



The George Washington University

ISS/SOFTWARE EDUCATION AND TRAINING Desktop Application Courses

Course: Introduction to Microsoft Excel

Length: 2.5 hours

Description: This is an introduction to Excel. This course focuses on using Excel for financial spreadsheets and simple database use. Exercises teach navigating, entering and formatting data, using AutoFill, composing formulas, using the SUM function, displaying charts, printing, and finding, sorting and filtering data.

Prerequisites: Basic computer skills.

Course Restrictions: None

Course: Excel Functions & Formulas

Length: 2.5 hours

Description: Attendees will learn advanced skills necessary to create formulas and functions in Excel. The learner will:

- create formulas using addition, subtraction and multiplication operators
- use the Paste Function button to insert functions
- edit the function arguments
- name ranges of cells and use those names in formulas
- gain practical experience using the following functions:
 - SUM
 - MINimum
 - MAXimum
 - AVERAGE
 - IF
 - PayMenT
 - RATE
 - Future Value

Prerequisites: "Introduction to Excel" or equivalent experience.

Course Restrictions: None

Course: Microsoft Excel Useful Features

Length: 2.5 hours

Description: Attendees will learn advanced skills necessary to use the following features in Excel:

- Advanced Filter
- Password Protect a cell
- Password protect a workbook
- Copy a Word table to Excel
- Copy Excel data to Word
- Freeze Panes
- Publish an Excel worksheet as a web page
- Data Validation
- Excel Forms

Prerequisites: "Introduction to Excel" or equivalent experience.

Course Restrictions: None

Course: Advanced Excel

Length: 2.5 hours

Description: Attendees will learn advanced skills in Excel:

- Excel Forms
- Data Validation
- Cell Drop-down Lists
- Link Cells
- Date translations
- Pivot Tables
- Pivot Charts
- Text to Columns
- Import a Text File
- Link Cell Ranges
- Use of hyperlinks
- Excel Workspaces
- Sub-Totals
- Conditional Formatting

Prerequisites: "Introduction to Excel" or equivalent experience.

Course Restrictions: None

Course: Building Web Pages with HTML

Length: 2½ hours

Description: This course will teach the learner how to create personal web pages using HTML (Hypertext Markup Language). The learner uses SSH, and HTML to create their own web page on their Acad account. Acad account usage, basic HTML tags and UNIX commands will be introduced. The finished page will contain text, headings, lists, colors, font changes, links and graphics.

Prerequisites: Experience using a web browser and the WWW" or equivalent experience.

Course Restrictions: All class participants must have an ACAD account to perform the class exercises. Go to the [Account Center](#) for more information or to request an ACAD account. Please make sure you know your ACAD password before coming to class. Call (202) 994-5530 if you are in doubt as to whether or not you have an account or if you know need to your password.

Course: HTML Tables

Length: 2.5 hours

Description: This course will teach the learner how to use HTML tables to format personal web pages. HTML (Hypertext Markup Language) table structure and attributes are explained and demonstrated. Page formatting using HTML tables is learned. The learner uses NOTEPAD and a web browser to create and view web pages.

Prerequisites: "Introduction to Windows" and "Using Netscape Navigator and the WWW"

Course Restrictions: None

Course: Advanced HTML

Length: 2.5 hours

Description: This course will teach the learner:

- HTML Style sheets
- HTML Frames
- HTML Forms

Prerequisites: Building Web Pages with HTML or equivalent experience

Course Restrictions: None

Course: Building Web Pages with Netscape Composer

Length: 2.5 hours

Description: This course introduces the learner to Netscape Composer, which allows one to build web pages quickly and efficiently without having to learn HTML. While Composer should not be seen as a complete substitute for knowledge of HTML and scripting for the web, it is very easy to learn and will allow class members to make web pages with colors, lists, tables, and images. The class also covers how to publish web pages on the Academic server system and introduces the UNIX commands needed to configure the participant's web page account.

Prerequisites: "Introduction to Windows98" and "Using Netscape Navigator and the WWW" or equivalent experience.

Account Restrictions: All class participants must have an ACAD account to perform the class exercises. Go to the [Account Center](#) for more information or to request an ACAD account. Please make sure you know your ACAD password before coming to class. Call 202-994-5530 if you are in doubt as to whether or not you have an account or if you know your password.

Course: Open Session Open Lab Time

Length: 2 hours

Description: This is a training session open to any member of the GW community in need of software assistance. It is designed to assist those who may not need the software training of a full short course, but who have an issue with a specific software problem or problems.

Prerequisites: None.

Account Restrictions: None

Course: Computer Fundamentals

Length: 2 hours

Description: Novice computer users, or users who are not comfortable using a computer should attend this course. The course identifies the computer components and helps the learner to make sense of terms like: network, drive, screensaver, software, hardware, operating system, and much more. The learner will practice keyboard skills, learn how to log on and off, start and exit programs, learn how to resolve common problems and use the different computer drives and media.

Prerequisites: Basic typing skills.

Course Restrictions: None

Course: Introduction to Word

Length: 2 hours

Description: This course teaches the basic skills necessary to create a simple Word document. The student will create and save a document and will open other documents and apply character, paragraph and list formatting, adjust page setup and insert footnotes, headers and footers.

Prerequisites: "Computer Fundamentals" or equivalent experience.

Course Restrictions: None

Course: Word Document Formatting

Length: 2 hours

Description: This course teaches advanced skills necessary to add new or modify existing styles in a Word document. The student will use styles to create a table of contents for a document. Word document sections are created and multiple page numbering formats are built into the same document. A table of authorities and an index are created.

Prerequisites: "Computer Fundamentals, Introduction to Word" or equivalent experience.

Course Restrictions: None

Course: Introduction to LISTSERV

Length: 1 hour

Description: This course introduces the concept of electronic mailing list managers, and how to use the LISTSERV mailing list system in particular. Attendees will learn how to find and join mailing lists, correspond with other subscribers of a list, and send commands to the list server.

Prerequisites: Prerequisite: "Introduction to Word" or equivalent experience and experience with a web browser.

Course Restrictions: None

Course: LISTSERV for List Owners

Length: 2 hours

Description: This course continues the exploration of LISTSERV by introducing the fundamentals of list ownership. Attendees will learn how to add and delete subscribers, how the GWIS2 alias impacts list management, understand what keywords are and how to change them, how to handle error messages, and explore other issues of list ownership.

Prerequisites: "Introduction to LISTSERV" or equivalent experience.

Course Restrictions: None

Course: Microsoft Power Point

Length: 2 hours

Description: This course teaches the user how to create a presentation or slide show using Microsoft PowerPoint. It introduces the user to the PowerPoint environment and the basic commands. The user will create a presentation using a template, animation effects, charts, and pictures from Clip Art and the internet. Printing and presentation options are discussed.

Prerequisites: "Introduction to Word" or equivalent experience.

Course Restrictions: None

Course: Drawing with PowerPoint

Length: 2.5 hours

Description: This course teaches the learner how to enhance Microsoft PowerPoint presentations by using the drawing tools to:

- create objects (such as lines, arrows, boxes, circles, stars, etc.)
- change the look of objects by adjusting (shadows, size, color, orientation, etc.) and
- group and layer objects
- add text to objects

Prerequisites: "Introduction to PowerPoint" or equivalent experience.

Course Restrictions: None