There are a total of 188 Smart Classrooms and lecture halls on campus. All 8 colleges have access to these General Use Smart Classrooms.

**MICROSOFT OVERVIEW**

Microsoft Office is a comprehensive suite of computer software designed to help create and share content in a professional manner. The programs in the Microsoft Office suite allow quick and easy design of professional documents, presentations, and spreadsheets while organizing information. Please visit the Training tab in the campus portal for a comprehensive list of Microsoft Office classes.

**MICROSOFT CLASSES**

**Classes Include**
Using Microsoft Word and Excel. Learn how to: work with documents, format Word and Excel documents, create simple equations in Excel, use the writing and proofing tools in Microsoft Office, work with graphics, and exchange information between Word and Excel.

Also learn to: use folders for document organization, move and copy documents/folders, delete and rename documents and folders, using floppy disks, zip disks and burnable discs, as well as how to backup your documents.

Courses offered provide the essential skills faculty, staff, and management need for working with the Windows operating system and Microsoft Office.

**Sample of Courses Offered**
- CMP-532354543 - IT: Working with Templates in MS Office 2007
- CMP5S01 - IT: Basic Skills In MS Office - 2 Part Course
- CMP5S25 - IT: Basic Skills In MS Office 2003 - 4 Part Course
- CMP6026 - IT: Basic Skills In MS Office - 4 Part Course
- CMP7004 - IT: Basic Skills in MS Office 2007 - 3 Part Course
- FBCSUM09 - IT: Faculty Boot Camp for MS Office 2007
- IT:CMP:234890308 - Upgrading to Office 2010
- MSO07UP - IT: Upgrading To MS Office 2007

**IT TRAINING & SUPPORT**
- ittraining@fullerton.edu
- (657)-278-5647
- http://www.fullerton.edu/ittraining

Microsoft Office products include: Word, Excel, PowerPoint, Outlook, Publisher, OneNote, and SharePoint.
Microsoft Word

Microsoft Word Overview

Microsoft Word is a computer program used for creating word-processing documents. Its customizable features can be used to create professional looking documents such as letters, flyers, homework assignments, brochures, newsletters, and other types of printed communication. Microsoft Word has a variety of easy to use set of tools to help create any professional looking document.

Microsoft Word Classes

Classes Include
Create and format documents, using the Word writing tools, working with tables of information, working with long document tools (i.e. headers and footers), tables of contents and indexes, bibliographies and manuscript notes, and document reviewing tools such as tracking changes and comments and mail merge.

Learn how to use tables in Microsoft Word to: set up data, create lists of information, format documents and create word forms.

Learn to use Microsoft Word to: create form letters, mailings, create labels, name tags, file folder labels and print envelopes.

Learn how to use the tools in Microsoft Word to work with long documents. Topics will include: Working with Styles and Document Outlines, Creating Tables of Contents and Indexes, References, Headers and Footers, Document Sectioning and pagination control.

Learn to use the tools in Microsoft Word to manage document review and revising. Topics will include: Using the Versions tool, Tracking Changes, Document Comments and Document Protection.

To view a list of Microsoft Word courses please visit our website.

IT Training & Support • ittraining@fullerton.edu • (657)-278-5647 • http://www.fullerton.edu/ittraining
There are a total of 188 Smart Classrooms and lecture halls on campus. All 8 colleges have access to these General Use Smart Classrooms.

**MICROSOFT EXCEL OVERVIEW**

Microsoft Excel is a computer spreadsheet program designed to analyze data, perform numerical calculations, manage and share information as well as book keeping tasks. With Microsoft Excel professional spreadsheets, bars, graphs can be created as well as working with equations.

**MICROSOFT EXCEL CLASSES**

**Classes Include:**
Learn to work with Column and Bar charts, Line Graphs and Pie Charts. Learn to customize different kinds of charts, graphs and plots in Microsoft Excel and well as learn how to work with additional chart and graph types.

Create lists, using the sorting tools, filtering lists, and working with the Summary tool and working with simple pivot tables.

Discuss the basics of creating and working with equations and functions in Excel. Some of the topics will include: Absolute and Relative references, writing simple formulas, using operators, basic functions such as SUM, AVERAGE, MIN, MAX, COUNT, conditional and lookup functions such as IF, SUMIF, AVERAGEIF, COUNTIF and LOOKUP, VLOOKUP, HLOOKUP, MATCH, and INDEX and how to calculate dates and times in Excel.

**TO VIEW A LIST OF MICROSOFT WORD COURSES PLEASE VISIT OUR WEBSITE**
Microsoft PowerPoint

MICROSOFT POWERPOINT OVERVIEW

Microsoft PowerPoint is a computer presentation program intended to help create well composed presentations. The user-friendly software has a variety of tools that can be used to creatively communicate information through your presentations.

MICROSOFT POWERPOINT CLASSES

Classes Include
Create and work with PowerPoint slides, working with slide designs, backgrounds and layouts, working with text, graphics and diagrams in PowerPoint, creating tables of information, using transition and build effects and importing information from Microsoft Word and Excel into PowerPoint presentations.

Sample Classes Offered
CMP08MacPp - IT: Macintosh - Creating Great Presentations with MS PowerPoint 2008

CMP08MsMacPp - IT: Macintosh - Creating Great Presentations with MS PowerPoint 2008

CMP6011 - IT: Creating Effective Presentation with MS PowerPoint 2003

CMP6042 - IT: Creating Presentations With MS PowerPoint

CMP6049 - IT: Where Did That Go? Quick Start to MS Word, Excel and PowerPoint 2007


CMP6057 - IT: Creating Effective Presentations using MS PowerPoint 2007

CMP7007 - IT: Creating Effective Presentations Using MS PowerPoint 2007
There are a total of 188 Smart Classrooms and lecture halls on campus. All 8 colleges have access to these General Use Smart Classrooms.

**Microsoft Outlook Overview**

Microsoft Outlook is a computer program designed to be one of the best business and personal e-mail management programs. Outlook has a valuable set of tools to help meet communication needs, advanced e-mail organization, and social networking features. Providing an outstanding experience, productivity comes with ease managing inbox, schedule, and contacts.

**Microsoft Outlook Classes**

Classes Include
Discover ways to use folders within Outlook to keep e-mails organized. Learn about mailbox, personal folders and campus public folders. Learn how to work more effectively with contact lists and use other features within Outlook.

Learn how to use the calendar for scheduling appointments, events and setting up meetings. Learn how to share calendars and create additional calendars for scheduling rooms, events and people. In addition, learn how to use Outlook Task Lists feature to organize projects and to-do lists.

Learn various tips and tricks for using Microsoft Outlook more effectively to manage e-mail, contacts, appointments and tasks. Extend your knowledge of Outlook to work more efficiently.

**To View a List of Microsoft Word Courses Please Visit Our Website**

---

**IT Training & Support**

- ittraining@fullerton.edu
- (657)-278-5647
- http://www.fullerton.edu/ittraining