



Training Solutions, Inc.

Computer Applications for Medical Personnel for School of Nursing, Emory University

Project 1 - Word Processing Review

- Basic Word Features
- Shortcuts
- File Management in Word
- Enable/Disable AutoFormats
- Create AutoText Entries

Project 2 - Styles and Templates

- Use the Style List
- Modify Styles
- Define New Styles
- Copy Styles
- Create a Template
- Edit a Template

Project 3 - Creating Reports

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

Project 4 - Report Publishing

- Insert Sections
- Change Headers/Footers
- Spell/Grammar Check
- Hyphenation
- Generate Table of Contents
- Generate an Index

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 from Excel
- Create Mail Labels
- Create a Report
- Import an Excel Range
- Sort Commands
- Database Queries
- Merging with Microsoft Word