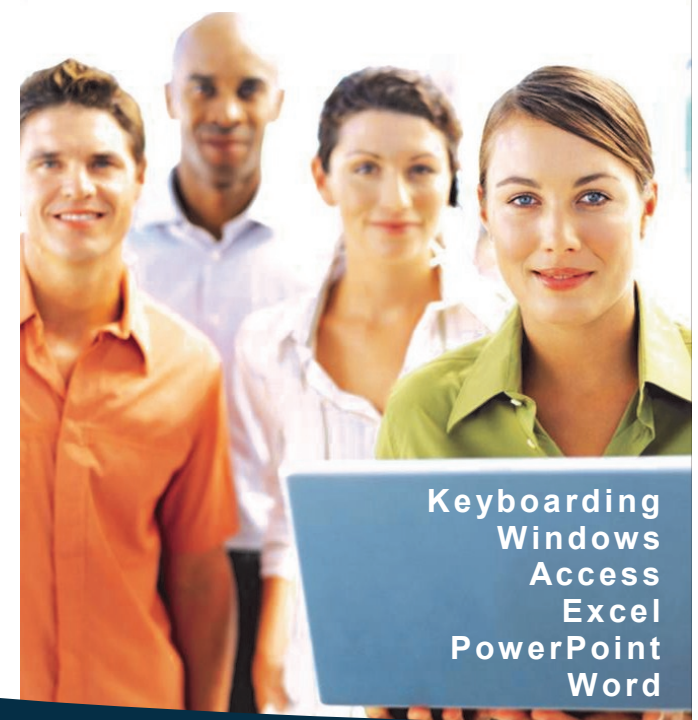


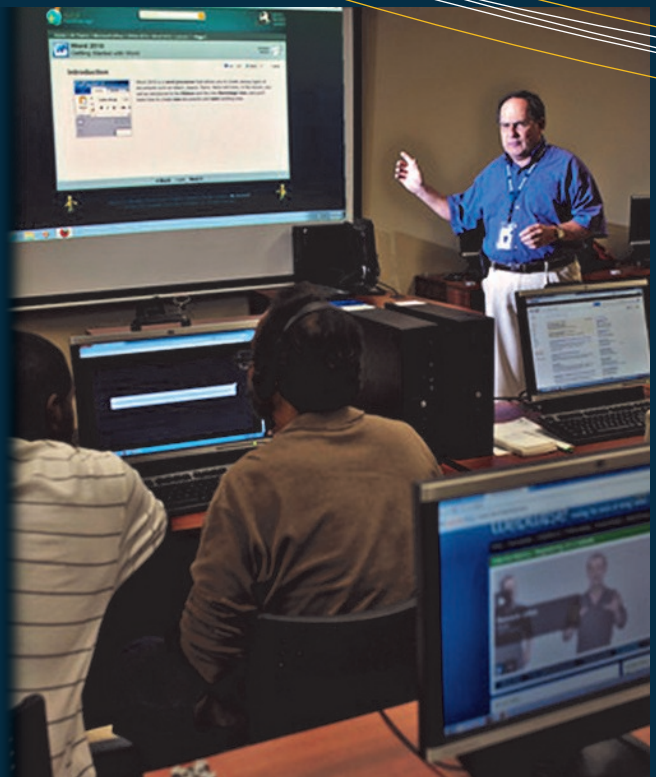


Goodwill Industries works with a diverse base of clients and can help you train your staff.

Goodwill Industries
of Southeastern Louisiana, Inc. 



Keyboarding
Windows
Access
Excel
PowerPoint
Word



Goodwill Industries
Workforce Development Dept.
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For more information, contact
Lois Spaulding
504-889-5533
lspaulding@goodwillno.org

Goodwill Industries Technology Center



Corporate
Computer
Training
Classes



Windows 7

Introduction – This course is designed for students with an interest in the operation of computers, Windows 7 Interface, Windows Desktop, Windows Explorer and more.

Keyboarding

Levels I & II—This course is designed to familiarize the student with the functionality of the keyboard; learn document formatting, typing accuracy and speed control.

Access 2010

Level I—This course is designed for students who wish to learn the basic operations of the Microsoft Access database program to perform their daily responsibilities. Learn and apply terminology; learn the fundamentals and techniques of maintaining, creating and modifying databases.

Level II —This course is designed for students to create more complex Access databases by structuring existing data, writing advanced queries, and performing database maintenance.

Excel 2010

Level I—This course is designed for students who wish to learn the necessary skills to create, edit, format, and print basic worksheets. Learn terminology and the fundamentals of inputting data into cell, creating formulas and functions, calculations, and managing workbooks.

Level II —This course is designed for students who are interested in basic data management skills, such as Sorting and Filtering data, Data Validation, Database Functions, and more.

Level III —This course is designed for students who are interested in advanced skill sets such as What-If-Analysis, PivotTables, Pivot Charts for analyzing data, customizing workbooks and more.

PowerPoint 2010

Level I —This course is designed for students interested in learning the fundamentals of creating and modifying a presentation. Learn about placeholders/text boxes, and graphical objects; add tables and charts to present data in a structured form.

Level II —This course is designed for professionals who will create and present presentations. Learn how to customize a design template, use SmartArt graphics, add special effects such as animations, customize a slide show, and more.

Word 2010

Level I —This course is designed for students who are interested in basic operations of Word to perform daily responsibilities, and to increase productivity; Learn techniques to create a professional document; convert document formats, and more.

Level II —This course is designed for students who are able to create and modify standard business documents. Learn to use Quick Parks, create Company Templates, forms, and customize documents using Styles and Themes, Mail Merge, and more.

Level III —This course is designed for persons who are interested in creating long documents such as manuals, reports and writing novels. Learn to create Table of Contents, Endnotes, Footnotes, and Bibliography, Inspect Documents and more.

Class	Fee
Windows 7 Operating System	\$80.00
Keyboarding Level I or II	\$50.00
Access Level I, II or III	\$150.00
Excel Level I, II or III	\$100.00
PowerPoint Level I or II	\$100.00
Word Level I, II or III	\$100.00



**flexible schedules
for your business needs**