



Springfield-Greene County Library District

# THE EDGE

**FREE** Computer Training and  
Professional Development Resources  
June-December, 2009

**CLASSES • TUTORIALS • CD-ROMS • DVDs**

The Edge Community Technology Center  
at Midtown Carnegie Branch Library  
397 East Central, Springfield, Missouri • 837-5011



# COURSE SCHEDULE

Improve your career and personal skills with FREE computer and Internet classes at the Edge Community Technology Center, located on the lower level of the Midtown Carnegie Branch Library, 397 East Central. For information or to register, call 837-5011.

## Computer Skills

**Meet the Computer.** Learn the basics of computing including how to use the mouse and keyboard.

- **Monday, June 1, 1-3 p.m.**  
Registration starts May 18.
- **Thursday, June 18, 1-3 p.m.**  
Registration starts June 4.
- **Tuesday, June 23, 5:30-7:30 p.m.**  
Registration starts June 9.
- **Monday, June 29, 1-3 p.m.**  
Registration starts June 15.
- **Thursday, July 16, 1-3 p.m.**  
Registration starts July 2.
- **Tuesday, July 21, 5:30-7:30 p.m.**  
Registration starts July 7.
- **Monday, July 27, 1-3 p.m.**  
Registration starts July 13.
- **Thursday, August 13, 1-3 p.m.**  
Registration starts July 30.
- **Tuesday, August 18, 5:30-7:30 p.m.**  
Registration starts August 4.
- **Monday, August 24, 1-3 p.m.**  
Registration starts August 10.
- **Thursday, September 17, 1-3 p.m.**  
Registration starts September 3.
- **Tuesday, September 22, 5:30-7:30 p.m.**  
Registration starts September 8.
- **Monday, September 28, 1-3 p.m.**  
Registration starts September 14.
- **Thursday, October 15, 1-3 p.m.**  
Registration starts October 1.
- **Tuesday, October 20, 5:30-7:30 p.m.**  
Registration starts October 6.
- **Monday, October 26, 1-3 p.m.**  
Registration starts October 12.
- **Thursday, November 12, 1-3 p.m.**  
Registration starts October 29.
- **Tuesday, November 17, 5:30-7:30 p.m.**  
Registration starts November 3.



- **Monday, November 23, 1-3 p.m.**  
Registration starts November 9.
- **Thursday, December 10, 1-3 p.m.**  
Registration starts November 24.
- **Tuesday, December 15, 5:30-7:30 p.m.**  
Registration starts December 1.
- **Monday, December 21, 1-3 p.m.**  
Registration starts December 7.

### Meet the Computer for Seniors.

See *Meet the Computer* description.

- **Wednesday, June 10, 10 a.m.-noon.**  
Registration starts May 27.
- **Wednesday, July 8, 10 a.m.-noon.**  
Registration starts June 24.
- **Wednesday, August 5, 10 a.m.-noon.**  
Registration starts July 22.
- **Wednesday, September 9, 10 a.m.-noon.**  
Registration starts August 26.
- **Wednesday, October 7, 10 a.m.-noon.**  
Registration starts September 23.
- **Wednesday, December 2, 10 a.m.-noon.**  
Registration starts November 18.

### Computer-Instructed Key-boarding.

The “Mavis Beacon Teaches Typing” software helps you learn or improve your keyboarding skills. This software features customized typing lessons for novice to advanced typists in English and Spanish. **Prerequisites:** Meet the Computer or experience using the mouse.

- **Mondays, 10 a.m.-noon and 5-7:30 p.m.**  
(except for Labor Day)
- **Tuesdays and Thursdays, 10 a.m.-noon**  
(except for Thanksgiving Day and Christmas Eve)
- Register up to two weeks in advance.

**Computer Skills I.** Brush up on existing mouse and keyboard skills and learn the basics of word processing, including simple formatting, saving and printing documents. **Prerequisites:** Meet the Computer or experience using keyboard and mouse.

- **Monday, June 8, 1-3 p.m.**  
Registration starts May 25.
- **Thursday, June 25, 1-3 p.m.**  
Registration starts June 11.

- **Tuesday, June 30, 5:30-7:30 p.m.**  
Registration starts June 16.

- **Monday, July 6, 1-3 p.m.**  
Registration starts June 22.

- **Thursday, July 23, 1-3 p.m.**  
Registration starts July 9.

- **Tuesday, July 28, 5:30-7:30 p.m.**  
Registration starts July 14.

- **Monday, August 3, 1-3 p.m.**  
Registration starts July 20.

- **Thursday, August 20, 1-3 p.m.**  
Registration starts August 6.

- **Tuesday, August 25, 5:30-7:30 p.m.**  
Registration starts August 11.

- **Monday, August 31, 1-3 p.m.**  
Registration starts August 17.

- **Thursday, September 24, 1-3 p.m.**  
Registration starts September 10.

- **Tuesday, September 29, 5:30-7:30 p.m.**  
Registration starts September 15.

- **Monday, October 5, 1-3 p.m.**  
Registration starts September 21.

- **Thursday, October 22, 1-3 p.m.**  
Registration starts October 8.

- **Tuesday, October 27, 5:30-7:30 p.m.**  
Registration starts October 13.

- **Monday, November 2, 1-3 p.m.**  
Registration starts October 19.

- **Thursday, November 19, 1-3 p.m.**  
Registration starts November 5.

- **Tuesday, November 24, 5:30-7:30 p.m.**  
Registration starts November 10.

- **Monday, November 30, 1-3 p.m.**  
Registration starts November 16.

- **Thursday, December 17, 1-3 p.m.**  
Registration starts December 3.

- **Tuesday, December 22, 5:30-7:30 p.m.**  
Registration starts December 8.

### **Computer Skills I for Seniors.**

See *Computer Skills I* description.

- **Wednesday, June 17, 10 a.m.-noon.**  
Registration starts June 3.

- **Wednesday, July 15, 10 a.m.-noon.**  
Registration starts July 1.

- **Wednesday, August 12, 10 a.m.-noon.**  
Registration starts July 29.

- **Wednesday, September 16, 10 a.m.-noon.**  
Registration starts September 2.

- **Wednesday, October 14, 10 a.m.-noon.**  
Registration starts September 30.

- **Wednesday, December 9, 10 a.m.-noon.**  
Registration starts November 24.

**Computer Skills II.** Learn to identify common Windows elements, use the taskbar, start and program menus and explore control panel settings, including various display options.

**Prerequisites:** Computer Skills I and proficiency using keyboard and mouse.

- **Tuesday, June 2, 5:30-7:30 p.m.**  
Registration starts May 19.

- **Monday, June 15, 1-3 p.m.**  
Registration starts June 1.

- **Thursday, July 2, 1-3 p.m.**  
Registration starts June 18.

- **Tuesday, July 7, 5:30-7:30 p.m.**  
Registration starts June 23.

- **Monday, July 13, 1-3 p.m.**  
Registration starts June 29.

- **Thursday, July 30, 1-3 p.m.**  
Registration starts July 16.

- **Tuesday, August 4, 5:30-7:30 p.m.**  
Registration starts July 21.

- **Monday, August 10, 1-3 p.m.**  
Registration starts July 27.

- **Thursday, August 27, 1-3 p.m.**  
Registration starts August 13.

- **Tuesday, September 1, 5:30-7:30 p.m.**  
Registration starts August 18.

- **Monday, September 14, 1-3 p.m.**  
Registration starts August 31.

- **Thursday, October 1, 1-3 p.m.**  
Registration starts September 17.

- **Tuesday, October 6, 5:30-7:30 p.m.**  
Registration starts September 22.

- **Monday, October 12, 1-3 p.m.**  
Registration starts September 28.

- **Thursday, October 29, 1-3 p.m.**  
Registration starts October 15.

- **Tuesday, November 3, 5:30-7:30 p.m.**  
Registration starts October 20.

- **Monday, November 9, 1-3 p.m.**  
Registration starts October 26.

- **Tuesday, December 1, 5:30-7:30 p.m.**  
Registration starts November 17.

- **Monday, December 7, 1-3 p.m.**  
Registration starts November 23.

### **Computer Skills II for Seniors.**

See *Computer Skills II* description.

- **Wednesday, June 24, 10 a.m.-noon.**  
Registration starts June 10.

- **Wednesday, July 22, 10 a.m.-noon.**  
Registration starts July 8.

- **Wednesday, August 19, 10 a.m.-noon.**  
Registration starts August 5.

- **Wednesday, September 23, 10 a.m.-noon.**  
Registration starts September 9.

- **Wednesday, October 21, 10 a.m.-noon.**  
Registration starts October 7.

- **Wednesday, December 16, 10 a.m.-noon.**  
Registration starts December 2.

**Files and Folders.** Learn to use your computer's filing system to save, organize, move, copy, re-name, delete, find and print files. **Prerequisites:** Computer Skills I and proficiency using keyboard and mouse.

- **Friday, June 5, 10 a.m.-noon.**  
Registration starts May 21.

- **Friday, August 7, 10 a.m.-noon.**  
Registration starts July 23.

- **Friday, October 2, 10 a.m.-noon.**  
Registration starts September 17.

**Basic Word Processing.** Learn skills for working with documents using Microsoft Word, including entering and editing text, opening and saving documents, formatting, using find-and-replace and where to go for help. **Prerequisites:** Computer Skills I or special permission.

- **Friday, June 19, 10 a.m.-noon.**  
Registration starts June 4.

- **Friday, August 14, 10 a.m.-noon.**  
Registration starts July 30.

# COURSE SCHEDULE

- **Friday, October 9, 10 a.m.-noon.**  
Registration starts September 24.

**Basic Spreadsheets.** Learn skills for working with spreadsheets using Microsoft Excel, including entering and editing data, formulas, functions, format painter and printing. **Prerequisites:** Computer Skills I or special permission.

- **Friday, June 26, 10 a.m.-noon.**  
Registration starts June 11.
- **Friday, August 28, 10 a.m.-noon.**  
Registration starts August 13.
- **Friday, October 23, 10 a.m.-noon.**  
Registration starts October 8.

## Internet Skills

**Internet Basics.** Learn how to navigate the Internet using your browser's menus and tool bars. Access web sites by typing in a web address or using search engines, directories or other starter points. **Prerequisites:** Computer Skills I or proficiency using keyboard and mouse.

- **Tuesday, June 9, 5:30-7:30 p.m.**  
Registration starts May 26.
- **Monday, June 22, 1-3 p.m.**  
Registration starts June 8.
- **Thursday, July 9, 1-3 p.m.**  
Registration starts June 25.
- **Tuesday, July 14, 5:30-7:30 p.m.**  
Registration starts June 30.
- **Monday, July 20, 1-3 p.m.**  
Registration starts July 6.
- **Thursday, August 6, 1-3 p.m.**  
Registration starts July 23.
- **Tuesday, August 11, 5:30-7:30 p.m.**  
Registration starts July 28.
- **Monday, August 17, 1-3 p.m.**  
Registration starts August 3.
- **Thursday, September 3, 1-3 p.m.**  
Registration starts August 20.
- **Tuesday, September 8, 5:30-7:30 p.m.**  
Registration starts August 25.
- **Monday, September 21, 1-3 p.m.**

Registration starts September 7.

- **Thursday, October 8, 1-3 p.m.**  
Registration starts September 24.
- **Tuesday, October 13, 5:30-7:30 p.m.**  
Registration starts September 29.
- **Monday, October 19, 1-3 p.m.**  
Registration starts October 5.
- **Thursday, November 5, 1-3 p.m.**  
Registration starts October 22.
- **Tuesday, November 10, 5:30-7:30 p.m.**  
Registration starts October 27.
- **Monday, November 16, 1-3 p.m.**  
Registration starts November 2.
- **Thursday, December 3, 1-3 p.m.**  
Registration starts November 19.
- **Tuesday, December 8, 5:30-7:30 p.m.**  
Registration starts November 24.
- **Monday, December 14, 1-3 p.m.**  
Registration starts November 30.

**Internet Basics for Seniors.** See *Internet Basics* description.

- **Wednesday, July 1, 10 a.m.-noon.**  
Registration starts June 17.
- **Wednesday, July 29, 10 a.m.-noon.**  
Registration starts July 15.
- **Wednesday, August 26, 10 a.m.-noon.**  
Registration starts August 12.
- **Wednesday, September 30, 10 a.m.-noon.**  
Registration starts September 16.
- **Wednesday, October 28, 10 a.m.-noon.**  
Registration starts October 14.

**E-mail for Beginners.** Learn how to register for and use free web-based e-mail services and how to compose, read, reply to, save and forward e-mail. **Prerequisites:** Computer Skills I or proficiency using keyboard and mouse. Internet Basics strongly recommended.

- **Friday, July 24, 10 a.m.-noon.**  
Registration starts July 9.
- **Friday, August 21, 10 a.m.-noon.**  
Registration starts August 6.
- **Friday, September 25, 1-3 p.m.**  
Registration starts September 10.

- **Friday, December 18, 10 a.m.-noon.**  
Registration starts December 3.

**E-mail for Beginning Seniors.** See *E-mail for Beginners* description.

- **Wednesday, November 18, 10 a.m.-noon.**  
Registration starts November 4.

**Downloading Made Easy.** Learn how to download audiobooks, pictures, games, plug-ins, updates and other software programs from the Internet and protect your computer from viruses, adware and spyware. **Prerequisites:** Computer Skills I and Internet Basics or permission.

- **Friday, July 31, 10 a.m.-noon.**  
Registration starts July 16.
- **Thursday, September 10, 1-3 p.m.**  
Registration starts August 27.
- **Tuesday, September 15, 5:30-7:30 p.m.**  
Registration starts September 1.
- **Friday, December 4, 10 a.m.-noon.**  
Registration starts November 19.

**Internet Sites for Seniors.** Learn to locate informational and recreational web sites of special interest to people over 60. **Prerequisites:** Computer Skills I and Internet Basics or proficiency using the Internet, keyboard and mouse.

- **Wednesday, June 3, 10 a.m.-noon.**  
Registration starts May 20.
- **Wednesday, September 2, 10 a.m.-noon.**  
Registration starts August 19.
- **Wednesday, November 4, 10 a.m.-noon.**  
Registration starts October 21.

**Beyond Google: Internet Searching.** Improve searching skills with an in-depth look at search engines, directories and the invisible web, including advanced searching options and tips. **Prerequisites:** Computer Skills I, Internet Basics and proficiency using keyboard and mouse.

- **Thursday, June 11, 1-3 p.m.**  
Registration starts May 28.
- **Tuesday, June 16, 5:30-7:30 p.m.**  
Registration starts June 2.

- **Friday, October 30, 10 a.m.-noon.**  
Registration starts October 15.
- **Friday, December 11, 10 a.m.-noon.**  
Registration starts November 24.

**Find It! Using COOLcat, the Library's Online Catalog.** Use COOLcat to look up Library materials, place holds, make suggestions, view your Library record and renew items. **Prerequisites:** Computer Skills I and Internet Basics or proficiency using the Internet, keyboard and mouse.

- **Friday, August 21, 1-3 p.m.**  
Registration starts August 6.
- **Friday, December 18, 1-3 p.m.**  
Registration starts December 3.

**Find It! Using Online Resources.** Learn how to find information on the Library's home page, research page and online databases and how to connect to and use these products from

home or work. **Prerequisites:** Computer Skills I and Internet Basics or proficiency using the Internet, keyboard and mouse.

- **Thursday, June 4, 1-3 p.m.**  
Registration starts May 21.
- **Friday, October 16, 1-3 p.m.**  
Registration starts October 1.

**Senior Surfers.** Practice your Internet surfing skills. The Edge staff will be available to assist you. **Prerequisites:** Computer Skills I and Internet Basics or permission.

- **Wednesdays, 1-3 p.m.**  
(except for Veterans Day)
- Register up to two weeks in advance.

**Creating Personal Web Spaces.** Learn to create your own web presence using MySpace, Facebook, Blogger, Twitter and other social networking sites. **Prerequisites:** Computer Skills I and Internet Basics or

special permission.

- **Friday, July 10, 10 a.m.-noon.**  
Registration starts June 25.
- **Friday, September 11, 10 a.m.-noon.**  
Registration starts August 27.
- **Friday, November 13, 10 a.m.-noon.**  
Registration starts October 29.

**Introduction to Digital Photos.** Learn the basics of digital imaging, including megapixels, picture formats and camera types and learn to use Picasa for basic image manipulation, organization and making backup CDs of your photos. **Prerequisites:** Computer Skills I and Internet Basics or special permission.

- **Friday, July 3, 10 a.m.-noon.**  
Registration starts June 18.
- **Friday, September 4, 10 a.m.-noon.**  
Registration starts August 20.
- **Friday, November 6, 10 a.m.-noon.**  
Registration starts October 22.

## COMPUTER, INTERNET AND SOFTWARE SKILLS TUTORIALS

Learn at your own pace using high-quality instructional software. Choose a topic and register to take tutorials at the Edge based on the Learn It! Self-Paced Tutorials schedule; call 837-5011.

### WHEN TO SCHEDULE TUTORIALS AT THE EDGE

**Learn It! Self-Paced Tutorials.** **Prerequisites:** Computer Skills I or proficiency using keyboard and mouse.

- **Mondays, 10 a.m.-noon and 5-7:30 p.m.** (except for Labor Day)
- **Tuesdays and Thursdays, 10 a.m.-noon** (except for Thanksgiving Day and Christmas Eve)
- Register up to two weeks in advance.

**Learn It! Self-Paced Tutorials for Seniors.** **Prerequisites:** Computer Skills I or proficiency using keyboard and mouse.

- **Wednesdays, 1-3 p.m.** (except for Veterans Day)
- Register up to two weeks in advance.

### TUTORIAL TOPICS

#### Basic Computer Skills and the Internet

**Mouse Tutorial.** Moving, clicking, double-clicking and dragging.

**Basic Computing: A Beginning User's Guide.** How to work with Windows, access folders, files and programs.

**Basic Skills (PC100XP).** Operating system, common elements, buttons, icons, Windows menus, text

Titles marked with  can be taken at most Library branches; call your local branch for information.

boxes, lists, checkboxes, radio buttons, dialog boxes, starting and exiting programs and shutting down.

**Basic Computer Concepts and Terminology (PC101XP).** Uses, characteristics, types of computers, computer-human analogy, hardware, circuit boards, processor, memory, storage devices, input and output devices, system and application software, software compatibility, information encoding, memory and storage capacity, processor speed, information transfer, computer networks and the Internet.

**Understanding Your PC.** Inside a computer, what the components are, how they hook together, basic PC operation, maintenance and connectivity, multimedia, PC port and connectors and adding devices.

**Files and Folders (PC110XP).** The computer's filing system, view types, folders list, file types, creating and saving files, opening and modifying files, opening a file using its icon, printing files, Internet files, properties, organizing the computer's contents, file management, shortcuts, time-saving tips, finding files and folders, crashes and backup.

**Vista: What's New in Windows Vista (PC115).** Desktop and sidebar, start menu, aero interface, Windows Explorer, preview pane, view types, organizing the view, file properties, instant search, search folders, default programs, shut down, security, new programs and hardware requirements.

**Learning Windows Vista (3 Sessions).** **Session 1:** Vista interface and desktop, start menu, navigation, organizing and viewing files. **Session 2:** Internet Explorer 7, viewing and printing web pages, IE7 security, Windows Mail, Microsoft Communities, Windows Contacts, Windows Calendar and Windows Meeting Space. **Session 3:** Multimedia, managing software and hardware, ease of

access, managing users, networking and Security Center.

**Learning Windows XP (3 Sessions).** **Session 1:** Programs, files and folders, organizing workspace, enhanced settings, help and support. **Session 2:** Themes, printers and hardware, Internet, customizing the browser, e-mail and Windows Messenger, network basics and user accounts. **Session 3:** Photos, Windows Media Player, maintenance, Windows Movie Maker and troubleshooting.

**Windows 98 (3 Sessions).** **Session 1:** File management, accessories, Internet Explorer, getting help, working in programs, control panel, Internet connection and active desktop. **Session 2:** Customize the desktop, install/uninstall programs, taskbar and Start Menu options, advanced file management, folder options, creating shortcuts and installing hardware. **Session 3:** Network neighborhood, multiple users, find, multimedia, sharing resources, printer and system utilities.

**IC3: Internet and Computing Core Certification Preparation.** Provides you with a solid foundation that will maximize your ability to use a computer and the Internet and arm you with a clear understanding of basic software application features.

**Exploring the Web (PC135XP).** Accessing the Internet, link types, connection types, Internet software, Internet addresses, viewing web pages, re-visiting web pages, favorites, organizing favorites, searching the Web, Internet Explorer window, customizing Internet Explorer and internet security.

**E-Mail Basics (PC136XP).** Outlook Express window, receiving and viewing messages, composing and sending messages, address book, using your contacts list, sending and receiving attachments, replying, forwarding and organizing mail.

**Security Essentials for Computer Users.** Computer security, general safe practice, file security, viruses, browser security, e-mail security, intrusion protection and hardware firewalls.

**Understanding the Internet: Fundamental Users Guide.** ISP, TCP/IP, browser basics, using the Web, e-mail, newsgroups and real-time communication.


## Microsoft Word (Word Processing)

### MS Word 2003

**Basic Word Processing (PC140-2003).** Entering and editing text, saving, creating, opening and viewing documents, formatting text, fonts, alignment, character case and utility functions.

**Intermediate Word Processing 1 (PC141-2003).** Character and line spacing, indenting paragraphs, bullets and numbering, tabs, rulers, page breaks, header and footer, page numbers, section breaks, footnotes, endnotes, pictures, hyperlinks, inserting symbols and special characters, superscript and subscript, displaying and hiding toolbars, document statistics and outlines, templates and formatting marks.

**Intermediate Word Processing 2 (PC142-2003).** Text borders and shading, styles: word, auto-text, thesaurus, themes, graphics, text wrapping, drawing, creating tables, selecting, inserting, deleting and resizing table rows and columns, splitting and merging table cells, table borders and shading, table autoformat, sorting table data, converting text to a table, document comments and track changes.

 **Learning Word 2003.** **Session 1:** Word basics, time savers, Word 2003 interface, creating and proofing documents. **Session 2:** Ba-

sic and advanced formatting, document sections, graphics, charts and diagrams and save documents. **Session 3:** Printing, templates, collaboration, menus and toolbars, basic and advanced styles. **Session 4:** Draw table, formatting tables, document effects, navigate within documents, creating references, index/table of contents and master documents. **Session 5:** Outlines/summaries, forms, mail merge, XML, macros, security and application maintenance.

## MS Word 2007

**Basic Word Processing (PC140-2007).** Ribbon, entering and editing text, saving, creating and opening documents, fonts, alignment, character case, undo, redo and repeat, format painter, mini toolbar, live preview, find and replace, spelling and grammar, thesaurus, margins, page orientation and paper size, printing, Office clipboard and getting help.

**Intermediate Word Processing 1 (PC141-2007).** View types, view size, viewing multiple documents, full-screen reading view, spacing, indenting paragraphs, bullets and numbering, superscript and subscript, tabs, formatting marks, header and footer, page numbers, page breaks, section breaks, footnotes, hyperlinks, bookmarks, symbols and special characters, highlighting text, document statistics and templates.

**Intermediate Word Processing 2 (PC142-2007).** Text borders and shading, page borders and color, styles, inserting clip art and pictures, resizing and rotating clip art and pictures, enhancing clip art and pictures, drawings, adding and modifying word art, themes, tables, drawing tables, formatting a table's text, inserting and deleting table rows and columns and tables.

🕒 **Learning Word 2007.** Session 1: Document navigation tips, manipulating text, themes and templates, quick parts and preparing documents

for printing. **Session 2:** Formatting characters and paragraphs, organizing content, tabs, columns and charts, links, headers and footers, and references. **Session 3:** Mail merge, visual content, reviewing, protecting and sharing documents.

## Microsoft Excel (Spreadsheets)

### MS Excel 2003

**Basic Spreadsheets (PC150-2003).** Spreadsheets, entering data, formulas, functions, workbooks, formatting cells, fonts, alignment, number formats, format painter, resizing rows and columns, printing, task pane and getting help.

**Intermediate Spreadsheets 1 (PC151-2003).** Auto fill, editing data, inserting and deleting cells, rows and columns, data fitting errors, spell check, find and replace, formulas containing multiple operators, inserting functions in formulas, modifying and copying formulas and functions, formula and function errors, organizing worksheets and templates.

**Intermediate Spreadsheets 2 (PC152-2003).** Wrap text, data orientation, borders, backgrounds, styles, autoformats, clip art, drawing, page breaks, header and footer, hiding rows and columns, sorting data, printing and charts.

🕒 **Learning Excel 2003.** Session 1: Workbook basics, editing worksheets, formatting data, advanced formatting and reusable formats. **Session 2:** Basic formulas, formula auditing, basic functions, working with names, organization, charts, save and print. **Session 3:** Protecting data, sharing workbook, database, sorting database, database function, filtering and subtotals.

### MS Excel 2007

**Basic Spreadsheets (PC150-2007).** Spreadsheets, ribbon, enter-

ing and editing data, formulas, functions, creating, saving and opening workbooks, fonts, alignment, number formats, format painter, resizing rows and columns, printing, Office clipboard and getting help.

**Intermediate Spreadsheets 1 (PC151-2007).** Filling cells, editing data efficiently, inserting and deleting cells, rows and columns, data fitting errors, spelling check, find and replace, formulas containing multiple operators, functions, modifying formulas and functions, organizing worksheets and templates.

**Intermediate Spreadsheets 2 (PC152-2007).** Wrapping text in a cell, changing the orientation of data, cell borders and shading, styles, inserting clip art, drawings, page breaks, header and footer, hiding rows and columns, sorting data, printing, creating and modifying charts and interpreting data and charts.

🕒 **Learning Excel 2007.** Session 1: Creating and manipulating data, managing worksheets, modifying cell content, changing views. **Session 2:** Formatting data, numbers, text and tables, modifying rows and columns, understanding formulas. **Session 3:** Referencing formulas, ranges and dates, subtotals, lookups and conditional logic.

## Microsoft PowerPoint (Presentations)

### MS PowerPoint 2003

**Basic Presentations (PC160-2003).** Getting started, entering text, adding new slides and moving between slides, editing a slide's text, working with presentations, slide backgrounds, fonts, alignment, bullets and numbering, format painter, adding notes, displaying and saving a slide show, print setup and preview, printing, task pane, Office clipboard and getting help.

**Intermediate Presentations (PC161-2003).** Text boxes, tabs, header and footer, autocorrect, spelling check, find and replace, formatting placeholders, inserting clip art, inserting pictures, drawings, tables, charts, movies and sounds, changing slide layouts, slide master, templates, slide transitions, autocontent wizard, presentation design tips.

## 🌀 Learning PowerPoint 2003.

**Session 1:** Creating and editing presentation, formatting text, editing tools and working in outlines. **Session 2:** Drawing options, objects, slide design, images, sound and video, tables and graphics and diagrams. **Session 3:** Templates, animation, timing, collaboration, finishing touches and outputting presentations.

## MS PowerPoint 2007

**Basic Presentations (PC160-2007).** Ribbon, entering text in a slide, adding and moving between slides, editing a slide's text, working with presentations, organizing slides, slide backgrounds, fonts, alignment, bullets and numbering, format painter, mini toolbar, live preview, saving a slide show, adding notes, print setup, print preview, printing, Office clipboard and getting help.

**Intermediate Presentations (PC161-2007).** Text boxes, formatting placeholders and text boxes, tabs, header and footer, spelling check, find and replace, clip art and pictures, drawings, inserting tables, charts, movies and sounds, changing slide layouts, slide master, themes, templates, slide transitions and presentation design tips.

## 🌀 Learning PowerPoint 2007.

**Session 1:** Creating presentations and initial content, themes, customizing slide masters, working with text and working with lists. **Session 2:** Using existing content, charts, ta-

bles, shape properties, drawing tools, SmartArt diagrams, pictures and photo albums, backgrounds and watermarks. **Session 3:** Multimedia, animations, customizing slide shows, save for web viewing, delivery formats, proofing and reviewing, protect and prepare for the presentation.

## Other Microsoft Office Programs

**Learning Office 2007. Session 1:** What's new, formatting text, bulleted/numbered lists, tabs, autocorrect/autoformat and web features. **Session 2:** Proofing, cut, copy and paste, backgrounds and graphics, collaboration tools and finish commands.

🌀 **Learning Access 2003. Session 1:** Database objects and planning, examining Access, creating tables, text field and number field properties. **Session 2:** Working with data and datasheets, manipulating data, working with table structure, dependencies and datasheets, shaping up tables, importing and exporting, relationships and creating relationships. **Session 3:** Select queries, filtering with criteria, calculation, working in forms, data access pages, reports and maintaining a database.

🌀 **Learning Access 2007. Session 1:** Understanding Access, Access vs. Excel, changes in 2007, using templates, ribbon and navigation pane, finding help, using the navigation pane, working with records, entering, editing and deleting records, sorting and finding data in records, entering data in forms, database design, creating databases and tables. **Session 2:** Tables, field properties, relationships, analyzing design, subdatasheets and filters. **Session 3:** Basic and intermediate queries, calculation, special and action queries and concatenation.

🌀 **Learning Outlook 2003. Session 1:** Outlook 2003 interface, navigating with Outlook, creating and

formatting messages, global e-mail options and securing your inbox. **Session 2:** Managing your inbox, message options, printing, saving, and deleting, folders and folder rules, create and edit contacts, contacts and distribution list. **Session 3:** Calendars, meetings, sharing information, task and notes and alternate access.

🌀 **Learning Outlook 2007. Session 1:** Learning to be efficient, Outlook interface, Outlook today, configuring e-mail accounts, creating and securing e-mail, e-mail extras, hyperlinks and quick parts, setting e-mail defaults. **Session 2:** Receiving e-mail, working offline, changing views, organizing information, managing junk mail, customizing folders, data files, rules and alerts.

**Learning Microsoft Project 2007. Session 1:** Project management 101, calendars, create and organize tasks, task durations and documentation. **Session 2:** Import/export data, task structure, task relationships, scheduling tasks, critical path tasks, assigning and adjusting resources. **Session 3:** Baselines, monitoring progress, optimizing performance, views, reports, exchanging data, sharing resources and managing multiple projects.

## Other Productivity Software

**Dreamweaver MX. Session 1:** Planning, building the site, managing website assets, creating a web page, working with tables and layout features. **Session 2:** Adding interactivity, testing your web site, working with layers, creating a form, working with templates and using library items. **Session 3:** Creating a slide show, giving visitors control, drop down menus, cascading style sheets, cleaning and editing HTML, frame documents and publishing to the Web.

**Photoshop 7.0. Session 1:** Navigation, tools, customizing, color modes,

resizing images, layer basics, changing your mind and saving your work. **Session 2:** Selection techniques, color, painting techniques, shapes, type, layers, improving images, filters and non-committal work. **Session 3:** Saving, Photoshop for the Web, ImageReady for the Web, Photoshop to ImageReady, personal printing, commercial printing, Photoshop for multimedia and actions.

**QuickBooks.** **Session 1:** Types of business entities, interface, creating a new company, multiple users/security, chart of accounts and lists. **Ses-**

**sion 2:** Importing data, tracking inventory, inventory management, recording sales, customizing sales forms, receivables and payables. **Session 3:** Payroll, time tracking, asset accounts, liability and equity accounts, online banking and credit cards, reports and graphs and period-end procedures.

**Website Design.** **Session 1:** The Internet today, planning the web site, XHTML, images and color. **Session 2:** Photoshop CS3 basics, working with Photoshop CS3, preferences, optimizing Photoshop images, ta-

bles, formatting text and links. **Session 3:** Cascading style sheets, CSS formatting, frames, using multimedia on web pages and JavaScript. **Session 4:** Java, XML, server technologies, databases, accessibility, Dreamweaver CS3 and Dreamweaver Essentials. **Session 5:** Dreamweaver CS3 templates, adding interactivity, building web forms, CSS, productivity tools, XHTML and Dreamweaver. **Session 6:** Expression Web, design tools, templates, adding interactivity, building web forms, forms and CSS. **Session 7:** Flash CS3, animation basics, designing web sites, publishing Flash movies and managing web sites.

## CAREER AND PERSONAL DEVELOPMENT RESOURCES

**These DVDs and interactive CD-ROMs can help you build the skills you need to succeed in today's business world. View them at the Edge during the Learn It! Self-Paced Tutorial sessions. Call 837-5011 to register.**

### WHEN TO SCHEDULE VIEWINGS

#### **Learn It! Self-Paced Tutorials.**

- Mondays, 10 a.m.-noon and 5-7:30 p.m. (except for Labor Day)
- Tuesdays and Thursdays, 10 a.m.-noon (except for Thanksgiving Day and Christmas Eve)
- Register up to two weeks in advance.

#### **Learn It! Self-Paced Tutorials for Seniors.**

- Wednesdays, 1-3 p.m. (except for Veterans Day)
- Register up to two weeks in advance.

### DVD AND CD-ROM TOPICS

**21st Century Leadership.** Learn how to motivate your team, how to use coaching for outstanding results and the secrets of exceptional managers. *Part 1: 37 minutes; Part 2: 43 minutes.*

**The Art of Organization.** Become an organizational wizard by learning the three R's of organization: Reduce, Refer and Rearrange. *1-2 hours.*

**The Art of Stress Management.** Learn stress management skills and techniques to increase productivity and maintain a positive attitude. *1-2 hours.*

**Assertiveness.** Learn how to respond appropriately to workplace challenges with these 12 powerful action steps. *1-2 hours.*

**Attitude for Success.** Focus on developing and renewing a positive outlook with these eight attitude adjustment techniques. *1-2 hours.*

**Be Prepared for Meetings.** Learn how to lead business meetings, start group participation, maintain pacing, create and stick to an agenda, control problem participants, get results and close on schedule. *24 minutes.*

**Be Prepared to Lead.** Learn four distinct management approaches and which employees respond best to the different methods. *27 minutes.*

**The Business of Listening.** Learn ten steps to control emotional "hot buttons" and the impact of good listening skills on productivity. *1-2 hours.*

## **Calming Upset Customers.**

Learn how to distinguish between a disturbed and upset customer and how to collaborate with each toward a positive, win-win outcome. *1-2 hours.*

## **Comedy Central Presents: The Essentials of Great Service.**

Saturday Night Live comedian Darrell Hammond walks through a deli to witness customer service in action. The camera follows employees as they repeatedly display the two behaviors that create great customer service: Anticipation of needs and doing a little something extra. *17 minutes.*

## **Criticism: Giving and Taking.**

Learn how to turn both giving and taking criticism to your benefit, the guiding rules of criticism, the three-step formula for successful criticism, how to control emotions, how to keep criticism on track and when to criticize and when not to. *21 minutes.*

## **Creating the Repeat Customer.**

Develop loyal customers by learning how to make a good first—and lasting—impression, show competence by answering customer questions quickly, give customers more service than they expect, create personal relationships with your customers and resolve conflicts immediately. *17 minutes.*

## **Dealing with the Irate Customer II.**

Learn how to connect with the angry customer, show empathy, guide the customer's attention toward solving the problem, use positive language, have the customer make small decisions, know what you can offer and when to draw the line. *21 minutes.*

## **Delivering Effective Training Sessions.**

Learn how to use ice-breakers, audio and visual aids, group interaction and personal style to deliver an effective presentation. *1-2 hours.*

## **Doubling Your Productivity.**

Discover the best ways to eliminate time wasters, new strategies for using your time, increase your personal power and make yourself more valuable and keys for staying motivated. *Part 1: 58 minutes; Part 2: 40 minutes.*

**Effective Meeting Skills.** Learn how to spot and avoid meeting problems in advance, how to handle conflict and digression and how to improve future meetings through evaluation and feedback. *1-2 hours.*

**Excellence in Supervision.** Discover the critical success factors supervisors need to create a positive, powerful, motivating environment for employees. *1-2 hours.*

**Getting Ahead By Getting Along.** Learn how to cooperate with different work styles and eliminate most co-worker conflicts. *16 minutes.*

**Giving and Receiving Feedback.** Learn how to offer constructive, rather than critical, suggestions for improving performance and to receive feedback with a receptive, not defensive, attitude with real-world case studies and behavioral examples. *1-2 hours.*

**Handling Conflict and Confrontation.** Learn tactics to help defuse volatile situations and remain in control when tempers flare and emotions overheat. *1-2 hours.*

**How to Coach an Effective Team.** Learn new communication approaches that will get everyone to pull together, while inspiring trust, commitment and respect. *1-2 hours.*

**How to De-Junk Your Life.** Learn easy-to-apply techniques to eliminate the junk that clutters every area of your life. The new, super-organized you will be more productive, more efficient, happier and much less stressed. *65 minutes.*

**How to Get Things Done.** Learn how to determine what's urgent, ways

to overcome procrastination, how to streamline e-mail and manage distractions. *69 minutes.*

**How to Have a Terrific Day, Every Day!** Learn the basic habit patterns of winners, techniques for overcoming worry, how to help others be more positive, and dozens of ideas to make sure that every day is a terrific day. *75 minutes.*

**How to Manage Multiple Projects, Meet Deadlines and Achieve Objectives.** Identify habits which limit your effectiveness and learn techniques for realistic planning and better time management. *1 hour 40 minutes.*

**How to Say It.** Learn to slow down to think before speaking, tailor each message for its intended audience, discover the power of speaking in the active tense and choose words that gain cooperation and positive results. *18 minutes.*

**How to Supervise People.** Effective leadership is within your reach with this step-by-step interactive media course. *1-2 hours.*

**How to Write and Deliver Great Speeches: The Toastmasters Guide to Public Speaking.** This guide to public speaking gives you tips for vivid and compelling speech writing and teaches you specific presentation skills that lead to a polished delivery. You will also learn strategies to control public speaking nervousness. *35 minutes.*

**Listening Under Pressure: The Customer Service Challenge.** This training video teaches you three effective listening skills that will help you stay focused and keep your customers happy by showing them you care. *14 minutes.*

**Managing Cross-Generational Teams.** Learn to reduce team conflict and misunderstanding and draw out the best contributions from each

person to create a richly diverse, dynamic team. *Audio only; 60 minutes.*

**Managing Disagreement.** Learn the nine ways to approach and deal with disagreement and see examples of each of these styles illustrated in dramatic vignettes. *1-2 hours.*

**Managing Employees Who Have Rotten Attitudes or Lousy People Skills.** Learn to turn your most frustrating staff into valuable contributors. *Audio only; 60 minutes.*

**Managing for Commitment.** This course provides organizations and supervisors specifically defined steps for establishing good management skills and increasing employee trust and loyalty. *1-2 hours.*

**Memory Power.** Learn how to prepare yourself to give presentations without notes and retain information from books, seminars and important meetings and how to instantly remember names and faces. *115 minutes.*

**Mentoring.** This training explains the many styles of mentoring, how to understand mentee needs and what types of behaviors to practice and avoid and includes handling unique situations and cross-cultural and gender issues. *1-2 hours.*

**The Platinum Rule.** Discover your own behavioral style and how to maximize its strengths and minimize its weaknesses; how to “read” the behavioral style of others quickly and accurately, the strengths, weaknesses, likes, dislikes, fears and goals of each style and strategies for creating instant rapport and better compatibility with each behavioral style. *110 minutes.*

**The Power of Positive Discipline.** Learn the best ways to clarify what’s expected, convince the employee that change is necessary, get the employee’s agreement to change and come up with an action plan together. *21 minutes.*

**The Power of Vision.** Discover tools practiced by some of the most successful people to overcome obstacles and achieve even greater levels of success and new ways of using your imagination to attract more good things into your life. *122 minutes.*

**Power Talking.** Discover how to be more positive and persuasive in everyday conversational interactions, whether routinely communicating with co-workers or clients, or defusing hostile customers. *125 minutes.*

**The Power to Persuade.** These Seven Insights will inspire you to take charge of your most important aspirations. Learn how to win people over by helping them win as well. *Part 1: 32 minutes; Part 2: 35 minutes.*

**Powerful Communication Skills.** Learn to identify the key elements of communicating and learn specific techniques for improvement. *1-2 hours.*

**Powerful Presentation Skills.** Learn to skillfully present your ideas with impact and confidence with an innovative, practical approach. *1-2 hours.*

**Preventing Sexual Harassment in the Workplace.** Real-world examples demonstrate the law and examine your role, rights and responsibilities in dealing with sexual harassment and how to deal with and resolve problems. Learn how to develop and enforce a clear company policy that is in compliance with the Civil Rights Act of 1964. *1-2 hours.*

**Profit Producing People Skills.** Discover practical techniques and easy-to-implement strategies for bettering your communications in all of the critical areas, including voice mail, e-mail, thank-you notes, face-to-face communications and other subtopics. *Part 1: 46 minutes; Part 2: 39 minutes.*

**The Science of Positive Focus.** This seminar, by one of America’s

leading authorities on the development of human potential and personal effectiveness, inspires you toward peak performance and high levels of achievement. *Part 1: 60 minutes; Part 2: 64 minutes.*

**Serving Customers, Helping People.** Learn how making your customers feel welcome, asking and listening, giving your undivided attention, going the extra mile and showing appreciation can improve your customer relationships. *16 minutes.*

**Sexual Harassment: A Commonsense Approach for Employees.** The employee version of this sexual harassment training is designed to help employees with both the gray areas and the obvious. Viewers will see realistic scenes that are clearly sexual harassment, and others that are probably just a lapse in good judgment. *25 minutes.*

**Sexual Harassment: A Commonsense Approach for Managers.** Learn how to recognize and prevent sexual harassment and a supervisor’s responsibilities to respond promptly and appropriately. *32 minutes.*

**The Un-Breakable Laws of Self-Confidence.** Learn the most critical laws for literally reprogramming your mind and boosting your self-confidence to a new level. *Part 1: 48 minutes; Part 2: 50 minutes.*

**Time Management: Getting Control of Your Life and Work.** Learn to better manage your time with proven and actionable steps that will make each day more successful and more productive—but without added stress. *26 minutes.*

**Would You Do Business With You?** This course covers practical ideas on exceeding expectations, handling difficult situations, increasing internal teamwork and more. *Part 1: 40 minutes; Part 2: 38 minutes.*

