

**CNY Works, Inc. Computer Training Schedule – FEBRUARY 2012 – [www.cnyworks.com](http://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](mailto:signup@cnyworks.com).**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>JAN 30</b>	<b>31</b>	<b>FEB 1</b>	<b>2</b>	<b>3</b>
Microsoft Word Level 1 MONDAY – FRIDAY 9:30 AM – 11:00 AM				
Microsoft Excel Level 1 MONDAY – FRIDAY 2:30 PM – 4:00 PM				
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Microsoft Word Level 2 MONDAY – FRIDAY 8:30 AM – 10:00 AM				
Microsoft Excel Level 1 MONDAY – FRIDAY 10:30 AM – 12:00 PM				
Keyboarding MONDAY – FRIDAY 1:30 PM – 3:30 PM				
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Microsoft Excel Level 2 MONDAY – FRIDAY 8:15 AM – 9:45 AM				
PC Literacy MONDAY – FRIDAY 10:00 AM – 12:00 PM				
Microsoft Word Level 1 MONDAY – FRIDAY 1:30 PM – 3:00 PM				
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<div style="border: 2px solid red; padding: 5px; text-align: center;"> <b>President's Day CNY WORKS Closed</b> </div>	Microsoft Word Level 1 TUESDAY – FRIDAY 8:15 AM – 10:00 AM			
	Microsoft Excel Level 1 TUESDAY – FRIDAY 10:30 AM – 12:30 PM			
	Microsoft Power Point TUESDAY – FRIDAY 1:30 PM – 3:30 PM			
<b>27</b>	<b>28</b>	<b>29</b>	<b>MAR 1</b>	<b>2</b>
Microsoft Word Level 2 MONDAY – FRIDAY 8:30 AM – 10:00 AM				
Microsoft Excel Level 1 MONDAY – FRIDAY 10:30 AM – 12:00 PM				
Keyboarding MONDAY – FRIDAY 2:00 PM – 4:00 PM				

## 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.

## Veterans Come First!

CNY Works is proud to offer Priority of Service to Veterans and their eligible spouses. What does this mean?

If you served in the military, you will be:

- Served first by the next available staff member.
- Given first priority for jobs and training for which you are eligible and qualified

## Customer

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

**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.

**\*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. **Veterans have priority.**

**\*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.

**Keyboarding**  
Facilitated Lab. 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.

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

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

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

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

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