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Alpha Omega Chapter,  
Alpha Kappa Alpha Sorority, Inc. &  
Cleveland Teachers Union-Retirees

# Course Catalog

January – June 2007



Alpha Omega Chapter, Alpha Kappa Alpha Sorority, Inc. has entered into an agreement with Cleveland Teachers Union - Retirees to provide Computer Training Classes and Technology-based Workshops for its membership.



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## About Us

### About Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Alpha responds to the contemporary needs of the community with comprehensive non-traditional programs. The Extraordinary Service Program vision embraces a five-pronged program designed to excite, galvanize and ignite the passions of more than 180,000 members worldwide. The goal is to transfer this enthusiasm into a collective resolve to parlay members' talents, energy and creativity to realize Alpha Kappa Alpha's enormous potential for empowerment, security and progress.

Drawing from the Sorority's tremendous reservoir of strength and commitment to serve, this extraordinary service program will have an immediate impact on its members, constituents and the broader community and powerful results well into the future.

### About Cleveland Teachers Union - Retirees

The mission of the American Federation of Teachers, AFL-CIO, is to improve the lives of our members and their families, to give voice to their legitimate professional, economic and social aspirations, to strengthen the institutions in which we work, to improve the quality of the services we provide, to bring together all members to assist and support one another and to promote democracy, human rights and freedom in our union, in our nation and throughout the world.

## Registration Form

Name (please print clearly)			
Organization Affiliation (circle what applies)	AKA		CTU-R
Membership #			
Address			
City, ST, Zip			
Phone Number			
Email Address			

Please circle the date(s) of your preferred class schedule.

	Jan 13	Jan 20	Jan 27
Feb 03	Feb 10	Feb 17	Feb 24
Mar 03	Mar 10	Mar 17	Mar 24
Apr 07	Apr 14	Apr 21	Apr 28
May 05	May 12	May 19	
Jun 02	Jun 09	Jun 16	Jun 23

*Class time is from 9:30 AM until 12:30 PM  
Look for AKA Training (Room 104) on the message board.*

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## Contact Information

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## Acknowledgements

Vera Lewis-Jasper, Executive Director  
Corporate College East, Cuyahoga Community College

Jacquelyn A. Comeaux, President  
Alpha Omega Chapter, Alpha Kappa Alpha Sorority, Inc.

Raymond D. Kikta, President  
Cleveland Teachers Union - Retirees

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## Course Schedule *(subject to change)*

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January 06	No Class
January 13	<b>Special Topic:</b> Developing tri-fold brochure using Word
January 20	Basic Computer & Internet User Skills
January 27	Basic Computer & Internet User Skills
February 03	Word Fundamentals – Units 1 & 2
February 10	Word Fundamentals – Units 1 & 2
February 17	Word Fundamentals – Units 3 & 4
February 24	Word Fundamentals – Units 3 & 4
March 03	<b>Special Topic:</b> To be determined
March 10	Basic Computer & Internet User Skills
March 17	Basic Computer & Internet User Skills
March 24	<b>Special Topic:</b> To be determined
April 07	Excel Fundamentals – Units 1 & 2
April 14	Excel Fundamentals – Units 1 & 2
April 21	Excel Fundamentals – Units 2 & 3
April 28	Excel Fundamentals – Units 2 & 3
May 05	Basic Computer & Internet User Skills
May 12	Basic Computer & Internet User Skills
May 19	<b>Special Topic:</b> Introduction to Publisher
May 26	No Class
June 02	PowerPoint Proficient – Units 1 & 2
June 09	PowerPoint Proficient – Units 1 & 2
June 16	PowerPoint Proficient – Units 3 & 4
June 23	PowerPoint Proficient – Units 3 & 4

### Basic Computer & Internet User Skills

#### Audience

This session is for people who are new to computers. No previous computer experience is required. In this session, you will learn how to use a computer mouse, understand the keyboard, be introduced to the Windows computer operating system as well as the internet.

#### Total Learning Time

2 to 3 hours

#### Objectives

##### Unit 1: Basic Computer Skills

- ~ Using the Mouse
- ~ Managing Windows
- ~ Start Menu and other Desktop items
- ~ Built-In Components
- ~ Formatting a Disk
- ~ Saving a Document
- ~ Getting the Most out of Your Keyboard

##### Unit 2: Basic Internet Skills

- ~ Understanding URLs
- ~ Navigating with the Buttons
- ~ Using IE Menus
- ~ Using Favorites Effectively
- ~ Searching the Web
- ~ Creating an email account and/or accessing your email online

### Word Fundamentals

#### Learn To

- ~ Start Word.
- ~ Identify features of the Word interface.
- ~ Change the view of a Word document.

- ~ Upon entering the facility, please locate the electronic message board. The class is identified as AKA Training and is usually located in room 104.
- ~ The class time is from 9:30 AM until 12:30 PM.
- ~ Ample and free parking is available at the facility.
- ~ There is no cost for these courses.
- ~ There are no course credits awarded.
- ~ Supplemental materials may be available for purchase.
- ~ A certificate of completion will be provided for all participants who attend and complete a class.
  
- ~ You can register by:
  - ~ Online: <http://www.aka-alphaomega.org/computerclass/>
  - ~ Fax: 216.541.4542
  - ~ Mail: AKA/CTU-R Computer Class Registration,  
PO Box 6351, Cleveland, Oh 44101
  
- ~ Registration deadline is the Wednesday before an upcoming class.
- ~ Because space is limited, registration does not guarantee admittance in the class.
- ~ Confirmation of your course selection(s) will be provided.
- ~ If you find that you must cancel, please notify a representative by the Thursday before an upcoming class. See next page for contact information.
- ~ On day of class, if there is room available, you may attend the class.

## Training Location



### Corporate College East

4400 Richmond Road  
Warrensville Heights, OH 44128  
(216) 987-5875 or (866) 806-2677



#### From the West

I-480 East toward I-271 North LOCAL to Harvard Road exit. Turn left onto Harvard Road. Turn left onto Richmond Road and pass Tri-C's Eastern Campus. Entrance to Corporate College is on the right.

#### From the South

I-271 North to Harvard Road exit. Turn left onto Harvard Road. Turn left onto Richmond Road and pass Tri-C's Eastern Campus. Entrance to Corporate College is on the right.

#### From the North

I-271 South to exit OH-175/Richmond Road exit. Corporate College is across the street from the exit ramp.

## Course Description

- ~ Open an existing document.
- ~ Search for an existing document.
- ~ Identify features of the Save As dialog box.
- ~ Match text selection types with their descriptions.
- ~ Change the font in a document.
- ~ Match formatting options on the Character Spacing and Text Effects tabs with their functions.
- ~ Move text in a document.
- ~ Copy text between documents.
- ~ Identify functions of the Clipboard task pane.

### Audience

The intended audience for this course are user who may or may not be familiar with Microsoft Word. Learners should have a working knowledge of Microsoft Windows and the Internet.

### Total Learning Time

6 to 8 hours

### Objectives

#### Unit 1: Basics of Word

Learning Time 1 - 2 hours

- ~ Start Word.
- ~ Identify features of the Word interface.
- ~ Change the view of a Word document.
- ~ Create a new document by using the default template.
- ~ Create a new document by using a template.
- ~ Insert text into a document.
- ~ Get help by using the Office Assistant.
- ~ Identify features of the Help Window.

#### Unit 2: Working with Documents

Learning Time 1 - 2 hours

- ~ Open an existing document
- ~ Search for an existing document.

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## Course Description

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- ~ Identify features of the Save As dialog box.
- ~ Save a document in different formats.
- ~ Save a document to a new folder.
- ~ Preview a document as a Web page.
- ~ Save a document as a Web page.
- ~ Identify the functions of browse buttons.
- ~ Find text in a document.
- ~ Replace text in a document.
- ~ Move around in a document by using the Go To command.
- ~ Create an AutoCorrect entry.
- ~ Check spelling and grammar in a document.
- ~ Preview a document by using Print Preview.
- ~ Select a printer.
- ~ Print a document.
- ~ Print an envelope.
- ~ Print a label.

### Unit 3: Formatting Documents

Learning Time 2 hours

- ~ Match text selection types with their descriptions.
- ~ Change the font in a document.
- ~ Match formatting options on the Character Spacing and Text Effects tabs with their functions.
- ~ Align text in a document.
- ~ Indent a paragraph in a document.
- ~ Change paragraph spacing in a document.
- ~ Identify the options to insert line and page breaks into a document.
- ~ Copy a format by using the Format Painter button.
- ~ Apply a style by using the Styles and Formatting task pane.
- ~ Manage tabs in a document.
- ~ Create a bulleted and a numbered list.
- ~ Create an outline numbered list in a document.

### Unit 4: Managing Documents

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## Course Description

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- ~ Add a slide to a presentation.
- ~ Delete a slide from a presentation.
- ~ Hide a slide in a presentation.
- ~ Rearrange the order of slides in a presentation.
- ~ Change the layout of a slide.

### Unit 3: Adding Graphics to a Presentation

Learning Time 1 hour

- ~ Add an AutoShape to a slide.
- ~ Modify an AutoShape on a slide.
- ~ Add text to an AutoShape.
- ~ Fit text in an AutoShape.
- ~ Group AutoShapes on a slide.
- ~ Add a Clip Art image to a slide.
- ~ Add a picture file to a slide.
- ~ Add a diagram to a slide.
- ~ Add WordArt text to a slide.
- ~ Identify functions of the WordArt toolbar.

### Unit 4: Completing a Presentation

Learning Time 1 - 2 hours

- ~ Apply a design template to a presentation.
- ~ Display a footer in a presentation.
- ~ Add speaker notes to a presentation.
- ~ Create a header and a footer for presentation notes and handouts.
- ~ Check spelling in a presentation.
- ~ Identify features of the Print dialog box.
- ~ Customize slide transition in a presentation.
- ~ Match each Rehearsal toolbar feature with its function.
- ~ Identify features of the Set Up Show dialog box.
- ~ Run a slide show.
- ~ Identify functions of the View Show menu.

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## Course Description

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### Audience

The intended audience for this course is anyone who intends to engage in presenting information or ideas in any public forum. Learners should have a working knowledge of Microsoft Word and the Internet.

### Total Learning Time

6 to 8 hours

### Objectives

#### Unit 1: Basics of PowerPoint

Learning Time 3 hours

- ~ Create a presentation from a blank presentation template.
- ~ Create a presentation by using the AutoContent Wizard.
- ~ Create a presentation by using a design template.
- ~ Create a presentation by using a presentation file.
- ~ Create a presentation by using a Word outline.
- ~ Identify characteristics of PowerPoint views.
- ~ Add text to a Slide pane.
- ~ Add text in the Outline tab.
- ~ Add text to a slide by using the text box tool.
- ~ Save a presentation as a Presentation file.
- ~ Save a presentation as a Web page file.
- ~ Save a presentation as an Outline/Rich Text Format (RTF) file.
- ~ Save a presentation as a Design Template.
- ~ Obtain help by using the Office Assistant.
- ~ Match features of the Help window with their functions.

#### Unit 2: Modifying a Presentation

Learning Time 1 - 2 hours

- ~ Format text by using the Font dialog box options.
- ~ Modify a list format by using the Bullets and Numbering dialog box.
- ~ Change the case of text in a slide.
- ~ Change the alignment of text in a slide.
- ~ Indent text in a slide.

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## Course Description

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Learning Time 2 hours

- ~ Move text in a document.
- ~ Copy text between documents.
- ~ Identify functions of the Clipboard task pane.
- ~ Paste data between applications by using the Paste Special command.
- ~ Set margins in a document.
- ~ Insert page breaks into a document.
- ~ Set page orientation in a document.

### Excel Fundamentals

#### Learn To

- ~ Start Excel.
- ~ Identify elements of the Excel interface.
- ~ Open a workbook.
- ~ Match the different types of data that can be entered into a worksheet with their definitions.
- ~ Edit worksheet data.
- ~ Identify the methods for clearing the contents of a cell in a worksheet.
- ~ Insert a row and column in a worksheet.
- ~ Delete a row and column from a worksheet.
- ~ Hide a row and column in a worksheet.

### Audience

The intended audience for this course are user who may or may not be familiar with Microsoft Excel. Learners should have a working knowledge of Microsoft Windows and the Internet.

### Total Learning Time

6 to 8 hours

### Objectives

#### Unit 1: Basics of Excel

Learning Time 2 - 3 hours

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## Course Description

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- ~ Start Excel.
- ~ Identify elements of the Excel interface.
- ~ Open a workbook.
- ~ Search for a workbook.
- ~ Open an existing template to create a workbook.
- ~ Save a modified workbook.
- ~ Insert a new worksheet.
- ~ Format a worksheet tab.
- ~ Move a worksheet within a workbook.
- ~ Delete a worksheet.
- ~ Match worksheet navigation methods with their functions.
- ~ Get Help by using the Office Assistant.
- ~ Identify features of the Help Window.

### Unit 2: Working with Data

Learning Time 2 - 3 hours

- ~ Match the different types of data that can be entered into a worksheet with their definitions.
- ~ Edit worksheet data.
- ~ Identify the methods for clearing the contents of a cell in a worksheet.
- ~ Insert cells in a worksheet.
- ~ Check the spelling of data in a worksheet.
- ~ Replace text in a worksheet.
- ~ Enter a formula in a worksheet cell.
- ~ Edit a formula in a worksheet.
- ~ Match types of cell references with their functionality.
- ~ Use a worksheet link in a formula.
- ~ Sort a list in descending and ascending order.
- ~ Apply a standard filter to a list.
- ~ Copy a range of cells.
- ~ Use the Fill command on a range of cells.
- ~ Identify features of the Print Preview page.
- ~ Set a page break in a worksheet.
- ~ Modify page settings for printing.
- ~ Align a page for printing.
- ~ Add a header and a footer.
- ~ Set an area to be printed.

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## Course Description

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- ~ Set the print display.
- ~ Select nonadjacent cell ranges for printing.

### Unit 3: Formatting Worksheets

Learning Time 2 hours

- ~ Hide a row and column in a worksheet.
- ~ Modify the size of a row and column.
- ~ Freeze a row and column.
- ~ Merge cells in a worksheet.
- ~ Split merged cells.
- ~ Change font properties.
- ~ Change the alignment of text.
- ~ Add a border and a pattern.
- ~ Apply different number formats.
- ~ Apply automatic formatting to a range of cells.
- ~ Apply conditional formatting to a range of cells.
- ~ Create a new formatting style.
- ~ Apply a formatting style to a range of cells.
- ~ Insert a row and column in a worksheet.
- ~ Delete a row and column from a worksheet.

## PowerPoint Proficient

### Learn To

- ~ Create a presentation from a blank presentation template.
- ~ Create a presentation by using the AutoContent Wizard.
- ~ Create a presentation by using a design template.
- ~ Format text by using the Font dialog box options.
- ~ Modify a list format by using the Bullets and Numbering dialog box.
- ~ Change the case of text in a slide.
- ~ Add an AutoShape to a slide.
- ~ Modify an AutoShape on a slide.
- ~ Add text to an AutoShape.
- ~ Apply a design template to a presentation.
- ~ Display a footer in a presentation.
- ~ Add speaker notes to a presentation.