
CYBERCity Class Schedule

To register: call 607-729-2990

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Visit our website at <http://www.cybercity.com>

Excel 2003 - Level 1

Description You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Prerequisites To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge: Microsoft Windows (any version): Introduction

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
12/16/2008	Tue	08:30 AM	04:30 PM	1	CYBERCity

Excel 2003 - Level 2

Description In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Prerequisites To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003.

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
11/25/2008	Tue	08:30 AM	04:30 PM	1	CYBERCity
12/30/2008	Tue	08:30 AM	04:30 PM	1	CYBERCity

Excel 2003 - Level 3

Description You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.

Prerequisites To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge: Microsoft® Office Excel 2003: Level 1; Excel 2003: Level 2.

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
12/03/2008	Wed	08:30 AM	04:30 PM	1	CYBERCity

Excel 2007 - Level 3

Description Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications

Prerequisites To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:
Microsoft® Office Excel® 2007 Level 1
Microsoft® Office Excel® 2007 Level 2

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
12/17/2008	Wed	08:30 AM	04:30 PM	1	CYBERCity

Microsoft Expression Web 2007 - Level 1

Description You want to make some information available on the Internet. To do this, you might want to design, build, and upload a website. The features and functions in Expression Web will enable you to create a website to suit your requirements.

Prerequisites Although experienced users will appreciate the extensive functions of Expression Web, no technical background is required to use the software. However, it may be helpful if a student has completed the following Element K courseware: HTML 4.01: Web Authoring, Level 1 (Second Edition) and Cascading Style Sheets (Third Edition), or has equivalent knowledge from another source.

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
11/19/2008	Wed	08:30 AM	12:30 PM	2	CYBERCity

Outlook 2003 - Level 2

Description If you have been using Microsoft® Office Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.

Prerequisites Microsoft Outlook 2003: Level 1

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
12/18/2008	Thu	08:30 AM	04:30 PM	1	CYBERCity

Outlook 2003 - Level 3

Description

Prerequisites

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
12/23/2008	Tue	08:30 AM	04:30 PM	1	CYBERCity

Word 2007 - Level 2

Description In the first course in this series, Microsoft® Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft® Word 2007 elements. In this course, you will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2007 efficiency tools.

Prerequisites Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by taking the following Element K course: Microsoft® Office Word 2007: Level 1

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
12/29/2008	Mon	08:30 AM	04:30 PM	1	CYBERCity

Word 2007 - Level 3

Description You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Prerequisites Students should be able to use Microsoft® Office Word 2007 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure success, you need to first take the following Element K courses or have equivalent knowledge: Microsoft® Office Word 2007: Level 1, Microsoft® Office Word 2007: Level 2

Start Date	Day Of Week	Starting Time	Ending Time	Number Sessions	Location
12/22/2008	Mon	08:30 AM	04:30 PM	1	CYBERCity
