SAINT FRANCIS UNIVERSITY
FOUNDED 1847

HANDS-ON COMPUTER WORKSHOPS

The Office of Continuing Education is offering a series of hands-on workshops designed to provide basic to advanced understanding of computers and their capabilities. Workshops will be held in the Library on campus and the cost per session is $40 or $150 for four. To register call 814-472-3012, email us at oce@francis.edu or complete the registration form and fax to 814-472-3299 or mail to Saint Francis University Office of Continuing Education, P.O. Box 600, Loretto, PA 15940.

MICROSOFT WORD

Sat., July 11, 2009 . . . . . 10 a.m. – noon

Learn the basics of word processing with Microsoft Word 2007. Topics covered include editing, formatting, page setup, printing, inserting graphics, and much more. *Prerequisite: basic Windows experience.*

ADVANCED MS WORD

Sat., July 11, 2009 . . . . . 1 – 3 p.m.

In this session, you will learn some of the advanced features found in Microsoft Word 2007. Topics will include how to do a mail merge, creating a using a macro, using bookmarks, creating and editing styles, and integrating MS Word with other MS Office programs. *Prerequisite: basic MS Word experience.*

MICROSOFT ACCESS

Sat., July 18, 2009 . . . . . .10 a.m. – noon

Microsoft Access 2007 is an extensive database designed to store data from address books to employee information. Participants will learn how to design a table of information, run queries and print out reports. *Prerequisite: basic Windows experience.*

ADVANCED MS ACCESS

Sat., July 18, 2009 . . . . . 1 – 3 p.m.

In this session, you will learn the more advanced features of Access 2007, including mastering the query mode, customizing reports, and table features. *Prerequisite: basic Microsoft Access experience.*

MICROSOFT EXCEL

Sat., July 25, 2009 . . . . . 10 a.m. – noon

Learn the basics of using and creating a spreadsheet with MS Excel 2007. Topics include entering information, creating simple formulas and formatting cells. *Prerequisite: basic Windows experience.*

ADVANCED MS EXCEL

Sat., July 25, 2009 . . . . . 1 -3 p.m.

In this session, you will learn to combine worksheets, create, edit, and use macros with Excel 2007. Learn the filter feature in addition to other functions besides sum and average. *Prerequisite: basic Microsoft Excel experience.*

MICROSOFT POWERPOINT

Sat., August 1, 2009 . . . . . 10 a.m. – noon

Utilize this software package to get your point across! Learn how to create a persuasive presentation utilizing many of the basic features of PowerPoint 2007. Create a slideshow from scratch using outlive view, slide view, and slide sorter. *Prerequisite: basic Windows experience.*

ADVANCED MS POWERPOINT

Sat., August 1, 2009 . . . . . 1 – 3 p.m.

In this session, you will learn more advanced features of PowerPoint 2007 including creating timed presentations, importing documents from other office programs, and creating more presentations using the template and Wizard features. *Prerequisite: basic MS PowerPoint experience.*

2009 Summer COMPUTER WORKSHOP REGISTRATION

Name:_____ E-Mail:_____

Home Phone #:_____ Address:_____

_____
city *state* *zip*

Please register me for the following session(s):

□ Microsoft Word □ Microsoft Access □ Microsoft Excel □ Microsoft PowerPoint

□ Advanced Microsoft Word □ Advanced Microsoft Access □ Advanced Microsoft Excel □ Advanced Microsoft PowerPoint

□ amount enclosed □ credit card_____ _____
VISA/Discover/MasterCard# *Exp. Date* *signature* *date*

Mail the registration form to: SAINT FRANCIS UNIVERSITY Office of Continuing Education
P.O. Box 600, Loretto, PA 15940 ~ oce@francis.edu ~ fax: 814-472-3299