

Class Schedule:

<i>Basic Computing (2 days, 9a-4p)</i>	\$200	Open Entry/Start Any Time
<p>This series introduces general computer use and terminology. It describes the basic hardware components of a PC and introduces basic skills for using software programs in a Windows environment.</p>		
<i>Outlook 2007 Level I (2 days, 9a-4p)</i>	\$200	August 23 & 24 Sept. 23 & 24 Oct. 11 & 12 Nov. 18 & 19 Dec. 13 & 14
<i>Outlook 2007 Level II (2 days, 9a-4p)</i>	\$200	Open Entry/Call to schedule
<p>Outlook is the most common email application in the world. And it includes many features beyond just email, including the calendar, meeting management, tasks, and contact information, that can all interact with each other. This series will examine all of these features and more in the latest version of Outlook that has been released with the Office 2007 package.</p>		
<i>Access 2007 Level I (2 days, 9a-4p)</i>	\$200	August 19 & 20 Sept. 13 & 14 Oct. 21 & 22 Nov. 8 & 9 Dec. 9 & 10
<i>Access 2007 Level II (2 days, 9a-4p)</i>	\$200	August 15 & 16 Sept. 9 & 10 Oct. 4 & 5 Nov. 4 & 5 Dec. 15 & 16
<p>This series covers how to use Access 2007 to create, modify, and access databases. It shows the learner how to use the Ribbon-based Access 2007 Interface, as well as how to build tables, forms, and reports. Learners will also be able to use queries and filters to sort through data.</p>		
<i>Graphics & Publishing</i>	\$200	Open Entry/Call to schedule
<i>InDesign Level I</i>		
<i>InDesign Level II</i>		
<i>PhotoShop Level I</i>		
<i>PhotoShop Level II</i>		
<p>See tlcupnorth.com for full description of courses. Click on MINDLEADERS link.</p>		
<i>PowerPoint 2007 Level I (2 days, 9a-4p)</i>	\$200	August 9 & 10 Sept. 5 & 6 Oct. 18 & 19 Nov. 11 & 12 Dec. 2 & 3
<i>PowerPoint 2007 Level II (2 days, 9a-4p)</i>	\$200	Open Entry/Call to schedule
<p>Office 2007 includes the latest version of PowerPoint, the presentation creation package that helps add visual impact and dynamic information to your presentations. This series will walk you through creating your own presentations.</p>		
<i>Excel 2007 Level I (2 days, 9a-4p)</i>	\$200	August 2 & 3 Sept. 2 & 3 Oct. 7 & 8 Nov. 11 & 12 Dec. 6 & 7
<i>Excel 2007 Level II (2 days, 9a-4p)</i>	\$200	August 17 & 18 Sept. 20 & 21 Oct. 13 & 14 Nov. 29 & 30 Dec. 27 & 28
<p>The Excel 2007 series introduces learners to the newly designed Ribbon interface of Microsoft Excel 2007. It provides a basic introduction to Excel including entering and editing cell data, selecting cell ranges, and formatting worksheet data. Learners will also be able to print worksheets, add comments, complete basic calculations and formulas, and create charts using Excel 2007.</p>		
<i>Word 2007 Level I (2 days, 9a-4p)</i>	\$200	August 4 & 5 Sept. 27 & 28 Oct. 28 & 29 Nov. 15 & 16
<p>This series shows you how to use Word 2007 to create word processing documents. It shows you how to use the Ribbon-based Word 2007 Interface, how to create and format documents, and how to add lists, tables, and images to your documents.</p>		