

Intro to Computers

Does the computer intimidate you? Would like to get back into the workforce but don't have the computer skills? This introductory course will take the fear out of using a computer and help you gain the comfort level of understanding the basics of computer usage, including how to use the mouse and keyboard. *Maybe offered in conjunction with Intro to Windows from time to time.*

Windows 7

Have you worked with Microsoft's newest Operating System, Windows 7? Work with Windows, Panes, Toolbars, Dialog Boxes, the Control Panel and Help & Support. Manage components of your computer. Organize, customize, find, delete and restore files, folders and libraries using Windows Explorer and the Folders List. Understand embedding versus linking and other fundamental computer concepts. For experienced and novice PC users. *Prerequisite: Intro to Computers.*

Microsoft Word I

Want to learn the basic functions of Microsoft Word? Each student will learn how to create, save, print and format basic documents. Practice your typing and mouse skills!

Microsoft Word II

Do you know the basics of MS Word but want to learn more? Has it been awhile and you want to brush up on your skills? This course will review the basics as well as teach you to cut and paste, insert table, clip art, and the many other functions and uses of this program.

Excel

Every office uses it, so this is your chance to learn it! Class uses a case study approach to introduce MS Excel 2010, edit & format worksheets, use conditional formatting, insert formulas & functions, and create charts & graphs. *Prerequisite: Intro to Windows and MS Word or PowerPoint.*

Excel II

Have you used Excel before and are ready to learn more? This class will be a continuation of Excel I. Topics covered include a continuation of formatting, a personal address book (or other personal file), charts and graphs, and advanced topics such as PivotTables, IF functions and VLOOKUP that are taught depending upon class interest and ability to absorb material. *Prerequisites: Excel I, Intro to Windows, and MS Word or PowerPoint.*

Outlook

Many offices are using Outlook. Be ready to use it too! Learn the main features of Microsoft Outlook: e-mail, calendaring and contact management including easy ways to find an email.

Access

What's so hot about relational databases? This class will teach you both the concepts and skills to create a database using primary keys that enforce referential integrity. You'll create and modify Queries to sort, find and filter data, then create and modify forms that enable end users to enter data into the database. *Prerequisite: Excel 2007 or 2010.*

PowerPoint

Want to learn how to make a presentation exciting and come alive on the screen? This course includes basic functions such as using design themes and saving your presentation, as well as more advanced topics such as inserting custom illustrations and using animation.

QuickBooks

This is an introduction to QuickBooks basic features. You will learn about the types of information you need to track in your business, and how to enter that information in QuickBooks. You will also learn how an accounting software package can save time and help organize business finances.

One-on-One Computer Labs

Do you not have enough time to commit to a class but really want to learn various computer programs? Do you have a project and need help producing it with a specific program? Do you learn better when you are one-on-one with a teacher? Sign up for one of our computer labs, for an hour long session, to learn the program of your choice. Come back as often as you like!

Our computer training classes and labs are offered free of charge. Preference will be given to clients of the Center. Training locations are Morris Plains, Randolph and Denville. Please call to register at 973-328-5025 or email us at womenscenter@ccm.edu. You will receive a certificate of completion after each course. Although we do not charge for these classes, donations to The Women's Center are always welcome as it assists us to be able to offer these types of programs.