

# GCF GLOBAL LEARNING

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Self Paced Courses:

## Access 1997/2000

Learn about Access 1997/2000, Microsoft's database application. Consisting of 3 units (15 lessons total) the class provides a solid foundation for using an existing Access 1997/2000 database. A sample database is provided for students to work with while mastering Access 1997/2000 concepts. Concepts covered include an introduction to database terms, the Access environment, adding, editing and deleting table and form records, creating a running simple queries and creating reports.

**Requirement: You must have Access 1997/2000 to successfully complete the lessons.**

## Applied Skills

Topics include resume and cover letter construction, communication and time management and budgeting strategies and tips for successful job hunting.

**Suggested Pre-requisites: You must have Word, Excel and PowerPoint installed on your computer to successfully complete the lessons.**

## Computer Basics

Directed at the new computer user, this course reviews the basics of computer hardware, software and basic maintenance. Consisting of 3 units, this self-paced course provides a basic understanding of computer parts and peripherals such as scanners and printers. Topics include data storage, licensing basics, installing software, file maintenance and cleaning your computer. An interactive mouse tutorial is included.

**Requirement: Access to a computer**

## Excel 97/2000

Learn Excel 1997/2000, Microsoft's powerful spreadsheet application. Consisting of 3 units (16 lessons total) this course provides a solid foundation for using Excel 97/2000. Topics include an introduction to the Excel environment, entering and editing data, using simple and complex formulas, using functions, formatting text and numbers, working with multiple spreadsheets and printing spreadsheets.

**Requirement: You must have Excel 97/2000 to successfully complete this course.**

## Internet Basics

Learn about the Internet, the worldwide network that allows people to communicate and exchange information in new ways. Consisting of 4 topic this course provides a basic understanding of the Internet and the World Wide Web. Topics include explanation of the Internet and WWW, modems (56K, ISDN, DSL and cable), bandwidth, working with browsers (Internet Explorer and Netscape) Internet service providers, surfing strategies, secure transactions, cookies, Anti-virus software and firewalls.

**Requirement: Basic web surfing skills**

## Office 97/2000

Learn about Office 97/2000, Microsoft's business suite. Topics covered include creating files, working with menus and toolbars and many other topics essential in the day to day use of the various programs included in MS Office 97/2000.

**Requirement: You must have the Office Suite 97/2000 to complete this course.**

## PowerPoint 97/2000

Learn about PowerPoint 97/2000 Microsoft's presentation application. Consisting of 3 units with 17 lessons, this course provides a solid foundation for using PowerPoint 97/2000. Topics include creating a presentation, inserting objects and hyperlinks, adding animation and many other topics essential in the use of PowerPoint 97/2000.

**Requirement: You must have PowerPoint 97/2000 installed on your computer to successfully complete this course.**

## Word 97/2000

Learn about Microsoft's word processing application, Word 97/2000. Consisting of 3 units with 28 lessons this course provides a solid foundation for using Microsoft Word. Topics include inserting text, basic formatting, drawing objects and many other essential topics for the use of MS Word.

**Requirement: You must have Microsoft 97/2000 to successfully complete this lesson.**

\*Additional resources and/or workshops may be available.  
Please check with our Resource Specialist.