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The Training Professionals

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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.

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

Outlook 2003 (Continued)
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

Contact Robert Wilson at Athena to register or have questions addressed!
Phone: 601-977-1403 or rwilson@athenaclc.com

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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

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The training you will receive at Athena – The Training Professionals will be taught by a certified trainer with years of experience and lots of patience. Your training has been customized to meet your needs in a comfortable and professional environment.

Each student will have his or her own workstation with focused attention from the trainer. Athena does not run large classes of 15, 20 or 30 students because we feel that this takes away from you, the student. By keeping your class small, we are better able to focus on your needs.

Do you have a large staff and you would like all of your staff trained in one setting? Please call us so that we can discuss your specific needs and all of the options Athena makes available.

Athena has designed these one-day programs at special rates to address the specific needs of those preparing for CM/ECF training.

Call today and **REGISTER** for one of the following class dates in order to reserve **your** seat!

Fax your registration request to:
601-977-1406

Name:

Company:

Mailing address:

Phone:

E-Mail address:

Please circle the date you would like to attend or call to verify space availability.

March:	7th	8th	9th	10th	11th

Number of students:

See below for comments offered by Athena's clients and what they have to say about our quality and service.

RESULTS MATTER

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A+
Quality of service provided by training center was excellent!
- Michele Alexander

MS270 FasTrack XP Professional
I enjoyed this course and thought the instructor covered the material very well.
- Clayton Gordon

Computer Hacking Forensic Investigator
Instructor was excellent!!
- Michael Johnson

Access 2000 Introduction
This was a Great Class and I learned a great deal!
- Deborah Edwards

Excel 2000 Introduction
This class was outstanding and very helpful. Excellent performance by instructor and training center!
- Gayle Adderly

Acrobat 6
Keep up the good work. Performance of training center & instructor was excellent!
- Joseph Carioni

Access 2000 Introduction
The trainer did an excellent job delivering material in a straightforward manner. I would most definitely recommend him to co-workers and other contacts.

MS2151 Windows 2000 Network Operating System Essentials
The instructor's methods were very effective and the hands-on training was very beneficial.

MS3103 Mastering Visual Basic 6 – Fundamentals
The trainer was very effective and kept my attention throughout the whole course!

MS4789 Intensive Web Applications Development Using Microsoft ASP.NET and Microsoft Visual Basic .NET
One of, if not THE best course I've taken in my twelve years in IT!

"Athena has provided training for the ITS Institute ("ITS") for a number of years. Robert Wilson (Jackson, MS) and Marc Curvin (Nashville, TN) have worked diligently to provide up-to-date, state of the art courses and excellent instructors to meet the information systems training needs for the State of Mississippi. Athena's courteous, professional staff is always very responsive to our training requests and works closely with ITS to ensure that we receive the training we need, in the manner which we need – whether classes are conducted at Athena's facility or on-site at ITS or another state agency. "

Karen K. Newman,
ITS Education Services Director

ITS - Mississippi Department of Information Technology Services

RESULTS MATTER MOST!

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