# TABLE OF CONTENTS

**COURSE ADMINISTRATION & REGISTRATION DETAILS** .......... 2

**COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Windows NT 4.0</td>
<td>4</td>
</tr>
<tr>
<td>WordPerfect for Beginners</td>
<td>5</td>
</tr>
<tr>
<td>Advanced WordPerfect</td>
<td>6</td>
</tr>
<tr>
<td>Upgrading to WordPerfect 2000</td>
<td>7-8</td>
</tr>
<tr>
<td>Quattro Pro 6.0/8.0/9.0</td>
<td>9</td>
</tr>
<tr>
<td>Presentations 8.0/9.0(2000)</td>
<td>10-11</td>
</tr>
<tr>
<td>Internet 3.0/4.X</td>
<td>12-13</td>
</tr>
<tr>
<td>Microsoft Excel ‘97 (Beginner)</td>
<td>14-15</td>
</tr>
<tr>
<td>Groupwise 5.5</td>
<td>16-17</td>
</tr>
</tbody>
</table>

**COURSES ON DEMAND** ............................................. 18

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word 2000 (Beginner)</td>
<td>19-20</td>
</tr>
<tr>
<td>Microsoft Word ‘97</td>
<td>21-22</td>
</tr>
<tr>
<td>Microsoft Excel 2000 (Beginner)</td>
<td>23-24</td>
</tr>
<tr>
<td>Microsoft Access 2000</td>
<td>25-26</td>
</tr>
<tr>
<td>Microsoft Windows ‘95/98</td>
<td>27</td>
</tr>
<tr>
<td>WordPerfect for Windows (Beginner)</td>
<td>28-29</td>
</tr>
<tr>
<td>WordPerfect for Windows (Advanced)</td>
<td>30</td>
</tr>
<tr>
<td>Microsoft PowerPoint 2000 (Beginner)</td>
<td>31-32</td>
</tr>
<tr>
<td>PowerPoint ‘97</td>
<td>33</td>
</tr>
<tr>
<td>Microsoft Project ‘98</td>
<td>34-35</td>
</tr>
<tr>
<td>Microsoft Excel ‘97 (Advanced)</td>
<td>36-37</td>
</tr>
<tr>
<td>Lotus 1-2-3 for Windows (Advanced)</td>
<td>38</td>
</tr>
<tr>
<td>NT Administrator Basic Functions</td>
<td>39</td>
</tr>
</tbody>
</table>

**COURSE QUESTIONNAIRE** ........................................ 41

(Please fill out one questionnaire for each course)
COURSE ADMINISTRATION AND REGISTRATION DETAILS

Given geographic concerns, accessibility to service and travel costs, The Learning Centre has awarded tenders to Vendors who can service specific areas in the Province. Employees in these regions are encouraged to use these Vendors for their convenience. If, however, the local Vendor does not offer a desired course, then employees will be able to take the course through another Vendor elsewhere who does.

This manual provides descriptions of the courses available through the identified Vendor, the registration process required and the costs of each course.

It is important to note that the registration process has been changed. Beginning immediately all applications for computer training are to be forwarded directly to the vendor. The vendor will notify the applicant directly with the details of course date and location when a minimum of 4 students have applied for that particular course.

Application Process:

1. The application form (see the last page of this manual) is to be signed by your supervisor and the departmental coordinator.

2. All applications for training are to be forwarded directly to either:

   Career Skills
   16 Garfield Street
   Charlottetown, PEI
   CIA 4B4

   Montague Computer
   50 Main Street North
   Montague, PEI
   COA 1RO

   (Applications for S’Side Office to be sent to Ch’Town.)

3. When a minimum of 4 applications have been received by the vendor for a particular course, the vendor will send a confirmation letter providing the details of your course, its date(s), times, and location.

4. At the completion of your course your employee training profile will be updated by the Learning Centre when notification is received from the Vendor.

5. Course Evaluation forms (provided with the course confirmation letters) are to be completed and forwarded directly to the computer training coordinators.

6. The Vendor will invoice the department directly.

Cancellation Policy:

Participants who cancel within 5 working days of the course date will be billed 100% of the course cost unless a replacement is found.
COURSES
MICROSOFT WINDOWS NT 4.0

Particulars:
C Training to be provided at vendor's site
C 1 PC with hard disk, mouse and access to a printer to be available for each student
C Minimum 6 hours instruction time in a 1 day session
C Minimum of 4 students per instructor

Course Content:
- Explanation of the new Windows NT 4.0 concept
- Understanding and using a mouse
- Overview of the revolutionized Desktop
- Sizing, arranging and scrolling windows
- Using the HELP features (Buttons, Menus)
- Working with the new Desktop, Start Button and Desktop icons
- Working with the Control Panel (Customizing)
- Working with the Windows NT Explorer (Drive, Directories, Desktop icons & shortcuts, customizing the Start Menu, etc.)
- Copy, cut and paste files from one object to another
- Perform basic disk management/maintenance
- The importance of the Recycle Bin
- Using other features (i.e. Notepad, Wordpad, Clipboard Viewer, Paint, Calendar, Calculator, My Computer, Network Neighbourhood)
- Ways of moving from one window to another

Results Expected (Students will be able to):
- Understand and use Windows and be aware of how it differs from a DOS environment
- Understand and use a mouse
- Access and use application software within the Windows NT environment
- Relate training to their particular use of a microcomputer

Vendors & Costs:
- Career Skills
  - Career Skills
  - 6 Kensington Road
  - 290 Water St.
  - Summerside, PE
  - C1N 4Y8
  - $75.00
- Montague Computer
  - Montague Computer
  - 50 Main Street North
  - Montague, PE
  - C0A 1R0
  - $95.00
WORDPERFECT FOR BEGINNERS

Version: 8.0/9.0(2000)

Particulars:
- Training to be provided at Vendor’s site
- 1 PC with hard disk, mouse and access to a printer to be provided for each student
- Minimum 12 hours instruction time in 2 day session
- Minimum of 4 students per instructor

Prerequisite: Students should understand the basics of Windows NT or Windows 95/98 and must know how to use a mouse.

Course Content:
C Overview of how WordPerfect is structured (i.e. Tool Bar, Property Bar, Application Bar, guidelines, menu paths, function keys, help, Shadow cursor, Autoscroll, etc.)
C File naming conventions
C Common office uses:
  - Create and edit documents
  - Text enhancements (bold, underline, italic, change fonts)
  - Move, copy, cut, paste, insert and delete text
  - Margins and tabs - change
  - Change system defaults
  - Find and replace
  - Spell check
  - Use the Thesaurus
  - Grammar
  - View documents and reveal codes
  - Print options (portrait/landscape mode, Print Preview)
  - Create and print labels and envelopes
  - Create simple tables and columns (if time permits)

Results Expected (Students will be able to):
C Create, edit, enhance and print documents
C Create, edit and print labels and envelopes
C Use selected features of WordPerfect (Spell Checker, Thesaurus, view)
C Edit documents to correct unwanted code/features
C Relate training to their particular application of word processing
C Create documents with simple tables and columns (if time permits)

Vendors & Costs:

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Career Skills</th>
<th>Career Skills</th>
<th>Montague Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>46 Kensington Road</td>
<td>290 Water St.</td>
<td>50 Main Street North</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>Montague, PE</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>C0A 1R0</td>
</tr>
<tr>
<td>Price</td>
<td>$175.00</td>
<td>$175.00</td>
<td>$195.00</td>
</tr>
</tbody>
</table>
WORDPERFECT FOR WINDOWS (ADVANCED)

Version: 8.0/9.0(2000)

Particulars:
C Training to be provided at vendor's site
C 1 PC with hard disk, mouse and access to a printer to be available for each student
C Minimum 12 hours instruction time in a 2 day session
C Minimum of 4 students per instructor

Prerequisite: WordPerfect (Beginner) or equivalent experience.

Course Content:

C Advanced features including
  - Customize your Setup
  - QuickFinder
  - QuickCorrect
  - Make-It-Fit
  - Columns and tables
  - Work with multiple documents
  - Mailmerge (data file, form file output file, labels, envelope mailmerge)
  - Macros
  - Create and use Templates
  - Sort text
  - Insert/format spreadsheets into a word processing document

Results Expected (Students will be able to):

C Use such features as QuickCorrect, QuickFinder, Make-It-Fit, and Sort
C Create and work with tables and columns
C Create and edit templates
C Move and copy text between two or more documents
C Create and use Macros
C Create Mailmerged documents
C Relate training to their particular application of word processing.

Vendors & Costs::

Career Skills  Career Skills  Montague Computer
46 Kensington Road  290 Water St.  50 Main Street North
Charlottetown, PE  Summerside, PE  Montague, PE
C1A 8C3           C1N 4Y8     C0A 1R0
$130.00           $130.00    $150.00
UPGRADING TO WORDPERFECT 2000

Version: 2000 (9)

Particulars:
• Training to be provided at vendor’s site
• 1 PC with hard disk, mouse and access to a printer to be available for each student
• Minimum 6 hours instruction time in a 1 day session
• Minimum of 4 students per instructor

Prerequisite: Students must have used WordPerfect 6, 7 or 8 extensively and be very familiar with WordPerfect as this course is designed to show users what is new and/or different in WordPerfect 2000.

Course Content:
C Explanation of Menu Restructuring to improve access to frequently used features with a standardized menu for all Corel Suite products.
C Explanation of the “Property Bar” which replaces the “Power Bar” and how it adapts depending on the task at hand.
C Customizing the “Tool Bar” and the “Property Bar.”
C Use of the “Application Bar” which replaces the Status Bar to switch between documents.
C “Save” and “Save As” Options (File type, embed fonts)
C File naming conventions - caution as many networks have not been upgraded to use long file names yet.
C New Features including:
  - Tab Set Marker
  - Shadow Cursor
  - Autoscroll
  - Spell-As-You-Go
  - Grammar-As-You-Go
  - Prompt-As-You-Go
  - Corel Versions
  - Drawing Layer
  - Real Time Preview
  - Skewed Table Cells
  - Block Make-It-Fit
  - Enhanced New Shapes
  - Print Preview with In-Place Editing
  - Open Several Documents at one time
What is different?
- Perfect Expert replaces Coaches
- Find and Advanced Find
- Symbols replace Character Sets
- Templates which need conversion

Results Expected (Students will be able to):
- Understand the WordPerfect 2000 environment
- Utilize most of WordPerfect 2000's new features as needed
- Create, edit, and print documents
- Adapt to using WordPerfect 2000 with few frustrations
- Relate training to their particular application of word processing

Vendors & Costs::

Career Skills  Career Skills
46 Kensington Road  290 Water St.
Charlottetown, PE  Summerside, PE
C1A 8C3  C1N 4Y8
$100.00  $100.00
QUATTRO PRO

Version: 6.0/8.0/9.0

Particulars:
C Training to be provided at vendor's site
C 1 PC with hard disk, mouse and access to a printer to be available for each student
C Minimum 12 hours instruction time in a 2 day session
C Minimum of 4 students per instructor

Prerequisite: Students should understand the basics of Windows - experience with using the mouse

Course Content:
C Review of Windows and mouse basics and relating to Quattro Pro
C How Quattro Pro is structured (i.e. menu, function keys, help, file naming conventions, etc.)
C Use of the button bar, shortcut keys and HELP facility
C Spreadsheet creation and editing
C Four types of entries
C Printing, Print preview and Page setup
C Coping, Moving, Printing and Naming ranges
C Inserting/Deleting Rows and Columns
C How to work with Styles, Alignments, Block Properties and changing Column widths
C Basic Statistical functions such as - @sum, @avg, @min, @max, @std, @var, @pmt, @int, @mod, @if, @vlookup
C Creating and using graphs
C Spreadsheet efficiency such as Locking titles, Panes, Multiple notebook pages, Group Mode and defining and using Series
C Group Mode and defining and using Series
C Coping between pages and files as well as adding numbers across pages
C Practical application on based on a student’s on-the-job sample

Results Expected (Students will be able to):
C Have a basic understanding of how to open, close and save documents. They should also be able to understand what a spreadsheet is and how to make graphs

Vendors & Costs:

<table>
<thead>
<tr>
<th>Career Skills</th>
<th>Career Skills</th>
<th>Montague Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 Kensington Road</td>
<td>290 Water St.</td>
<td>50 Main Street North</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>Montague, PE</td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>C0A 1R0</td>
</tr>
<tr>
<td>$130.00</td>
<td>$130.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
PRESENTATIONS

Version: 8.0/9.0(2000)

Particulars:
C Training to be provided at vendor's site
C 1 PC with hard disk, mouse and access to a printer to be available for each student
C Minimum 12 hours instruction time in a 2 day session
C Minimum of 4 students per instructor

Prerequisite: Students should understand the basics of Windows - experience with using a mouse

Course Content:
C Overview of Presentations (i.e. Menu Bar, Tool Bar, Property Bar, Application Bar, Slide Navigation Tabs, Slide View Tabs, Drawing Window, Perfect Expert)
C Create a drawing or graphic and save to WordPerfect format
C Create and print a Banner
C Create, Run and Print a Slide Show applying common presentation features:
  - Title Slides
  - Bullet Slides
  - Text Slides
  - Organization Charts
  - Data Slides
  - Combination Slides
  - Graphics
  - Drawing Tools
  - Graphs
  - Text Art
  - Spell Check, Grammar, Thesaurus
  - Edit and Reorder slides
  - Animation
  - QuickLinks/SpeedLinks
C Slide Outliner
C Speaker Notes
C Customize Slide Show for several Audiences
C Import Spreadsheet Data
C Show on the Go
Results Expected (Students will be able to):
- Create, edit, run and print a slide show with speaker notes
- Be knowledgeable of Presentations and its capabilities
- Import data from spreadsheets into their presentation
- Relate training to their particular application of Presentations

Vendors & Costs:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Career Skills</th>
<th>Montague Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>Career Skills</td>
<td>Montague Computer</td>
</tr>
<tr>
<td>46 Kensington Road</td>
<td>290 Water St.</td>
<td>50 Main Street North</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>Montague, PE</td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>C0A 1R0</td>
</tr>
<tr>
<td>$130.00</td>
<td>$130.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
INTERNET

Version: 3.0\4.X

Particulars:
C  Training to be provided at vendor's site
C  1 PC with hard disk, and access to a printer to be available for each student
C  Minimum 6 hours instruction time in a 1 day session
C  Minimum of 4 students per instructor

Prerequisite: Students should understand the basics of Windows- Mouse experience

Course Content:
C  Brief explanation of the 3 different types of Internet accounts in government.
C  Brief explanation of the Dial in Process (Only if users with Dial In Accounts)
C  Brief explanation of the difference between e-mail with GroupWise accounts on a network and those with Internet dial in accounts
C  How do you locate an e-mail address for a person or company?
C  What is the World Wide Web (WWW)?
C  What is Netscape Browser?
- Using Netscape
C  Using Bookmarks
  - marking, sorting, editing, deleting, folders
C  Search Engines and Web Guides
  - What are they?
  - Yahoo, Yahoo Canada, Web Crawler, Net Search, Lycos, Infoseek, Alta Vista, Staring Point, Search.com, Excite, Magellan, etc.
  - Which one should you use for different types of tasks?
C  Internet Training Guides on the Web
C  Newsgroups
  - What are they?
  - What is the value of the a newsgroup?
  - Finding relevant newsgroups.
  - Subscribing, managing, netiquette
C  List serves
  - What are they?
  - Of what value are they?
  - Subscribing, managing, netiquette
C  Useful Sites e.g. Canada Post (Postal Code Look Up), Canada 411, Statistics Canada, National Defence, RCMP, Government of Canada, Air, Canadian Airlines, Banks, Universities, etc.
C  Short Cut Keys
  - ALT + TAB (To toggle between programs)
  - CTRL + C (Copies blocked information into clipboard)
- SHIFT + INSERT (Paste information from the clipboard)

Using selected text from the Internet
- Printing
- Copy into WordPerfect

Warnings about use of the Internet
- Tracking systems, Credit Cards, secure sites, Viruses, Netiquette.

**Results Expected (Students will be able to):**

Relate training to their particular application of Internet.

**Vendors & Costs:**

<table>
<thead>
<tr>
<th>Career Skills</th>
<th>Career Skills</th>
<th>Montague Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 Kensington Road</td>
<td>290 Water St.</td>
<td>50 Main Street North</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>Montague, PE</td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>C0A 1R0</td>
</tr>
<tr>
<td>$75.00</td>
<td>$75.00</td>
<td>$95.00</td>
</tr>
</tbody>
</table>
MICROSOFT EXCEL ‘97 (BEGINNER)

Particulars:
- Training to be provided at vendor's site
- 1 PC with hard disk, and access to a printer to be available for each student
- Minimum 12 hours instruction time in a 2 day session
- Minimum of 4 students per instructor

Prerequisite: Students should understand the basics of Windows- Mouse experience

Course Content:

- Introduction
  - Brief overview of Windows and Peripherals
  - Course objectives

- Getting Started
  - Review of basic Windows procedures
  - Using the mouse
  - Starting Excel
  - Using the pull down menus
  - Using the help system

- Basic Spreadsheet Operation
  - Moving through the worksheet using mouse and keyboard
  - Values, labels, formulas, and functions
  - Mode indicators
  - Saving the worksheet

- Formulas
  - Order of operations
  - Basic formulas

- Built in Excel Functions
  - Types of functions
  - Using functions in a formula
  - Typing method vs pasting functions
  - Correcting formula errors

- Editing Worksheets
  - Erasing cells
  - Moving cells
  - Copying cells
  - Copying formulas
- Extending entries using fill
- Relative cell addressing
- Inserting and deleting rows and columns

C Changing the Worksheet Appearance
- Changing column width
- Value and label formats
- Adding print enhancements

C Charts
- Types of graphs available
- Creating a simple chart
- Enhancing a chart

C Printing
- Selecting a print range
- Previewing

Vendors & Costs:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>City</th>
<th>Province</th>
<th>Zip Code</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>46 Kensington Rd.</td>
<td>Charlottetown</td>
<td>PE</td>
<td>C1A 8C3</td>
<td>$130</td>
</tr>
<tr>
<td>Career Skills</td>
<td>290 Water St.</td>
<td>Summerside</td>
<td>PE</td>
<td>C1N 4Y8</td>
<td>$130</td>
</tr>
<tr>
<td>Montague Computer</td>
<td>50 Main St. North</td>
<td>Montague</td>
<td>PE</td>
<td>C0A 1R0</td>
<td>$150</td>
</tr>
</tbody>
</table>

$130.00 $130.00 $150.00
GROUPWISE

Version: 5.5 (32 Byte Client)

Particulars:
C Training to be provided at vendor's site
C 1 PC with hard disk, mouse and access to a printer to be available for each student
C Minimum 6 hours instruction time in a 1 day session
C Minimum of 4 students per instructor

Prerequisite: Students should understand the basics of Windows-Mouse experience.

Course Content:
C Discuss the new look and how it differs from Groupwise 4 and 5
C The Button bar - View
C The Address Book - Public Groups, Personal Groups, frequent contacts
C Send - New mail, appointments, tasks, notes, phone messages
C Using Groupwise to Send Internet Mail, saving Internet addresses
C Resend
C Forward
C The Spell Checker
C Attachments - Sending, saving, opening, printing
   - Within Groupwise
   - Within WordPerfect
C Mail Box
C Sent Items
C Work in Progress
C Undelete an item from Sent Items or Mail Box
C Managing mail using Folders.
C Discuss shared folders.
C Look at proxies.
C Using the Scheduler and the Busy Search
   - Scheduling, accepting, declining
C Client server connection and what you need to get your e-mail from anywhere.
C My Calendar
C E-Mail Cleanup, Trash, Folders, Archive, and Save As
C E-mail Etiquette
C Rules
   - What are they?
   - When and where would you use them?
   - How do I use them?
Results Expected (Students will be able to):

C Students should have a basic understanding of how Groupwise works. Using their Groupwise product they should be able to create and delete folders. Create and delete items, they should have an understanding of how they undo the trash, move items from and to folders, how to open the mail box and the sent items box and how to share folders and establish proxies.

Vendors & Costs::

<table>
<thead>
<tr>
<th>Career Skills</th>
<th>Career Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 Kensington Road</td>
<td>290 Water St.</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
</tr>
<tr>
<td>$75.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
COURSES ON DEMAND
MICROSOFT WORD 2000 (BEGINNER)

Particulars:
- Training to be provided at Vendor’s site
- 1 PC with hard disk, mouse and access to a printer to be available for each student
- Minimum 12 hours instruction time in a 2 day session
- Minimum of 4 students per instructor
- Course to be scheduled by Vendor when minimum of 4 students submit a request

Prerequisite: Students should understand the basics of Windows - and must know how to use a mouse.

Course Content:

- The Basics of Word
  - overview
  - the Word 2000 screen
  - basic typing and editing

- Formatting Text:
  - selecting text
  - editing text
  - character formatting
  - paragraph alignment

- Setting Tabs and Printing
  - setting tabs
  - customizing the view
  - adjusting the zoom
  - printing documents
  - changing the paper size
  - formatting documents
  - setting margins
  - controlling the text flow
  - setting line spacing
  - indenting paragraphs
  - bullets and numbering
  - automatic page numbering
  - special characters

- Proofing your Documents
  - spelling and grammar
  - the Thesaurus
  - automatic typing
- the find and replace feature
- go to and browse object

- Productivity Tools
  - managing your files
  - document properties
  - sending a Word document via e-mail
  - printing envelopes and labels

Results Expected (Students will be able to)
- Create, edit and print documents as well as in WordPerfect
- Convert WordPerfect or Word documents from one to another
- Use many features of Word as noted above
- Relate training to previous use of word processing and adapt to Word for their present needs.

Vendors & Costs:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Address</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>Charlottetown, PE</td>
<td>46 Kensington Road</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>Career Skills</td>
<td>Summerside, PE</td>
<td>290 Water St.</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>Montague Computer</td>
<td>Montague, PE</td>
<td>50 Main Street North</td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>
MICROSOFT WORD ’97

Particulars:

Training to be provided at vendor’s site
   1 PC with hard disk, mouse and access to a printer to be available for each student
   Minimum 12 hours instruction time in a 2 day session
   Minimum of 4 students per instructor
   Course to be scheduled by the Vendor when minimum of 4 students require training

Prerequisite:
   This course is designed primarily for users who already know WordPerfect but need
to use Word. You must have had prior experience with a word processing package.
   This is not a beginner course.

Course Content:
   • Overview of Microsoft Word 97 structure and layout
   • Document naming
   • Open, creating, editing and saving documents
   • Document navigation
   • Text enhancements (bold, underline, italics, fonts)
   • Move, cut, copy, paste, insert and delete
   • Margins, tabs, page breaks, page size and orientation
   • Formatting (paragraph, justification, indent, hanging indent, numbered and bulleted lists)
   • Correcting (undo, redo, autoformat, autocorrect)
   • Search and replace
   • Spell check, grammar and Thesaurus
   • Preview and Print documents
   • Simple tables
   • Columns
   • Headers and footers
   • Working with more than one document at the same time
   • Show or hide nonprinting characters (reveal codes)
   • Converting documents from WordPerfect
   • Creating Mailing Lists & Merging
   • Envelopes

Results Expected (Students will be able to):
   • Create, edit and print documents as well as in WordPerfect
   • Convert WordPerfect or Word documents from one to another
   • Use many features of Microsoft Word 97 as noted above
   • Relate training to previous use of word processing and adapt to Word for their
     present needs.
### Vendors & Costs:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>City</th>
<th>Province</th>
<th>Zip Code</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>46 Kensington Road</td>
<td>Charlottetown</td>
<td>PE</td>
<td>C1A 8C3</td>
<td>$130.00</td>
</tr>
<tr>
<td>Career Skills</td>
<td>290 Water St.</td>
<td>Summerside</td>
<td>PE</td>
<td>C1N 4Y8</td>
<td>$130.00</td>
</tr>
<tr>
<td>Montague Computer</td>
<td>50 Main Street North</td>
<td>Montague</td>
<td>PE</td>
<td>C0A 1R0</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
MICROSOFT EXCEL 2000 (BEGINNER)

Particulars:

Training to be provided at vendor’s site
1 PC with hard disk, mouse and access to a printer to be available for each student
Minimum 12 hours instruction time in a 2 day session
Minimum of 4 students per instructor
Course to be scheduled by the Vendor when minimum of 4 students submit a request

Prerequisite:

Students should have the basics of Windows with experience using a mouse

Course Content:

• Introduction
  - overview
  - introducing the Excel Worksheet
  - the toolbar
  - the document window
  - handling files
  - entering data in the worksheet

• Using the worksheet
  - editing cell contents
  - range selection
  - copying and moving data
  - column widths
  - autofit
  - inserting rows and columns
  - deleting rows, columns, and cells
  - using worksheets

• Formatting Worksheets
  - formatting a worksheet
  - autoformat

• Formulas and Functions
  - creating simple formulas
  - absolute and relative addresses
  - autocalculate
  - autocorrect
  - using the spell checker
• **Windows and Printing**
  - previewing the worksheet
  - adding page breaks
  - settings in page setup
  - printing the worksheet
  - working with Windows

• **Charts**
  - basic charting
  - selecting chart types
  - printing charts

**Vendors & Costs:**

<table>
<thead>
<tr>
<th>Career Skills</th>
<th>Career Skills</th>
<th>Montague Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 Kensington Road</td>
<td>290 Water St.</td>
<td>50 Main Street North</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>Montague, PE</td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>C0A 1R0</td>
</tr>
<tr>
<td>$130.00</td>
<td>$130.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
MICROSOFT ACCESS 2000

Particulars:

- Training to be provided at Vendor’s site
- 1 PC with hard disk, mouse and access to a printer to be available for each student
- Minimum 18 hours instruction time in 3 day session
- Minimum of 4 students per instructor
- Course to be scheduled by the Vendor when a minimum of 4 students submit a request

Prerequisite:

Students should understand the basics of Windows and have experience in using the mouse

Course Content:

- Database Introduction
  - overview
  - introduction of Access Window
  - creating a database with the Wizard
  - looking around Access
  - planning a database
  - creating a database manually
  - importing data into Access
  - maintaining Access

- Creating and Modifying Tables
  - creating tables in Access
  - creating a table using the Wizard
  - defining data types and properties
  - creating a table manually
  - internet links to Access
  - moving around in the table
  - restructuring tables
  - formatting tables
  - printing and distributing tables

- Data Manipulation
  - inserting and deleting records
  - changing data and undoing changes
  - copying existing
  - finding data
  - replacing data in multiple records
  - sorting records
- filtering records

• **Queries**
  - creating a simple query
  - adjusting the dynaset
  - selecting records
  - using multiple selection criteria
  - using the date operator
  - summary operators
  - printing and distributing queries

• **Advanced Table Design**
  - advanced field properties
  - lookup fields
  - establishing table relationships
  - using the table analyser
  - enforcing referential integrity
  - printing relationships

• **Forms and Reports**
  - creating a form
  - moving around in forms
  - modifying a form
  - calculated fields
  - creating a report
  - editing reports
  - creating mail labels
  - printing forms and reports

**Vendors & Costs:**

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Career Skills</th>
<th>Career Skills</th>
<th>Montague Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 Kensington Rd</td>
<td>290 Water St.</td>
<td>50 Main St.</td>
<td></td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>Montague, PE</td>
<td></td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>C0A 1R0</td>
<td></td>
</tr>
<tr>
<td>$175.00</td>
<td>$175.00</td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>
**MICROSOFT WINDOWS ’95/’98**

**Particulars:**
- Training to be provided at Vendor’s site
- 1 PC with hard disk, mouse and access to a printer to be available for each student
- Minimum 6 hours instruction time in a 1 day session
- Minimum of 4 students per instructor
- Course to be scheduled by the Vendor when minimum of 4 students submit a request

**Course Content:**
- Explanation of the new Windows ’95/’98 concept
- Understanding and using a mouse
- Overview of the revolutionized Desktop
- Sizing, arranging and scrolling windows
- Using the HELP features (Buttons, Menus)
- Working with the new Desktop, Start Button and Desktop icons
- Working with the Control Panel (Customizing)
- Working with the Windows Explorer (Drive, Directories, Desktop icons, etc.)
- Moving or copying files from one object to another
- Perform basic disk management/maintenance
- Using other features (i.e. Notepad, WordPad, Clipboard Viewer, Paint, Calendar, Calculator, Recycle Bin, My Computer)
- Ways of moving from one window to another

**Results Expected (Students will be able to):**
- Understand and use Windows and be aware of how it differs from a DOS environment
- Understand and use a mouse
- Access and use application software within the Windows environment
- Relate training to their particular use of a microcomputer

**Vendors & Costs::**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>46 Kensington Road</td>
<td>$75.00</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>$75.00</td>
</tr>
<tr>
<td>Career Skills</td>
<td>290 Water St.</td>
<td>$75.00</td>
</tr>
<tr>
<td>Summerside, PE</td>
<td>50 Main Street North</td>
<td>$95.00</td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>$75.00</td>
</tr>
<tr>
<td>Montague Computer</td>
<td>50 Main Street North</td>
<td>$95.00</td>
</tr>
<tr>
<td>Montague, PE</td>
<td>C0A 1R0</td>
<td>$95.00</td>
</tr>
</tbody>
</table>
WORDPERFECT FOR WINDOWS (BEGINNER)

Version: 6.1/7.0

Particulars:
Trainig to be provided at Vendor's site
1 PC with hard disk, mouse and access to a printer to be available for each student
Minimum 18 hours instruction time in a 3 day session
Minimum of 4 students per instructor
Course to be scheduled by the Vendor when minimum of 4 students submit a request

Prerequisite: Windows course or equivalent experience with windows

Course Content:
C Review of basic equipment operation and operating system commands applicable to WordPerfect for Windows
C Explanation of Windows concepts and how they relate to WordPerfect
C Understanding and using the mouse
C Review of Windows basics
C Accessing and exiting application software in Windows
C Overview of how WordPerfect is structured (i.e. menu paths, function keys, help, etc.)
C Using the Button bar, ruler and shortcut keys
C File naming conventions
C Cover all common office uses:
  - Creating and editing documents
  - Text enhancements (bold, underlining, print fonts)
C Review of basic equipment operation and operating system commands applicable to WordPerfect for Windows
C Explanation of Windows concepts and how they relate to WordPerfect
C Understanding and using the mouse
C Review of Windows basics
C Accessing and exiting application software in Windows
C Overview of how WordPerfect is structured (i.e. menu paths, function keys, help, etc.)
C Using the Button bar, ruler and shortcut keys
C File naming conventions
C Cover all common office uses:
  - Creating and editing documents
  - Text enhancements (bold, underlining, print fonts)
  - Move, copy, cut, paste, insert and delete text
  - Margins and tabs -changing from ruler bar
  - Changing system defaults
  - Search and replace
  - Spell checking
- Viewing documents and revealing codes
- Creating mailing lists and merging them into documents
- Printing options (include changing fonts for laser printers, landscape mode)
- Working with 2 document windows open (moving or coping text between the two)
- Creating simple tables
- Envelopes

**Results Expected (Students will be able to) :**

C  Operate a PC and printer
C  Understand the Windows environment
C  Utilize Windows to access application software and manage their files
C  Create, edit, and print documents
C  Create, sort and update mailing lists and print in report form
C  Take a document file and merge with a mailing list
C  Use selected features of WordPerfect (spell, list, view, merge)
C  Relate training to their particular application of word processing

**Vendors & Costs::**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>46 Kensington Road, Charlottetown, PE C1A 8C3</td>
<td>$175.00</td>
</tr>
<tr>
<td>Career Skills</td>
<td>290 Water St., Summerside, PE C1N 4Y8</td>
<td>$175.00</td>
</tr>
<tr>
<td>Montague Computer</td>
<td>50 Main Street North, Montague, PE C0A 1R0</td>
<td>$195.00</td>
</tr>
</tbody>
</table>
WORDPERFECT FOR WINDOWS (ADVANCED)

Version: 6.1/7.0

Particulars:
Training to be provided at Vendor's site
1 PC with hard disk, mouse and access to a printer to be available for each student
Minimum 12 hours instruction time in a 2 day session
Minimum of 4 students per instructor
Course to be scheduled by the Vendor when minimum of 4 students submit a request

Prerequisite: WordPerfect for Windows (Beginner) course or equivalent experience

Course Content:
C Review of basic equipment operation and operating system commands applicable to WordPerfect
C Review of basic commands
C Advanced features including:
  - Mailmerge (Primary/Secondary files)
  - Defining Macros
  - Keyboard Merges
  - Creating envelopes and labels
  - Sorting text
  - Columns and tables
  - Inserting/formatting Lotus 123 worksheets
  - Working with multiple documents
  - Thesaurus
  - Customize using Setup
  - What a template is - how to create one

Results Expected (Students will be able to):
C Operate a PC and printer
C Create, edit, and print labels and envelopes
C Create and work with tables and columns
C Create and use Macros/Keyboard merges
C Use advanced features of WordPerfect (Thesaurus, Mailmerge, Setup)
C Relate training to their particular application of word processing.

Costs:
C Course costs are to include all course materials
C Cost must be a fixed rate per student with any discount applied
MICROSOFT POWERPOINT 2000 (BEGINNER)

Particulars:
Training to be provided at Vendor's site
1 PC with hard disk, mouse and access to a printer to be available for each student
Minimum 12 hours instruction time in a 2 day session
Minimum of 4 students per instructor
Course to be scheduled by the Vendor when minimum of 4 students submit a request

Course Content:

• **Introduction:**
  - overview
  - creating a presentation
  - creating a new presentation
  - using the outline pane

• **Working with Slides:**
  - adding and deleting slides
  - selecting objects
  - formatting text
  - changing text alignment
  - entering bulleted information
  - setting tabs and indents
  - creating a text box
  - selecting and editing a master
  - changing slide order
  - changing slide layout and design
  - the proofing tools
  - using find and replace

• **Working with Visual Elements:**
  - creating objects
  - using the autoshapes menu
  - editing and adjusting objects
  - arranging objects
  - enhancing objects
  - using the autoshape command
  - using the format painter
  - customizing your slides

• **Working with Graphic and Tables:**
  - adding Graphics
  - using WordArt
- creating and using tables
- using a table slide
- importing text from Word
- copying slides from another presentation

• **Bringing it all Together:**
  - animate objects
  - rearranging the slides
  - printing the presentation
  - creating notes and handouts
  - adding special effects
  - viewing the slide show
  - using the annotation plan

• **Delivering Presentation:**
  - interactive presentations
  - hyperlinks
  - using the pack and go wizard
  - creating web pages
  - sending a presentation in an e-mail

**Vendors & Costs:**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>City</th>
<th>Province</th>
<th>Zip Code</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>46 Kensington Rd</td>
<td>Charlottetown</td>
<td>PE</td>
<td>C1A 8C3</td>
<td>$130.00</td>
</tr>
<tr>
<td>Career Skills</td>
<td>290 Water St.</td>
<td>Summerside</td>
<td>PE</td>
<td>C1N 4Y8</td>
<td>$130.00</td>
</tr>
<tr>
<td>Montague Computer</td>
<td>50 Main St. North</td>
<td>Montague</td>
<td>PE</td>
<td>C0A 1R0</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
POWERPOINT ‘97

Particulars:
- Training to be provided at Vendor’s site
- 1 PC with hard disk, mouse and access to a printer to be available for each student
- Minimum 12 hours instruction time in a 2 day session
- Minimum of 4 students per instructor
- Course to be scheduled by the Vendor when minimum of 4 students submit a request

Prerequisite: Students should understand the basics of Windows - mouse experience

Course Content:
- **Introduction:**
  - what is MS - PowerPoint
  - course objectives
  - computers and peripherals used in course
  - computer basics and etiquette
  - how to start MS PowerPoint
  - the MS PowerPoint Menu System
- **Drawing and Editing:**
  - selecting/moving/sizing/shaping objects
  - duplication objects
  - grouping/ungrouping objects
  - cut/copy/paste
  - saving/retrieving drawings
- **Quick Art:**
  - what is Quick Art
  - inserting Quick Art images
  - adding a figure to a category
  - importing Graphics
  - overlay text and Quick Art images
- **Text Editing:**
  - entering text
  - print enhancements
  - font choices
- **Data Chart Solutions**
- **Organizing Charts**
- **Slide Shows**
- **Printing and Output Solutions**

Vendors & Costs:
- Career Skills
  - 46 Kensington Road, Charlottetown, PE C1A 8C3
  - $130.00
- Career Skills
  - 290 Water St., Summerside, PE C1N 4Y8
  - $130.00
- Montague Computer
  - 50 Main Street North
  - Montague, PE C0A 1R0
  - $150.00
MICROSOFT PROJECT ‘98

Particulars:
- Training to be provided at Vendor’s site
- 1 PC with hard disk, mouse and access to a printer to be available for each student
- Minimum 12 hours instruction time in a 2 day session
- Minimum of 4 students per instructor
- Course to be scheduled by the Vendor when minimum of 4 students submit a request

Prerequisite: Students should understand the basics of Windows, mouse experience

Course Content:
- **Learning Project Basics:**
  - managing a project
  - recognizing management tools
  - starting Microsoft Project 98
  - using the interface
  - starting, saving and closing project
  - displaying and hiding toolbars
  - changing working hours
  - adding a non-working day
  - opening an existing project
  - existing Microsoft Project 98

- **Working with Tasks:**
  - working with durations
  - entering, editing and filtering tasks
  - entering milestone tasks
  - editing, viewing, hiding and editing recurring tasks

- **Making Adjustments to Tasks:**
  - linking and unlinking tasks
  - inserting, moving and deleting a task
  - changing task relationships
  - applying lag and lead time and constraints
  - entering a start or finish date

- **Outlining Tasks:**
  - outlining, indenting and outdenting tasks
  - collapsing and expanding an outline
  - linking summary tasks
  - viewing the WBS codes

- **Working with Views:**
  - working with and changing views
  - using a combination view
  - changing the view in a pane
  - formatting timescales, text, bars and gridlines
- zooming the timescale
- creating a formatting style
- printing a view

- **Working with Resources:**
  - creating resources: assigning resources to groups, a resource to a task and various resources to a task
  - removing a resource assignment
  - changing the task type
  - contouring a work assignment

- **Working with Calendars:**
  - using calendars
  - changing resource working hours
  - adding a non-working day for a resource
  - creating a base calendar
  - assigning a base calendar to resources and projects

- **Adjusting Resources**
  - addressing resource overallocation
  - reviewing resource usage
  - resolving conflicts by increasing units
  - levelling by entering a delay amount
  - clearing levelling
  - changing levelling to automatic
  - setting task level priority

- **Assigning Costs:**
  - defining costs
  - assigning standard and overtime rates, a cost per use to a resource, resource codes, a resource rate table, fixed resource costs and a fixed cost to a task.
  - selecting an accrual method
  - creating a resource rate table, viewing resource and task costs

**Results Expected**: (Students will be able to)
- This application assists users in project management planning, implementation and resources allocation.

**Vendors & Costs:**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>City</th>
<th>Province</th>
<th>Postal Code</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>46 Kensington Road</td>
<td>Charlottetown, PE</td>
<td>C1A 8C3</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>Montague Computer</td>
<td>290 Water St.</td>
<td>Summerside, PE</td>
<td>C1N 4Y8</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>50 Main Street North</td>
<td>Montague, PE</td>
<td>Montague, PE</td>
<td>C0A 1R0</td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>
MICROSOFT EXCEL ‘97 (ADVANCED)

Particulars:
C Training to be provided at vendor's site
C 1 PC with hard disk, and access to a printer to be available for each student
C Minimum 12 hours instruction time in a 2 day session
C Minimum of 4 students per instructor
C Course to be scheduled by the Vendor when minimum of 4 students require training

Prerequisite: Microsoft Excel ‘97 (Beginner) or equivalent experience.

Course Content:
C Introduction
  - Course objectives
  - Computer and peripherals used in course
  - Review of basic Excel functions
  - Moving the cursor through a document using mouse and keyboard
  - Using the shortcut keys
  - Using the help system

C Additional Excel Features
  - Customizing Excel’s settings
  - Functions
  - Naming Cells
  - Using cell names in formulas

C Time Saving Tips
  - Formatting using cell styles
  - Using a series
  - Sorting data

C Printing
  - Adding page titles
  - Other print options

C Database
  - Creating a database
  - Sorting and searching
  - Extracting records
  - Using a data form

C Graphics
  - Adding lines
  - Adding images
- Image file formats
- Creating a slide show

C  **Advanced Features**
- Linking spreadsheets
- Consolidating spreadsheets
- Recording macros

**Vendors & Costs:**

<table>
<thead>
<tr>
<th>Career Skills</th>
<th>Career Skills</th>
<th>Montague Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 Kensington Road</td>
<td>290 Water St.</td>
<td>50 Main Street North</td>
</tr>
<tr>
<td>Charlottetown, PE</td>
<td>Summerside, PE</td>
<td>Montague, PE</td>
</tr>
<tr>
<td>C1A 8C3</td>
<td>C1N 4Y8</td>
<td>C0A 1R0</td>
</tr>
<tr>
<td>$130.00</td>
<td>$130.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
**LOTUS 1-2-3 FOR WINDOWS (ADVANCED)**

**Version:** 5.0  
**Particulars:**  
C Training to be provided at vendor's site  
C 1 PC with hard disk, mouse and access to a printer to be available for each student  
C Minimum 12 hours instruction time in a 2 day session  
C Minimum of 3 students per instructor  
C Course to be scheduled by The Learning Centre when minimum of 3 students require training  

**Prerequisite:** LOTUS 123 for Windows (Beginner) or equivalent experience.  

**Course Content:**  
C Review of basic equipment operation and operating system commands applicable to LOTUS for Windows  
C Review of basic commands  
C Database design  
C Advanced use of LOTUS 123 @ functions  
   (incl. special functions: @@, @cell, @rows, @cols, @cellpointer, etc)  
C Database @ functions: @davg, @dcount, @dmax, @dmin, @dstd, @dsum, @dvar  
C Graph design, creation, and printing  
C Macro creation and use  
C LOTUS 123 data and how it integrates with other programs i.e. Harvard Graphics, Lotus Freelance and WYSIWYG  
C Setting up protected areas in worksheets  
C Naming ranges  
C Linking worksheets  
C Practical application based on sample of student's on-the-job expectations  
C Handling large worksheets and tips on how to improve their efficiency  

**Results Expected (Students will be able to):**  
C Prepare, store, and print database files using LOTUS 123  
C Use LOTUS 123 DATA commands to sort, find, select, delete, and extract records in a LOTUS 123 Database  
C Use LOTUS 123 @ functions in advanced combination  
C Prepare, display, store, and print line, bar, and pie graphs using LOTUS 123 Spreadsheets and/or database  
C Write macros to automate LOTUS 123 commands  
C Understand how LOTUS 123 interacts with other software  
C Relate training to their particular application of LOTUS 123.  

**Vendors & Costs:**  
Career Skills  
46 Kensington Road  
Charlottetown, PE C1A 8C3  
$130.00  
Montague Computer  
50 Main Street North  
Montague, PE C0A 1R0  
$150.00  
Career Skills  
290 Water St.  
Summerside, PE C1N 4Y8  
$130.00  

* This course will reflect PEI Government LAN installation Standards.
NT ADMINISTRATOR BASIC FUNCTIONS

Particulars:
- C Training to be provided at vendor's site
- C 1 PC with hard disk, mouse and access to a printer to be available for each student
- C Minimum 3 hours instruction time in a ½ day session
- C Minimum of 4 students per instructor
- C Course to be scheduled by the Vendor when minimum of 4 students require training

Prerequisite:
Approval from IT personnel/coordinator responsible for the user’s computer and the user’s supervisor. This course is designed for users in remote office locations who do not always have IT services available and are comfortable using NT. This training should be given to staff who have Novell Supervisor access as this knowledge will be required if network access is necessary.

Course Content:
- ! Set up a new user on a computer which already has Windows NT operating system and at least one user installed and operational.
- ! What is User Manager?
- ! Copy a selected User account
- ! Create a new User account
- ! Disable an account
- ! Rename a user account
- ! User Properties as related to assigning a password for a new user, changing a password for someone locked out or disabling an account
- ! Group Memberships - What are they and how do I change them?
- ! Event Viewer - What is it? How do I use it to understand an error message or clear a full log or save a log file?
- ! Use NT Explorer to create icons, copy icons from one user’s profile to another or to the user’s desktop for shortcuts.
- ! Set up a printer for a user.

Results Expected:
- ! To be able to perform minimal NT administration in the absence of regular IT personnel on a computer which already has Windows NT operating system and at least one user installed and operational.

Vendors & Costs:
- Career Skills
  - Career Skills
  - 46 Kensington Road
  - Charlottetown, PE
  - C1A 8C3
  - $75.00
- Career Skills
  - Career Skills
  - 290 Water St.
  - Summerside, PE
  - C1N 4Y8
  - $75.00
COURSE APPLICATION
APPLICATION FORM
COMPUTER TRAINING

COURSE INFORMATION
Course Title: _______________________________ Version: ____________________
Vendor: _______________________________________________________________________

APPLICANT INFORMATION (PLEASE PRINT)
Name of Employee: ___________________________________________
Department: ___________________________ Address: ___________________________
E-Mail Address: ___________________________
Work Phone: ___________________________ Home Phone: ___________________________
Fax Number: ___________________________ Name of Supervisor: ___________________________
Billing Address: _______________________________________________________________________

What measurable results do you expect to gain upon completion of this course?
______________________________________________________________________________________

DO YOU HAVE ANY SPECIAL NEEDS WHICH MAY AFFECT YOUR PARTICIPATION IN THIS COURSE?  Yes [  ] No [  ]

______________________________________________________________________________________

Employee Signature Date:

DEPARTMENTAL APPROVAL
This form must be approved by your Supervisor and Departmental Computer Coordinator before being forwarded DIRECTLY TO THE APPROPRIATE VENDOR.

Signature of Supervisor ___________________________ Date:__________________________

Signature of Departmental Coordinator ___________________________ Date:__________________________