

Worksource Bend - Computer Lab Schedule

Choose Your Learning Track...

Job Search

1. Keyboarding
2. Intro to Computers
3. File Management
4. Word 1 & 2, 3
5. Internet
6. Email
7. LinkedIn Profiles

Basic Computer Use

1. Keyboarding
2. Intro to Computers
3. File Management
4. Word 1, 2 & 3
5. Internet
6. Email

Basic Office Tools

1. Keyboarding
2. Intro to Computers
3. File Management
4. Word 1, 2 & 3
5. Excel 1, 2 & 3
6. PowerPoint
7. Internet
8. Email

Keyboarding For beginning keyboarding or to improve skills. Basic computer keyboard instruction and introduction to Ultra Key typing software. **No experience necessary.**

Intro to Computers Learn basic navigation, using the mouse, keyboard, opening applications, creating documents, saving and printing files. **Keyboarding experience required.**

File Management Create, organize and delete files and folders and arrange icons. Create shortcuts, browse and locate files and folders. **Keyboarding and Intro to Computers classes required.**

Word 2007 1, 2 & 3

Class is divided into three parts. Includes creating a document and table. Formatting, setting margins, applying color, spell check, tabs, indents, spacing, printing, headers and footers, columns, mail merge, bullets and numbering. **Keyboarding, Intro to Computers, and File Management required.**

Excel 2007 1, 2 & 3

Class is divided into three parts. Enter data, format, adjust columns and rows, freeze panes, hide columns and row. Creating formulas, create charts, problem-solving, create worksheets from given data, and apply formatting. **Keyboarding and Word Experience required.**

Internet Tour through the Internet with emphasis on employment (career planning, job search, and employment) and search engines. **Basic computer experience required.**

Email Sign up for free email service and learn how to send and receive email, create folders and attach files. **Internet experience required.**

PowerPoint 1 & 2 2007

Create basic Powerpoint presentations and run slide shows. Add formatting and animations to slides.

LinkedIn Profiles

Tips for creating profiles on the professional networking website, with ideas for how to make your profile more attractive to recruiters, and suggestions for making contact with other users. Must be internet proficient.

Other Software Available:

DDC Skills Testing Center – Test your skills on MS Word or Excel 2000

Prove It – Testing for TRG, Typing and 10 Key

Quickbooks – Small Business Accounting Software

Resume Winway – Create a resume

UltraKey Typing – Improve your keyboarding skills

Accessibility Workstation Familiarize yourself with assistive technology software. ZOOMTEXT magnify and customize the computer screen. JAWS the computer reads back to you. DRAGON NATURALLY SPEAKING "train" the computer to your voice so that you can put your voice to text. OPENBOOK Scan a page and it will read that page out loud. **By appointment only.**