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.
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

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USM does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin or citizen status, age disability, or veteran’s status and shall comply with Section 504, Title IX, and the ADA in employment, education, and all other areas of the University. The University provides reasonable accommodations to individuals with disabilities upon request. Discrimination inquiries can be directed to Kathleen Roberts, 780-5094, TDD, 780-5646, or to the office of Civil Rights, (617) 223-9692. If you need special services, assistance, or accommodations to participate fully in this program, contact Melissa Richard at (207) 626-5040 or TTY (TeleTex/TDD) 626-5282. Requests for reasonable accommodations must be received 48 hours before an event.
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
- Creating Folders
- Finding and Saving Files
- Deleting Files / The Recycle Bin

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

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

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

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Intermediate Word 2003  

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

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Advanced Word 2003  

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:

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

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Word Tables 2003

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
- Adding and Deleting Data from Tables
- Formatting 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

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

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

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Introduction to Excel 2003  

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

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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:
- Copying Worksheets
- Linking Worksheets
- Using IF, COUNTIF, and SUMIF Functions
- Using Data Validation
- Conditional Formatting
- Sorting and Filtering
- Embedding to Word
- Simple Macros

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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

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Intermediate Access 2003  

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:

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

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Advanced Access 2003  

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

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Database Design 2003

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?
- Identifying Requirements
- Conceptual Design
- 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.

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Introduction PowerPoint 2003

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

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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

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Microsoft Publisher 2003

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

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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

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### Access Open Lab

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### PowerPoint Open Lab

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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.

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**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.

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**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.