

# 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).

**T**ake 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 a patient instructor who thoroughly explains 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." Most classes are taught by George Rumsey, who has spent years working with the software. He knows from experience the bugs, problems, and time-saving shortcuts. Plus, we encourage students to bring examples of their work to class, and then to call us for help when they "get stuck."

Contact us: (773) 955-4455  
Online: [www.computer-resource.com](http://www.computer-resource.com)  
Classroom: 1525 East 53rd Street, Suite 902  
"The Most Personal Computer Training in Chicago"

# Beginner Courses

## Computer Basics Microsoft Word and Excel

"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 10

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. Class focuses on new aspects of Windows 10, including startup tiles, shop, Edge, and more. [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  
Running applications  
Windows Accessories  
Windows "system tools" & Task manager  
'Help,' Cortana, finding files and folders  
File Explorer  
Creating folders  
Moving and renaming files  
Control panel and personalization (screen savers, colors, other display options)  
Multi-tasking  
Microsoft Edge  
Safe computing  
Surfing the web securely  
Best practices for avoiding trouble

### SPECIAL COURSE: Selling on eBay

It's fun, it makes money, and lots of people want to do it! Sell your stuff on eBay. Clean out that closet, empty 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 almost 5,000 positive feedbacks.

Learn 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 to schedule a class for you and your friends. Scheduled by arrangement. [½ day]

# Microsoft Access

## Day 1

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 a basic database, analyze data using query (select, calculated, and total), and construct reports to print and forms for data entry.

Components of Access databases  
Data tables  
Fields and data types; properties (input masks, validation, indexing)  
Data entry and editing; appending and deleting; formatting  
Form creation using wizards  
Simple reports (wizards)  
Queries (select and action)  
Writing criteria  
Operators and wildcards  
Reports on queries (wizards)  
Group-total (average, count, sum)  
Creating calculated fields  
Querying queries  
Group Total queries  
Creating forms in Design view  
Form layout and alignment  
Linking forms  
Dropdowns and command buttons  
Creating reports in Design view  
Layout and alignment  
Exporting to Word and Excel  
Expression builder  
Lines, boxes, formats  
Grouped reports  
Subtotals and grand totals

## Day 2

Access Day 2 quickly reviews basic concepts, with emphasis on queries, then focuses on relational design across multiple tables, including specialized queries such as parameter, group total, and make table queries. Students will create forms (with linked forms, dropdowns, control buttons) and reports (including sorting, grouping with totals, and expressions).

Linking tables  
Relational queries and joins  
Relational integrity  
Expressions and calculations  
Group-total queries  
Parameters  
Make-table, Append, Delete, Update  
Forms  
Combo/list boxes  
Tabbed and subforms  
Command buttons  
Report design  
Custom creation  
Field alignment  
Columns and labels  
Grouping and sorting in reports  
"Expression Builder"  
Totals, grand totals, subtotals, averages, and other expressions

## Microsoft Outlook

Comprehensive email with sophisticated contact management. Learn email management, including signatures and business cards. Work calendar functions such as recurring appointments, sharing, and views. Class will also work with assigned tasks, quick ways to create contacts and custom address book entries, and notes. [½ day]

Overview of Outlook and email/inbox  
Flags, fields, priorities, voting buttons  
Drafts and scheduled email  
Formats (html, signatures, business card)  
Receipts  
Rules and quicksteps  
Out of office and other settings  
Contacts; detailed and custom fields  
Calendars  
Reminders, recurring appointments  
Meetings  
Checking other people's calendars  
Sharing calendars, permissions  
Tasks and Notes

### SPECIAL COURSE:

## Adobe Acrobat Pro

Want to make smaller PDFs—or higher-quality PDFs? How about how to edit PDFs, with comments, markup, and editing?

Then arrange to take a course to Adobe Acrobat Pro, the full program behind the Adobe Acrobat Reader. Better understand PDF settings, high-resolution formats, properties, and even how to turn PDFs into fillable forms.

Scheduled by arrangement. [½ day]

## 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'); SkyDrive  
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. Class will also explain paste links, forms, '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 versus 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, average, if, now, etc.  
Formatting tables  
Highlight commands; shortcuts  
Cut and paste/paste special  
Merge and center  
Conditional formats  
Copy and iterate  
Printing and print preview  
Charts and graphs  
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  
Named ranges and cell notes  
Graphics and sparklines  
Text functions (concatenate, proper, len)  
Statistical functions (stdev, countif, counta)  
Date/time functions (now, today)  
Financial functions (IPMT, PPMT, PV, DB)  
Calculating across spreadsheets and files  
If statements  
Database operations  
Sort, forms, and filters  
Data validation  
Consolidate and subtotals  
Vlookups and hlookups  
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 and embedding YouTube  
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 CREATIVE CLOUD

## 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]

## InDesign

Adobe's standard for "desktop publishing." Useful for production of newsletters, brochures, posters, cards, books, 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 one-page poster, a 3-fold leaflet, and a 4-page newsletter. Class also works with styles, layers, and many design features such as rasterizing, 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. [1/2 day]

## 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. Class first focuses on HTML basics, such as headings and tables to generate stable, well-designed pages; it also works with importing jggs from programs such as Photoshop. Then, the key part of the class is how to use CSS (cascading style sheets), including how to generate and how to attach. Class also includes basics of web-site management: links, folders, and FTP to upload your web pages. [1 day, upon request]

## Some People We've Trained:

Alternative Phone Book  
 American Library Association  
 American Lung Association  
 American Lung Association  
 Area Agency on Aging  
 Arthritis Foundation  
 Association of Meineke Dealers  
 Attorney Registration and Disciplinary Commission  
 Avon Products  
 Balzekas Museum  
 The Big Ten  
 Casa Central  
 Catholic Theological Union  
 Center for Clinical Research  
 Center for Disability & Elder Law  
 Center for Research Libraries  
 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 Institute  
 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  
 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 Medicine  
 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

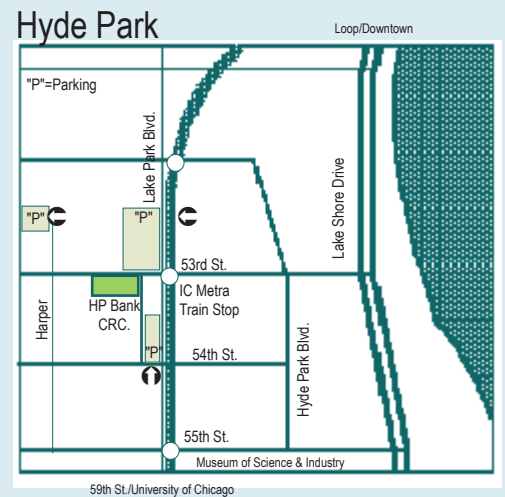
The Computer Resource Center, Inc., provides computer training and support to companies and individuals needing to learn popular computer software. It offers on-going, short-term classes that make a user highly proficient as quickly as possible, through hands-on, guided instruction. The CRC also offers 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 902, 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, Millennium Station). The CTA's Jeffrey Express bus from the Loop (State Street) also stops nearby. There is a parking lot on the corner next to the bank (at 54th) and across the street in the University of Chicago office.

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**)



"Absolutely the place to go if you are in need of computer training. Located in Chicago, the Computer Resource Center delivers solid training for those needing training or refreshers ..." "Everything is explained clearly and understandably ..." "A fantastic teacher of computer techniques and programs."  
**Reviews on Yelp**

Contact us: (773) 955-4455  
<http://www.computer-resource.com>

1525 East 53rd, Suite 902  
 (Hyde Park Bank Building)  
 Chicago, IL 60615

# 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 6 persons or fewer), with one person per computer to insure individual attention. Full-day classes run 9:30 to 4:30 (lunch from 12:30 to 1:30); half-day classes are 9:30 to 12:30 or 1:30 to 4:30.

# Computer Resource Center

## 2019-2020 SCHEDULE

## FEES

### OCTOBER

1 ..... Computer Basics  
 2 ..... Windows 10 (morn)  
 2 ..... Microsoft Outlook (aft)  
 3 ..... Word 1  
 4 ..... Excel 1  
 8 ..... PowerPoint 1  
 9-10 ..... Access  
 15 ..... Adobe Photoshop  
 16 ..... Adobe InDesign  
 17 ..... Adobe Illustrator  
 21 ..... Word 2  
 23 ..... PowerPoint 2  
 24 ..... Excel 2

### JANUARY

14 ..... Computer Basics  
 15 ..... Windows 10 (morn)  
 15 ..... Microsoft Outlook (aft)  
 16 ..... Word 1  
 20 ..... Excel 1  
 21 ..... PowerPoint 1  
 23-24 ..... Access  
 27 ..... Adobe Photoshop  
 28 ..... Adobe InDesign  
 29 ..... Word 2  
 30 ..... PowerPoint 2  
 31 ..... Excel 2

### NOVEMBER

4 ..... Computer Basics  
 5 ..... Windows 10 (morn)  
 5 ..... Microsoft Outlook (aft)  
 6 ..... Word 1  
 7 ..... Excel 1  
 12 ..... PowerPoint 1  
 13-14 ..... Access  
 19 ..... Adobe Photoshop  
 20 ..... Adobe InDesign  
 21 ..... Adobe Illustrator  
 26 ..... Word 2  
 27 ..... PowerPoint 2  
 28 ..... Excel 2

### FEBRUARY

4 ..... Computer Basics  
 5 ..... Windows 10 (morn)  
 5 ..... Microsoft Outlook (aft)  
 6 ..... Word 1  
 11 ..... Excel 1  
 12 ..... PowerPoint 1  
 13-14 ..... Access 1  
 18 ..... Adobe Photoshop  
 19 ..... Adobe InDesign  
 25 ..... Word 2  
 26 ..... PowerPoint 2  
 27 ..... Excel 2

### DECEMBER

2 ..... Computer Basics  
 4 ..... Windows 10 (morn)  
 4 ..... Microsoft Outlook (aft)  
 5 ..... Word 1  
 9 ..... Excel 1  
 10 ..... PowerPoint 1  
 11-12 ..... Access  
 13 ..... Adobe Photoshop  
 16 ..... Adobe InDesign  
 17 ..... Word 2  
 18 ..... PowerPoint 2  
 19 ..... Excel 2

### MARCH

3 ..... Computer Basics  
 4 ..... Windows 10 (morn)  
 4 ..... Microsoft Outlook (aft)  
 5 ..... Word 1  
 10 ..... Excel 1  
 11 ..... PowerPoint 1  
 12-13 ..... Access 1  
 17 ..... Adobe Photoshop  
 18 ..... Adobe InDesign  
 19 ..... Word 2  
 25 ..... PowerPoint 2  
 26 ..... Excel 2

**3-hour class (Windows 10 & Outlook).....\$89**

#### Standard one-day (6-hour) class

Nonprofit/personal .....\$149  
 Regular .....\$179

#### Intro to Access (two-day class)

Nonprofit/personal .....\$249  
 Regular .....\$279

**Group (on-site).....\$850**

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

**Credit Card Payments:** Credit cards are only accepted through on-line payment. Go to [www.computer-resource.com](http://www.computer-resource.com) and click on "Fees" to pay through the secure server. You do not need to prepay, and companies can be invoiced.

**One-on-One Instruction / Consulting:** If you have specific needs, the CRC staff provides one-on-one instruction and consulting (including evenings and weekends). Rates are \$100 an hour (on-site) or \$90 per hour in the CRC office. Please note we do not repair, install, or upgrade equipment.

**Other Courses, Available upon Request:** Microsoft OneDrive (Cloud, 1.5 hours), Adobe Acrobat (2-3 hours), Constant Contact (2 hours), Safe Computing (2 hours), Selling on eBay (3 hours).

Classes meet at  
 1525 East 53rd Street, Suite 902  
 from 9:30 to 4:30  
 Hyde Park Bank Building.  
 Affordable parking next door.

Metra Electric local trains stop at 53rd Street.  
 CTA Jackson Express #6 stops at 53rd and Hyde Park.

Contact us: (773) 955-4455  
 Online: [www.computer-resource.com](http://www.computer-resource.com)