

UNION SETTLEMENT

BUSINESS DEVELOPMENT CENTER

COMPUTER COURSES – ENGLISH & SPANISH – 6:00pm to 9:00pm

- 1. Computer Literacy/Computacion Basica:** This class introduces new users to basic computer concepts and covers such fundamentals as hardware, software, and mouse and keyboard usage. Participants gain a solid foundation in using Windows and learn to navigate the Internet. Basic word processing topics are covered including creating, editing, printing and saving documents.
- 2. Microsoft Excel (Basic)** This session of Excel covers the very basic features of Excel. It is designed for those who have never used Excel and are unfamiliar with the basic concept of the program such as cells and formulas, provides hands on overview of the user interface.
Excel (Intermediate) – This session is designed for those who are already using Excel. It features an exploration of the home ribbon and provides students with an understanding of the vast array of functionality available to them when using Excel.
Excel (Advance) This session is for those who have an understanding of Excel but wish to learn some of the more complex features of the program. In this class we look at several formulas, learn how to implement pivot tables and work on a project that allows the student to implement some of the more advanced features in Excel.
- 3. Microsoft Publisher** Topics include adding text to a publication, adding graphics, formatting and wrapping text, importing, connecting text frames, aligning objects, using backgrounds, creating tablets, using styles, formatting frames, and using the Design Gallery.
- 4. Microsoft Word (Basic)** Topics include creating and editing documents, formatting text, setting tabs, indenting, alignment, line spacing, bullets, numbering, spell check, thesaurus, find, replace, page setup, page numbering, basic headers and footers, cut, copy, paste, and working with multiple documents.
Word (Intermediate) This course focuses on learning how to control all text and graphic elements within the application and create documents for a variety of personal and business reasons. Topics include working with labels, using Mail Merge and creating templates.
- 5. Microsoft PowerPoint (Basic):** Topics include working with views, text slides, formatting text, using drawing tools, aligning objects, grouping, ordering, inserting and manipulating graphics, adding bar, line and pie charts, organization charts, applying design templates, adding transitions and timings, using notes pages and printing handouts.
PowerPoint (Intermediate) This course is designed to enhance participants' existing knowledge of PowerPoint by introducing topics such as animation effects and controls, grouping, creating templates, manipulating graphics and shapes, and modifying presentations.

To register on-line go to, www.unionsettlement.org (Click Programs than click Business Development Center) or call us at 646-545-5204 or visit us at: 205 East 122nd street, (3rd Ave.), suite #220, NY, NY 10035