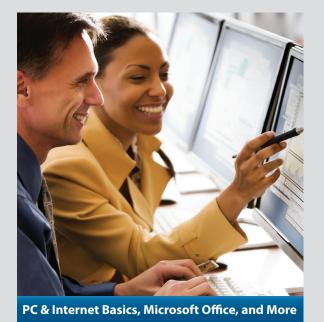# Computer Skills Center

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Get Started with Your Computer

Getting to Know Your Computer
- Computer Basics 1: Roles of Computers
- Computer Basics 2: Personal Computer

Using Your Desktop Applications
- Computer Basics 3: The Basics of Windows 7
- Computer Basics 4: Customizing Windows 7
- Computer Basics 5: Application Basics
- Computer Basics 6: Organizing Data
- Computer Basics 7: Web Browsing
- Computer Basics 8: Printing

Computer Safety and Maintenance
- Computer Basics 9: Maintenance and Security

Get Started with the Internet

Discover the Internet
- Internet Basics 1: What is the Internet?
- Internet Basics 2: Surfing the Internet
- Internet Basics 3: The Internet as a Search Tool
- Internet Basics 4: Using One-on-One Communications

Using Your Email
- Internet Basics 5: Email Etiquette

Social Media Tools
- Internet Basics 6: Branching Out Using the Internet
- Internet Basics 7: Understanding Social Networking
- Internet Basics 8: Using Web Tools

Internet Safety
- Internet Basics 9: Protecting Yourself Online

Popular Software Tools

Microsoft Access
- Access 2013 - Basic
- Access 2013 - Int.
- Access 2013 - Adv.
- Access 2010 - Basic
- Access 2010 - Int.
- Access 2010 - Adv.

Microsoft Excel
- Excel 2016 - Basic
- Excel 2016 - Int.
- Excel 2016 - Adv.
- Excel 2013 - Basic
- Excel 2013 - Int.
- Excel 2013 - Adv.
- Excel 2013 - What's New
- Excel 2010 - Basic
- Excel 2010 - Int.
- Excel 2010 - Adv.
- Excel 2010 - Expert
- Excel 2007 - Basic
- Excel 2007 - Int.
- Excel 2007 - Adv.

Microsoft OneDrive
- Introduction

Microsoft Outlook
- Outlook 2013 - Basic
- Outlook 2013 - Int.
- Outlook 2013 - Adv.
- Outlook 2013 - What's New
- Outlook 2010 - Basic
- Outlook 2010 - Int.
- Outlook 2010 - Adv.

Microsoft PowerPoint
- PowerPoint 2016
- PowerPoint 2013 - Basic
- PowerPoint 2013 - Int.
- PowerPoint 2013 - Adv.
- PowerPoint 2013 - What's New
- PowerPoint 2010 - Basic
- PowerPoint 2010 - Adv.
- PowerPoint 2007 - Basic
- PowerPoint 2007 - Adv.

Microsoft Project
- Project Pro 2013 - Basic
- Project Pro 2013 - Adv.
- Project Professional 2010 - Basic
- Project Professional 2010 - Adv.

Microsoft SharePoint
- SharePoint Designer 2010 - Basic
- SharePoint Designer 2010 - Adv.

Microsoft Visio
- Visio 2010 - Basic
- Visio 2010 - Int.
- Visio 2010 - Adv.

Microsoft Word
- Word 2016 - Basic
- Word 2016 - Int.
- Word 2016 - Adv.
- Word 2013 - Basic
- Word 2013 - Int.
- Word 2013 - Adv.
- Word 2013 - What's New
- Word 2010 - Basic
- Word 2010 - Int.
- Word 2010 - Adv.
- Word 2007 - Basic
- Word 2007 - Int.
- Word 2007 - Adv.

Learn Computer Graphics & Illustration

Adobe Illustrator
- Illustrator CS6 - Basic
- Illustrator CS6 - Adv.
- Illustrator CS5 - Basic
- Illustrator CS5 - Adv.

Adobe Photoshop
- Photoshop CS6 - Basic
- Photoshop CS6 - Adv.
- Photoshop CS5 - Basic
- Photoshop CS5 - Adv.

Understanding Your Operating System

Windows Operating Systems
- Microsoft Windows 7 - Basic
- Microsoft Windows 7 - Int.
- Microsoft Windows 7 - Adv.
- Microsoft Windows 8 - Basic
- Microsoft Windows 8 - Int.
- Microsoft Windows 8 - Adv.
- Microsoft Windows 10 - What's New
- Microsoft Windows 10 - Basic
- Microsoft Windows 10 - Int.
- Microsoft Windows 10 - Adv.

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