word
- Introduction to the Internet
- Introduction to Excel
- Intermediate Word
- Introduction to PowerPoint
- Intermediate Excel

Details

- **Private training**
 - At your location.
 - One-on-one training using your equipment.
- **Group training**
 - Maximum 8 students per scheduled course to insure personal attention.
 - At your site using your equipment.
- **All classes are 1 day in length (9:30 am – 4:30 pm), Monday – Friday.**
 - Special arrangements can be made for evening or weekend classes.
- **All classes include training materials.**
- **Choice of current or earlier software versions.**
- **Integrated training is available.**
- **Cost is \$400 per day per person.**
 - Discounts are available for multiple bookings.

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Computer Training Courses



Introduction to Windows (Xp, Vista, Windows 7)

This course is suitable for anyone new to Windows or those intending to run applications in the Windows environment. No previous knowledge of Windows is assumed. It provides a detailed introduction to working with the concepts behind the Windows environments

Your Desktop

- Opening and moving icons and windows
- Changing window size
- The active window
- The Taskbar
- Pop-up menus
- Minimize, maximize, restore and close buttons
- Scroll bars

Customizing Your Windows Environment

- Changing your screen display
- Screen saver
- Appearance
- Changing the operation of your mouse

Opening and Finding Programs and Documents

- Starting a program
- Finding documents
- Document menu
- Windows Explorer
- My Computer and Network Neighborhood

Find Menu

- Finding programs
- Switching between applications

Customizing Menus and Icons

- Adding commands to your start menu and program menu
- Adding shortcuts
- Renaming and deleting shortcuts
- Arranging your desktop icons
- Running MS-DOS based programs

Moving and Copying Files

Additional Features

- Control Panel
- Desktop themes
- Web Help
- Accessibility Wizard and options
- Web Integrator
- Single click launching
- Forward and backward buttons
- Start menu customization
- Internet Connection Wizard
- Active Desktop
- Power management
- Security



Computer Training Courses



Introduction to Word

This course is suitable for new users of Word who want to gain a good understanding of the software in a short space of time. A basic understanding of Windows is required.

Getting Started with Word

- Starting Word; Word Opening Screen
- The Title Bar; The Menu Bar; Toolbars
- Scroll Bars; The Status Bar; Office Assistant
- Menus; Speed Keys; Dialogue Boxes
- Dialogue Box Elements; Exiting Word

Getting Assistance with Word

- Using the Office Assistant
- Getting Help Without the Office Assistant
- Manipulating the Help Window

Creating Documents

- Creating a New Document
- Entering Text; Entering the Date and Time
- Saving Documents
- Saving Files Automatically
- Closing a Document on Screen
- Opening an Existing Document
- Deleting Files; Creating a New Folder

Editing Documents

- Document Views; Moving the Insertion Point
- Using Click-and-Type; Scrolling
- Selecting Text; Insert and Overtyping
- Typing Replaces Selection; Deleting Text
- Undoing Incorrect Edits; Redoing and Repeating Edits
- Case Conversion
- Inserting Symbols and Special Characters
- Assigning a Shortcut Key to a Symbol
- Creating Documents Using Templates and Wizards

Moving and Copying Text

- Moving Text (Cut-and-Paste)
- Copying Text (Copy-and-Paste)
- Using the Office Clipboard
- Using Drag-and-Drop
- Opening a Second Document
- Document Window Panes

Working with Margins and Paragraphs

- Setting Page Margins
- What are Paragraphs?
- Indenting Text
- Aligning Paragraphs
- Line Spacing
- Paragraph Spacing
- The Paragraph Dialogue Box
- Setting Tabs
- Removing Paragraph Formats

Working with Fonts

- The Formatting Toolbar
- The Font Dialogue Box
- The Format Painter

Viewing and Printing Documents

- Landscape Printing and Paper Size
- Page Breaks
- Zoom
- Print Preview
- Printing



Computer Training Courses



Introduction to Excel

This course is suitable for new users of Excel who want to gain a good understanding of the software in a short space of time. A basic understanding of Windows is required.

Excel Introduction

- What is a Spreadsheet?

Getting Started with Excel

- Starting Excel; Excel Opening Screen
- The Title Bar; The Menu Bar; Toolbars
- Scroll Bars; Active Cell, Column and Row Headers
- Sheet Tabs; The Status Bar; Menus and Submenus
- Speed Keys; Dialogue Boxes; Exiting Excel

Getting Assistance with Excel

- Using the Office Assistant
- Getting Help Without the Office Assistant
- Manipulating the Help Window

Starting a Workbook

- Creating a New Workbook
- Moving Around the Sheet
- Scrolling; The Mouse Pointer
- Selecting Cells with the Mouse
- Selecting Cells with the Keyboard
- Spreadsheet Data Types
- Entering and Editing Data
- Editing Long Entries
- Undoing Incorrect Edits
- AutoFill; Custom Lists
- Saving, Closing, Opening and Deleting a Workbook

Working with Worksheets and Cells

- Using Go To
- Moving Data with Drag-and-Drop
- Cut, Copy and Paste
- Moving Entries (Cut and Paste)
- Copying Cell Contents (Copy and Paste)
- Using the Office Clipboard
- Using Find and Replace

Entering Basic Calculations

- AutoSum; Entering a Calculation
- Statistical Functions
- Using Relative and Absolute Cell Addresses
- Circular References

Formatting the Worksheet

- The Formatting Toolbar
- Enhancements- Alignment
- Formatting Numbers
- Resizing Columns and Rows
- Clearing a Worksheet

Structuring the Worksheet

- Inserting and Deleting Rows and Columns
- Inserting and Deleting Worksheets

Printing Worksheets

- Print Preview
- Changing the Page Setup; Printing



Computer Training Courses



Introduction to PowerPoint

This course is suitable for new and recent users of PowerPoint who want to expand and consolidate their knowledge. A basic understanding of using Windows is required.

PowerPoint Introduction

- Designing a Presentation

Getting Started with PowerPoint

- Starting PowerPoint
- The PowerPoint Screen
- The Title Bar; The Menu Bar; The Toolbars
- Menus and Submenus; Speed Keys
- The Scroll Bars
- The Status Bar
- Navigating Between PowerPoint Views
- Zooming In and Out; Exiting PowerPoint

Getting Assistance with PowerPoint

- Using the Office Assistant
- Getting Help Without the Office Assistant
- Manipulating the Help Window
- Finding Out What is on the Screen

Working with Text Slides

- Designing Effective Slides
- Creating a New Blank Presentation
- Entering Text in Normal View or Slide View
- Moving the Insertion Point; Selecting/Deleting Text
- Moving and Copying Text
- Converting Case; Importing Text
- Entering and Editing Text in Outline View
- Using the Text Tool; Saving and Closing Presentations

Working with PowerPoint Objects

- Opening a Recently Used Presentation
- Switching Between Open Presentations
- Understanding Objects; Using the Office Clipboard

- Undoing Incorrect Edits; Redoing and Repeating Edits
- Reordering the Presentation in Slide Sorter View

Formatting and Proofing Tools

- Formatting Text; Aligning Text
- Changing Paragraph and Line Spacing
- Changing Bullet Characteristics
- Creating Numbered Lists
- The Format Painter; Checking Spelling
- Finding and Replacing

Working with Visual Elements

- Inserting Clip Art Objects
- Drawing Objects
- Drawing AutoShape Objects
- Using Constraint Keys
- Changing the Properties of Objects
- Using WordArt
- Grouping Objects

Creating an Overall Look

- Using Presentation Templates
- Using Design Templates; Adding Footers

On-screen Presentations

- Setting Up a Slide Show
- Delivering a Slide Show
- Getting Help During a Slide Show
- Annotating Slides; Simple Animation Effects
- Creating Custom Animation Effects

Creating Output

- Previewing the Presentation in Black and White
- Printing the Presentation
- Creating and Printing Notes Pages
- Printing Handouts



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Introduction to Outlook

This course is suitable for new users of Outlook who need an introduction to the program in a short period of time. A basic understanding of Windows is required. Users will be able to navigate Outlook, get help, send and read email, set and keep track of their appointments, tasks and contacts, post Notes, and organize their Outlook desktop.

Getting Started with Outlook

Getting Assistance with Outlook

Using Outlook as a Universal Inbox

- Mail and Messages
- Opening, Replying To and Finding a Message
- Using the Address Book
- Keeping Contacts
- Meeting Planning

The Calendar

The Task List

- Recurring and Assigned Tasks

Using Outlook Notes

Integrating MS Office and Outlook

Previewing and Printing from Outlook

Folders

- Folder Structure
- Using Folders
- Folder Shortcuts

Appendix - Speed Keys

Appendix - Email Do's and Don'ts

Appendix - Computer Viruses and Email



Computer Training Courses



Introduction to the Internet

This course is suitable for anyone thinking of connecting to the Internet and browsing the World Wide Web using Microsoft Internet Explorer. A basic understanding of Windows is required.

It will provide you with an introduction to the concept of the Internet and the opportunity to gain a broad understanding of how the World Wide Web works. You will learn how to search for, find, and access information on the web and communicate information with others by means of Internet email and newsgroups.

Getting Started with Internet Explorer

- What is the Internet?
- Starting Internet Explorer; Internet Explorer Screen
- The Title Bar; The Menu Bar
- The Standard Toolbar; The Address Bar
- The Links Bar; The Status Bar
- The Explorer Bar; Getting Help
- Exiting Internet Explorer

Browsing Web Pages

- What is a Web Page?; Browsing the Web
- The Back, Forward, Stop and Refresh Buttons
- The Home Page; Full-Screen Browsing
- Links and the Browser; Finding Items on a Page
- Opening HTML Files; Speed Keys

The Internet

- What is a Network?
- Who is in Charge of the Internet?
- What is the Internet For and How Can I Connect?

Browsing the World Wide Web

- Uniform Resource Locators (URLs)
- Jumping Directly to URLs
- Returning to a URL; Links to Favorite URLs
- Browsing and Creating Favorite Links
- Organizing Your Favorites List; The Links Toolbar

Security

- Security Zones; Securing Transactions; Content Advisor

Searching for Information on the Web

- How Search Engines Work; Using the Search Assistant
- Search Operators and Syntax
- Using Different Search Engines; Using a Web Directory

Working Offline and Downloading Files

- Browsing a Website Offline
- Managing Offline Content
- Saving, Editing and Printing Pages
- Downloading Files

Internet Mail and Newsgroups

- Internet E-mail Addresses
- Sending an Internet E-mail with Outlook Express
- Receiving and Replying to E-mail Messages
- Etiquette Using E-mail; Newsgroups
- Joining a Newsgroup Using Outlook Express
- Posting and Retrieving Newsgroup Messages
- Using Another Program to Send E-mail

Customizing Your Browser

- Making Pages Load Quicker
- Setting Disk Space/Cache Usage
- Customizing the Toolbars
- Changing the Look of Web Pages



Computer Training Courses



Intermediate Word

This course is suitable for recent users of Word who want to gain a good understanding of the software in a short period of time. Familiarity with the basic features of Word is required.

It will give you an extended knowledge of the software beyond the basic features. You will learn how to enhance documents with bullets and numbering, sections, tables, and graphics.

Word Intermediate

- Review Exercise

Bullets and Numbering

- Automatic Bullets and Numbering
- Applying Bullets and Numbering to Text
- Customizing Bullets
- Creating an Outline List

Borders, Lines and Shading

- Adding Borders
- Removing Borders and Shading

Working with Sections

- Creating a New Section
- Column Formatting
- Headers and Footers
- Page Numbering

Proofing Tools

- Automatic Spell Checking
- Spell Checking Selected Text or the Whole Document
- Hiding Spelling and Grammar Errors
- Using the Thesaurus
- Using Browse
- Go To
- Finding and Replacing Text

Productivity Tools

- AutoCorrect
- AutoText
- Auto Formatting
- Applying Styles
- Creating Envelopes and Labels

Tables

- Drawing a Table
- Creating a Table
- Moving the Insertion Point
- Modifying a Table
- Merging Cells
- Splitting Cells
- Table Borders

Graphics

- Inserting Clip Art
- Using WordArt
- Creating Drawings
- Drawing AutoShape Objects
- Manipulating Objects
- Changing the Properties of Objects

Word and the Internet

- Creating Hyperlinks
- Saving a Word Document as a Web Page
- Creating New E-mail Messages with Word
- Sending Documents Via E-mail



Computer Training Courses



Intermediate Excel

This course is suitable for users with a basic understanding of Excel who want to consolidate and expand on their knowledge of the basic features in a short period of time. Familiarity with the basic features of Excel is required.

It will give you an extended knowledge of the features and functions within Excel and realize the advantages of using a powerful electronic spreadsheet. You will learn how to create and modify spreadsheets, enhancing them with charts and graphics, and using more advanced formulas.

Excel Intermediate

- Intermediate Spreadsheet Functions and Features
- Reviewing the Basics

Formatting the Worksheet

- Adding Borders and Shading
- AutoFormats
- Copying Formats
- Text Formatting
- Indented Lists

Using Styles

- Creating and Applying a New Style
- Modifying Styles

Navigating Worksheets and Workbooks

- Opening a Second Workbook
- Working with Large Sheets
- Using Zoom

Worksheet Linking

- Using More Advanced Formulae
- Preventing Rounding Errors
- Conditional Formulae (IF, AND OR)
- The Formula Palette
- Financial Functions (PMT, FV, PV)

Productivity Features

- Protecting the Worksheet
- Hiding Data
- AutoCorrect
- The Spelling Checker

Charts and Pictures

- Creating Charts
- Changing Chart Elements
- Changing Chart Data
- Printing Charts
- Inserting Clip Art and Pictures
- Drawing Objects
- Manipulating Objects

Excel and the Internet

- Creating Hyperlinks
- Saving a Worksheet as a Web Page
- Web Page Preview
- Sending Worksheets and Workbooks Via E-mail