

Would you like to improve your computer skills or learn a new software package? If so, the Information Services department at the Archdiocese of Galveston-Houston is offering computer classes to parish/school personnel. Class times are from 9:00 a.m. until 3:30 p.m. for full-day class and 9:00 a.m. until 12:00 p.m. for half-day class. The cost per class is \$70 (full-day); this price does not include an optional cost for the class manual. Registration is required for all classes. Classes are limited to 8 students. Hope to see you in class!

COURSE CONTENT

Publisher - Students will create different publications such as newsletters, brochures, flyers. Features such as formatting text and working with graphics will be covered.

Excel—Level 1: This full-day course explains the basic set up of an Excel worksheet. Areas covered include creating worksheets, writing formulas, moving/copying data, formatting and printing the worksheet. tables and graphics content will also be included.

Office 2007/2010 New Features/Windows Basics (1/2 day)—This course will familiarize the user with the new look of Office 2007 and 2010. Course includes user interface with ribbons, Smart Art, and the new features within Excel, Word, PowerPoint, Outlook and Access. Also included will be the basics of the Windows operating system.

SEPTEMBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Publisher	16	17
18	19	20	21	22 EXCEL— Level 1	23	24
25	26	27	28 Office 2007/2010 New Features	29	30	



Classes are held at:
St. Dominic Center—Chancery Building
2403 Holcombe Blvd.
Houston, TX 77021-2098

For questions or to register for a class:
Maryann Spozio at 713-652-8233
Email: mspozio@archgh.org

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COURSE CONTENT

Access-Level 1: This course provides all the basics for beginning to build a database. The design of tables, queries, forms and reports will be included.

Excel—Level 2 (1/2 day): This half day class will cover how to work with lists within Excel, including setting up, sorting, filtering, grouping, and customizing. The creation and editing of charts will also be covered.

Access—Level 2 (1/2 day): This course continues to expand on all objects within a database (tables, queries, forms and reports). Access-Level 1 is a prerequisite to taking this course.

OCTOBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 ACCESS - Level 1	7	8
9	10	11	12 EXCEL— Level 2	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 ACCESS - Level 2	28	29
30	31					



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NOVEMBER 2011

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COURSE CONTENT

WORD—Level 2 (1/2 day)—This course will cover certain features including managing lists, graphics, and tables. Using Mail Merge to mail out forms letters, envelopes or postcards will be covered.

Office 2007/2010 New Features/Windows Basics (1/2 day)—This course will familiarize the user with the new look of Office 2007 and 2010. Course includes user interface with ribbons, Smart Art, and the new features within Excel, Word, PowerPoint, Outlook and Access. Also included will be the basics of the Windows operating system.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>All Saints Day</i> 1	2	3	4	5
6	7	8	WORD - Level 2 9	10	11	12
13	14	15	16	Office 2007/2010 New Features 17	18	19
20	21	22	23	24 <i>Thanksgiving</i>	25	26
27	28	29	30			



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