# Technology Training Catalog

*Collaboratively Making State of the Art Technology Training Available for All Who Need It*

## Find it Fast

[File Management](#)

[Microsoft Outlook](#)

[Word](#)

[Tables](#)

[Forms](#)

[Mail Merge](#)

[Excel](#)

[Access](#)

[Open Lab](#)

[PowerPoint](#)

[Publisher](#)

## NEW CLASS!!!

Are you working on a project that you need a little help with?  Have you ever wondered how to do a complicated task in Office 2003 but you don't know where to find help?  Do you just want to spend 3 hours away from the office?  If the answer is YES to any of these questions, we have a solution!  We are offering the following Open Labs in Augusta:

| | | |
|---|---|---|
| Word/Excel/Publisher/Outlook | April 20th | 1:00 – 4:00 |
| Access | April 25th | 9:00 – 12:00 |
| PowerPoint | April 25th | 1:00 – 4:00 |

If you plan on attending any of these Open Labs, please fax in your registration form to Melissa Richard (626-5246).

Can my group/unit come to a class to learn how to:

♦ Track Changes
♦ Create a Table of Contents
♦ Construct Macros
♦ Use Excel as a Tracking Tool
♦ Figure Out Nested IF Statements

Yes, we can offer customized group classes!  Contact Susan Millett at 626-5035 to discuss ways to customize a class for you.

| | |
|---|---|
| [Contact Information](#) | [Computer Lab Directory](#) |
| [Late Policy](#) | [Cancellation Line](#) |
| [Registration Form](#) | [Printer-Friendly Version](#) |

# Course Descriptions and Schedule

| Computer Basics | Half Day |
|---|---|

This course is for those who need the basics to start using your computer at work.  The class begins by learning the parts of the computer, how to use a mouse, and basic Windows functions. After exploring these topics, you will become familiar with creating new documents; saving; editing; copying and pasting; and other basic Microsoft Word tasks. Then it is time for an introductory look at e-mail using Microsoft Outlook.

## Key Topics:

- Using the Mouse
- Cut, Copy, and Paste
- Printing
- Using the Outlook Calendar

- Basic Windows Concepts
- Editing Files
- Sending E-Mail
- Adding Tasks and Notes

| Date | Time | Location |
|---|---|---|
| April 9 | 9AM – 4PM | Bangor |
| June 21 | 9AM – 4PM | Augusta |

## File Management                                                    Half Day

Tired of saving files and then not knowing where to find them?  If you're still looking for that old document, then this course was designed for you.

### Key Topics:

- Naming and Storing Files
- Finding and Saving Files
- Creating Folders
- Deleting Files / The Recycle Bin

| Date | Time | Location |
|------|------|----------|
| April 20 | 9AM – 12PM | Augusta |
| May 7 | 9AM – 12PM | Bangor |

## Introduction to Outlook 2003                                        Full Day

Introduction to Outlook is a personal organizational system that allows you to work with electronic mail, calendars, task lists and notes.  This course will provide you with an overview of its functionality.

### Key Topics:

- Using E-mail
- Using the Calendar
- Creating Contacts
- Entering Tasks
- Writing Notes
- Setting Options
- Printing
- Managing Your Mailbox Limits

| Date | Time | Location |
|------|------|----------|
| April 5 | 9AM – 4PM | Augusta |
| April 24 | 9AM – 4PM | Bangor |

## Advanced Outlook 2003 — Full Day

If you are ready to advance you knowledge of Outlook, this is the class for you.  This course is designed to expand the use of email, contacts, calendar, tasks, and notes.

Prerequisite: Working knowledge of the topics covered Introduction to Outlook.

### Key Topics:

- Accessing Outlook Via the Internet
- Creating folders
- Scheduling meetings
- Sharing your calendar
- Calendar Options
- Creating contacts from emails
- Saving a note to your desktop
- Creating categories for tasks

| Date | Time | Location |
| --- | --- | --- |
| April 26 | 9AM – 4PM | Augusta |
| June 14 | 9AM – 4PM | Augusta |
| June 18 | 9AM – 4PM | Bangor |
| June 28 | 9AM – 4PM | Portland |

## Introduction to Word 2003 — Full Day

If you need to write letters, send memos, and/or edit documents, this is the course to get you started.  You will learn many of the functions and capabilities of Microsoft Word.

### Key Topics:

- Creating and Saving a Document
- Editing Files
- Spell Check, Thesaurus, and Grammar Check
- Using AutoCorrect and AutoText
- Customizing Page Setup
- Changing Fonts
- Enhancing Text
- Printing Files

| Date | Time | Location |
| --- | --- | --- |
| April 23 | 9AM – 4PM | Augusta |
| May 1 | 9AM – 4PM | Bangor |
| June 5 | 9AM – 4PM | Augusta |
| June 29 | 9AM – 4PM | Bangor |

## Intermediate Word 2003                                                          Full Day

Intermediate Word covers tasks that you may not have used before.  These features allow you to further customize the work you do in Microsoft Word.

Prerequisite: Working knowledge of the topics covered in Introduction to Word.

### Key Topics:

- Using Advanced Text Formatting
- Applying Tabs and Indentations
- Manipulating Graphic Objects
- Customizing Toolbars
- Changing your Default File Location
- Creating and Using Macros

| Date | Time | Location |
| --- | --- | --- |
| May 3 | 9AM – 4PM | Augusta |
| May 17 | 9AM – 4PM | Portland |
| May 18 | 9AM – 4PM | Bangor |

## Advanced Word 2003                                                              Full Day

Advanced Word focuses on the use of many features you may not have come across when using Word for more basic documents.  This course covers several features designed for use with long documents.

Prerequisite: Working knowledge of the topics covered in Introduction to Word.

### Key Topics:

*For Advanced Users*

- Applying Themes
- Creating and Modifying a Table of Contents
- Adding Page and Section Breaks
- Adding Author Comments
- Working with Styles
- Using the Document Map
- Linking and Embedding Files
- Working with Headers and Footers

| Date | Time | Location |
| --- | --- | --- |
| June 4 | 9AM – 4PM | Bangor |
| June 19 | 9AM – 4PM | Augusta |

## Word Tables 2003                                                    Half Day

Word Tables focuses on how to create and modify tables in Microsoft Word.  You will be amazed at the many uses for tables in a Word document!

Prerequisite: Working knowledge of the topics covered in Introduction to Word.

   **Key Topics:**

   - Creating Tables
   - Formatting Tables
   - Adding and Deleting Data from Tables
   - Performing Calculations in Tables

**This class will be offered in our next quarterly catalog.**
If your group of three or more wishes to receive this training sooner,
please complete the Group Registration Form
on the reverse side of the Individual Form.

## Word Forms 2003                                                     Half Day

Word Forms takes a look at creating forms in Microsoft Word.  This class includes information on how to create and use templates, use tables in forms, and form letters.  For you previous Lotus users, this class covers the equivalent of Click Here Boxes.

Prerequisite: Working knowledge of the topics covered in Introduction to Word.

   **Key Topics:**

   - Creating a Template
   - Formatting a Form
   - Using a Table in a Form
   - Modifying a Form Template
   - Adding Form Fields
   - Using a Form
   - Protecting a Form
   - Deleting Templates

**This class will be offered in our next quarterly catalog.**
If your group of three or more wishes to receive this training sooner,
please complete the Group Registration Form
on the reverse side of the Individual Form.

## Word Mail Merge 2003                                                                                 Half Day

Word Mail Merge provides in-depth coverage of the how and why of doing a mass mailing.

Prerequisite: Working knowledge of the topics covered in Introduction to Word.

### Key Topics:

- Creating a Main Document
- Creating a Data Source
- Using the Mail Merge Toolbar
- Finding and Sorting Records

- Using a Mail Merge Query
- Editing Data
- Merging Data
- Creating Envelopes and Labels

| Date | Time | Location |
|------|------|----------|
| May 7 | 1PM – 4PM | Bangor |

## Introduction to Excel 2003                                                                            Full Day

If you are in need of a program that will organize numbers and perform calculations, Microsoft Excel is the application to use.  This introductory class will familiarize you with the basic uses of Excel 2000.

### Key Topics:

- The Excel Window
- Creating and Saving an Excel Workbook
- Editing a Worksheet
- Excel Formulas and Functions

- Using AutoFill and AutoFormat
- Basic Worksheet Formatting
- Developing and Modifying Excel Charts
- Printing Worksheets and Charts

| Date | Time | Location |
|------|------|----------|
| April 3 | 9AM – 4PM | Augusta |
| April 6 | 9AM – 4PM | Bangor |
| April 12 | 9AM – 4PM | Portland |
| May 31 | 9AM – 4PM | Augusta |

## Advanced Excel 2003                                                      Full Day

If you are ready to sharpen your skills in Excel, then this is the course for you.  This course offers insight into more complex spreadsheet concepts and techniques using Excel 2000.

Prerequisite: Working knowledge of the topics covered in Introduction to Excel.

### Key Topics:

*For Advanced Users*

- ▣ Copying Worksheets
- ▣ Linking Worksheets
- ▣ Using IF, COUNTIF, and SUMIF Functions
- ▣ Using Data Validation

- ▣ Conditional Formatting
- ▣ Sorting and Filtering
- ▣ Embedding to Word
- ▣ Simple Macros

| Date | Time | Location |
|------|------|----------|
| May 11 | 9AM – 4PM | Augusta |
| June 8 | 9AM – 4PM | Portland |
| June 12 | 9AM – 4PM | Bangor |

## Introduction to Access 2003                                              Full Day

This course provides an overview of Access, as well as basic database development skills.

### Key Topics:

- ▣ Creating a Database
- ▣ Creating Simple Queries
- ▣ Defining Field Types

- ▣ Creating Tables and Forms
- ▣ Generating Basic Reports
- ▣ Using Tools to Ensure Accuracy

| Date | Time | Location |
|------|------|----------|
| April 19 | 9AM – 4PM | Augusta |
| April 27 | 9AM – 4PM | Portland |
| May 29 | 9AM – 4PM | Bangor |
| June 11 | 9AM – 4PM | Augusta |

## Intermediate Access 2003                                                Full Day

This course will provide experienced Access users with information regarding more complex database structure.

Prerequisite: Working knowledge of the topics covered in Introduction to Access.

**Key Topics:**

*For Advanced Users*

- Sharing Data between Sources
- Customizing Forms and Reports
- Database Relationships
- Compacting and Repairing a Database

| Date | Time | Location |
|------|------|----------|
| May 14 | 9AM – 4PM | Augusta |

## Advanced Access 2003                                                 Full Day

This course provides experienced database users with skills to create advanced queries and reports, as well as switchboards.

Prerequisite: Working knowledge of the topics covered in Intermediate Access.

**Key Topics:**

- Parameter Queries
- Statistical Queries
- Update, Append, Delete and make Table Queries
- Expressions in Queries and Reports
- Switchboards
- Macros

*For Advanced Users*

| Date | Time | Location |
|------|------|----------|
| June 1 | 9AM – 4PM | Augusta |

| Database Design 2003 | Full Day |
|:---|---:|

Creating an effective, efficient database that produces useful information often requires more knowledge than basic "point and click" commands.  This course provides individuals the opportunity to create and maintain small and medium size databases.

Prerequisite: Working knowledge of the topics covered in Introduction to Access.

### Key Topics:

- What is a Database?
- Conceptual Design
- Identifying Requirements
- Database Qualities

Note:  Given the nature of this course, it cannot deal with large-scale, office-wide or regional databases, including client-server databases being created by many Offices.  Rather, it is designed to assist individual users or small groups of users with new databases that they wish to create or existing small databases that users wish to enhance to use more effectively.

| Date | Time | Location |
|:---:|:---:|:---:|
| May 10 | 9AM – 4PM | Augusta |

| Introduction PowerPoint 2003 | Full Day |
|:---|---:|

Do you want to create professional presentations for overhead projectors, paper handouts, and on-screen slide shows?  Would you like them to look snazzy and interesting, yet still be quick and easy to produce?  If this sounds like what you need, sign up for Introduction to PowerPoint and let the creativity begin!

### Key Topics:

- Developing a Presentation
- Formatting a Presentation
- Managing Presentation Slides
- Adding and Modifying ClipArt
- Adding On-screen Transitions and Animation
- Creating Speaker Notes and Handouts

| Date | Time | Location |
|:---:|:---:|:---:|
| April 13 | 9AM – 4PM | Augusta |
| April 17 | 9AM – 4PM | Bangor |

## Advanced PowerPoint 2003 — Full Day

Do you know the basics of PowerPoint but wish you could customize the look of your slide show?...incorporate elements from other files?... learn the ins and outs of making and running a professional presentation?  If so, this course will give you the tools and skills needed to get your presentation from the idea phase to any audience.

Prerequisite: Working knowledge of the topics covered in Introduction to PowerPoint.

Key Topics:

- Things to do Before a Presentation
- Importing from Word and PowerPoint
- Customizing the Design
- Adding and Modifying Objects
- Making a computer based slideshow
- Preparing for use on other computers

| Date | Time | Location |
| --- | --- | --- |
| May 22 | 9AM – 4PM | Augusta |

## Microsoft Publisher 2003 — Full Day

Looking for an easy way to design brochures, newsletters and other publications?  This is the class for you.  This course will provide you with the skills needed to create dynamic publications that get you noticed.

Prerequisite: Working knowledge of the topics covered in Introduction to Word.

Key Topics:

- Working with Text
- Non-Text Objects
- Formatting
- Finishing Touches

| Date | Time | Location |
| --- | --- | --- |
| May 21 | 9AM – 4PM | Bangor |
| May 25 | 9AM – 4PM | Portland |
| June 25 | 9AM – 4PM | Augusta |

Do you have a "special" project you are working on and need a little help?  Bring your project/questions to our Open Labs, and we will spend ½ day working together.  Sign up for one of the following classes and pop your file on a jump drive, cd, or a disk to bring with you.

### Word, Excel, Publisher, Outlook Open Lab

| Date | Time | Location |
|------|------|----------|
| April 20 | 1PM – 4PM | Augusta |

### Access Open Lab

| Date | Time | Location |
|------|------|----------|
| April 25 | 9AM-12PM | Augusta |

### PowerPoint Open Lab

| Date | Time | Location |
|------|------|----------|
| April 25 | 1PM-4PM | Augusta |

# Contact Information

## General Questions???

**Melissa Richard**
Administrative Assistant II
Phone:  626-5040
Fax:  626-5246
mrichard@usm.maine.edu

## Requests for Custom Training

**Susan Millett**
Coordinator of Technology Training
626-5035
smillett@usm.maine.edu

## Directions/Courseware/ Additional Registration Forms/General Information

**Please refer to our website at**
www.muskie.usm.maine.edu/ttg

## Requests for Web, Graphic, or Database Design Services

**Marshall Soloway**
Director of Technology
626-5263
msoloway@usm.maine.edu

## Technology Training Specialists

Rachel Frost

Becky Johnson

Susan Millett

# Computer Lab Directory

**Augusta**    Muskie School, 295 Water Street
*All classes for this quarter will be held in our Cyberspace Lab, Room 209*

**Bangor**    Dorothea Dix Psychiatric Center, 656 State Street

**Portland**    DHHS, 161 Marginal Way

Complete directions to computer labs will be mailed with class confirmation letters.  You can also print them off our website.



# We're Moving....
# Details to follow!!!

## Registered?

**Have you ever wondered if you are registered for a class?**

**You know you are registered for a class when you receive a confirmation email or a confirmation letter in the mail.**

**If you haven't received a confirmation letter within two weeks, please contact Melissa Richard at 626-5040.**

# Late Policy

All classes begin promptly at 9:00 and/or 1:00 pm.
Please make every effort to arrive and be ready to begin training at the designated time.
Late-comers will be asked to reschedule so as not to disrupt the flow of
the class or their fellow trainees.

Thank you for your cooperation.