

# Workplace Computer Skills

**Instructor:**

Donna Harrington

**Phone:**

(918) 581-1256

**Location:**

Goodwill Industries  
of Tulsa, Inc.  
2800 Southwest Blvd.  
Tulsa, OK 74107

**Hours:**

8:30 am—4:00 pm  
Monday—Friday



## COURSE REQUIREMENTS

- Minimum 18 years old
- Background Check
- Drug Screen
- High School Diploma or GED
- Proof of 7th Grade Reading Level
- NorthStar Assessments



## Word 2013

- Getting to know Word
- Formatting text
- Indents and tabs
- Line and paragraph spacing
- Columns
- Tables
- Text wrapping
- Hyperlinks



## Excel 2013

- Getting to know Excel
- Cell basics
- Formatting cells
- Simple formulas
- Modifying columns, cells and rows
- Relative and absolute cell references
- Functions
- Conditional formatting



## PowerPoint 2013

- Getting to know PowerPoint
- Slide basics
- Inserting pictures
- Animations and transitions
- Applying and modifying themes
- Presenting slide shows
- Shapes and WordArt
- Arranging objects



## Outlook 2013

- Email basics
- Sending an attachment
- Calendar basics
- Creating contacts
- Creating and managing rules
- Creating contact groups
- Creating a signature
- Managing folders



# 2018 Workplace Computer Skills Class Schedule

## JANUARY

1/2/18—1/26/18

Monday—Friday  
8:30 am—4:00 pm

## FEBRUARY

2/5/18—3/2/18

Monday—Friday  
8:30 am—4:00 pm

## MARCH

3/5/18—3/30/18

Monday—Friday  
8:30 am—4:00 pm

## APRIL

4/2/18—4/27/18

Monday—Friday  
8:30 am—4:00 pm

## MAY

4/30/18—5/25/18

Monday—Friday  
8:30 am—4:00 pm

## JUNE

6/4/18—6/29/18

Monday—Friday  
8:30 am—4:00 pm

## JULY

7/2/18—7/27/18

Monday—Friday  
8:30 am—4:00 pm

## AUGUST

8/6/18—8/31/18

Monday—Friday  
8:30 am—4:00 pm

## SEPTEMBER

9/4/18—9/28/18

Monday—Friday  
8:30 am—4:00 pm

## OCTOBER

10/1/18—10/26/18

Monday—Friday  
8:30 am—4:00 pm

## NOVEMBER

11/5/18—11/30/18

Monday—Friday  
8:30 am—4:00 pm

## DECEMBER

12/3/18—12/28/18

Monday—Friday  
8:30 am—4:00 pm