

# Computer Operations for Shop Floor Application

## Microsoft Windows XP

**Introduction to Windows:** Windows desktop, window elements, windows accessories, keyboard layout, minimize and maximize and restore a window, move and size a window, scrolling a window, programs and dialog boxes, Windows XP screen layout, starting applications, basic keyboard typing practice.

## Microsoft Word 2000

**Getting Started with Word 2000:** wrap text and correct spelling, delete and insert text, combine and split paragraphs, saving files, printing, and building typing speed on the computer.

**Editing Skills:** selecting and editing text, enter non-printing characters, viewing and scrolling through a document, undo and redo actions, formatting characters, applying underline and other character effects, change case, create a drop cap, and continue practice building typing speed on the computer.

## File Management

**File Management:** taskbar, windows explorer, displaying and changing folders, creating folders, moving and copying files, deleting files, finding files.

## Microsoft Excel 2000

**Getting Started with Excel 2000:** screen elements, using menus and toolbars, undo and redo, navigating within a worksheet, entering and editing data, changing column widths, aligning labels, creating a simple worksheet.

**Designing and printing a worksheet:** planning and sketching a worksheet, entering row and column labels, entering text data, entering formulas, naming worksheet tabs, creating user documentation, protecting a worksheet, previewing a worksheet prior to printing, choosing page orientation, formatting on the page, printing a worksheet.

**Worksheet editing and formulas:** copying and pasting data, displaying multiple toolbars, naming individual and groups of cells, naming a constant, creating formulas using cell and variable names, spell checking, and using Find and Replace.

## Microsoft Internet Explorer & Outlook 2000 Email

**Exploring the Internet:** what is the Internet, typing Internet addresses, searching the Internet, navigating web pages, finding text in a web page, printing a web page.

**Introduction to Outlook and E-Mail:** starting outlook, identifying parts of the outlook window, addressing, composing, and sending e-mail, sending attachments, reading e-mail, printing e-mail.



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