MICROSOFT (MS)

MS 104   **36 Hours**
Windows Operating Systems, Introduction
Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows, making connections and communicating with other people. *(Apportionment)*

MS 105   **36 Hours**
Microsoft Excel, Introduction
Advisory: COMP 100 Computers, Introduction MS 104 Windows Operating Systems, Introduction or equivalent.
Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. *(Apportionment)*

MS 106   **36 Hours**
Microsoft Access, Introduction
Advisory: COMP 100 Computers, Introduction, MS 104 Windows Operating Systems, Introduction or equivalent.
Design databases using this popular software package. Includes creating tables, forms, reports and labels. Textbook Required. *(Apportionment)*

MS 107   **36 Hours**
Microsoft Access, Intermediate
Advisory: MS 106 Microsoft Access - Introduction.
Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent. *(Apportionment)*

MS 119   **36 Hours**
Microsoft PowerPoint, Introduction
Advisory: Knowledge of Windows.
Learn how to create on-screen presentations using text, graphics, sound effects and movies. *(Apportionment)*

MS 134   **36 Hours**
Microsoft Word, Intermediate
Advisory: COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.
This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class. *(Apportionment)*

MS 143   **36 Hours**
Microsoft Publisher, Introduction
Advisory: Recommended proficiency in COMP 100 Computers - Introduction and MS 104 Windows Operating Systems - Introduction.
Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards. *(Apportionment)*

MS 144   **36 Hours**
Microsoft Word, Introduction
Advisory: Introduction to Computers, Introduction to Windows or equivalent.
Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art bullets and numbering, columns and tables. *(Apportionment)*

MS 156   **18 Hours**
Computer Bytes
This course covers various topics for Microsoft Windows on how to buy or upgrade a computer, buy and use a digital camera, use a scanner, create a slide show, and set up a home wireless network safely. *(Apportionment)*

MS 160   **36 Hours**
Microsoft Office, Overview
Advisory: Knowledge of Windows and keyboarding.
Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses. *(Apportionment)*

MS 165   **36 Hours**
Microsoft Excel, Power-User Skills
Advisory: MS 105 Microsoft Excel - Introduction or equivalent.
This course is for people who are comfortable using MS Excel and who want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Also covered are advanced formatting techniques and shortcuts for accelerating productivity. *(Apportionment)*

MS 610   **36 Hours**
Windows Operating Systems - Intermediate
Advisory: MS 104 Windows Operating Systems - Introduction or equivalent.
A second course in Windows operating environments covering more topics and techniques. This course will help you learn to communicate more effectively over the Internet, share information between programs, understand basic Windows network principles, share files, use Windows Media projects, manage hardware, backup files, and use Windows administration tools. *(Apportionment)*