

Using Microsoft Windows 11

Prerequisite:

Must have a personal computer with Microsoft Windows 11 installed on their workstation.

Who should take this class?

The class is intended for the student who has little or no knowledge of the Windows environment and wants to learn basic Windows skills such as using the mouse, identifying components of the Windows 11 screen, using the Start button, task switching, and working in file management.

What is covered in the class?

Logging in to Windows 11; Navigating the Windows 11 Desktop; Using the Start Menu

Using Apps; Multitasking with Open Apps

Browsing the Web; Using Cloud-Based Apps

Managing Files and Folders with File Explorer; Finding Files, Folder, and Apps; Storing and Sharing Files with OneDrive; Managing Removable Storage Devices

Configuring Settings; Using Windows System Commands; Managing Printers and Other Devices; Using Accessibility Features; Using Windows Tools

Managing Passwords and Sign-In Options; Managing Windows Security; Managing Windows Updates; Using Other Security Features

Creating Backups; Troubleshooting and Repairing your System

M365 Productivity Apps Overview

Prerequisite:

Must be licensed to use Microsoft 365 (M365).

Who should take this class?

This is a virtual course and is designed to provide individuals with an overview of the Oakland County best practices and guidelines for M365 productivity apps used for sharing and collaboration (OneDrive for Business, SharePoint Online, Delve, and OneNote). A variety of new features and applications will be introduced. This class will not be for the first-time computer user.

What is covered in the class?

Configuring OneDrive Syncing on Your Device; Uploading a File to OneDrive; Reviewing OneDrive Toolbar and Menu Actions; Opening a OneDrive File from File Explorer; Checking OneDrive Syncing Status

Sorting and Filtering Documents in SharePoint Online; Displaying and Renaming SharePoint Documents; Adding and Deleting SharePoint Documents; Editing SharePoint Documents in Word, Excel, and PowerPoint

Accessing Delve; Updating Profile Page; Using Functions of Delve; Working with Delve Boards

Opening the OneNote Notebook in SharePoint Online; Accessing Your Personal Notebook and Other Notebooks in OneNote; Adding Sections, Pages, and Subpages to a Notebook; Adding Elements (Text, Pictures, Lists) to Pages; Customizing the OneNote User Interface

M365 Teams Overview

Prerequisite:

Must be licensed to use Microsoft 365 (M365) Teams.

While no experience with M365 Teams is required, completion of the **M365 Productivity Apps Overview** class is recommended.

Who should take this class?

This is a virtual course and is designed to provide individuals with an overview of M365 Teams, the key collaboration app that helps your team stay organized. Learn how to collaborate through team channels, share ideas, chat, initiate and join meetings, and more – all from within one application.

What is covered in the class?

Accessing the M365 Teams Web App and the M365 Teams Desktop App

Navigating in M365 Teams; Chatting in M365 Teams

Meeting Roles; Scheduling a Meeting; Accessing Meeting Options; Joining a Meeting; Selecting Audio and Video Options; Navigating Meeting Controls; Sharing Content in a M365 Teams Meeting; Giving and Taking Control of Shared Content; Collaborating using Microsoft Whiteboard; Creating Breakout Rooms

What is Teams; Joining or Creating a Team; Team Roles; Working in Teams and Channels

Storage Location of M365 Teams Files

Microsoft Outlook: Level 1

Prerequisites:

To be successful in this course the student should be familiar with using personal computers. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and be able to manage files and folders. The student must have completed Using Microsoft Windows and have Microsoft 365 (M365) installed on their workstation.

Who should take this class?

The class is intended for the student who wants to know how to use Microsoft Outlook, Oakland County's standard for electronic mail. Outlook is a fully integrated electronic mail and scheduling application. The student will learn how to compose and send emails; receive and read new email; work with file attachments; and schedule appointments.

What is covered in the class?

Navigating the Outlook Interface; Working with Messages; Accessing Outlook Help; Understanding Retention Policy

Adding Message Recipients; Checking Spelling and Grammar; Formatting Message Content

Attaching Files and Items; Adding Illustrations to Messages; Managing Automatic Message Content

Customizing Reading Options; Tracking Messages; Recalling and Resending Messages

Marking Messages; Organizing Messages Using Folders

Creating and Editing Contacts; Viewing and Printing Contacts

Viewing the Calendar; Creating Appointments; Scheduling Meetings; Printing the Calendar

Creating Tasks; Working with Other Apps

Using Microsoft Teams Chat; Accessing Outlook on the Web (OOTW)

Microsoft Word: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and be able to manage files and folders. The student must have completed Using Microsoft Windows and have Microsoft 365 (M365) installed on their workstation.

Who should take this class?

The class is intended for the student who has little or no knowledge of basic Word functions and wants to create, edit, format, and print documents. Mastery of these skills is a prerequisite for taking the Microsoft Word: Level 2 and Level 3 classes.

What is covered in the class?

Navigating in Microsoft Word; Creating and Saving Word Documents; Editing Documents; Working with Word Online

Applying Character Formatting; Controlling Paragraph Layout; Aligning Text Using Tabs; Displaying Text in Bulleted or Numbered Lists; Applying Borders and Shading

Making Repetitive Edits; Applying Repetitive Formatting; Using Styles to Streamline Repetitive Formatting Tasks; Customizing the Word Environment

Sorting a List; Formatting a List

Inserting a Table; Modifying a Table; Formatting a Table; Converting Text to a Table

Inserting Symbols and Special Characters; Adding Images to a Document

Applying a Page Border and Color; Adding Headers and Footers; Controlling Page Layout; Adding a Watermark

Checking Spelling, Grammar, and Readability; Previewing and Printing Documents; Using Research Tools; Checking Accessibility; Dictating Text in a Document; Saving a Document to Other Formats

Microsoft Word: Level 2

Prerequisite:

To be successful in this course the student should have completed Using Microsoft Windows and Microsoft Word: Level 1; and have a personal computer with Microsoft 365 (M365) installed on their workstation.

Who should take this class?

The class is intended for the student who has a need to know how to create custom templates and styles, manage tables and table data, insert graphics, send form letters, and manage document changes. Mastery of these skills is a prerequisite for taking the Microsoft Word: Level 3 class.

What is covered in the class?

Sorting Table Data; Controlling Cell Layout; Performing Calculations in a Table; Creating a Chart; Adding an Excel Table to a Word Document

Creating and Modifying Text Styles; Creating Custom Lists or Table Styles; Applying Document Themes

Inserting Building Blocks; Creating and Modifying Building Blocks; Inserting Fields Using Quick Parts

Creating a Document Using a Template; Creating and Modifying a Template; Managing Templates with the Template Organizer

Controlling Paragraph Flow; Inserting Section Breaks; Inserting Columns; Linking Text Boxes to Control Text Flow

Inserting Blank and Cover Pages; Inserting an Index; Inserting a Table of Contents; Inserting an Ancillary Table; Managing Outlines; Creating a Master Document

Using Mail Merge; Merging Data for Envelopes and Labels

Microsoft Word: Level 3

Prerequisite:

To be successful in this course the student should have completed Using Microsoft Windows and Microsoft Word: Levels 1 and 2; and have a personal computer with Microsoft 365 (M365) installed on their workstation.

Who should take this class?

The class is intended for the student who has a need to know how to create forms, manage lengthy documents, collaborate with others, and secure documents.

What is covered in the class?

Integrating Pictures and Text; Adjusting Image Appearance

Creating Text Boxes and Pull Quotes; Adding WordArt and Other Text Effects; Drawing Shapes; Creating Complex Illustrations with SmartArt

Sharing and Co-Authoring a Document; Marking up a Document; Reviewing Markups; Merging Changes from Other Documents

Adding Captions; Adding Cross-References; Adding Bookmarks; Adding Links; Inserting Footnotes and Endnotes; Adding Citations and a Bibliography

Suppressing Information; Setting Formatting and Editing Restrictions; Restricting Document Access; Adding a Digital Signature to a Document

Creating Forms; Modifying Forms

Automating Tasks by Using Macros; Creating a Macro

Microsoft Excel: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and be able to manage files and folders. The student must have completed Using Microsoft Windows and have Microsoft 365 (M365) installed on their workstation.

Who should take this class?

The class is intended for the student who has little or no knowledge of basic Excel spreadsheet functions and wants to learn to create, save, and print a spreadsheet. Students also learn how to enter labels and values, format numbers, work with ranges, and create simple formulas. Mastery of these skills is a prerequisite for taking the Microsoft Excel: Level 2 and Level 3 classes.

What is covered in the class?

Navigating the Excel User Interface; Using Excel Commands; Using Excel Help; Creating and Saving a Basic Workbook; Creating a Template; Navigating in Excel Online; Entering Cell Data

Creating Worksheet Formulas; Inserting Functions; Reusing Formulas and Functions

Inserting, Deleting, and Adjusting Cells, Columns, and Rows; Searching for and Replacing Data; Using Proofing and Research Tools

Applying Text Formats; Applying Number Formats; Aligning Cell Contents; Applying Colors, Borders, and Styles; Applying Basic Conditional Formatting; Creating and Using Templates

Previewing and Printing a Workbook; Setting Up the Page Layout; Configuring Headers and Footers

Managing Worksheets; Managing Workbook and Worksheet Views; Managing Workbook Properties

Microsoft Excel: Level 2

Prerequisite:

To be successful in this course the student should have completed Using Microsoft Windows, Microsoft Excel: Level 1; and have a personal computer with Microsoft 365 (M365) installed on their workstation.

Who should take this class?

The class is intended for the student who has a need to know how to work with more advanced features of Excel, including templates; sorting and filtering; importing and exporting; advanced formulas; and analysis tools. Mastery of these skills is a prerequisite for taking the Microsoft Excel: Level 3 class.

What is covered in the class?

Working with Ranges; Using Specialized Functions; Working with Logical Functions; Working with Date and Time Functions; Working with Text Functions

Sorting Data; Filtering Data; Querying Data with Database Functions; Outlining and Subtotaling Data

Creating and Modifying Tables; Applying Intermediate Conditional Formatting; Applying Advanced Conditional Formatting

Creating Charts; Modifying and Formatting Charts; Using Advanced Chart Features

Creating a PivotTable; Analyzing PivotTable Data; Presenting Data with PivotCharts; Filtering Data by Using Timelines and Slicers

Inserting Graphical Objects; Modifying Graphical Objects; Working with SmartArt

Microsoft Excel: Level 3

Prerequisite:

To be successful in this course the student should have completed Using Microsoft Windows and Microsoft Excel: Levels 1 and 2; and have a personal computer with Microsoft 365 (M365) installed on their workstation.

Who should take this class?

The class is intended for the student who has a need to know how to create macros, collaborate with others using shared workbooks, analyze worksheet data, incorporate multiple data sources, and import and export data.

What is covered in the class:

Using Links and External References; Using 3-D References; Consolidating Data

Collaborating on a Workbook; Protecting Worksheets and Workbooks

Applying Data Validation; Searching for Invalid Data and Formulas with Errors; Working with Macros

Using Lookup Functions; Tracing Cells; Watching and Evaluating Formulas

Determining Potential Outcomes Using Data Tables; Determining Potential Outcomes Using Scenarios; Using the Goal Seek Feature; Forecasting Data Trends

Creating Sparklines; Mapping Data

Microsoft Access: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and be able to manage files and folders. The student must have completed Using Microsoft Windows and have Microsoft 365 (M365) installed on their workstation.

Who should take this class:

The class is intended for the student who wants to develop and understand the concepts of a Relational Database Management System. Students learn how to create a new database, design data tables and queries, and create forms and basic reports. Mastery of these skills is a prerequisite for taking the Microsoft Access: Level 2 and Level 3 classes.

What is covered in the class:

Launching Access and Opening a Database; Using Tables to Store Data; Using Queries to Combine, Find, Filter, and Sort Data; Using Forms to View, Add, and Update Data; Using Reports to Present Data; Getting Help and Configuring Options in Access

Planning an Access Database; Starting a New Access Database; Creating a New Table; Establishing Table Relationships

Creating Basic Queries; Adding Calculated Columns in a Query; Sorting and Filtering Data in a Query

Starting a New Form; Enhancing a Form

Starting a New Report; Enhancing Report Layout

Microsoft Access: Level 2

Prerequisite:

To be successful in this course the student should have completed Using Microsoft Windows and Microsoft Access: Level 1; and have a personal computer with Microsoft 365 (M365) installed on their workstation.

Who should take this class:

The class is intended for the student who has a need to know how to construct a relational database, perform database maintenance, or create advanced queries and reports. Mastery of these skills is a prerequisite for taking the Microsoft Access: Level 3 class.

What is covered in the class:

Restricting Data Input through Field Validation; Restricting Data Input through Forms and Record Validation

Normalizing Data; Associating Unrelated Tables; Enforcing Referential Integrity

Creating Lookups within a Table; Working with Subdatasheets

Creating Query Joins; Creating Subqueries; Summarizing Data

Applying Conditional Formatting; Creating Tab Pages with Subforms and Other Controls

Applying Advanced Formatting to a Report; Adding a Calculated Field to a Report; Controlling Pagination and Print Quality; Adding a Chart to a Report

Microsoft Access: Level 3

Prerequisite:

To be successful in this course the student should have completed Using Microsoft Windows and Microsoft Access: Levels 1 and 2; and have a personal computer with Microsoft 365 (M365) installed on their workstation.

Who should take this class:

The class is intended for the student who has a need to know how to use the advanced capabilities of Microsoft Access to perform summary operations on data, create macros to automate tasks, enhance forms and reports, and use Microsoft Access data in other Office applications.

What is covered in the class:

Importing and Linking Data; Exporting Data; Creating a Mail Merge

Creating Action Queries; Creating Unmatched and Duplicate Queries

Creating Subreports; Creating a Navigation Form; Showing Details in Subforms and Popup Forms

Creating a Standalone Macro to Automate Repetitive Tasks; Creating a Macro to Program a User Interface Component; Filter Records by Using a Condition; Creating a Data Macro

Introduction to VBA; Using VBA with Form Controls

Backing Up a Database; Managing Performance Issues; Documenting a Database

Splitting a Database for Multiple-User Access; Implementing Security; Converting an Access Database to an ACCDE File; Packaging a Database with a Digital Signature

Microsoft PowerPoint: Level 1

Prerequisite:

To be successful in this course the student should be familiar with using personal computers and should be able to use the mouse and the keyboard. They should have a basic understanding of the Windows environment, specifically able to open and close applications, navigate to information stored on the computer, and be able to manage files and folders. The student must have completed Using Microsoft Windows and have Microsoft 365 (M365) installed on their workstation.

Who should take this class:

The class is intended for the student who has little or no knowledge of basic PowerPoint skills and wants to learn to effectively create presentations in Microsoft PowerPoint. Mastery of these skills is a prerequisite for taking the Microsoft PowerPoint: Level 2 class.

What is covered in the class:

Navigating the PowerPoint Environment; Viewing and Navigating a Presentation; Creating and Saving a Basic PowerPoint Presentation; Navigating in PowerPoint Online; Using PowerPoint Help

Creating Presentations; Editing Text; Working with Slides; Designing a Presentation

Formatting Characters; Formatting Paragraphs

Inserting Images; Inserting Shapes; Creating SmartArt; Inserting Stock Media, Icons, and 3D Models; Sizing, Grouping, and Arranging Objects

Formatting Images; Formatting Shapes; Customizing SmartArt; Formatting Icons; Formatting 3D Models; Animating Objects

Reviewing Your Presentation; Applying Transitions; Printing or Exporting a Presentation; Delivering Your Presentation

Microsoft PowerPoint: Level 2

Prerequisite:

To be successful in this course the student should have completed Using Microsoft Windows and Microsoft PowerPoint: Level 1; and have a personal computer with Microsoft 365 (M365) installed on their workstation.

Who should take this class:

The class is intended for the student who has a need to know how to use the advanced features of Microsoft PowerPoint and to create and prepare presentations for others for review.

What is covered in the class:

Modifying Slide Masters and Slide Layouts; Modifying the Notes Master and the Handout Master; Adding Headers and Footers

Creating a Table; Formatting a Table; Inserting a Table from Other Office Applications

Creating a Chart; Formatting a Chart; Inserting a Chart from Microsoft Excel

Adding Audio to a Presentation; Adding Video to a Presentation; Adding a Screen Recording

Using the Morph Transition; Customizing Animations

Reviewing a Presentation; Co-authoring a Presentation; Setting up a Slide Show

Dividing a Presentation into Sections; Adding Links; Creating a Custom Slide Show

Securing a Presentation; Creating a Video or a CD

Adobe Acrobat Pro DC: Level 1

Prerequisite:

Must have basic experience with computers and have exposure to Microsoft 365 (M365) applications such as Microsoft Word and Microsoft Excel.

Who should take this class:

The class is intended for the student with little or no experience using Adobe Acrobat, who needs to create PDF files and customize those PDF files for their needs and the needs of their audience.

What is covered in the class:

Opening a PDF Document; Browsing a PDF Document

Creating and Saving a PDF Document from an Existing Document; Creating a PDF Document from a Web Page; Combining Multiple PDF Documents

Performing a Search in a PDF Document; Searching Multiple PDF Documents; Working with Bookmarks; Creating Links and Buttons

Manipulating PDF Document Pages; Editing Content in a PDF Document; Adding Page Elements

Adding Comments and Markup; Comparing PDF Documents; Initiating and Managing a Review; Digitally Sign PDF Documents

Reducing the File Size of a PDF Document; Optimizing PDF Files; Converting and Reusing PDF Document Content