



# THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.

## Microsoft Office Application Training Computing Essentials for Employment

### Class Description:

Students with little or no computer experience will learn basic computer operations, how to navigate a Windows 10 computer, Fundamentals of Microsoft Word 2019, and how to use essential e-mail functions in a workplace environment.

### Enroll now for classes beginning:



### SCHEDULE

10 hours of training in 1 week.

Monday — Friday

**1/31 class:** 1 PM — 3 PM

**4/25 class:** 10 AM — 12 PM

**5/23 class:** 12:30 PM — 2:30 PM

*Available online or in-person*

### Led by Experienced MOS Specialist Master Instructor



### Program Description:

This is a beginning course to introduce students to the basics of operating a Microsoft Windows 10 computer and to gain confidence in using essential computer application software including Microsoft Word and e-mail. This class is a stepping stone for further training in Microsoft Office Applications such as Word, Excel, PowerPoint, and Outlook.

### Topics Covered

- >> Microsoft Windows 10
- >> Microsoft Word 2019
- >> Introduction to Keyboarding

### Expected Student Outcomes

- >> Achieve competency in Word 2019 basics
- >> Demonstrate ability to use essential e-mail functions in a work environment
- >> Demonstrate Excellent Attendance and Punctuality

**It's about employment and independence for people with disabilities. The rest is technology.**

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.  
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