

Computer Classes

at PACCAR Medical Education Center

446 Hospital Road, Chillicothe OH 45601

Presented by The Computer Workshop, Inc.

To Register:

Call Carrie Vargas at 800-639-3535 or 614-798-9505

or email cvargas@tcworkshop.com



Class Name	Proposed Times & Price	Class Description
Word Level 1 7 Hrs. Jul 14 & 16	Price: \$ 150.00 4:00pm – 7:30pm	In this course you will cover the parts of the working area on your screen, using the menu system, entering, inserting, deleting, and replacing text, previewing, saving and closing documents, using the Go To and Find features, using the Zoom feature, copying and moving text, using character formats, applying emphasis, changing font and size, character spacing, formatting paragraphs, setting tabs, setting margins & formatting and printing documents.
Word Level 2 7 Hrs. Jul 21 & 23	Price: \$ 160.00 4:00pm – 7:30pm	In this course you will cover: tab stops, the bar tab and setting a tab leader, creating, formatting and modifying tables, using tables for calculations and graphs, creating and editing charts, creating and modifying AutoText entries, applying, repeating and creating styles, working with templates & mail merging.
Excel Level 1 7 Hrs. Jul 28 & 30	Price: \$ 150.00 4:00pm – 7:30pm	In this course, you will cover: using a toolbar, viewing task panes, opening a workbook, cursor movement and selecting cells, saving a workbook, creating a worksheet, entering information, editing cells, entering dates and times, building a formula, cell addressing, moving and copying cells, inserting cells, rows and columns, formatting and aligning text, changing column width, row height, fonts and borders & page setup and printing.
Excel Level 2 7 Hrs. Aug 4 & 6	Price: \$ 160.00 4:00pm – 7:30pm	In this course you will cover: working with workbooks, protecting the worksheet or workbook through locking, hidden formulas and passwords, creating and using names in a workbook, consolidating data, linking and editing cells, changing the worksheet display, advanced formatting and worksheet features & creating and using macros.
Access Level 1 7 Hrs. Aug 11 & 13	Price: \$ 200.00 4:00pm – 7:30pm	In this course you will cover how to create professional, computer-based presentations, quickly and easily. Topics covered include: creating new presentations, creating and editing slides, bulleted lists, formatting slides, using drawing tools, organizational charts and clip art, using the slide master, creating charts and graphs & enhancing your presentation by changing the order or adding transition or animation effects.
Access Level 2 7 Hrs. Aug 18 & 20	Price: \$ 200.00 4:00pm – 7:30pm	In this course, you will cover how to: create a custom presentation, work with templates, add a scanned image, customize clipart, work with animation, add sound, add a movie, insert a Word table, insert an Excel spreadsheet, create hyperlinks, create action buttons, set up the slide show, create a custom show, & use the Package for CD command.

Photoshop Level 1 7 Hrs. Jul 27 & 29	Price: \$ 200.00 4:00pm – 7:30pm	<p>This course is a survey course and is geared for those students with no background in Graphic Design. This course will help you understand what a raster graphic is and how to manipulate it within Photoshop. Specific topics include: working with image selections and layers, adjusting and retouching images, resizing images & preparing finished images for Web and print use. This class uses Photoshop Elements 5.0.</p>
Photoshop Artistic Effects 7 Hrs. Aug 3 & 5	Price: \$ 200.00 4:00pm – 7:30pm	<p>In this course you will cover additional and specialized Photoshop commands and tools, which tie together multiple techniques you already know to create artistic effects and make your work more efficient. Specifically this course will cover: how to isolate image areas by creating and saving masks with specialized tools, commands, modes and layer elements, how to create and apply creative elements such as gradients, patterns, and color overlays & how to generate special effects ranging from distorted type to simulating natural media paint realistically. The Photoshop concepts learned in this course can be applied to Web Design, preparing photographic images for printing, and illustration. This class uses Photoshop Elements 5.0.</p>
Publisher Level 1 7 Hrs. Jul 8 & 9	Price: \$ 175.00 4:00pm – 7:30pm	<p>In this course you will cover how to: create a document in the Publisher environment, creating a basic layout, work with text frames and picture frames, import a graphic, create a multi-page document, use the background and add text, format your text, change character formatting, change paragraph formatting, work with indents and tabs & use graphics to finish the document for printing.</p>
HTML Level 1 7 Hrs. Aug 10 & 12	Price: \$200.00 4:00pm – 7:30pm	<p>In this course you will cover : an introduction to the Web, basic HTML structure, structuring text, bold and italic text, text size, creating lists, linking documents, e-mail links, image formats and inserting images, creating and modifying tables, & style sheets.</p>
HTML Level 2 7 Hrs. Aug 17 & 19	Price: \$200.00 4:00pm – 7:30pm	<p>In this course you will cover: design techniques such as page margins, classes, element width and spacing, table formatting, spanning rows and columns, nested tables, form layout, form options and attributes, customized forms, frame links and inline frames, HTML variants & XHTML variants and validation.</p>
A+ Essentials 35 Hrs. Jul 17, 24, 31, Aug 5, 7, 12, 14, 19, 21, & 26	Price: \$ 1,995 4:00pm – 7:30pm	<p>In this course you will cover the skills and knowledge necessary to install, build, upgrade, repair, configure, troubleshoot, and perform preventative maintenance on personal computer hardware and operating systems. Specific topics include: getting started with PC hardware support, operating systems, electricity and power systems, CPUs and motherboards, basic input/output system, memory systems, bus structures, expansion cards, ports, connectors and cables, data storage devices, video and multimedia input/output devices, printers, portable computers, monitoring and management, connecting computers, networking computers, security, safety, troubleshooting, professionalism and communication & Windows installation and upgrades.</p>
A+ Remote Technician 18 Hrs. Sept 7, 9, 14, 16, & 21	Price: \$ 1,197 4:00pm – 7:30pm	<p>This course will prepare students for the CompTIA A+ 220-603 certification exam (2006 Objectives). It is designed to prepare students to assist users remotely as a help desk or call center support technician. Specific topics include: expansion cards, data storage devices, printers and scanners, operating system management, OS maintenance and troubleshooting, networking, security & professionalism and communication.</p>

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