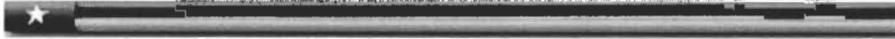


**Athena – The Training Professionals**

**Presents**



**Multiple One day General Microsoft and Adobe Office Skills Training Classes**

Multiple dates will be offered in Jackson and the Gulf Coast regions. Private group and customized training is available to meet more specific needs.

Each day of training is Instructor – Led and all course materials are provided.

The duration of each class will be 8:30 A.M – 4:30 P.M.

**Introduction**

The goal of this one-day course is to provide attorneys and their staffs with the knowledge and skills necessary to complete training in the new case management system in the Federal Courts of the Southern District of Mississippi.

At the end of the course, students will be able to:

- ↓ Manage files using Windows Explorer.
- ↓ Use Web browser as well as clearing cache and IE problems.
- ↓ Utilize the internet to explore web sites – specifically those of the Federal Courts.
- ↓ Create, send, read and store e-mail messages as well as locating and attaching files to them.
- ↓ Create PDF's using programs such as WordPerfect, MS Word and scanners.

For additional information about Athena: <http://www.athenaclc.com>

Please see attached outline for complete description of course.

**Athena – The Training Professionals**

Robert Wilson, GM – Business Development  
Phone: 601-977-1403, Fax: 601-977-1406  
E-Mail: [rwilson@athenaclc.com](mailto:rwilson@athenaclc.com)



## Custom Course —One day—Instructor-led

### General Microsoft and Adobe Office Skills Training Class

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#### Introduction

The goal of this one-day course is to provide attorneys and their staffs with the knowledge and skills necessary to complete training in the new case management system in the Federal Courts of the Southern District of Mississippi.

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#### At Course Completion

At the end of the course, students will be able to:

- ↓ Manage files using Windows Explorer.
  - ↓ Use Web browser as well as clearing cache and IE problems.
  - ↓ Utilize the internet to explore web sites – specifically those of the Federal Courts.
  - ↓ Create, send, read and store e-mail messages as well as locating and attaching files to them.
  - ↓ Create PDF's using programs such as WordPerfect, MS Word and scanners.
- 

#### Course Outline

##### Outlook 2003 - Level 1

##### Microsoft Outlook Basics I

##### Synopsis:

This module introduces the skills necessary for working with Outlook basics. Students will learn how to explore Outlook, get Help, send and receive messages, and use Outlook messaging features. Students will also learn how to work with components and Office, and organize features.

##### Objectives:

- ↓ Explore Outlook
- ↓ Get Help
- ↓ Send and receive messages
- ↓ Use Outlook messaging features
- ↓ Work with components and office
- ↓ Organize messages

##### This module includes:

##### Explore Outlook

Working with Outlook  
Starting Outlook  
Using the Outlook Interface  
Changing menu options

Displaying and hiding toolbars  
Using task panes  
Using the Navigation Pane  
Customizing the Navigation Pane  
Using the Folder List  
Using the Outlook Today page  
Exiting Outlook

##### Getting Help

Using Microsoft Outlook Help  
Working with the Help task pane  
Using Type a question for help  
Controlling online content settings  
Working with Office Online Help  
Displaying/Hiding the Office Assistant  
Finding an answer  
Changing Office Assistant options

##### Sending and Receiving Messages

Using Outlook's e-mail features  
Using the Mail pane  
Sending a message  
Performing a manual Send/Receive  
Reading messages in the Reading Pane  
Reading messages in the Message window  
Using a Desktop Alert to open a message  
Changing the Reading Pane layout  
Using AutoPreview  
Addressing messages with the Address Book

Using the Unread Mail Search Folder  
Changing the read status of a message  
Viewing sent messages  
Replying to a message  
Forwarding a message  
Using the InfoBar

## **Word 2003 - Level 1**

### **Basic Word Skills**

#### **Synopsis:**

This module provides an introduction to Word for Windows. Students will explore Word 2003, use basic document skills, and work with document views. Students will also learn how to use basic text editing, check spelling and grammar, and print Word documents.

#### **Objectives:**

- ↓ Explore Word
- ↓ Use Basic Document Skills
- ↓ Work with Document Views
- ↓ Use Basic Text Editing
- ↓ Check Spelling and Grammar
- ↓ Print

#### **This module includes:**

##### **Exploring Word**

Working with Word  
Starting Word  
Using the Interface  
Using menu commands  
Displaying and hiding toolbars  
Displaying hidden toolbar buttons  
Moving and resizing toolbars  
Changing menu and toolbar options  
Using the task pane  
Exiting Word

##### **Using Basic Document Skills**

Entering text into a document  
Saving a new document  
Closing a document  
Creating a new document  
Opening an existing document  
Scrolling using the mouse  
Moving using the keyboard  
Selecting text  
Using insert and overtype mode  
Creating a new folder  
Renaming an existing document

##### **Working with Document Views**

Switching document views  
Hiding white space in Print Layout view  
Using the Reading Layout view  
Changing document magnification  
Displaying documents in full-screen mode  
Displaying/Hiding the rulers  
Viewing/Hiding the formatting marks  
Opening multiple documents  
Switching between documents  
Comparing Side by Side Documents

##### **Using Basic Text Editing**

Removing characters  
Deleting selected text  
Replacing selected text

## **Internet Explorer 2003-Level 1**

### **Basic Internet Skills**

#### **Synopsis:**

This module provides an introduction to Internet Explorer for Windows. Students will learn basic internet skills including browser use and search engines.

#### **Objectives:**

- ↓ General Browser Use
- ↓ Basic Search Skills
- ↓ Utilization of Search Engines

## **Adobe Acrobat**

### **Synopsis:**

This module provides an introduction to Adobe Acrobat. Students will learn basic functions for creating PDF's from the following:

- ↓ WordPerfect
- ↓ MS Word
- ↓ Scanning Equipment