



Training Solutions, Inc.

Computer Applications for EMS Personnel, University of North Carolina at Charlotte

Project 1 - Word Processing Review

- Starting Microsoft Word
- Menus and Dialog Boxes Creating a Document
- File Management in Office 97
- Selecting Text
- Previewing/Printing
- Office Assistant

Project 2 - Pictures and ClipArt

- Inserting Pictures
- Borders
- Drawing Toolbar
- Text Boxes
- Lines
- WordArt

Project 3 - Creating Reports

- Creating a Report
- Adding Headers/Footers
- Adding Graphics
 - from a file
 - from the Internet

Project 4 - Creating Newsletters

- Columns
- Margins
- Pictures in Columns
- Spell/Grammar Check
- Hyphenation

Project 5 - Working with Formulas

- The Formula Bar in Excel
- Simple Formulas
- Functions
- The Formula Palette
- Selecting Cells
- AutoCalculate

Project 6 - Charting Data

- Elements of a Chart
- Chart Types
- Creating a Chart Sheet
- Embedding a Chart
- Moving/Sizing the Chart
- Selecting Chart Elements

Project 7 - Using Databases with Access

- Database Defined
- Import Data
- Creating Mail Labels
- Creating a Report
- Importing a Range
- Sort Commands
- Database Queries
- Merging with Microsoft Word

Project 8 - EMS on the Internet

- Search the 'Net
- EMS Sites
- North Carolina EMS sites