

Computer Education and Training

Table of contents

| | |
|---|---|
| 1 Basic Computer Network Administration..... | 2 |
| 2 Using MS Office..... | 2 |
| 3 Using the Internet Productively and Safely..... | 2 |
| 4 Intermediate Network Administration..... | 2 |
| 5 Introduction to Computer Graphics..... | 3 |

Computer Education and Training is available in the following areas:

1. Basic Computer Network Administration

Network Administration - Learn how to keep your Windows Network running smoothly and efficiently by following a simple maintenance plan. Learn the most efficient and economical ways to scan for viri, malware, and spyware throughout your office. Learn how to use free administration software/services to avoid paying yearly subscription fees for anti-virus software. Covers Hard disk maintenance, backing-up/archiving data, storing/sharing data, updating software, using MS Windows Update Services, when you should and should not use automatic software updates, fundamental network services, controlling what applications are loaded into system memory at start-up, the effect of graphics and memory settings on system performance, diagnosing common network problems, understanding the event viewer, sharing printers and devices attached to other computers, configuring routers, securing (as far as it is possible) wireless routers, password and security policies for staff, and other administrative fundamentals for beginners.

2. Using MS Office

Maximizing MS Office Productivity - Tips and Techniques for maximizing productivity with MS Office Applications. Covers use of template creation, basic macros for common tasks, differences between Excel and Access, automated tables of contents and tables of authorities, using Outlook for contact management and tracking time working with documents, using and assigning keyboard shortcuts, mail merge, styles, importing and exporting to different applications, configuring toolbars, file naming and saving, format painter, and using the clipboard.

3. Using the Internet Productively and Safely

Getting the Most of the Web - Learn how to use the internet safely and efficiently. Covers differences and benefits of browsers (Firefox, Seamonkey, MS Internet Explorer, Opera, etc.), using portals, using free web-based e-mail, understanding when to accept and reject cookies and site certificates, detecting suspicious web-sites and e-mails, web-page authoring fundamentals, fine tuning your browser for security, tools for downloading and sharing data over the internet, instant messaging, VOIP, using proxies, using plug-ins, understanding and using encryption, protecting your identity and privacy, optimizing your web searches, streaming media players, and beyond e-mail basics.

4. Intermediate Network Administration

Intermediate Network Administration - Designed for more advanced users, this package teaches ways to legally hack solutions to common problems on your own. Covers using the Microsoft Knowledge Base, finding and using shareware, using 'Scheduled Tasks', using the Command Prompt and 'Run', identifying and changing file extensions, manually removing applications, editing the Windows Registry, creating lists of files on a computer, password recovery, using a non-windows operating system on a recovery CD in the event of a system crash, identifying and removing suspicious software, finding and removing unwanted files, file permissions, controlling access to files, using compressed folders (.zip and stuffit archives), Linux/BSD solutions overview, and keeping device drivers up to date.

5. Introduction to Computer Graphics

Introduction to Computer Graphics - Basic information for creating and working with image files and graphics applications. Designed as a crash course for beginners who need to work with images on an occasional basis. Covers major image file formats (.tif, .jpg, .gif, .png, .bmp, .ai, .psd), differences between vector and bitmap formats, fundamentals of imaging applications (Inkscape, Gimp, Google Sketch-Up, Blender, MS Paint, Image Viewer/MS Imaging, Adobe Illustrator, Adobe Photoshop, Macromedia products, 3d Studio Max), choosing the right commercial or open source software, scanning images, burning and cataloging images, displaying images on the web, saving images from the web, converting images to different formats, printing, and working with images in MS Office applications.

Training packages are fully customizable and run from one or more hours in length, depending upon your needs.

Prices start at \$35 per hour. Please call or e-mail for quotes.