

## Excel 2



More advanced features of Microsoft Excel. Learn to create budgets, create charts, formulas and functions.

*Prerequisite:* Excel 1 with “Advance” recommendation.

### Topics:

- Uses of the spreadsheet
- Formulas and functions
- Charts and standard templates
- Tools and advanced features

## PowerPoint



Basic features of Microsoft PowerPoint, the presentation application of Microsoft Office. Learn to create and demonstrate a presentation to a group for business or personal use.

*Prerequisites:* Word 1 and Excel 1

### Topics:

- Introduction to PowerPoint
- Inserting text, graphs and charts
- Slide design and layout
- The drawing toolbar
- Building presentations

## Open Learning

An instructor is available to assist with individual needs. Appropriate for the beginner student learning keyboarding and typing skills as well as the advanced student wanting more practice with Word, Excel or PowerPoint. Come to do class homework, review class materials, learn email or apply for jobs.

*Prerequisite:* Register with People’s Resource Center.

### Wheaton

Monday, Wednesday, Friday 11:30am – 1:00pm

### Westmont

Monday 3:00pm – 4:30pm

Tuesday 1:00pm – 3:00pm

Wednesday 8:30am – 11:30am

Thursday 5:30pm – 7:30pm

## Microsoft Office Certification

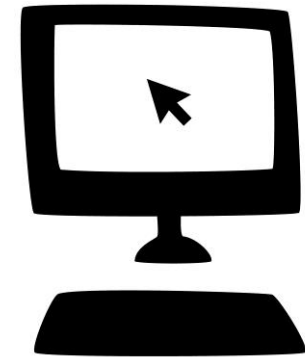


Become certified as a Microsoft Office Specialist in Word and Excel 2013. These intensive classes meet 3 hours a day, 4 days a week for 5 weeks. Interested students need to apply. Call 630-682-5402 x 336 for more information.

*Prerequisite:* Experience with Word and or Excel 2007.



[www.peoplesrc.org](http://www.peoplesrc.org)



## Free Computer Classes

Ten locations in DuPage County

Register at Wheaton or Westmont locations or call:

630-682-5402 x223

201 S. Naperville Road  
Wheaton, IL 60187

104 Chestnut Avenue  
Westmont, IL 60559

[www.peoplesrc.org](http://www.peoplesrc.org)

## Our computer courses are designed for:

- Beginning to intermediate level adult students.
- A basic level of English (read and speak) is required for our regular courses.
- Classes in **Spanish** are available
- Students attending classes are eligible to receive a **free refurbished computer** with Windows and Microsoft Office installed.
- Classes meet once a week for 7 weeks.

## Introduction to Computers

Begin using a computer in any setting.

*Prerequisites:* English competency (ESL Level 4 or above) and reading comprehension, some basic mouse and keyboard skills.

### Topics:

- Computer hardware and software
- Basic computer operation
- Launching applications
- Internet and email

## Windows Fundamentals

Basic features of the Microsoft Windows Operating System.

*Prerequisite:* Introduction to Computers or computer fluency (i.e. saving and locating files, launching applications).

### Topics:

- Working with files and folders
- Saving and locating files
- Working with a flash drive
- Introduction to Word, Excel and PowerPoint
- Internet Safety

## Word 1

Basic features of Microsoft



Word, the word processing application of Microsoft Office. Learn to create and format documents and save them to/from a drive.

*Prerequisite:* Windows Fundamentals with “Advance” recommendation or a “Pass” on a test of Windows knowledge.

### Topics:

- Launching Word and opening documents
- Creating and saving a new document
- Formatting text and documents
- Copy, move and paste text
- Tables and other advanced features

## Word 2



More advanced features of Microsoft Word, used in business.

*Prerequisite:* Word 1 with “Advance” recommendation.

### Topics:

- Formatting with tabs, indents and columns
- Using Mail merge
- Creating Table of Contents
- Using Track changes
- Using Section Breaks
- Applying and creating styles

## Excel 1



Basic features of Microsoft Excel, the spreadsheet application of Microsoft Office. Learn to use simple spreadsheets designed and created by others.

*Prerequisite:* Windows Fundamentals with “Advance” recommendation or a “Pass” on a test of Windows knowledge.

### Topics:

- Opening and saving spreadsheets
- Data entry, formatting, copying and pasting
- Entering simple formulas
- Formatting spreadsheets