

The KenMat Foundation

Computer Software Training Classes

2008



Microsoft

On-Hands Training At Each Site

- MS Office
- MS Word
- MS Excel
- MS PowerPoint
- MS Publisher
- MS Access
- MS FrontPage

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Learning MS Office

Subjects and Topics to be covered in each class are listed below:

Windows Basics- 2000/XP

Starting Windows Introduction to the Desktop
Window Terms and Parts
Using Menus
Working with Dialog Boxes
Sizing Windows
Moving and Closing Windows
Getting Help
Shutting Down Your Computer

Using and Customizing the Desktop

The Start Button
Using The Taskbar
The Taskbar Shortcut Menus
Customizing the Start Menu
Adding and Removing Programs
Customizing your Display

Exploring Your Computer

Introduction to Files and Folders
Previewing Files in Folders
Creating and Working with Folders
Searching For Files and Folders

Managing Files and Folders

Selecting Files and Folders
Moving, Copying and Deleting Files
The Recycle Bin
Creating Shortcuts
Customizing the View While Exploring

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Fonts & Printing

What is a Font?
Installing and Removing Fonts
Viewing Similar Fonts
Adding or Connecting to a Printer
Printing with Windows
Working with the Print Queue
Controlling your Print Jobs

Media Accessories and Hardware

Windows Media Accessories
Adding Sounds to Events
Adjusting the Volume
Using the Sound Recorder
Playing Music CD's/Using the Media Player
DVD Players
Adding New Hardware
Creating Digital Videos & Pictures
Using Multiple Monitors

Using the Internet and E-Mail

Introduction to the Internet Explorer- 60 Minutes
Exploring the World Wide Web
Revisiting Pages Using the History List
Using Search Engines
Printing Web Pages/Adding Favorites
Copying Files from Web Pages
Setting Outlook Express
The Outlook Express Window
The Inbox/Reading Your Email
Creating and Sending an E-Mail Message

Managing Your System

More about the Control Panel
The File Registry/Fixing Common Errors
Disk Cleanup
Hard Drive Maintenance Tools
The Windows Backup Utility
Using Scheduled Tasks
Updating Windows
Using Windows Troubleshooters
The Microsoft Information Utility

Learning MS Word

Subjects and Topics to be covered in each class are listed below:

Introduction to Word

What is Word?
Starting Word
Getting to Know the Word Screen
Changing Views
Creating Documents
Working with Wizards
Using Templates
Saving Documents
Getting Help
Exiting Word

Creating and Edit Text

Opening a Document
Entering Text
Moving and Copying Text
Using the Repeat and Undo Commands
Working with Smart Tags
Correcting and Spelling Grammar
Automating Typing and Using Auto Correct
Replacing Words Using the Thesaurus
Finding and Replacing Text

Formatting Text

Font Formatting
Adding Effects to Text
Aligning Text
Working with Tabs
Indents and Spacing
Applying Styles
The Format Painter
Viewing Formatting Marks

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Working with Layout and Design

Adding Sections and Page Breaks
Changing Page Setup
Creating Columns
Modifying Columns
Adding Bullets and Numbered Lists
Applying Borders and Shading
Inserting Headers and Footers
Modify Headers and Footers
Creating an Outline

Enhancing Documents

Inserting Images
Moving and Resizing Images
Using Word Art
Inserting a Date Field
Creating and Modifying Diagrams
Adding comments
Comparing and Merging Documents

Tables, Printing and Web Pages

Creating a Table
Formatting Tables and Cells
Using Borders and Shading in Tables
Working with Table Rows and Column
Using Print Preview
Printing Documents
Printing Envelopes and Labels
Saving Word Documents as Web Pages
Creating We Documents

Learning MS Excel

Subjects and Topics to be covered in each class are listed below:

Introduction to Excel

What Is Excel?
What is Excel?
Starting Excel
Opening A Workbook
Getting to Know the Excel Screen
Moving Around the Excel Screen
Saving a Workbook
Closing a Workbook
Opening a Recent Used Workbook
Getting Help
Exiting Excel

Creating and Editing Workbooks

Creating New Workbooks
Entering Data
Introduction to Formulas
Work with AutoComplete
Selecting and Moving Cells
Inserting and Deleting Cells
Cut, Copy and Paste
Find and Replace
Using Undo and Redo
Working with Worksheets

Formatting Workbooks

Adjusting column and Row Sizes
Changing Cell Alignment
Using Number Formatting
Formatting Text
Using the Format Painter
Find and Replace Formats
Getting to Know the Spell checker
Working with AutoCorrect
Using Autofill

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Viewing and Printing

- Viewing the Worksheet
- Splitting and Freezing a Worksheet
 - Using AutoFilter
- Adding Headers and Footers
- Working with Page Setup
 - Setting a Print Area
- Using a Print Preview and Printing
- Saving a Workbook as a Webpage
 - Adding Comments
 - Emailing a Workbook

Using Formulas and Functions

- Copying Formulas
- The Error Checking Smart Tag

- Using AutoCalculate
- Inserting Functions
- Supplying Function Arguments
 - Controlling calculations
 - Using Financial Functions
 - Specifying Conditions with If
 - Using Date Functions

Adding Charts and Pictures

- Creating a Chart
- Formatting Charts
- Modifying Chart Data
- Changing Chart Types
- Using Drawing Tools
 - Inserting Graphics
 - Printing a Chart
 - Adding Hyperlinks

Learning MS PowerPoint

Subjects and Topics to be covered in each class are listed below:

Introduction to PowerPoint

- What is PowerPoint?
- Starting PowerPoint
- Exploring the Task Pane
- Opening a Presentation
- Getting to Know the PowerPoint Screen
- PowerPoint Views
- Moving Between Slides
- Saving and Closing a Presentation
- Opening a Recently Used Presentation
- Using Save As
- Getting Help
- Exiting PowerPoint

Creating a Presentation

- Creating a Presentation
- Using the AutoContent Wizard
- Entering Text on a Slide
- Changing Text Formats
- Adding bullets to Your Presentation
- Setting and Clearing Tabs
- Aligning Text
- Using the Format Painter

Customizing Presentations

- Using Templates
- Selecting a Slide Layout
- Promoting and Demoting Text
- Using the Undo button
- Changing Slide Layouts
- Adding Images to Your Presentation
- Changing Templates
- The Slide Master
- Adding Headers and Footers
- Publishing a Presentation to the Web

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Drawing Objects and Adding Tables

Drawing Tools
Adding Text to Shapes
Selecting and Grouping Objects
Formatting Objects
Adding Tables and Charts

Outlining and Proofing

Understanding the Outline Tools
Changing the Slide Order in Outline View
Using Outline Tools
Inserting New Slides in Outline View
Importing an Outline from Word
Getting to Know the Spelling Checker
Working with AutoCorrect
Finding and Replacing Text

Building Slide Shows

Arranging Slides for a Presentation
Adding Transition Effects
Adding Animation and Sound Effects
Adding Speaker Notes
Creating Custom Shows
Rehearsing Your Slide Show
Setting Up a Review Cycle
Scheduling and Delivering Broadcasts
Running Your Slide Show

Learning MS Publisher

Subjects and Topics to be covered in each class are listed below:

Introduction to Publisher

- What is Publisher?
- Starting Publisher
- Exploring the Task Pane
- Getting to Know the Publisher Screen
- Opening an Existing Publication
- Building Blocks of a Publication
- Navigating a Publication
- Getting Help
- Saving, Closing and Exiting

Page and Layout and Design

- Establishing an Identity
- Using Publication Types
- Using Design Sets
- Using Blank Publications
- Modifying Page Layout
- Using Rulers and Guides

Entering and Formatting Text

- Inserting Text into a Text Box
- Importing Text
- Using Cut, Copy, and Paste
- Changing the Alignment of Text
- Using Text Styles and Font Schemes
- Using the Format Painter
- Adding Bullets and Numbering
- Inserting Headers and Footers
- Modifying Text Boxes
- Correcting Spelling and Grammar
- Working with Smart Tags

Creating Tables and Borders

- Inserting Tables
- Entering Text into a Table
- Modifying Tables
- Using Table AutoFormat
- Formatting Tables
- Applying a Border to a Table
- Using BorderArt

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Inserting and Editing Graphics

Creating Drawing Objects
Using AutoShapes
Modifying Drawing Objects
Importing a Graphic File
Creating WordArt
Using the Design Gallery
Inserting Clip Art
Saving a Publication as a Template

Publishing a Project

Previewing a Publication
Using Design Checker
Printer Your Publication
E-Mailing Publications
Saving Publications for the Web
Creating Web Pages
Inserting Hyperlinks
Preview Web Pages
Publishing Web Pages

Learning MS Access

Subjects and Topics to be covered in each class are listed below:

Introduction to Access

What is an Access Database?
Starting Access
Exploring the Task Pane
Opening the Database File
Introducing the Database Window
Getting to Know the Access Screen
Saving and Closing a Database File
Getting Help
Exiting Access

Working with Databases

Using the Database Wizard
Working with Datasheets
Moving Between Records
Using Goto
Updating Records
Selecting Rows and Columns
Finding Records
Changing Column Width
Saving and Closing a Datasheet
Performing Database Maintenance

Working with Tables

Creating a New Database
Adding Tables to a Database
Adding Fields to Tables
Setting a Primary Key
Saving a Table
Adding Records to a Table
Sorting and Filtering Records

Importing Data
Using the Office Clipboard
Exporting Data as a Webpage
Using the Table Wizards

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Creating and Running Queries

What is a Query?
Creating a Query
Working with Queries
Saving and Running a Query
Creating Calculated Fields
Understanding Query Properties
Creating Multi-Table Select Queries
Joining Tables
Enforcing Referential Integrity
Printing Table Relationships
Using Subdatasheets

Using Forms

What is a Form?
Using an AutoForm
Creating a Form with the Form Wizard
Working in Design View
Applying an AutoFormat
Changing the Form Layout
Using Calculated Controls
Working with Records on a Form
Creating a Data Access Page

Generating Reports

What is a Report?
Creating an AutoReport
Preview and Printing a Report
Saving a Report
Designing a Report
Changing the Report Layout
Understanding Controls
Using a Calculated Control
Creating Mailing Labels

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Learning MS FrontPage

Details to follow shortly

