
Word & PowerPoint Basics

This class is intended for everyone already using computers. If you are brand new to computers, Computer Basics is a great class to take first.

Instructor

Chris Hague

chrish@conejoadulted.org

School Phone

805-497-2761

Room Location

Per Catalog

Overview:

Create Letters, Flyers, and Powerful Presentations!

A great first class to take! Get more out of your computer by learning to create useful documents such as letters, flyers, and visual presentations in this comfortably paced, step-by-step class.

While you learn you'll also gain general Microsoft skills such as how to use the ribbons, navigation techniques, AutoComplete, using spell check, cut, copy and paste, and some helpful keyboard shortcuts.

Class Resources and Recommended Books:

Each student will receive a course outline and other useful handouts. Suggested books for further study will be recommended in class.

Bring These Items to Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Homework Policy:

Students will receive handouts which may contain some home practice activities, however homework is NOT required.

Class Topics

- Exploring Word & PowerPoint
- Introducing the Ribbon & Toolbars
- Opening, Navigating, & Closing Documents
- Getting Help
- Creating a Letter
- Saving and Printing
- Creating an Envelope
- Selecting & Editing Text
- Moving and Copying Text
- Finding and Replacing Text
- Formatting with the Ribbon
- Formatting with the Mini Toolbar
- Using Live Preview with Galleries
- Saving a Document to a New Folder
- Setting Paragraph Alignment
- Creating WordArt & Images
- Creating a Presentation
- Adding Animations & Transitions
- Delivering a Slide Show