# **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

#### 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





#### **Excel 2013**

- Getting to know Excel
- Cell basics
- Formatting cells
- Simple formulas



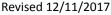
- Relative and absolute cell references
- Functions
- Conditional formatting

### Outlook 2013

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

Licensed by Oklahoma Board of Private Vocational Schools

For more information go to TulsaWORKS Career Academy at www.tulsaworks.org or www.goodwilltulsa.org





## 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





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