



# 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  
11:00 a.m. — 1:00 p.m.

### **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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