



Microsoft and Computer Skills Workshops

CCRI offers many noncredit Microsoft and Computer Skills workshops. The complete course descriptions are included below, for updated information about course offerings please view the website. All courses cost \$104 (includes \$5 non-refundable registration fee) and you can complete a registration form to sign up.

Course options:

- [Data Analysis with Excel](#)
- [Energize Your E-mail](#)
- [Manage Time with Technology Workshop](#)
- [Maximize Your Computer Skills](#)
- [Microsoft Visuals & Graphics Computer Workshop](#)
- [Microsoft Access 2016](#)
- [Microsoft Excel 2016 Essentials](#)
- [Microsoft Excel 2016 Advanced](#)
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- [Microsoft Word: Outside the Box](#)
- [Presentation Skills/Advanced PowerPoint](#)
- [Resume and Cover Letter Boot Camp](#)
- [Technical Writing Workshop](#)

Data Analysis with Excel

Instructor-led, hands-on, writing and computer skills class. One of the best ways to get ahead in your job or in your business is to be able to look at data and investigate what's been happening. And make a prediction about what will happen next. Learn Excel's simple data analysis tools to come up with sophisticated charts that illustrate your statistical information. Apply Pivot Tables to large amounts of information to consolidate and isolate statistics and trends. Create formulas that help interpret current results. Set up conditional formatting to watch for changes and alert you when they occur.

Class content:

- Statistical Charting:
- Pivot Table creation, analysis, and charting
- Forecast formula
- IF Statements
- Percent Variations
- Rank formula
- Date formulas
- Scenarios
- Goal Seek,
- Conditional Formatting methods
- Variable Data Tables
- Summary and Consolidation Methods



Energize Your E-mail

In this instructor-led, hands-on class, you'll create reader-focused emails that avoid tone problems and get priority attention, communicating more effectively and producing results. Use a five-step process to save time and increase efficiency. Come away with useful handouts filled with shortcuts, step-by-step guides and tips.

Class content:

- Focus on purpose and goal
- Choose communication methods (email, IM, texting)
- Create a fast outline based on reader's potential questions
- Energize subject lines for impact; use key words; stick to single subjects
- Sequence paragraphs (place conclusions up front!)
- Create a visual design (headers above key paragraphs in longer emails, bullets, numbers)
- Generate a draft of your email (don't click "send!")
- Edit: spelling, grammar, punctuation
- Basic tone: openings, closings, active voice
- Streamline over-long sentences
- Eliminate verbal baggage (use smaller words)
- Avoid stagnant words, phrases and technical clichés
- Tone: negative, stuffy, flowery messages
- Angry messages (including sarcasm, irony, venting)
- Personal emails
- Privacy, copyrights, libel, security
- Distribution lists, all-staff memos, political, religious messages, chain mail, forwarding messages, out-of-office messages, address book considerations

Manage Time with Technology Workshop

Instructor led, hands-on, computer skills workshop to help you manage your time by making effective use of Microsoft computer features in the most popular programs: Excel, Word, PowerPoint and email. Come away with useful handouts filled with shortcuts, step-by-step guides and tips.

Class content includes time-saving tips for:

- Computers (streamline and connect Excel, Word and PowerPoint using Microsoft tools)
- Email (organize and prioritize your inbox and streamline new mail, deletions, etc.)
- Written communication (put some energy in your email and memos)
- Make practical, meaningful reminders and to-do lists electronically
- Meetings (make use of computer applications to make meetings more effective)
- Phones (smartphone management, office phone controls)

Maximize Your Computer Skills

Are you a self-taught computer user? Are you maximizing your time and enjoyment? If you struggle with computers, from basic navigation with a keyboard and a mouse, to email organization and safety, to effectively searching internet sites, this instructor-led, hands-on, computer skills class will help. All the basics of computer knowledge will be covered at a relaxed pace. Come away with helpful handouts filled with shortcuts, step-by-step guides and tips.



Class content:

- Computer screen features
 - Title bars
 - Toolbars
 - Menu bars
 - Status bars
 - Scroll bars
- Computer Applications
 - Drop-down menus
 - Sub-menus
 - Dialog boxes
- Saving and naming files
 - The Cloud
 - Creating folders
 - Retrieve
 - Revise
 - Rename
- Internet browsers
 - search
 - navigation
 - research
 - printing
 - viruses, malware, etc.
 - history
 - Home buttons
 - Address bar
 - downloading
 - links
- Email
- Keyboard and Mouse functions and shortcuts
- Printing options

\$99 + \$5 non-refundable registration fee

Microsoft Access 2016

In this instructor-led, hands-on computer skills workshop, you will learn how to store, organize and query information about customers, employees, students, activities, inventories, etc. Come away with useful handouts filled with shortcuts, step-by-step guides and tips.

Class content:

- Work with and maintain a sample database to learn how to navigate and extract information from Access
- Design and create queries and reports that extract, consolidate and track database information
- Design and create forms for ease of data processing
- Link to other Microsoft applications (Excel, Word)
- Understand the how Access can automate workflow via the links among its tables, queries, forms and reports
- Create a database of your own: design tables and import from external sources and establish table relationships
- Create drop-down lists to simplify data entry; formulas in reports to enhance information; mail merge and labels; command buttons in forms to automate navigation and data; and validation rules to ensure data consistency



Microsoft Excel 2016 Essentials

This instructor-led, hands-on computer skills class teaches you to design, format, save and print spreadsheets, using formulas for adding, averaging, tracking and summarizing. Learn to create and maintain records and more. Come away with helpful handouts filled with shortcuts, step-by-step guides, and tips.

Class content:

- Navigation and keyboard shortcuts
- Text, number and date shortcuts
- Add columns, rows (AutoSum, auto-calculate)
- Manual math formulas (average, count, etc.)
- Use "cell references" with formulas
- Copy formulas (fill handle)
- Hide columns, rows; protect worksheets
- Cut, copy, paste spreadsheets, range, and formulas
- Delete/insert rows and columns
- AutoCorrect
- Print options (orientation, margins, gridlines, headers/footers)
- Create charts to illustrate your spreadsheets; revise and format charts
- Create, sort and filter lists
- Apply formatting options, including conditional formatting
- Create electronic comments and custom views
- Apply graphics to emphasize important points
- Entry and formula shortcuts
- Create and maintain databases (text formulas, including concatenation)
- Import databases from other programs
- Database formulas (proper, trim, and, left, right, etc.)
- Apply conditional formatting options.
- Create date and time formulas

Microsoft Excel 2016 Advanced

This instructor led, hands-on computer skills class includes a review keyboard and mouse shortcuts. Learn statistical, financial, logical, lookup and math formulas in addition to validation rules, conditional formatting and customizing the Excel environment. Come away with helpful handouts filled with shortcuts, step-by-step guides and tips.

Class content:

- Advanced charting
- Trend formulas, standard deviation, V and H lookups, IF statements, etc.
- Database maintenance including validation rules
- Subtotals
- Summary/consolidation sheets
- Link worksheets and workbooks
- Absolute referencing
- CountIF, and SumIF formulas
- AND, OR formulas
- Create macros and templates
- Audit formulas and identify errors
- Create Watch Windows and named ranges
- Automate row and column comparisons



Microsoft Visuals & Graphics Computer Workshop

Instructor-led, hands-on, writing and computer skills class. Learn how to apply graphic art to your Documents, Emails, Bulletin Board Announcements, Spreadsheets, Uploads, & Demos with Microsoft Graphic tools like Charts, SmartArt Diagrams, Text Boxes, Shapes, Screenshots & WordArt styles, plus your Personal photos and drawings, Internet pictures and images.

Class content:

- Use **Drawing Tools** like **Shadow** and **3-D effects**, learn how to **add weight to image borders, apply gradients, textures, and patterns, change line and fill colors, and apply custom formatting.**
- **Upload photos and Internet images, apply screen shots and objects** from computer both personal files and the Internet; learn how to **arrange and align them, place them within text, and add customized text** to them.
- **Create Hyperlinks** to files and websites
- Use the Microsoft **Snipping Tool** and work with **Screen Prints.**
- Create **Watermarks, Page Colors, and Page Borders**

Come away with helpful **handouts** filled with shortcuts, step-by-step guides and tips.

Excel formulas workshop

Spend a day learning and applying the most useful and popular Excel formulas that calculate and automate busy workdays, and streamline family budget/accounting obligations. Work through scenarios that illustrate Statistical formulas for data analysis, Text formulas to revise lists of data, Vlookups, Financial formulas that include 'What If' calculations, Date & Time formulas that track trends and timelines, and Pivot Table construction to consolidate information. You can bring any ongoing workflow problems with you to be resolved during the workshop. Receive comprehensive instructional handouts.

Class content:

- Vlookups
- IF statements
- CountIf
- SumIf
- Summary/Consolidation formulas
- PMT formulas
- Concatenation
- Text formulas to alter columns of text (Trim, Right, Left, Proper, etc.)
- Substitute formulas
- Pivot Tables
- NetworkDays (count business days between dates)
- Standard Deviation

Microsoft PowerPoint 2016

This instructor-led, hands-on computer skills class enables you to develop powerful PowerPoint slides for work, home, projects, family and biographical presentations. Come away with useful handouts filled with shortcuts, step-by-step guides and tips.

Class content:

- Slide content: planning, opening slides, sequencing



- Content tips (How much text? How many objects?)
- Bullet/number slides (variations, sequencing, layout)
- Graphics, shapes (alternatives to bullets; use color to influence mood; use images to reinforce message)
- SmartArt (effective use of diagrams)
- Photos and internet photos (formatting options)
- Copy/paste shortcuts (from other programs; linking)
- Screenshots, Snipping Tool
- Align objects for consistency and effect
- WordArt for closing slides
- Create/import org charts, graphs and tables
- Hyperlinks to other programs and the internet
- Insert media clips, movies, sounds
- Views: Slide Sorter, Outline, Notes as editing and presenting tools
- Presenting: transitions, animation, hiding slides, pausing and highlighting
- Consistency (Slide Master)
- Automatic presentations (narrations, timing)
- Handouts (creating effective takeaways for audience)
- Presentation methods to connect with individuals and groups

Microsoft Word 2016

If you are self-taught in Word, you may be missing a lot of bells and whistles that make documents effective. Capture your audience with visual design features that are easy to read and stay with readers. Learn keyboard and mouse shortcuts to streamline the processing of your words and sentences in this instructor-led, hands-on class. Come away with useful handouts filled with shortcuts, step-by-step guides, and tips.

Class content:

- Shortcuts for navigation, insertion, deletion, and selection
- Formatting fonts with bolding, bullets and numbers
- Creative use of cut, copy and paste
- Format printer
- Tables, including design variations for maintaining lists and resumes, agendas, itineraries, content comparisons, sidelines
- Graphics, SmartArt, watermarks, hyperlinks, print screen function and WordArt
- Page numbering
- Borders, shading
- Headers/footers
- Shortcut features like AutoCorrect, Quick Parts, find and replace
- Margins, tabs
- Screenshots and snipping for instructional documents
- Page breaks, drop caps
- Columns for newsletters, announcements, bulletin boards
- Saving alternatives
- Labels and envelopes
- Spelling, grammar, thesaurus



Microsoft Word: Outside the Box

Have you ever desired to create a birthday card, or an invitation? How about a newsletter? An article? Technical report? Menu or Recipe book? A flyer? Or just a more sophisticated resume? This workshop covers the Top 10 Tools in Word for creating inspired, artistic documents that can't fail to impress anyone who sees them. You'll also learn Design, Audio, Video and Layout options to make your efforts pay off. Receive a comprehensive handout of instructions for future reference.

Class content

- Learn how to use Word templates
- Styles and Reference tools
- Shapes
- SmartArt
- Design, Insert, Page Layout toolbar features
- Snipping tool
- Picture Video and Audio Tools
- Customization of your Word features
- Cursive fonts to enhance text
- Quick Access methods
- Quick Parts
- AutoCorrect shortcuts
- Printing tips and tricks
- Keyboard and mouse shortcuts to get to what you need

Word offers templates for postcards and trifold brochures, flyers, reports, invoices, marketing plans and even business cards. Many restaurants use the menu templates to create daily menus, sending them to print with the most updated daily specials. Even without the templates, Microsoft Word allows you to build those components with text boxes, image insertions and various text art options.

Presentation Skills/Advanced PowerPoint

Learn how to plan and deliver presentations that communicate more effectively and energize your audience. Learn a three-step process: plan (establish your presentation's purpose, goals and potential audience reactions), create content (make your points using a visual style) and then develop PowerPoint slides to create a dynamic flow, increase efficiency and save time. Come away with useful presentation and advanced PowerPoint handouts (shortcuts, step-by-step guides and tips).

Class content:

- Establish your presentation's purpose and goal
- Consider audience reactions and needs
- Isolate your strongest point
- Develop features, benefits and impact for content
- Opening comments: Use quotation? Story? Questions? Statistic? Demo?
- Executive summary: Where is all this going?
- Content: Facts, figures, next steps
- Closing: Impact reminder
- Draft slide content
- Sequence slides (purpose/conclusions up front!)
- Edit slide content



- Apply graphics, hyperlinks, transitions, animation, etc. media clips,
- Develop handouts and/or takeaways
- Delivery considerations:
 - Audience (knowledge, attitudes, assumptions)
 - Rehearsing
 - Presentation room, technology
 - Comfort with material (relaxation, self-confidence techniques)
 - Voice, body language (including audience reactions)
 - Injecting humor, personal stories, business examples
 - Closing: encouraging/controlling questions and answers
 - Follow-up

Resume and Cover Letter Boot Camp

Write from scratch or edit your résumé and cover letter (bring if you have them) to accentuate your skills and ensure readability. Learn how to make clear, job-appropriate points and produce results. Use visual design elements of Microsoft Word to enhance the look of your work. Come away from this instructor-led, hands-on class with useful handouts filled with shortcuts, step-by-step guides and tips.

Class content:

- Define cover letters and résumés (persuasive writing)
- Résumés: Required information (name, address, contact information, education, past jobs, volunteer experience, special skills, etc.)
- Writing with purpose
- Who's your audience?
- Types of résumés (functional and chronological)
- Brainstorm content
- Create a résumé template
- Design content (visually appropriate and appealing)
- Edit for ease of reading
- Grammatical and spelling corrections
- Edit résumés to fit certain opportunities
- Cover letters: (personalizing a résumé)
- Required information (heading, date, salutation, body paragraphs, closing and signature)
- Establish writer's voice
- Detail experience
- Relevant information
- Visual design
- Proofreading tips
- Create a cover letter template
- Draft, print, review résumés and cover letters
- Final edits
- Final printing and saving



Workshop

This instructor-led, hands-on class will teach you how to write technical reports, templates, emails, etc. faster and better. Communicate more effectively, make clear points and produce results. Avoid technical jargon and streamline technically complex sentences. Come away with useful handouts filled with shortcuts, step-by-step guides and tips.

Class content:

- Isolate the document's purpose
- Adopt your readers' perspectives (technical and nontechnical) to determine how to engage them
- Use brainstorming to isolate details or create an outline of reader's questions (separate essential from nonessential detail)
- Use headlines to develop a personal template (or work wisely within organization templates)
- Sequence content: key information first
- Generate sentences under broad headlines (just write – resist editing)
- Streamline long, overly technical sentences
- Replace passive voice with active voice where possible
- Avoid technical clichés and jargon; watch acronyms; avoid abruptness
- Format: bolding, bullets, blank space
- Proofread: punctuation, sentence structure, run-ons, parallelism and tone