

CNY Works, Inc. Computer Training Schedule – APRIL 2011 – www.cnyworks.com

****Customers MUST be scheduled in advance to participate in Computer Classes. Please contact your Career Advisor or e-mail signup@cnyworks.com.**

Monday	Tuesday	Wednesday	Thursday	Friday
				APR 1
4	5	6	7	8
PC Literacy		MONDAY – FRIDAY		8:15 AM – 10:15 AM
Microsoft Access		MONDAY – WEDNESDAY		8:30 AM – 11:00 AM
Keyboarding		MONDAY – FRIDAY		10:30 AM – 12:30 PM
Microsoft Word Level 1		MON - TUES & THURS - FRIDAY		1:15 PM – 3:45 PM
11	12	13	14	15
Introduction to Excel		MONDAY – FRIDAY		8:30 AM – 10:00 AM
Microsoft Excel Level 1		MONDAY – FRIDAY		8:30 AM – 11:00 AM
Microsoft Word Level 1		MONDAY – FRIDAY		10:30AM – 12:00 PM
Microsoft Word Level 2		MONDAY – FRIDAY		1:15 PM – 3:45 PM
18	19	20	21	22
PC Literacy		MONDAY – FRIDAY		8:15 AM – 10:15 AM
Microsoft Excel Level 1		MONDAY – FRIDAY		8:30 AM – 11:00 AM
Keyboarding		MONDAY – FRIDAY		10:30 AM – 12:30 PM
Microsoft Power Point		MONDAY – WEDNESDAY		1:15 PM – 3:45 PM
25	26	27	28	29
Microsoft Word Level 1		MONDAY – FRIDAY		8:30AM – 10:00 AM
Introduction to Excel		MONDAY – FRIDAY		10:30 AM – 12:00 PM

Customer

Class Descriptions:

Preferred order – Based on the outcome of the assessment; offerings range from beginning to advanced classes starting at the top. To ensure positive outcomes for our customers **PLEASE MAKE NOTE OF THE PREREQUISITE** and schedule appropriately.

NOTE: Please plan to arrive 10 minutes before start time. If you have not checked in with Greeter Staff at least 5 minutes previous to start time, your seat may be considered for “Walk-In” customers.

PC Literacy
Learn basics of the PC, mouse skills, computer terminology.

Keyboarding
Learn to touch type using Mavis Beacon interactive software. For all user levels.

Word 1
Learn basic word processing concepts: create, edit, save, open documents.

Introduction to Excel
For the user with little or no experience. Learn basic spreadsheet concepts: enter, edit, save, format data.

Word 2
Use advanced formatting techniques: spacing, borders, tables, tabs and mail merge. Required exercises.

PowerPoint
Create presentations: insert clip art, set slide transitions and custom animation, print and view presentation. Required exercises

Excel 1
Create and format spreadsheets. Use cell referencing and functions. Create formulas. Required exercises

***Walk-In Policy** – If you are referred for a class as a “Walk-In” participant, you are not enrolled. Please show up as scheduled. If there is an available seat you will have seating based on the time you arrive at the One-Stop Career Center.

***In the event you cannot attend classes after you have been signed up** – Please contact CNY Works immediately. A note will be added to your file and the space can be opened for another customer.

Excel 2
Learn advanced features in spreadsheets to analyze data using if statements, pivot tables, and functions. Required exercises.

Access
Using a database to control data by using forms, reports, and queries. Required exercises.