

Microsoft | IT Academy Program

Ohlone College's CNET eLearning Site Microsoft Office and XP Training



Self-paced e-learning courses offered through Staff Development and the Computers, Networks, and Emerging Technology (CNET) departments. Training for both Office XP and Office 2003.



Self-Paced Online Courses Currently Offered

Microsoft Word (Office XP or 2003) - This course introduces the basic features and tools of Microsoft® Office Word, including the following: working with documents, editing and proofreading documents, changing the appearance of documents, presenting information in tables and columns, working with graphics and charts, collaborating with others, previewing and printing a document, and previewing and creating web pages

Microsoft Excel (Office XP or 2003) - This course introduces the basic features and tools of Microsoft® Office Excel, including the following: getting to know Excel, setting up a workbook, performing calculations on data, changing document appearance, filtering and reordering data, combining data from multiple sources, creating charts, printing, and collaborating in Excel.

Microsoft PowerPoint (Office XP or 2003) - This course introduces the basic features and tools of Microsoft® Office PowerPoint®, including the following: creating presentations, working with slides, making presentations look consistent, working with shapes, working with graphics, working with tables, charts, and diagrams, creating multimedia presentations, reviewing and sharing presentations, preparing a presentation for printing or web publication, and setting up and delivering slide shows.

Microsoft Access (Office XP or 2003) Fundamentals - This course introduces the basic features and tools off Microsoft® Office Access, including the following: getting to know Access, creating a new database, importing and exporting information, simplifying data entry with forms, locating specific information, keeping information accurate, working with reports, making it easy for others to use the database, and keeping information secured.

Microsoft Windows XP SP2 - The goal of this course is to provide computer users with the skills and knowledge to organize, manage, and utilize the features of a Windows XP computer, with added emphasis to the security features included in Service Pack 2. Topics covered include: personalizing computer settings; installing hardware and software; working with files and folders; adding printers and printing files; working in a networked, or offline, environment; using the internet, and communicating via e-mail and instant messaging; and protecting data.

Additional Courses Available

- Core Training for Microsoft Outlook (Office XP or 2003)
- Advanced Training for Microsoft Excel (Office XP or 2003)
- Advanced Training for Microsoft Word (Office XP or 2003)
- Advanced Training for Microsoft Outlook (Office XP or 2003)

Contact:
Richard Grotegut
rgrotegut@ohlone.edu
to get started today.