

Computer Resource Center



The Computer Resource Center's intensive classes make you proficient in a specific software program as quickly and as thoroughly as possible. Courses consist of one or two days (six hours per day) of hands-on practice and guided instruction. Class size is small (usually 8 persons or fewer), with one person per computer to insure individual attention. Classes run 9:30 to 4:30 (lunch from 12:30 to 1:30).

Contact us: (773) 955-4455

Online: www.computer-resource.com

Classroom: 1525 East 53rd Street, Suite 906

Take the class that's right for you! If you are a novice or are afraid of your computer, start with the beginning courses. They are taught at a fundamental level, by patient instructors who thoroughly explain terms and steps. If you feel comfortable with your computer skills, then decide on a level 1 (basic/intermediate) or level 2 (advanced) course. Remember that level 2 courses *are* advanced and fast-paced, and assume you know most of the concepts covered in the first level.

Classes at the Computer Resource Center are taught by people who aren't "techies." Our instructors have spent countless hours working with the software we teach. We know from experience the bugs, problems, and time-saving shortcuts. Plus, we encourage our students to bring examples of their work to class, and then to call us for help when they "get stuck."



Beginner Courses

Intro to Word, Excel, Internet

"What's the difference between Microsoft Word and Microsoft Windows?" "How much do I need to erase off my disk so I have more memory?" If you don't know the difference between an application and an operating system, or that erasing files off the hard disk has nothing to do with memory, then you should take this course. Class briefly discusses equipment, such as disks versus memory, then explores Microsoft Office. After learning a few Windows basics, students work with Microsoft Word and Excel, and a little Internet. [1 day]

Overview: Hardware/software; operating systems
Disks and disk drives
Memory, saving and retrieving
Folders

Basic Windows concepts

Intro to word processing: Microsoft Word
Keyboard overview (Ctrl, Alt, etc.)
Typing exercises, editing text, deleting text, inserting text
File management: "save" or "save as"?
Underline, bold, center
Other simple formats
Spell check

Intro to spreadsheets: Microsoft Excel
Spreadsheet layout and design
Entering text and numbers
Totals (AutoSum)

Putting it all together: making the parts interact (multi-tasking)
Cut and paste (paste special)
Internet (Google)

Microsoft Windows

If you don't know the difference between a file and a folder, or between a button and an icon, take this class on the Windows operating system. Learn how to begin programs and find your work, "recycle" files, switch between applications while conserving memory, drag and drop files, and manage folders and disks. Then customize your system by changing colors, patterns, screen savers, mouse settings, etc. [½ day]

Why Windows?

Memory, disk, hardware considerations
Task Bar and Start, desktop icons
When to click once, click twice, or click and drag

The right mouse button (shortcuts)
Switching between tasks
When (not) to use the 'Shut Down' menu
Restart and hibernate

Running applications through the menu
Windows Accessories
Windows "system tools"
Using 'Programs'

Saving files; filename requirements
'Help,' finding files and folders
Working with 'My Computer'

Creating folders
Moving and renaming files
'Shortcuts' on the desktop
Using the 'Recycle Bin'

Windows Explorer (delete files, find files, copy, backup, format disks, create directories or folders)

Control panel (screen savers, colors, other display options)

Installing programs
Multi-tasking

SPECIAL COURSE:

Selling on eBay

It's fun, it makes money, and almost everybody wants to do it! Sell your stuff on eBay. Clean out that closet, empty our your drawers, and dust off the bric-a-brac shelf, because somebody, somewhere, wants your treasure.

Learn the tricks and guidelines for being a successful seller, in one 3-hour session. The course is taught by George Rumsey, who has been selling on eBay since 2002; he is an eBay PowerSeller, an eBay "Recommended Seller," and a member of the eBay Pottery, Glass, and Porcelain Sellers' Association.

With over 2,000 positive feedbacks, he can teach you the secrets for succeeding—from getting free boxes for shipping, to setting up your PayPal account, to avoiding unnecessary fees.

Class is one-half day (3 hours). Call (773) 955-4455 to schedule a class for you and your friends!

Microsoft Access

Access Level 1

Relational database management system that allows you to access information based on your design of the structure. Class begins with overview of data concepts and tables. Then you will create multiple databases, analyze data using find, sort, and query (select, calculated, and total), then construct reports to print and custom forms for data entry. [2 days]

Concept and components of databases

Data tables

Fields and data types; properties (input masks, validation rules, indexing)

Data entry and editing; appending and deleting; locating; hide; freeze; formatting

Form creation and design using wizards

Simple reports (auto-reports and wizards)

Queries (select and action)

Writing criteria

Reports on queries (wizards)

Operators and wildcards

Group-total functions (average, count, sum)

Creating calculated fields and other expressions

Parameter queries

Group Total queries

Linking tables

Relational integrity

Controlling primary keys

Auto lookup forms on linked queries

Querying queries

Creating forms in Design view

Form layout and alignment

Linking forms

Dropdowns and command buttons

Creating reports in Design view

Reporting labels

Layout and alignment

Exporting to Word and Excel

Expression builder

Lines, boxes, formats

Grouped reports

Subtotals and grand totals

Access Level 2

Access 2 quickly refreshes concepts covered in the "Intro" class, emphasizing queries, especially relationships across multiple tables. Also covers delete, update, append, make table, cross-tab, parameter, and find-duplicate queries.

Students next work on forms (subforms, tabbed forms, command buttons) and on report design (sorting, groups, expressions, objects, exporting). Class concludes with "switchboards" and macros.

Linking (relational) queries and joins

Relational integrity

Expressions and calculations

Group-total queries

Parameters

Cross-tabulations

Make-table

Append

Delete

Update

Forms

Combo/list boxes

Tabbed and subforms

Command buttons

Basics of "good" report design

Shortcuts for field alignment

Columns

Grouping and sorting

"Expression Builder"

Totals, grand totals, subtotals, averages, and other expressions

Microsoft Outlook

Comprehensive email with sophisticated contact management. Learn recurring appointments, calendar views, tasks, contact views, custom address book, journal, and notes. [½ day]

Overview of Outlook and email

Inbox

Flags, fields, priorities, voting buttons

Drafts

Formats (html, signature, stationary)

Receipts

Contacts; detailed and custom fields

Sorting by categories

Calendars

Reminders, recurring appointments

Meetings

Checking other people's calendars

Tasks and Notes

Personal folders

Filters (for stopping junk mail)

Preferences (settings)

Microsoft Publisher

This half-day course covers the basics of how to produce documents using Publisher, including flyers, brochures, greeting cards, newsletters, calendars, and even mailing labels (using mail merge with Microsoft Word).

In addition to formatting and design, students will learn how to control text flow between text boxes, text wrap with graphics, and how to import logos and designs for a professional look. [½ day]

Microsoft Office

Word Level 1

Learn how to use the on-screen ruler to change margins and tabs, bullets and indents, headers and footers. Work with envelopes and labels. Use multiple tool bars for spectacular formatting shortcuts, easy-to-use text shortcuts (cut and paste, drag and drop, auto text and auto correct), graphics, tables and columns, and built-in templates. Note: This is not an introductory course; it assumes familiarity with Word. [1 day]

Navigation shortcuts
Custom 'views' and defaults
'Save' (not 'save as')
Spell check and grammar
Autocorrect and autotext
Bullets and hanging indents
Cut and paste, drag and drop
Moving text between documents
Creating envelopes and labels
Print and print preview options
Formats: character, paragraph, section, document (viewing format codes)
Borders and shades
Ruler: indents, hanging indents; margins; tab sets, decimal tabs, bar tabs, dot-leader tabs
Changing margins
Text columns and tables
Using document templates

Word Level 2

Reviews some of the more advanced features covered in the intermediate class (tabs, tables, and columns). Emphasis on creating and using style sheets for easy formatting, including generation of tables of contents and indexes. Also teaches other shortcuts such as macros, 'insert objects'. Students will learn how to create templates, then use them to complete mail merge. [1 day]

Brief review, including tabs, tables, and columns (as needed)
Questions and issues from the students
Section formats (columns, page numbers, headers/footers, margins)
Styles: creating, applying, editing; storing in templates; paragraph vesus character styles
Tables of Contents/Index/Authorities
Cross-references
Creating templates
Macros
Turning macros into toolbars
Mail Merge
Form letters (blank and templates)
Editing data sources
Merging envelopes and labels
Catalogs

Excel Level 1

Focuses on basic spreadsheet operations (basic math operations such as add, subtract, multiply, divide, sum, and average), function wizard, percent distributions, absolute cell references. Class works with multiple tables ("workbooks") and basic data sorting. Chart wizard is introduced. Students learn how to format a table for impressive printouts, including fonts, lines, shades, headers, and sizing to fit the page. Finally, students learn how to link tables across sheets for automatic updates. [1 day]

Mouse moves and screen parts
Keyboard shortcuts
Data entry and editing
Simple arithmetic commands: formulas
Functions: sum, date, average, percents, etc.
Formatting tables
Highlight commands; shortcuts
Cut and paste, layout and design
Merge and center
Autoformats
Copy and iterate
Printing and print preview
Sizing, gridlines, headers and footers
Absolute cell references
Linking tables across sheets

Excel Level 2

Focuses on more advanced math operations (counts, "if" statements, date/time, calculating payments, standard deviations). Works with multiple tables and links to other programs. Charting is covered in detail. Finally, database functions (including advanced sort, forms, and subtotals) are explained, including pivot tables and v-lookups. [1 day]

Brief review of basics (as needed)
Formulas versus functions
Absolute cell references
Advanced Print Features
Gridlines
Repeat rows and columns
Printing formulas and functions
Custom lists
Named ranges and cell notes
Graphing and editing graphics
Statistical functions (stdev, min/max)
Date/time functions (now, today)
Financial functions (IPMT, PPMT, PV, DB)
Calculating across spreadsheets and files
If statements
Summing across worksheets
Database operations
Sort, forms, and filters
Subtotals
Vlookups
Pivot tables and pivot charts
Scenarios and goal-seek

PowerPoint Level 1

"Presentation software," used to create slide shows and on-screen computer shows, and to print out overhead transparencies or graphs. Easy-to-use graphing capabilities make creating bar, pie, and line graphs a breeze. Comes with extensive clipart library for enlivening printouts. [1 day]

Components of a 'slide'
Layouts
Handles
Text tools
Drawing tools
Line, box, arrow, ellipse, flow charts
Lines, fills, shadows, colors
Group; organize; rotate
Autoshapes
Title charts
Bullet charts
Bar charts
Clipart charts
Organizational charts
Print options
Presentations and special effects (animation)
Backgrounds and color schemes
Masters
Applying designs
Autocontent Wizard

PowerPoint Level 2

For people who know the basics of PowerPoint, but who want to know more. Covers outlining, speaker notes, sorting and slide shows, transition effects and "builds," masters, creating templates, adding animation and sound, exporting to other formats (such as to Word), and "wizards" such as "Package for CD."

Review of introductory class
Shadows and 3-d toolbars, etc.
Aligning on slide; grids and guides
Custom bullets
Custom animations, paths
Editing clip art
Cropping photographs; watermarks
Flow charts and connectors
Organization charts
Graph charts (bar, pie, pyramids, cones, lines, areas, scattergrams, more)
Creating multiple charts per slide
Sound and objects
Video clips
Action buttons
Presentations and special effects
Build
Timed transitions and slide shows
Editing slide and title masters
Applying designs
Changing color schemes
Creating templates
Package

Adobe

PhotoShop

Learn how to edit scanned or digital-camera images, correct colors and red-eye, and even merge pictures. Professional-quality features for image editing and printing, including color conversion, special effects (such as lighting, noise, blurs), and graphic pixel editing (touch-ups). Course includes steps for converting graphics into formats used by programs such as In-Design and PowerPoint, as well as optimizing web graphics. Major focus of class is on layers and masks, as well as image "adjustments." [1 day]

Macromedia Dreamweaver

One of the great programs for web design, this "visual HTML editor" will do the coding for you; all you have to do is click on buttons, icons, and pull-down menus, much like word processing. It makes creating interesting web sites a snap, with animation, sounds, rollover images, timelines, and other effects. Level 1 focuses on tables and "layers" to generate stable, well-designed pages; also works with creating and importing gifs and jpgs from programs such as Photoshop and PowerPoint. Includes basics of web-site management: links, manage files, and work off-line, then FTP to upload your web pages. Level 2 covers optimizing graphics for the web, timelines, behaviors, frames, assets, library, forms, templates, cascading CSS styles. [Each 1 day]

InDesign

Adobe's new standard for "desktop publishing," replacing PageMaker. Useful for production of newsletters, brochures, posters, cards, etc., with the most popular design and printing tools available. Hands-on instruction with emphasis on layout and design; course exercises include creation of a poster, a 3-fold leaflet, and a 4-page newsletter. Also works with styles, layers, and many new features such as feathering and drop shadows. [1 day]

Illustrator

Introduction to Adobe's free-hand drawing program, working with "vector" graphics rather than pixel images. Learn how to use layers, paths, blend colors for shades. Be creative with the pencil tool and draw smooth curves that can be edited, while exploring the myriad other tools and options. Then import or export graphics to other programs. [½ day]

People We've Trained:

Alternative Phone Book
 American Library Association
 American Lung Association
 Area Agency on Aging
 Arthritis Foundation
 Association of Meineke Dealers
 Attorney Registration and Disciplinary Commission
 Avon Products
 Balzekas Museum
 Casa Central
 Catholic Theological Union
 Center for Clinical Research
 Center for Disability & Elder Law
 Center for Parish Development
 Center for School Improvement
 Century 21
 Cermak Health Services
 Chapin Hall Center for Children
 Charles Feldstein & Co.
 Chicago Public Schools
 Chicago Scenic Studios
 Children's Memorial Hospital
 Children's Memorial Foundation
 City Colleges of Chicago, Planning & Evaluation
 Claret Center
 Claretian Publications
 Clearbrook
 C.N.A.
 Community Supportive Living Systems, Inc.
 Consortium on Chicago School Research
 Cook County Dept of Corrections
 Cook County Hospital
 Daycare Action Council
 DePaul University
 Eagle Industries
 Gateway Foundation
 Girl Scouts of DuPage
 Greater Chicago Food Depository
 Health Care Finance Administration
 Hors d'Oeuvres with Panache
 Hull House Association
 Human Resources Development Inst
 Hyde Park Bank
 Hyde Park Systems Group
 Hyde Park Union Church
 Illinois Association of Nonprofit Orgs
 Illinois College of Optometry
 Illinois Institute of Technology
 Illinois Nurses Association
 Illinois Saint Andrew Society
 Illinois State University

Illinois Workers' Compensation Commission
 Interfaith Housing Development Com.
 International Association of Assessing Officers
 Joseph Weil and Sons
 Klos Trucking
 LaRabida Children's Hospital
 Lincoln Park Zoo
 Loyola University-Chicago
 Metropolitan Family Services
 Moo & Oink
 Mount Sinai Hospital
 Myasthenia Gravis Foundation
 Neighborhood Housing Service
 North American Co for Life & Health Ins
 Northshore Wellness Center
 Northwestern University
 Northwestern University Law School
 Opportunity International
 Permanent Diaconate
 Planned Parenthood
 Presbyterian Homes
 Ready Metal Manufacturing Company
 Rehab Institute of Chicago
 Religious of the Sacred Heart
 Resurrection Hospital
 The Rise Group
 Rogers Park Community Center
 S.T. Dougherty and Associates
 SER Business & Technical Institute
 Snail Thai Cuisine
 Social Development Center
 Social Security Administration
 South Chicago Parents & Friends, Inc.
 South Suburban Special Recreation Assoc
 St. Jude League
 St. Paul & The Redeemer Church
 The Woodlawn Organization
 Trinity United Church of Christ
 United Way of Chicago
 University of Chicago
 University of Chicago Hospitals
 US Administration on Aging
 US Dept of Education
 US Dept of Health and Human Services
 US Dept of Labor, Bureau of Labor Statistics
 US Dept of Labor, OSHA
 US Dept of Veterans Affairs
 Verispan
 Will County Development Office
 WMS Gaming
 Women Employed

Following trade marks are products of the respective manufacturers: In-Design, PhotoShop, Illustrator, Adobe, Dreamweaver, Flash, Freehand, MacroMedia, Windows, Excel, PowerPoint, Word, Access, Outlook, Project, Microsoft Corp.

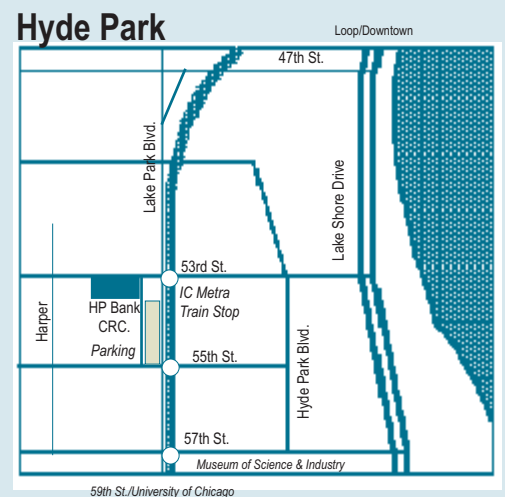
The Computer Resource Center, Inc., provides computer training and support to companies and individuals needing to learn popular computer software. It offers on-going, short-term classes that make a user highly proficient as quickly as possible, through hands-on, guided instruction. The CRC also offers desk-top publishing services, web site development, classroom rental, and on-site consulting.

The CRC's Hyde Park office, on the near South Side (ten minutes from the Loop and adjacent to the University of Chicago), is located in the Hyde Park Bank Building at 1525 East 53rd Street, suite 906, just off Lake Shore Drive (use the 53rd Street exit) and across from the Illinois Central 53rd Street train stop (catch the "Illinois Central" Local Metra train downtown at the corner of Randolph and Michigan, or near the Art Institute). The CTA's Jackson Express bus from the Loop (State Street) also stops nearby.

Computer rooms tend to be cool. You might wish to bring a sweater or jacket for your comfort.

Thanks a lot for working with me on the 2 day class we had for Secretaries Day. Our secretaries all came back raving and requesting more classes. Gotta love enthusiastic employees! So...thank you, thank you, thank you!
University of Chicago Hospitals

"I just wanted to say thanks for the Excel class yesterday. It was wonderful!" (**International Association of Assessing Officers**) ... "To say I am pleased with the services provided by the Computer Resource Center would be an understatement. You know your stuff!" (**Northwestern University**) ... "This was great! I hope we can do more from time to time. Very good teacher. Lots of useful information." (**Clearbrook**) ... "I wanted to take this opportunity to thank you for the excellent training sessions you provided my staff. We will certainly seek your instruction for future computer training sessions." (**City Colleges of Chicago**)



Thank you again for the excellent class. So far I have made posters, typed programs using all your tricks and even found an accent mark! Email is terrific! Your patience and expertise are really appreciated.
Service League

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<http://www.computer-resource.com>

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 Chicago, IL 60615

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2011-12 SCHEDULE

DECEMBER

1.....Intro to Computers
2 (morn).....Windows & Internet
2 (aft) Microsoft Outlook/Email
5..... Word 1
6..... Excel 1
7..... PowerPoint 1
8-9 Access 1
12..... Adobe Photoshop
13..... Adobe InDesign
14..... Adobe Dreamweaver
15..... Word 2
16..... Excel 2

JANUARY

17.....Intro to Computers
18..... Word 1
19..... Excel 1
20..... PowerPoint 1
23-24 Access 1
25..... Adobe Photoshop
26..... Adobe InDesign
27..... Adobe Dreamweaver
30..... Excel 2
31..... Word 2

FEBRUARY

1.....Intro to Computers
2 (morn)..... Windows
2 (aft) Email/Outlook
6..... Word 1
7..... Excel 1
9..... PowerPoint 1
13-14 Access 1
16..... Adobe Photoshop
17..... Adobe InDesign
20 (morn)..... Adobe Illustrator
22..... Word 2
23..... PowerPoint 2
27..... Excel 2
28..... Adobe Dreamweaver

MARCH

1.....Intro to Computers
2 (morn)..... Windows
2 (aft) Email/Outlook
5..... Word 1
6..... Excel 1
8..... PowerPoint 1
9..... Adobe Photoshop
12-13 Access 1
15..... Adobe InDesign
16 (morn)..... Adobe Illustrator
19..... Excel 2
20..... Word 2
21..... PowerPoint 2
22..... Adobe Dreamweaver

APRIL

2.....Intro to Computers
3 (morn)..... Windows
3 (aft) Email/Outlook
5..... Word 1
6..... Excel 1
9..... PowerPoint 1
12-13 Access 1
16..... Adobe InDesign
17 (morn)..... Adobe Illustrator
19..... Excel 2
20..... Word 2
23..... Adobe Dreamweaver
24..... PowerPoint 2
26..... Adobe Photoshop

FEES

Half-day class \$79

Standard one-day class

Nonprofit/personal..... \$139

Regular \$159

Intro to Access (two-day class)

Nonprofit/personal..... \$209

Regular \$229

Group (1 day) \$750

Note: The CRC reserves the right to cancel any class that has fewer than 3 persons registered.

Credit Card Payment: Credit cards are accepted only on-line through PayPal. Go to www.computer-resource.com and click on "Fees" to pay through the secure server.

Consulting: If you have specific problems, the CRC staff provides one-on-one instruction and consulting (including weekends). Rates are \$90 an hour. We do not repair, install, or upgrade equipment.

Special—One-Year Rate: For prepayment of \$850 per person, you can take unlimited classes for one year (from the date of the first class), including repeats.

COURSES

Hands-on classes are offered in most popular software programs, including:

- Intro to Computers
- Windows (half-day)
- Microsoft Outlook (half)
- Word 1 and 2
- Excel 1 and 2
- PowerPoint 1 and 2
- Access 1
- Microsoft Publisher (*)
- Microsoft Project (*)
- Adobe PhotoShop
- Adobe Illustrator
- Adobe InDesign
- Adobe Dreamweaver
- Web Boot Camp (*)
- Selling on eBay (*)
- WebExpress (*)

1 = "basic to intermediate" level.

2 = "advanced" level.

(*) By special arrangement.

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**Classes Meet at
1525 East 53rd Street, Suite 906
from 9:30 to 4:30**

Hyde Park Bank Building.

Affordable parking next door at Border's Bookstore.
Metra Electric Line local trains stop at 53rd Street.
CTA Jackson Express stops at 53rd and Hyde Park.