



# 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.

**➤➤➤ NOW ENROLLING ➤➤➤**

**Available online or in-person**

Start Date	Time	Days	# of Weeks
11/28/22	1:30 PM — 3:30 PM	Monday — Friday	1

### 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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