

# Registration

All students will take the four-week Basic Computer Skills program.

Registration and application forms can be accessed at

[www.salvationarmycfs.com/  
compTraining.htm](http://www.salvationarmycfs.com/compTraining.htm)

Submit completed application and email to

[evans@salvationarmycfs.com](mailto:evans@salvationarmycfs.com)

or fax, mail, or drop it off at

**The Salvation Army Victoria  
Community & Family Services  
Computer Training**

2695 Quadra Street

Victoria, BC V8T 4E3

Tel: (250) 386-8521 | Fax: (250) 386-8521

Once your application has been received, you will be called for a phone interview. If you do not have a phone number that you can be reached at, please make an appointment to meet with the program coordinator.

After successful completion of the first four weeks we progress to intermediate level for two weeks per suite.



Giving  
Hope  
Today

# Computer Training Courses

*We'll Help You Be  
Successful!*

At our location you will meet bright and brilliant minds from University of Victoria to give you a hand.



**The Salvation Army Victoria  
Community & Family Services**





Microsoft Office is the most commonly used suite in personal computing. Packed with a host of applications, it seems there is little that Office cannot do.

- Document creation,
- E-mail and scheduling,
- Spreadsheet and database management,
- Desktop publishing,
- Web design and image editing.

### What Is Excel Good For?

Excel, as you probably know, is the world's most widely-used spreadsheet program, and is part of Microsoft Office suite. Other spreadsheet programs are available, but Excel is by far the most popular and has become the world standard.

Much of the appeal of Excel is the program's versatility. Excel's forte, of course, is performing numerical calculations, but Excel is also very useful for non-numerical applications.

Here are just a few of the Excel's functions:

- Number crunching,
- Creating budgets,
- Analyzing survey results,
- Performing any type of financial analysis you can think of.

### Microsoft PowerPoint

PowerPoint is a presentation program, which means that you create presentations to view on a computer screen. Presentations are like slide shows, but no physical slides are necessary.

While almost all computer users are familiar with word processing programs and many know what a spreadsheet is, many computer users have never used a presentation program.

# Program Schedule

## BASIC COMPUTER SKILLS

Many employers request employees who have computer skills. In this **Four-Week Tutorial**, students will learn basic

- Word processing,
- E-mail,
- Internet,
- Windows XP & Vista,
- File management,
- Excel,
- Internet security,
- The basic skills for surfing the net,
- You will also be made aware of new and emerging technologies.

**Finally you will be equipped to work in any office in the New Digital Age**



## INTERNET SECURITY

Are you concerned about your safety and security online? Do you want to learn how to avoid viruses and spyware? Internet Safety covers the most common threats to your online safety and presents strategies to help you stay safe online.



## POWERPOINT (2 weeks)

Your employer is trying to get more business. You can help by producing a program of photos and words that make an impact in the meeting. Remember, "a picture is worth a 1000 words!"

## EXCEL (2 weeks)

You'll help your employer make business decisions by using worksheets in this "easy to use" program. EXCEL is the standard for most businesses and corporations



## MS WORD (2 weeks)

This replaces your old typewriter! Learn how to make professional letters, memos, business plans, and business proposals. Become even more valuable to your employer! MS WORD is the standard for our Provincial and Federal Governments, most businesses and corporations.



## OUTLOOK (1 Week)

Although Outlook is often used solely as an e-mail application, the program also includes a Calendar, Task Manager, Contact Manager, a note taking function, a journal and a web browser.

Outlook 2003 is the personal information management software in the Microsoft Office Suite. It is an integrated application for email, calendaring, task and contact management, and more!



## PHOTOSHOP (2 Weeks)

Photoshop is a graphics editing program developed and published by Adobe Systems. It is the current market leader for commercial bitmap and image manipulation software. This course is available for those students who are interested in manipulating their photographs or restoring them. To qualify, one needs to have completed the intermediate course or is comfortable with computers.