



# Computer Workshops Course Catalog



Salt Lake  
Community  
College 

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# Salt Lake Community College

*Short Practical*  
**COMPUTER WORKSHOPS**  
*for Busy People*

## Learn Computer Skills Fast

- Access
- Outlook
- Dreamweaver
- Adobe Photoshop
- Excel
- Windows
- Flash
- Adobe Illustrator
- PowerPoint
- Publisher
- eBay Selling
- Adobe Indesign
- Word
- Project
- Computer Basics
- Adobe Acrobat
- QuickBooks—Beginning, Intermediate and Advanced

### PUBLIC WORKSHOPS OR CUSTOM TRAINING

Everyone is welcome to enroll in a public workshop (*see current schedule for dates, times and prices*). We can also schedule custom training at your site or a convenient SLCC Location. Custom training can help save costs and enables us to train employees in the specific skills needed.

For additional information, please call (801)957-4845.

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[www.slcc.edu/workshops](http://www.slcc.edu/workshops)

## Microsoft Access

### ACCESS LEVEL I CECW0405

Length: 7 Hours

*Prerequisite: Basic knowledge of a database and Windows*

Tasks include creating & working with tables, editing tables, column width, row height, finding and filtering records, sorting records, using Filter by Selection, Filtering by Form and advanced filters. Students will also learn how to print table data, print selected records, use simple queries, use the Simple Query Wizard, modifying query results, creating basic forms, using Form Wizard, basing a form on a query, using AutoForm, creating basic reports, using the Report Wizard, basing a report on a query and using Help.

### ACCESS LEVEL II CECW0406

Length: 7 Hours

*Prerequisite: Access Level I*

Tasks include modifying tables, setting field properties, using queries with And/Or comparison operators, designing advanced queries, creating a calculated field, using multiple tables in a query, creating action queries, using advanced query wizards and database features, file utilities; using advanced features of forms and reports, designing forms & reports, using editing tools and advanced design functions.

### ACCESS LEVEL III CECW0407

Length: 7 Hours

*Prerequisite: Access Level I and II*

Introduces more advanced features including working with charts, using subforms & form letters, creating custom controls, indexing and replicating databases; creating saving, and running macros, assigning actions, conditions and creating group macros. Also includes creating and modifying switchboards, custom menus and toolbars.

### ACCESS - Advanced Topics: Query Techniques CECW0408

Length: 7 Hours

*Prerequisite: Access Levels I and II*

Introduces students to advanced query writing skills. Tasks include techniques for basing one query upon another, using Functions in queries, adding conditional 'IF' statements to calculations, and troubleshooting complex queries.

### ACCESS - Advanced Topics: Reporting Techniques CECW0409

Length: 7 Hours

*Prerequisite: Access Levels I and II*

Introduces students to advanced report writing skills. Tasks include creating a custom form for entering query criteria for the report, printing criteria on a report, changing the sort order of a report on the fly, and using sub-reports.

### **Microsoft Access (continued)**

ACCESS - Advanced Topics: Macro Techniques      CECW0410      Length: 7 Hours

*Prerequisite: Access Levels I, II and III*

Introduces students to advanced uses for macros and how macros relate to Visual Basic. Tasks include creating macro groups for better organization, using the SetValue macro to set properties, creating a splash screen and converting macros into visual basic code.

ACCESS - Advanced Topics: Security      CECW0414      Length: 7 Hours

*Prerequisite: Access Levels I, II and III*

Learn to set up User/Group Level security for your MS Access database. Students will learn how to set up security using the Security Wizard, create/modify user names and passwords, use the MS Access Workgroup Administrator, apply user groups to make essential security changes, implement security on a network, work with the .MDW security file, customize user/group rights, use security to customize your database's look and feel.

Understanding Databases for Mere Mortals      CECW0401      Length: 6 Hours

*Prerequisite: Basic knowledge of Windows*

This course benefits anyone interested in using any database development program (MS Access, Oracle, Etc.). Participants learn the basic terminology, design methodology and relational concepts of a database. This course includes exercises in analyzing "real-world" database examples as well as relating database design to business issues of participants.

### **Adobe Acrobat**

ADOBE ACROBAT PROFESSIONAL      CECW0803      Length: 6 Hours

*Prerequisite: Basic knowledge of Windows*

Provide students with the skills needed to create, edit, save and secure PDF documents. Tasks include how to convert paper documents to PDF documents, add navigation, comments, digital ID, password security, and create forms/templates.

Create interactive forms and apply text boxes, combo boxes, list boxes, radio buttons, check boxes, signature fields, and buttons; define the tab order; and import and export form data. Number pages, add headers, footers, watermarks, and backgrounds to pages, and create presentations by defining an opening view and adding page transitions.

## **Desktop Publishing - Microsoft Publisher**

MS PUBLISHER Introduction CECW0701

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows and MS Word*

Tasks include exploring Publisher, working with publications, using the Wizard, adding text to a frame, correcting spelling errors, enhancing publication text, printing and publishing presentations. Students will also learn how to insert, size, format, and rotate objects and Graphics. Customize color schemes, use tables and mail merge.

## **Dreamweaver**

DREAMWEAVER CECW0603

Length: 12 Hours

*Prerequisite: Basic knowledge of HTML and Windows*

### **Module One**

This workshop is designed to give proficiency in using Dreamweaver to create, design, and update Web pages and entire Web sites. Introduces basic Web and HTML concepts, navigate and customize the Dreamweaver environment, and work with the Code Inspector, the Tag Inspector, and the Quick Tag Editor. Plan and define a Web site, create, save, and import text in a document, and modify page properties. Define headings and paragraphs, create lists and special characters, import Microsoft Office documents, and check for spelling errors in a document. Insert tables, add text content, insert and delete rows and columns, create table headers, align text in table cells, modify table properties, and create table summaries.

### **Module Two**

This module uses interactive exercises to help students gain proficiency in creating templates, forms, rollovers, basic animations and database-driven pages. Create and draw layers, modify layer properties, embed a Flash movie in a layer, and apply behaviors to layers.

Identify the basic concepts of database-driven pages, set up a database-driven Web site, create a recordset and display records, create a recordset navigation bar, create a master/detail page set, and add search capability to a Web page. Check a document for browser-specific compatibility problems and code errors, and apply the Check browser behavior.

## **CSS & XHTML**

INTRODUCTION TO CSS & XHTML CECW0612

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows*

Tasks include gaining an understanding of HTML & tags that every Web page must have, creating a simple web page, linking to other Web pages within your own page, aligning text, lists, formatting text, using graphics and backgrounds.

## eBay Training

SELLING ON EBAY – Seller’s Basics    CECW0609

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows, Email and Internet*

Sell Sell Sell - Get rid of your clutter! Topics covered include opening a seller account, doing effective research, creating listings, setting pricing, opening a PayPal account, learning how to monitor your listings, completing transactions, and learning how to pinpoint fraud. Students are encouraged to bring an item to class to create their first listing as a seller during this course.

## Microsoft Excel

EXCEL Level I    CECW0210

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows*

This module introduces the basic skills necessary for creating, printing and saving Excel workbooks. Module includes tasks to create basic **formulas and functions**, work with ranges, auto-fill, and copy/move data. Covers basis skills needed to prepare worksheets for printing; page setup, Headers & Footers, format numbers, text, cells, borders, columns, rows and AutoFormat.

EXCEL Working with Large Worksheets    CECW0211

Length: 3.5 Hours

*Prerequisite: Knowledge of Excel Level I*

Tasks include working with multiple worksheets, navigating worksheets, inserting/deleting worksheets, moving worksheets, copying worksheets, and re-naming worksheets. Other topics covered include creating 3-D formulas or formulas using multiple worksheets and multiple workbooks; freezing panes, splitting the window, working with outlines, sorting data using ascending/descending order, find/replace data and using Range Names.

EXCEL Charts & Graphics    CECW0212

Length: 3.5 Hours

*Prerequisite: Knowledge of Excel Level I*

Tasks include creating, formatting and editing charts; changing chart types, moving, sizing and formatting chart objects, legends, data table, source data, and printing charts. Advanced chart formatting of Gridlines, Axis, Secondary Axis, Trendline, and user defined Charts. Students will also learn how to draw lines, boxes, ellipses, flow charts, connectors, arrows, stars, banners and AutoShapes.

EXCEL Database Mgmt/Pivot Tables    CECW0213

Length: 3.5 Hours

*Prerequisite: Knowledge of Excel Level I*

Learn how to take raw data and create valuable management reports. Filter data with AutoFilter and Advanced filters; perform Multiple-field sorts; format data using Conditional Formats, Data Validation, Subtotals, Database functions, Data Form and export/import data. Create PivotTable reports, add/move PivotTable fields, change/format PivotTables, and create PivotTable Charts.

## Microsoft Excel (cont.)

EXCEL Using Advanced Functions    CECW0214    Length: 3.5 Hours

*Prerequisite: Knowledge of Excel Level I*

This module introduces advanced Excel functions including Function Arguments, Financial Functions; Logical Functions, VLOOKUP, HLOOKUP, IF, AND, OR and ISERROR advanced functions. Students will learn how to solve problems using Scenarios, Goal Seek, Data Tables and Custom Views.

EXCEL Templates/Sharing Tools    CECW0215    Length: 3.5 Hours

*Prerequisite: Knowledge of Excel Level I*

This module introduces the skills to organize Excel information; creating, viewing and using Comments; using the Auditing Tools and WatchWindow; worksheet Protection, Workbook Protection, assigning and removing passwords. Students will also learn how to create and use Excel Templates, share Excel workbooks with others and track changes to shared workbooks.

EXCEL Macros, Toolbars, and Macro Buttons    CECW0216    Length: 3.5 Hours

*Prerequisite: Knowledge of Excel Level I*

This module introduces the skills necessary to Define, Record and Run Excel Macros. Students will learn how to edit Macros, enter Macro Commands, use Relative and Absolute References; assign Macro shortcut-Keys, create a Macro Toolbar Button to run macros and create and modify macro buttons.

## Flash

FLASH    CECW0607    Length: 12 Hours

*Prerequisite: Knowledge of Windows and experience working with images*

### Module One

This workshop teaches students the fundamentals of using Flash to design animations for the Web. Introduces skills necessary to create and edit shapes, apply colors and line styles, combine and group shapes and use external images. Topics include using layers to arrange shapes, modify layers, create frame-by-frame animation, and work with templates. This workshop is filled with interactive exercises to help improve student retention.

### Module Two

This workshop builds on the fundamentals taught in Flash Level I. Students learn how to create, edit and animate symbols and shapes; work with instances to create more complex animations. Students add interactivity to movies by using the ActionScript and the Actions panel, and store and perform calculations by creating fields. Course activities also cover adding sound to layers and buttons, editing sound objects, importing and managing video and associating sound and video in Flash. Students test the download performance of a movie, create a pre loader, and publish a movie on the Web.

## Illustrator

ADOBE ILLUSTRATOR Level I    CECW0804

Length: 6 Hours

*Prerequisite: Knowledge of Windows and experience working with images*

Introduces students to Adobe Illustrator; how to start Illustrator, open a file, and identify interface components; navigate in the artwork window; create, save, print and close files. Create rectangles, ellipses, polygons, stars, spirals, flares and text; modify object placement and size; use the Paintbrush tools; create new brushes and symbols. Create and edit simple and complex paths by using the Pencil and Pen tools. Add colors, patterns, and gradients to objects; modify strokes; and copy paint attributes between objects.

ADOBE ILLUSTRATOR Level II    CECW0805

Length: 6 Hours

*Prerequisite: Illustrator Level I*

This workshop is filled with interactive exercises designed to help students create artwork for both print and Web using Illustrator. Students will learn how to use advanced features to Transform objects, apply Filters and Effects, automate tasks, modify Images, 3D effects, Liquify and Symbolism Tools.

Manage colors by applying blending modes and gradient meshes, create masks to hide and reveal areas of underlying artwork through specific shapes, discuss filters and effects, use Colors filters to adjust, blend, and invert colors, use the Distort filters to pucker and bloat, roughen, scribble and tweak, and twist objects, use Pen & Ink filters to apply hatch effects and create new hatch effects Convert shapes, add drop shadows, feather edges, and apply warp effects, automate tasks with actions and Data-driven graphics and slices.

## Indesign

ADOBE INDESIGN Level I    CECW0806

Length: 6 Hours

*Prerequisite: Knowledge of Windows and experience working with images*

This workshop helps students design and produce professional print documents and layouts. Students will learn how to manipulate text, shapes, colors, and frames to create eye-catching print products.

Use Toolbox, palettes, and navigation tools; add text and pages to a document; place an image in a master page; insert auto page numbers; import text, thread, and unthread text frames; create and modify character and paragraph styles; use the Tabs palette; edit text, text outlines. Create basic shapes; transform objects by using the Selection, Scale, Rotate, Shear, and Free Transform tools; copy and duplicate objects; arrange, align, group, and ungroup objects. Create paths by using the Pencil and Pen tools; Direct Selection, Anchor Point, Smooth, Erase, and Scissors tools; create and apply color swatches. Crop and mask images in frames; apply frame fitting options and special effects such as drop shadow, feather, and corner effects; create and edit tables.

## **Indesign (cont.)**

ADOBE INDESIGN Level II CECW0807

Length: 6 Hours

*Prerequisite: Indesign Level I*

Students will learn how to manipulate page layout, control the appearance of text and tables, and create books, tables of content, and indices; convert documents to PDF, HTML, and XML format, work with XML features and tags, and apply a variety of print options.

How to create and manipulate grids and guides; define and apply document presets, zero point; use the Info Palette, create, duplicate, edit, and delete master pages. Create layers; hide, lock, duplicate, and delete layers; move and copy objects between layers; and rearrange and merge layers. Create and manage book file documents, hyperlinks, bookmarks, insert sound and movie objects, and create interactive buttons. Create a print preset, print a document, preview color separations, and specify printer's marks.

## **Internet Overview**

Internet Overview CECW0601

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows.*

Introduces the skills necessary to begin using the Internet. Students will learn Internet terms and definitions, how to use Internet Explorer and Firefox browsers, how to navigate forward, back and home, how to use search engines to locate information, create bookmarks, and how to print information. Internet email (Yahoo, Gmail or Hotmail) will also be included.

## **Introduction to PC**

Introduction to PC CECW0515

Length: 6 Hours

*Prerequisite: None*

Learn the basics of Personal Computers. Students will review PC hardware/software components, Windows features, Start Menu, Taskbar, views and toolbars. Tasks include using multiple windows; opening, moving, sizing, closing, switching between windows; working with multimedia files; Cut, Copy and Paste. Students will learn File Management; how to organize files, folders, and shortcuts; work with Windows Explorer; and search for files and folders. Tasks include using the Recycle Bin, Customizing the Display, My Computer, Desktop, screen saver, wallpaper, Accessories and Control Panel.

## **Microsoft Office Suite**

Microsoft Office Suite CECW0507

Length: 18 Hours

*Prerequisite: Basic knowledge of Windows*

Students will learn the basics of Microsoft Office Suite, including Word, Excel and PowerPoint. For class content, please view descriptions for Word Level I, Excel Level I and PowerPoint Level I.

**MS Office software is included in the price of this workshop!**

## Microsoft Outlook

MS OUTLOOK Level I CECW0504

Length: 3 Hours

*Prerequisite: Basic knowledge of Windows*

Students will learn the skills necessary for working with Outlook Messages, Calendar, Tasks, Contacts and Notes. Students will learn how to send and receive email, forward and reply to emails, send and receive attachments; schedule appointments with the Calendar; manage names and addresses with Contacts, create and use Tasks and Notes. The workshop is filled with hands-on, interactive exercises to help student retention.

Introduces the skills necessary to use Microsoft Outlook, Email, Calendars and Tasks. Students will learn how format Outlook messages, create HTML messages, and use the Address Book. Tasks also include organizing with folders, customizing views, setting Outlook options and using Outlook Bar shortcuts.

## Photoshop

PHOTOSHOP – Level I CECW0800

Length: 6 Hours

*Prerequisite: Knowledge of Windows and experience working with images*

This workshop is designed to help students create images for both print and the Web. Students will use Photoshop's basic tools, palettes, and features to create images, retouch photographs, and save files using multiple file formats.

Tasks include viewing tools, image and canvas size; Selection Tools, Crop, Trim, Skew, Distort and Perspective commands. Explore layers, create, placement, visibility, format and flatten. Edit foreground and background colors by using the Color and Swatches palettes, the color ramp, and Color Picker, choose custom colors, pick colors by using the Eyedropper tool, create gradients, draw with the Pencil and Brush tools, create customized brushes, use the Eraser tool, the History palette, and History brush tools, and use the Clone and Pattern Stamp tools and the Pattern Maker command. Retouch images using Auto Color, the Healing Brush, the Dodge, the Burn, the Sponge, the Blur, the Sharpen, and the Smudge tools.

PHOTOSHOP – Level II CECW0801

Length: 6 Hours

*Prerequisite: Photoshop Level I*

This workshop covers the advanced features and functions of Photoshop. Before taking this course, students should have basic photo editing skills, and they should know how to create simple shapes and drawings. Students will learn how to create artwork for both print and the Web. The workshop is filled with interactive exercises that help ensure student retention.

Topics include Shape Tools, Histogram Palette, Layer opacity and effects, Layer Comps Palette, Channels Palette, Quick Mask, Horizontal Type Mask tool, Background Eraser Tool and Extract command. Apply Noise and Rendering Filters, Brush Strokes Filter, Texture Filter and Liquify Filter to modify images. Automate Photoshop commands, Crop/Straighten Photos, and PDF presentation. Soft proof images, set print options, optimize images create slices, and save optimized and sliced images.

## **Microsoft PowerPoint**

MS POWERPOINT Level I CECW0703

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows and MS Word*

This module introduces the skills necessary to create, modify, save and print PowerPoint presentations; introduces presentation skills, working with the outline tab, Design Templates and AutoContent Wizard, Speaker Notes and Outline Tab. Students will also learn how to format text, bullets, drawing objects, slide format, and slide layout; insert, move and size images/pictures. This module covers how to print slides and handouts, move, duplicate and sort slides; set Slide Transitions, run and navigate a Slide Show.

MS POWERPOINT Level II CECW0704

Length: 6 Hours

*Prerequisite: PowerPoint Level I*

This module covers working with the editing tools to create more advanced presentations. It includes tasks such as creating charts; creating and using tables; adding special effects, customizing presentations with Custom Color Schemes, editing presentation masters, notes masters, handout masters and saving a Custom Template. Students will learn how to set up slides with Special Effects, Animation, Sound and Video. Tasks include presenting to a wider audience, Action Buttons, and jumping to another Presentation. Students will also learn how to edit and import charts; create custom charts, use organization charts and diagrams, and export outlines and presentation slides.

## **Microsoft Project**

MS PROJECT CECW0508

Length: 14 Hours

*Prerequisite: Basic knowledge of Windows*

Use Microsoft Project to manage projects more efficiently and effectively. Students will learn how to start, save, print and close a project. Students will also learn how to open existing projects, use a project template, work with Tasks, adjust Tasks, and outline Tasks and Views. This workshop covers how to create, assign and adjust resources. Students will learn how to create change and assign calendars, define costs, assign costs, and work with the critical path.

Students will learn how to work with the critical path, baselines, earned value, reports, how to filter, sort and group information, customize project information and track the progress of a project. This workshop also covers how to finalize a project, how to evaluate, distribute project data, and work with multiple projects, master projects, subprojects and resource pools. Tasks also include how to import and export data and work with graphics.

## **QuickBooks Pro**

QuickBooks Pro Beginning    CECW0230

Length: 6 Hours

*Prerequisite: Basic understanding of Windows*

This workshop will review general accounting basics, how QuickBooks works, set up of student company file, customize chart of accounts, set up bank account, go through all the menus and reports available, customize desktop, merging names, profit and loss report, balance sheet, tracking loans from owners, historical data entry, writing letters by exporting to Word.

Accounts Rec. - create items for invoicing, generate cash sale, create customers, generate invoices, look at reports, receive payments, make deposits, payment terms. Accounts Payable - adding vendors/1099 contractors, entering bills and credit memos, discount terms, paying bills, A/P reports.

QuickBooks Pro Intermediate    CECW0231

Length: 6 Hours

*Prerequisites: QuickBooks Beginning - builds on material learned in prior class*

Tracking fixed assets and their associated liabilities, depreciation, prepaid expenses, memorized transactions, making deposits not related to receivables, sales tax, bank reconciliation's, petty cash, custom/memorized reports, budgets, accountants review, credit card transactions.

Accounts Receivable - customize sales forms, accounting for retainer payments from customers, receiving payments at a discount, refunds to customers, finance charges, statements, and bounced checks.

QuickBooks Pro Advanced    CECW0232

Length: 6 Hours

*Prerequisites: QuickBooks Intermediate; builds on material learned in prior class*

Payroll, payroll, payroll -- setting up and tracking payroll liabilities, adding employees, adding payroll items, year-to-date payroll issues, payroll additions and deductions, preparing quarterly 941, making payroll tax deposits, process payroll checks, payroll reports.

Job Costing - time tracking, estimates, progress billing, job cost reports, Inventory Management - adding inventory items, purchase orders, receiving inventory, inventory reports, cost of goods sold, adjustments to inventory. General - Accounting for trades, writing off bad debt, passwords, graphs, year-end issues, W-2's, 1099's, 940, Find feature, statement of cash flow.

## **Video Editing with Adobe Premier Elements**

Premier Elements Introduction CECW0820

Length: 9 Hours

*Prerequisite: Basic understanding of Windows*

Students will learn how to create a movie using Adobe Premiere Elements software. This hands-on course guides students through the process of creating a movie from start to finish, leaving time for questions and answers about the many editing options that Adobe Elements provides. Topics covered will include:

- Capturing video and audio, and collecting project content
- Organizing and naming video clips to increase productivity
- Assembling and manipulating clips on the timeline
- Using transitions, sound effects and voiceover
- Creating titles that enhance your movie
- Producing a finished product (either in DVD format and/or uploaded to a website such as YouTube). The finished DVD will include a menu.

Students are encouraged to bring video to the class in the form of a USB camera (a Flip Camera, for example), or a DVD. Stock footage can be provided for those who do not have footage. We may not be able to use video from all formats for the purposes of the class.

## **Microsoft Visio**

MS Visio CECW0825

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows*

Use Microsoft Visio software to communicate information by using diagrams. Students will learn about the Visio environment how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. They will also learn how to create network diagrams, drawings, org charts, work with text, format shapes and lines, apply a background page, advanced layout and connection techniques.

## **Microsoft Windows**

WINDOWS Introduction CECW0305

Length: 6 Hours

*Prerequisite: None*

Learn the basics of Personal Computers hardware/software components, Windows features, Start Menu, Taskbar, views and toolbars. Tasks include using multiple windows; opening, moving, sizing, closing, switching between windows; working with multimedia files; Cut, Copy and Paste. Students will learn File Management; how to organize files, folders, and shortcuts; work with Windows Explorer; and search for files and folders. Tasks include using the Recycle Bin, Customizing the Display, My Computer, Desktop, screen saver, wallpaper, Accessories and Control Panel.

## **Microsoft Word**

WORD Level I CECW0110

Length: 6 Hours

*Prerequisite: Basic knowledge of Windows*

This module teaches students how to create, format, print and save Word documents. Tasks include text editing, cut, copy and paste; spelling and grammar tools. Students will also learn how to work with document views and print options. Tasks include character, paragraph, and document formatting; using styles; setting tabs; indenting paragraphs; and using numbers and bullets. The students will also learn how to work with headers and footers, and section breaks.

WORD Level II CECW0124

Length: 6 Hours

*Prerequisite: Knowledge of Word Level I*

### **Everyday Tasks Made Easier Module**

This module covers many of the features that can make everyday tasks quicker and easier. The student will learn how to insert dates and symbols; create and edit Tables, apply borders and shading. The student will also learn how to insert, move and size graphics, Watermarks, WordArt and drawing objects; create and modify Templates and Wizards; create Newsletter-Style Columns.

### **Advanced Features Module**

This module covers Mail Merge, creating a Data Source, merging mailing labels, catalogs and Outlook Data Sources. Students will also learn how to Sort Table Data, use and format Bullets and Numbered Lists; record macros, run Macros, and create Macro Buttons.

WORD Level III CECW0125

Length: 6 Hours

*Prerequisite: Knowledge of Word Level I*

### **Word Helpers Module**

This module covers several topics that help the student perform tasks more efficiently. Tasks include using AutoFormat, AutoCorrect, AutoText, Find and Replace, and Thesaurus. Students will also learn how to use Outline view, create a MS Word Chart, Insert Diagrams, inserting Hyperlinks.

### **Working with Long Documents Module**

This module covers working with long documents. Tasks include creating Section Headers and Footers, creating a Table of Contents, working with Table of Authorities, creating a document Index; creating Bookmarks, Footnotes, and Endnotes. Students will also learn how to Track Revisions, use Comments and create Master Documents.



Taylorville Redwood Campus  
4600 South Redwood Rd, TB 112  
[www.slcc.edu/workshops](http://www.slcc.edu/workshops)

# Short Practical COMPUTER WORKSHOPS

For Busy People

Phone 801-957-3428 • FAX 801-957-3227

## NON-CREDIT REGISTRATION FORM

**INSTRUCTIONS:** Last 4 digits of Social Security number and Birth date are required for registration.  
SLCC respects your personal information and privacy. Once your information is entered into our system every registrant will receive a Salt Lake Community College ID number. Please reference this ID number when communicating with SLCC.  
Registrations are required 2 weeks prior to the beginning of course - register early - space is limited.  
Courses without sufficient enrollment may be cancelled.  
Please fill this form in as completely as possible. (**Your full legal name as printed on Social Security Card**)  
One application is required for each individual registering.

SSN: XXX - XX - \_\_\_\_\_ and Birth date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_ E-mail (PER) \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_ E-mail (BUS) \_\_\_\_\_

### Payment Options

Credit Card      Vista   AMEX   MasterCard   Discover

Name on Card: \_\_\_\_\_

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Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Phone: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check / Money Order (Payable to Salt Lake Community College)      Check Date: \_\_\_\_\_      Check #: \_\_\_\_\_

Business    Personal    Money Order      Amount: \_\_\_\_\_

### Registration Information

Course Name	Date and Time	Cost
<b>Confirmation:</b> <input type="checkbox"/> Emailed <input type="checkbox"/> Faxed <input type="checkbox"/> Mailed <input type="checkbox"/> In Person		Total Cost

**How did you hear about this workshop?**

E-Mail    Internet    Mail    Friend    Brochure    SBDC    Other \_\_\_\_\_

**Registration Options:** Fax: (801)957-3227 Phone: (801)957-3428 Mail to: Salt Lake Community College - Computer Workshops  
4600 South Redwood Road P.O Box 30808, Salt Lake City, UT 84130

**Cancellation, Rescheduling and No Show Policy:** Notice of cancellation or rescheduling must be given three (3) working days prior to start of course by calling (801)957-3428 for an authorized refund. No refunds will be given for cancellation after the three (3) working days deadline. No shows will not receive a refund. A 100% refund given to registrants if cancelled by SLCC.

**Collection Policy:** Financial debts and obligations are pursued to the fullest extent of the law. This includes, but is not limited to, HOLDS on registration, transcripts, grades, and graduations; liens against Utah Income Tax refunds; referrals to collection agencies; litigation. Interest will accrue on all defaulted debts.

**SLCC is an equal opportunity** institution providing educational and employment opportunities without regard to race, color, national origin, age, sex or disability. If you need special accommodations to attend SLCC, please call (801)957-4659. AA/EO Institution.