

Technology Application

OLC Course Recommendations

Competency Definition

Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

OLC Component Titles

Basic Features of Excel 2003

COURSE TSA-IT-EXCEL2003BASICS-0001

Description: To provide an overview of the basic features of Excel 2003.

Basic Features of Excel 2003

- outline the basic features of a spreadsheet and identify the main interface and Help features of Excel 2003.
- create a workbook and navigate through the worksheets in it.
- enter data and text in a worksheet in Excel 2003.
- save a new workbook and distinguish between the different file formats used to save workbooks in Excel 2003.
- enter data in a workbook and save it.
- edit data and filter cells in an Excel 2003 worksheet.
- copy and move a cell and a range of cells in Excel 2003.
- insert, edit, copy, and move worksheets.
- insert a worksheet, move data between worksheets, and copy a worksheet to another workbook.
- add and modify data and a worksheet in Excel 2003.

Duration=3.25

Creating Diagrams with Visio 2003

COURSE TSA-IT-CREATEVISIO2003-0001

Description: To introduce Visio 2003 and its features and demonstrate how to use it to create diagrams.

Creating Diagrams with Visio 2003.

- identify the main features of Visio 2003.
- use the main components of the Visio 2003 interface.
- get help and other useful information while working in Visio 2003.
- navigate the Visio 2003 interface.
- create basic drawings in Visio 2003 using templates.
- manipulate shapes on the drawing page.
- work with connectors in Visio 2003.
- add shapes and connectors and manipulate them.
- save, preview, and print a diagram in Visio 2003.
- save and print a diagram in Visio 2003.

Duration=3.25

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Essentials of Electronic Communication

COURSE TSA-IT-ELECTCOMMESSENT-0001

Description: Everyone seems to be using e-mail lately--family members keeping in touch, university students submitting assignments, companies offering products for sale, and office workers carrying out their daily business tasks. Most e-mail users can improve their e-mail skills by learning more about the basic features and potentials of e-mail. Any business person will benefit from developing an understanding of e-mail essentials.

E-mail Fundamentals

- identify benefits of learning the fundamentals of e-mail.
- identify ways that e-mail has improved communication.
- identify how e-mail has made a difference in the workplace.

Writing Effective E-mail

- recognize the benefits of writing effective e-mail.
- identify the rules of e-mail etiquette.
- recognize the rules for proper form and style in an e-mail.
- apply the rules for proper style and form for e-mail for a given scenario.
- identify the points to consider when using form letters in e-mail.

Protecting Your E-mail

- recognize the benefits of defensive e-mail practices.
- identify methods used in protecting against e-mail viruses.
- identify methods of safeguarding e-mail privacy.
- recognize three truths that apply to e-mail law.
- identify important rules for backing up e-mail files.

Duration=1.5

Excel 2003 Formulas and Functions

COURSE TSA-IT-EXCEL2003FORMUL-0001

Description: To provide an overview of the calculation features in Excel 2003.

Excel 2003 Formulas and Functions

- use formulas to perform basic calculations in Excel 2003.
- create a formula in Excel 2003.
- use references and names in Excel 2003 formulas.
- enter a formula that uses cell references in Excel 2003.
- use functions to perform calculations in Excel 2003.
- use logical, financial, and date functions in Excel 2003.
- use the Insert Function feature to insert basic and advanced functions.
- use formulas and functions to perform calculations in Excel 2003.

Duration=2.7

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Formatting and Managing Messages in Outlook 2003

COURSE TSA-IT-FRMTOUTLOOK2003-0001

Description: To demonstrate how to format and manage messages in Outlook 2003.

Formatting and Managing Messages in Outlook 2003.

- format messages and add signatures.
- specify options for messages.
- create a default signature and organize a vote.
- insert and view attachments.
- insert, view, and save an attachment.
- color-code messages and flag messages for attention.
- manage and organize messages.
- organize Inbox messages.

Duration=2.7

Getting Started with Word 2003

COURSE TSA-IT-STARTWORD2003-0001

Description: To provide a basic introduction to Word 2003 and the features and tools used for creating and navigating documents in Word.

Getting Started with Word 2003

- perform the basic tasks necessary to start work in Word.
- identify the main features of the Word 2003 screen.
- use the Word navigation tools to search through documents.
- open Word, display a toolbar, and find text.

Duration=1.3

Introducing Windows XP

COURSE TSA-IT-WINDOWSXPINTRO-0001

Description: To outline the basic skills that are necessary to start using the Windows XP operating system.

Introducing Windows XP

- identify the basic features of the Windows XP operating system.
- customize Windows XP for personnel requirements.
- to use My Computer to view the contents of drives and to use Windows Explorer to navigate the Windows environment.
- find and use Windows XP Help.

Duration=1.3

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Optimizing E-mail at Work

COURSE TSA-COMM-OPTEMAIL-0001

Description: In today's business world, e-mail is used to do everything from processing orders to supplying information. Because of the limitations of telephone communication when people who are very busy or sometimes in different time zones work together, e-mail use is on the rise in U.S. E-mail offers a plenitude of new opportunities for business, but understanding how to properly use it is essential in order to take advantage of these opportunities. This course will tell you what makes e-mail unique and provide you with the skills to write, send, and receive business e-mail effectively. You will learn how to best use the features that are commonly included in e-mail programs in a way that improves your communicative ability and efficiency at work. **Duration=2.0**

Scheduling events, Appointments, and meetings in Outlook 2003

COURSE TSA-IT-SCHEDOUTLOOK2003-0001

Description: To demonstrate how events, appointments, and meetings are scheduled in Outlook 2003.

Scheduling Events, Appointments, and Meetings in Outlook 2003.

- navigate the Outlook 2003 Calendar.
- schedule appointments and events in the Calendar in Outlook 2003.
- create an appointment and an event.
- plan and schedule an Outlook meeting.
- manage Outlook meetings.
- schedule a meeting using the Calendar.
- update and repeat calendar entries.
- customize the Outlook Calendar.

Duration=3.0

Sending and Receiving Messages in Outlook 2003

COURSE TSA-IT-SNDRCVOUTLOOK2003-0001

Description: To demonstrate how to send and receive messages in Outlook 2003.

Sending and Receiving Messages in Outlook 2003

- navigate the principal features of Outlook 2003.
- access the appropriate Help in Outlook 2003, given a scenario.
- launch and navigate Outlook 2003, and access Help.
- create a message.
- address, save, and send a message.
- create, address, save, and send a message in Outlook 2003.
- access, reply to, and forward incoming messages.
- reply to a message, turn on the AutoPreview feature, and forward a message.

Duration=2.7

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Working with Documents in Word 2003

COURSE TSA-IT-WORD2003DOCU-0001

Description: To provide an overview of the document formatting, navigation, and recovery features in Word 2003.

Working with Documents in Word 2003

- insert headers, footers, and page numbers into a Word document.
- navigate Word documents using various views.
- use advanced navigation features.
- add a header and footer to a document and use the Reading Layout view.
- use document collaboration features in Word 2003.
- use the document recovery features in Word 2003.
- open and repair a corrupted document, merge two Word documents, and insert a comment.

Duration=2.3

Working in Outlook 2003 from Multiple Locations

COURSE TSA-IT-ROAMOUTLOOK2003-0001

Description: To demonstrate how to work remotely, work offline, and work in Cached Exchange mode in Outlook 2003. The target audience is personnel at all levels of the enterprise; end users seeking competency in the advanced functionality of Microsoft Outlook 2003; end users seeking to obtain Microsoft Office Specialist (MOS) certification in the use of Microsoft Outlook 2003. **Duration=3.5**