

# Computer Training Classes

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## **Wagner Employee Computer Orientation** CT 003

**Length:** 8 hours (1 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

### **Course Description:**

This course is designed to orient new employees or current employees who are new to the computer. This course covers Wagner Equipment Co.'s policies, processes, and procedures for the use of computers, software, email, and the Internet. Students learn to use Wagner specific applications like SupportPoint, UltiPro, and the Intranet.

### **Course Objectives:**

- Use Lotus Notes email and calendar
- Know and understand company policy regarding email use
- Know and understand company policy regarding Internet use
- Achieve a basic understanding of Wagner's software applications such as UltiPro, SupportPoint, and the Intranet

## **You and Your Computer: Working with Windows** CT 01

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly, Nichol Howell, Cindy McNaul

### **Course Description:**

This course introduces the concepts of Windows XP. By the end of this course, learners will be able to understand and use personal computers, the Windows XP environment, and Windows Explorer. Techniques to create folders, copy and move objects, and use the Recycle Bin are also included.

### **Course Objectives:**

- Identify and work with the standard features of the Windows XP environment
- Customize your Windows environment
- Create and manage multiple files and folders
- Cut, copy, and paste folders
- Add printers
- Share files
- Back up and restore files
- Maintain a clean hard drive

## **Computer Survival Skills** CT 03

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

### **Course Description:**

Become familiar with some of the basic components of Windows so Microsoft Windows 2000 Professional can be used effectively. This class shows students how to start up Windows and takes them on a brief tour of some of the important features of the application.

### **Course Objectives:**

- Use the desktop
- Work with menus, shortcuts, and dialog boxes
- Work with multiple windows and their components
- Manage files and folders

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## Hitting the Road with Your Computer CT 04

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

### Course Description:

This course is designed to help employees who travel for business understand the resources available to them. This includes: how to connect to the Wagner network, Internet, files, email and voicemail. It also provides contact information for when problems occur while away from the office.

### Course Objectives:

- Understand what to do before you leave the office
- Learn what features are available online and offline
- Connect to the network at Wagner Equipment Co. as well as hotels and airports
- Understand the security features to be used while traveling
- Understand differences between dial-up, high speed, and wireless connections
- Know who to call for help

## Productivity Tips & Tricks CT 07

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 14, CT 101, and CT 201

**Instructor(s):** Amy Shelly

### Course Description:

This course introduces the user to additional computer shortcuts, tips, and tricks for Windows, Word, Excel, and Lotus Notes. Students obtain a better overall understanding of computers, how to use them more effectively, and how to work more efficiently using the productivity techniques presented.

### Course Objectives:

- Understand and use Windows based productivity shortcuts
- Understand and use productivity shortcuts specific to Excel
- Understand and use Word productivity shortcuts
- Understand and use productivity tools in Lotus Notes

## Introduction to Lotus Notes 8.0 Email CT 14

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly, Nichol Howell, Cindy McNaul

### Course Description:

Lotus Notes 8.0 email is a powerful communication tool with extensive features that save time. This class introduces the email tool and all of its capabilities.

### Course Objectives:

- Understand the new features of Lotus Notes 8.0
- Send and respond to email
- Work with attachments
- Manage the address book
- Create, use, and delete folders
- Apply custom settings to the Lotus Notes environment

## Introduction to Lotus Notes 8.0 Calendar CT 15

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

### Course Description:

Lotus Notes calendar is a powerful time management tool with many useful planning tools. This class introduces the calendar tool and all of its functions.

### Course Objectives:

- Understand the new features of Lotus Notes 8.0
- Apply custom settings to the Lotus Notes environment
- Check schedules and availability of coworkers
- Use the calendar to schedule meetings
- Reserve conference rooms and resources

## Lotus Notes Tips & Tricks

### CT 16

Length: 4 hours (.5 day)

**Prerequisite(s):** CT 14 and CT 15

**Instructor(s):** Amy Shelly

#### **Course Description:**

There are many powerful tricks that can increase efficiency and productivity when using your Lotus Notes 8.0 email and calendar. This workshop introduces you to shortcuts and functionality that make managing the email and calendar applications much easier.

#### **Course Objectives:**

- Use the “Mark as Unread” feature to help manage emails
- Use different views
- Apply custom settings to the Lotus Notes environment
- Create and use “Stationary” as email templates
- Use the “Copy to Calendar” function to reduce calendar entry time
- Learn to quickly search for content in email folders or inbox
- Archive emails
- Use your personal address book to its full functionality

## Microsoft Word Level 1

### CT 101

Length: 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

#### **Course Description:**

Microsoft Word is a proven and powerful word processing application for creating, revising, and saving documents for printing and future retrieval. This course is the first in a series of three Microsoft Word courses. It provides students with the basic concepts required to produce common business documents as well as the opportunity to apply them.

#### **Course Objectives:**

- Create a simple document
- Format documents
- Make changes to an existing document using a variety of editing techniques
- Format paragraph and character line spacing, indents, and borders

## Microsoft Word Level 2

### CT 102

Length: 4 hours (.5 day)

**Prerequisite(s):** CT 101

**Instructor(s):** Amy Shelly

#### **Course Description:**

This course builds on skills introduced in the Microsoft Word Level 1 class. Students learn more advanced features of Word to help with creating, maintaining, and enhancing documents.

#### **Course Objectives:**

- Create and modify columns within a document
- Create templates
- Work with tables
- Insert images

## Microsoft Word Level 3

### CT 103

Length: 4 hours (.5 day)

**Prerequisite(s):** CT 102

**Instructor(s):** Amy Shelly

#### **Course Description:**

This course is a continuation of Microsoft Word Level 2. More advanced functionality is presented to help students design and deliver professional templates and documents.

#### **Course Objectives:**

- Create and protect forms
- Use document references
- Use customer headers and footers
- Create and modify a table of contents

# Computer Training Classes

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## Microsoft Word Tips & Tricks

CT 104

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 101

**Instructor(s):** Amy Shelly

**Course Description:**

This class provides time-saving tips and tricks for creating professional looking documents using Microsoft Word.

**Course Objectives:**

- Use symbols and special characters
- Use and modify the dictionary and thesaurus
- Sort lists of information
- Use and modify the AutoCorrect features
- Use the Track Changes features
- Protect documents
- Split screens

## Microsoft Excel Level 1

CT 201

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

**Course Description:**

This course gives students the skills to create, edit, format, and print basic worksheets and charts in Excel.

**Course Objectives:**

- Navigate the Excel environment
- Edit spreadsheets
- Perform basic formulas
- Format spreadsheets

## Microsoft Excel Level 2

CT 202

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 201

**Instructor(s):** Amy Shelly

**Course Description:**

This class is a continuation of Microsoft Excel Level 1. The class reviews and elaborates on writing formulas, including 3-D formulas and formulas using absolute values. Learn to create and use templates to make work processes more efficient.

**Course Objectives:**

- Work with multiple sheets
- Add borders and advanced formatting
- Work with advanced formulas
- Work with charts and graphs

## Microsoft Excel Level 3

CT 203

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 202

**Instructor(s):** Amy Shelly

**Course Description:**

This course expands upon the skills learned in the Excel 2002 Level 1 and 2 courses and provides students an opportunity to work with more advanced features of Excel. These advanced features include templates, sorting and filtering, importing and exporting, advanced formulas, analysis tools, and collaboration.

**Course Objectives:**

- Create templates
- Sort and filter data
- Import and export data
- Analyze data

## Microsoft Excel Tips & Tricks

CT 204

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 201

**Instructor(s):** Amy Shelly

### Course Description:

This class presents Excel 2002 users with many shortcuts and techniques to save time and increase productivity. Students learn hundreds of useful tips (many of them do not appear in standard courseware) that help them achieve immediate productivity gains.

### Course Objectives:

- Use new navigation and selection shortcuts
- Use data entry and editing tips and shortcuts
- Use a variety of operations shortcuts
- Chart data using lesser-known charting tips and shortcuts
- Use the keyboard to save time doing common functions
- Use time-saving formatting techniques to create functional, professional spreadsheets

## Microsoft Excel PivotTables

CT 206

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 201

**Instructor(s):** Amy Shelly

### Course Description:

This class provides dozens of techniques and tips for using Excel's most powerful analytical tool. Learn how to summarize voluminous data in concise tables that reveal the relationship between data categories. PivotTables present new creative opportunities for data analysis and are ideal for presentations and reports.

### Course Objectives:

- Create a data sheet
- Create PivotTables
- Modify PivotTables
- Use PivotTable data to create charts

## Create a New Excel Spreadsheet

CT 210

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

### Course Description:

This course introduces the user to Excel and provides instruction on how to build a new spreadsheet. Students learn the Excel environment and how to set up a spreadsheet so that it is visually appealing to others.

### Course Objectives:

- Create a new spreadsheet
- Understand and work within a workbook
- Format a spreadsheet
- Understand basic formulas

## Fun with Functions and Formulas

CT 211

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 201

**Instructor(s):** Amy Shelly

### Course Description:

Excel is a powerful tool that offers a wide variety of formulas and functions to make spreadsheets more interactive. Fun with Functions and Formulas will introduce the learner to additional formulas available in Excel.

### Course Objectives:

- Write VLookup Formulas
- Understand and use If Functions
- Create spreadsheets using advanced formulas
- Use Conditional Formatting

# Computer Training Classes

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## Microsoft PowerPoint Level 1 CT 301

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

### Course Description:

Welcome to the world of computerized desktop presentation. Microsoft PowerPoint 2002 is a feature-rich, easy-to-use program to create presentation slides that combine text, clip art, drawings, tables, charts, and graphs. In this course, students learn how to create, modify, and run a basic PowerPoint presentation.

### Course Objectives:

- Create a PowerPoint presentation
- Quickly change the order of slides
- Enter speaker's notes
- Use different templates and color schemes
- Insert tables and charts
- Work with handouts

## Microsoft PowerPoint Level 2 CT 302

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 301

**Instructor(s):** Amy Shelly

### Course Description:

This class is a continuation of the Microsoft PowerPoint Level 1 class and introduces the more advanced features of this amazing presentation tool. Learn to make presentations pop with a variety of images, sounds, videos, and more! Students also learn to narrate and automate presentations.

### Course Objectives:

- Deliver a presentation
- Create and customize PowerPoint templates
- Work with graphic and multimedia objects
- Work within the Slide Master and Notes Master views
- Apply animations
- Use hyperlinks

## Microsoft PowerPoint Tips & Tricks CT 303

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 301

**Instructor(s):** Amy Shelly

### Course Description:

Learn fast and efficient ways to produce presentations quickly. Learn to create life-like 3-D shapes and titles and create hyperlinks to web-sites and Excel and Word files. Learn all of the tips necessary to create, manipulate, and enhance drawing shapes (symbols, arrows, banners, stars, and flowcharts). Also learn various keystroke shortcuts for annotating slides and changing slide order during presentations.

### Course Objectives:

- Create 3-D shapes and titles
- Use a variety of techniques to create, manipulate, and enhance drawing shapes
- Use keystrokes as shortcuts

## Capture Your Audience: Media and PowerPoint CT 304

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 301

**Instructor(s):** Amy Shelly

### Course Description:

Videos, music, narration, and other media can be used to capture an audience's attention without overwhelming them. Learn how to use media to enhance PowerPoint presentations effectively.

### Course Objectives:

- Lay the foundation for a continuously running presentation
- Animate clip art
- Grab presentation viewers with morphing effects
- Narrate your presentation
- Use custom soundtracks

## **PowerPoint: Beyond Bullet Points** CT 305

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 301

**Instructor(s):** Amy Shelly

### **Course Description:**

If the audience's attention isn't captured in the first few moments of a presentation, there's a risk of losing their interest. Yet when it comes to Microsoft PowerPoint presentations, the first slides tend to have title slides with wording such as, "Overview," "Our Company," "Our Services," etc. This training provides tips and tricks for starting strong with PowerPoint every time by using the Beyond Bullet Points Approach. Discover how to use classical story elements to create dramatic suspense and to ensure that the beginning of the story sets the stage for an engaging presentation.

### **Course Objectives:**

- Understand the Beyond Bullet Points Approach
- Understand and use the storyboard template
- Choose a design style
- Bring your story to life

## **Microsoft Access Level 1** CT 401

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

### **Course Description:**

This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills needed to get started creating databases in Access and working with the data by using tables, queries, forms, and reports.

### **Course Objectives:**

- Define the purpose of and terminology associated with a relational database and Access objects
- Design a database
- Create tables to hold data and establish table relationships
- Modify the design of and work with data in tables

## **Microsoft Access Level 2** CT 402

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 401

**Instructor(s):** Amy Shelly

### **Course Description:**

Before attending this class, students should have the basic skills needed to design and create relational databases with Access. This course provides the next step by putting the power of database computing to work. Students will leave with many intermediate-level skills, particularly those related to creating more complex queries, customizing forms and reports, and broadening the availability of the data.

### **Course Objectives:**

- Enhance database designs
- Understand the principles of table relationships and referential integrity
- Integrate data with other applications
- Modify a table design to control data entry
- Find data with filters and queries

## **Microsoft Access Level 3** CT 403

**Length:** 4 hours (.5 day)

**Prerequisite(s):** CT 402

**Instructor(s):** Amy Shelly

### **Course Description:**

Previous training and use of Access has provided a solid foundation in the basic and intermediate skills for working in Access. This class provides the opportunity to extend knowledge into some of the more specialized and advanced capabilities.

### **Course Objectives:**

- Improperly structured data
- Perform summary operations on data
- Create macros to automate tasks
- Enhance forms and reports
- Use Access data in other Office applications

# Computer Training Classes

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## Self-Paced Typing Lab

CT 503

**Length:** Varies

**Prerequisite(s):** None

**Instructor(s):** Self-Paced

**Course Description:**

Participants learn to type at their pace, at their place. To take advantage of this opportunity, reserve the "Mavis Bacon Teaches Typing" program on CD by contacting Amy Shelly at WTI.

**Course Objectives:**

- Improve your typing speed
- Improve your typing accuracy

## DLMS for Learners

CT 800

**Length:** 2 hours (.25 day)

**Prerequisite(s):** None

**Instructor(s):** Amy Shelly

**Course Description:**

This course introduces the learner to the new CAT DLMS online learning system. Upon completion of the class, the participant will have access to the DLMS system so they can begin taking classes online.

**Course Objectives:**

- Enroll in DLMS classes
- Participate in online learning
- Review course history

## DLMS for Managers

CT 801

**Length:** 2 hours (.25 day)

**Prerequisite(s):** CT 800

**Instructor(s):** Amy Shelly

**Course Description:**

This course familiarizes managers with the DLMS online learning system.

**Course Objectives:**

- Assign courses to employees
- Review employee status for each class
- Review the status of any certifications
- Enroll employees in assessments
- Understand how to read assessment results
- How to work with WTI to create a Learning Plan based on assessment results

## DBS Service Workorders

DBS 01

**Length:** 8 hours (1 day)

**Prerequisite(s):** None

**Instructor(s):** Tammy Fields

**Course Description:**

This course provides a working knowledge and understanding of the DBS Workorder System. The course covers how to open a workorder header and segment and how to maintain workorders (adding labor and miscellaneous). Participants will also learn to run pro-forma and invoice workorders.

**Course Objectives:**

- Quote, open, maintain, close, and invoice workorders
- Use shortcuts to maneuver through DBS screens
- Review a workorder for closing
- Make adjustments to workorders
- Run pro-forma
- Invoice

## **DBS Antares and OTV**

### **DBS 02**

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Kathryn Sloan

#### **Course Description:**

This course is intended for parts counter, shipping and receiving, and any other personnel who work with the parts ordering process. This hands-on class provides the skills and information needed to improve job efficiency in the area of order tracking using Antares and OTV.

#### **Course Objectives:**

- Track their own order
- Find visibility of parts in OTV
- Get tracking information
- Find where parts are coming from

## **DBS Parts Ordering and Availability**

### **DBS 03**

**Length:** 4 hours (.5 day)

**Prerequisite(s):** None

**Instructor(s):** Kathryn Sloan

#### **Course Description:**

This course is intended for parts counter, shipping and receiving, and any other personnel who work with the parts ordering process. This hands-on class provides the skills and information needed to improve job efficiency in placing parts orders and understanding parts availability.

#### **Course Objectives:**

- Place parts orders using the WMS
- Understand parts availability
- Understand transaction codes