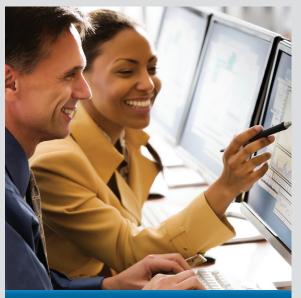
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# **Computer Skills Center**

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## **Computer Skills Center** Featured Resources

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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.

#### Access 2010 - Adv.

- **Microsoft Excel**
- 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 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 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.

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▶ Visio 2010 - Adv.

### **Microsoft Word**

Word 2013 - Basic

### • Word 2013 - Int.

- Word 2013 Adv.
- Word 2013 What's New
- Word 2010 Basic
- Word 2010 Int.
- Word 2010 Adv.
- ▶ Word 2008 for Mac Basic
- ▶ Word 2008 for Mac Adv.
- Word 2007 Basic
- Word 2007 Int.
- Word 2007 Adv.

Learn Computer Graphics & Illustration

### Adobe Illustrator

**Adobe Photoshop** 

Understanding

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

Photoshop CS6 - Basic

Photoshop CS6 - Adv.

Photoshop CS5 - Basic

Photoshop CS5 - Adv.

Your Operating System

Windows Operating Systems

Microsoft Windows XP - Basic

Microsoft Windows XP - Adv.

Microsoft Windows 7 - Basic

Microsoft Windows 7 - Int.

Microsoft Windows 7 - Adv.

Microsoft Windows 8 - Basic

Microsoft Windows 8 - Adv.

Microsoft Windows 10 - Basic

Microsoft Windows 10 - Int.

Microsoft Windows 10 - Adv.

Microsoft Windows 10 - What's New

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Microsoft Windows 8 - Int.