



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 SUMMER CLASSES

Available online or in-person

Start Date	Time	Days	# of Weeks
8/1/22	8 AM — 10 AM	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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