



For Immediate Release
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Rhodes State Offering Computer Classes

LIMA, Ohio – Rhodes State’s Division of Workforce, Economic Development and Continuing Education is proud to announce a number of computer classes being held this spring.

Windows 7 Basics- This workshop targets individuals who have some experience using a computer, keyboard and mouse. Student will learn to log on to Windows 7 and identify desktop components; open and switch between programs; move and resize windows; work with commands and dialog boxes; create and manage folders and files; find saved data; customize your desktop; and configure settings with the Control Panel.

Word 2010 Basics. This nine hour workshop teaches participants to enter and edit text, and save and browse documents. In addition, they will learn how to enhance the appearance of a document using various formatting options, create tables, insert headers and footers, proof and print documents and insert graphics. Participants must be familiar with a pc and use of a keyboard/mouse.

Intermediate Word 2010. This nine hour workshop builds on the Basics workshop. Participants will work with styles, sections and columns; format tables; print labels and envelopes and work with graphics. Also using document templates, managing document revisions and working with Web features will be addressed.

Advanced Word 2010. This nine hour workshop will teach participants how to perform mail merges, create and use forms and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references and Web frames.

Excel 2010 Basics. This 12 hour workshop covers an introduction to spreadsheet terminology and Excel’s window components. Participants then learn how to use Help and navigate worksheets and workbooks. Students will enter and edit text, values, formulas and pictures and save workbooks in various formats along with moving and coping data, learning about absolute and relative references and working with ranges, rows and columns. This workshop covers simple functions, basic formatting techniques and printing.

Intermediate Excel 2010. This 12 hour workshop builds on the Basics workshop. Students will work with advanced formatting options, such as styles, themes, backgrounds and watermarks. Learn to create outlines and subtotals; create and apply cell names; and work with lists and tables. In addition, students will learn to save workbooks as Web pages, insert and edit hyperlinks and save workbooks as a PDF file.

Advanced Excel 2010. Students will learn to work with advanced formulas, as well as lookup functions (VLOOKUP, MATCH, INDEX). Learn about data validation and DSUM, how to import and export data and how to query. Also, students will learn about analytical features (Goal Seeker, Solver), run and record macros, use SmartArt graphics and conditional formatting with graphics.

PowerPoint Basics 2010 This six hour workshop teaches participants how to create new presentations including text, graphics, drawing tools, WordArt, tables, charts and diagrams; and edit and format slide content and apply transition effects.

Advanced PowerPoint 2010. This six hour workshop builds on the Basics workshop. Here students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. Students will also learn to apply themes and templates and work with SmartArt graphics and tables. Participants add multimedia content and interactive elements to slides and learn about presentation distribution options, such as PDF and HTML.

Access 2010 Basics. This 12 hour workshop covers the basic functions and features of Access. Students will learn how to design and create databases, as well as work with tables, fields and records; sort and filter data; and set field properties and data entry rules.

Registration for these classes is required. Some pre-requisites are required. Cost for classes vary. For more details, contact April Sybert at (419) 995-8406 or sybert.a@RhodesState.edu

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