



POWERPOINT 2002/XP

- Use a design template and autolayouts to create a presentation
- Change slide layouts and apply different designs
- Add a header and footer
- Insert, manipulate and animate clip art
- Apply animations, slide transitions and timings
- Run an animated slide show
- Import an outline created in Word
- Customize slide backgrounds
- Create and embed an organization chart
- Print an outline, slides, handouts and speaker's notes



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COMPUTER SKILLS
DEVELOPMENT



The Society for Manitobans with Disabilities has been providing vocational rehabilitation services to people with disabilities for 50 years. Through its Employment Preparation Centre we operate a computer lab to provide comprehensive training in Microsoft Office applications.

We have developed significant expertise in delivering training programs to people with disabilities and currently provide computer training to over 75 people with disabilities each year. In addition, we also provide training on a contract basis for staff of other agencies and various government departments. We can provide training on a one-to-one basis, or to groups of up to 12 people on our premises or on your site.

As well as providing instruction in applications, we provide training for one-handed keyboarding using the Maltron one-handed keyboard or a reduced-size Qwerty keyboard. We also have the means to assess one's aptitude for using a computer through the administration of the Computer Operator Aptitude Battery.

INTRO TO PC'S & WINDOWS 2000

- The components of a computer
- Operations performed by a computer
- Caring for a computer
- Navigate in Windows
- Manage files
- Create new folders and shortcuts
- Search for files and folders
- Use My Computer and the Recycle Bin
- Customize the Desktop
- Use Control Panel
- Apply Accessibility Options



WORD 2002/XP

- Create and edit a document
- Save, preview and print a document
- Format pages and paragraphs
- Check spelling and grammar
- Use headers and footers
- Create and customize Tables
- Use Templates and Wizards
- Generate form letters, mailing labels and envelopes
- Create a professional newsletter
- Insert, format and manipulate Clipart

EXCEL 2002/XP

- Create and edit a worksheet
- Save, preview and print a spreadsheet
- Use Formulas and Functions
- Create and customize charts
- What-If analysis
- Create, sort and query a worksheet database
- Create templates
- Work with multiple worksheets and workbooks