



Readiness Checklist: Employee

Software Essentials

Every personal computer at MCC is loaded with Microsoft Windows and Microsoft Office software, and becoming proficient with this software is essential! The sessions in this track review a fundamental checklist of skills necessary to get you started using Windows, the Internet, Outlook, Word, Excel and PowerPoint.

Outlook Essentials

Microsoft Outlook is part of the Microsoft Office suite of software applications. This session will introduce you to the fundamental e-mail and calendaring features of Microsoft Outlook

- Open and close an e-mail message
- Reply, forward, print and delete an e-mail message
- Create a new e-mail message
- Send an e-mail message to one or several users with cc: or bcc: features
- Delete e-mails from the Inbox, Sent Items and Deleted Items folders
- Add, edit, move and delete appointments on your calendar
- Accessing e-mail using myMCC
- Review of Quota Space limitations

Word Essentials

Basic word processing skills are required for virtually every software package you will use on your computer (navigating the Web, sending e-mail, using the Microsoft Office Suite). This session will get you started by covering the basic skills necessary to generate word processed documents.

- Identify the components of the Microsoft Word screen
- Create, save, preview and print a document
- Open a saved document and make modifications
- Select, edit and enhance text
- Format text with line spacing, page breaks and margin adjustments
- Insert page numbers and headers and footers
- Revise a document with cut, copy and paste
- Use the spell check features

Excel Essentials

Learn the basics of creating spreadsheets in Microsoft Excel. You will learn how to enter text, numbers and formulas to create simple, formatted spreadsheets.

- Enter data into a spreadsheet
- Save, open and maneuver within a spreadsheet
- Select, edit, enhance and align data within a spreadsheet
- Enter formulas to calculate data automatically
- Work with functions and predesigned formulas
- Preview and print a spreadsheet
- Insert headers and footers for page numbering
- Insert and delete columns and rows
- Track RSVPs to conferences, banquets and training sessions



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PowerPoint Essentials

You may know how to run the PowerPoint presentations that come with your text books, but can you create one from scratch? Learn how to begin at the beginning:

- Add text onto new slides
- Add background designs
- Add clipart or images
- Finish off your presentation with some simple animations.

Internet Essentials

This is a beginner level session for those who need to enhance basic skills in areas of web-browsing, using a toolbar, and learning important terminology to maneuver confidently on the Internet.

Microsoft Windows Essentials

Creating an intuitive, comfortable workspace in Windows is more important than you think. This session is a one-on-one facilitation designed to help you customize your personal computer. From file structures to desktop gadgets to shortcuts to taskbar design to dual monitors, this consultation will leave you with a more personalized, customized and efficient environment.

File Management Essentials and M: Drive Review

Of course I saved it... You mean I have to know where?! Use Microsoft Windows and take control of your work. Save it where you want it. Share it if you like! Use the M drive to save your work. Save yourself, time, energy, frustration and computer space. Even better share information with your students. Stop printing and carrying all those handouts. Share them with students. Let them print them and lug them around campus. The session will cover the following topics using Windows Explorer and Windows Computer:

- Create folders for easy organization
- Work with portable media
- Effectively navigate computer drives and folders
- Move, copy, delete and rename files and folders
- Create shortcuts for easy access to files, folders and software
- Set up software options for easy access to files, folders and software
- Work with the Recycle Bin