



Community Education Fall 2023

Computer Bootcamp

Instructor: Charles Jackson

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Course Description:

- Learn tips and tricks to get the most out of Excel, Word and PowerPoint.
- *Prerequisite:* Personal Computer Basics or equivalent knowledge

Learning Outcomes: *As a result of taking this course, students will:*

- Learn the basic operation of Microsoft Word.
- Learn the basic operation of Microsoft Excel.
- Learn the basic operation of Microsoft PowerPoint.

Course Schedule:

Week 1: Oct. 4 Microsoft Word

Word	Getting Started with Word Navigate in Microsoft Word Create and Save Word Documents Edit Documents Check Spelling Preview and Print Save as a different format Formatting Text and Paragraphs Apply Character Formatting Control Paragraph Layout Align Text Using Tabs Display Text in Bulleted or Numbered Lists Adding Tables Insert a Table Modify a Table Format a Table Inserting Graphic Objects Add Images to a Document Controlling Page Appearance Add Headers and Footers
Break	
Exercises	Build a resume

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Week 2: Oct. 11 Microsoft Excel

Excel	Getting Started with Excel Navigate in Microsoft Excel Create and Save Excel Documents Edit Excel Documents Check Spelling Preview and Print Save as a different format Entering Data Selecting a Range of Cells Inserting, Renaming, and Deleting Worksheets Entering Cell Contents Editing Cell Contents Using Auto Fill to Enter Data Closing a Workbook Formatting Worksheets Merging Cells Adding Borders Changing Column Width Changing Row Height Inserting and Deleting Columns or Rows Hiding Columns or Rows Using Formulas Using the SUM Function Editing Workbooks Using Find and Replace Printing Worksheets Using Print Preview Printing a Worksheet
Break	
Exercises	Build a home budget

Week 3: Oct. 18 Microsoft PowerPoint

PowerPoint	Getting Started with PowerPoint Navigate in Microsoft PowerPoint Create and Save PowerPoint Edit PowerPoint Documents Check Spelling, Grammar, and Readability Preview and Print Save as a different format Developing a PowerPoint Presentation Create and Save a Presentation Edit Text Format Characters Format Paragraphs Work with Slides Design a Presentation Adding and Arranging Graphical Elements Insert Images Insert Shapes Create SmartArt Arrange and Size Objects Animate Objects Preparing to Deliver Your Presentation Review Your Presentation Apply Transitions Print a Presentation
Break	
Exercises	5 slides of 4 seasons and a comparison

Class Evaluation: Class evaluations are sent by email. Sometimes the email will be delivered to your “junk mail,” but we can assure you it’s from Clark College only. Your responses are completely anonymous. If you do not see your evaluation immediately after class, look in your junk mail and send it to your email address. If you do not receive an evaluation, please email Continuingeducation@clark.edu or call 360.992.2939.

Inclement Weather:

If the College cancels due to icy conditions you can find this on the college website www.clark.edu ~ If Community Education concludes that the weather is too hazardous, we may also decide to cancel this class. In that case you will receive both a phone call and email. Make certain that we have your correct contact information by viewing the class roster.

Looking for classes? Visit our Community Education webpage: www.clark.edu/cce/