

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).

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 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
Classroom: 1525 East 53rd Street, Suite 902
"The Most Personal Computer Training in Chicago"

Beginner Courses

Computer Basics 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 over 5,000 sales and almost 4,000 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 (773) 955-4455 to schedule a class for you and your friends. [Arranged upon request]

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

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

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

SPECIAL COURSE:

Intro to Social Media

Trying to decide if you should plunge in to social media? Take this half-day course to learn the fundamentals of Facebook, Twitter, and Pinterest, three of the leading social media resources. "Heart" your friends on Facebook, tweet your thoughts on the weather, and create a pinned group of your favorite pictures. Also learns some of the tips about using these websites safely and securely, without getting hacked. [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. [½ 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]

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

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.

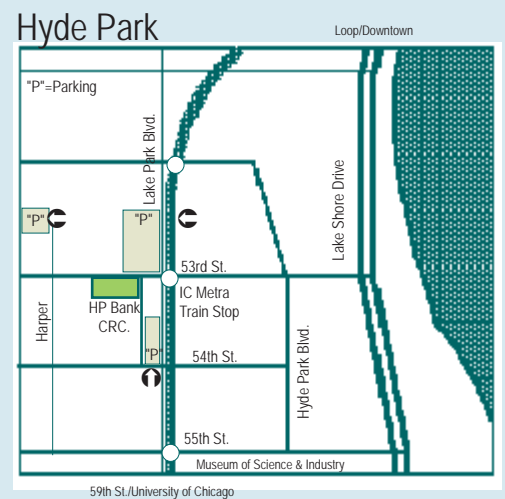
The Computer Resource Center, Inc., provides computer training and support to companies and individuals needing to learn popular computer software. It offers on-going, short-term classes that make a user highly proficient as quickly as possible, through hands-on, guided instruction. The CRC also offers 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 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>

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 (Hyde Park Bank Building)
 Chicago, IL 60615

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Computer Resource Center

2017 SCHEDULE

JUNE

1..... New Users
 2..... Windows 10 (morn)
 2..... Outlook (aft)
 6..... Word 1
 7..... Excel 1
 8..... PowerPoint 1
 12-13..... Access 1
 15..... Photoshop
 16..... InDesign
 26..... Word 2
 27..... Excel 2
 28..... PowerPoint 2
 29..... Illustrator

SEPTEMBER

6..... New Users
 7..... Windows 10 (morn)
 7..... Outlook (aft)
 16..... Word 1
 11..... Excel 1
 12..... PowerPoint 1
 14-15..... Access 1
 19..... Photoshop
 20..... InDesign
 21..... Illustrator
 26..... PowerPoint 2
 27..... Word 2
 28..... Excel 2

JULY

6..... New Users
 7..... Windows 10 (morn)
 7..... Outlook (aft)
 10..... Word 1
 11..... Excel 1
 13..... PowerPoint 1
 17-18..... Access 1
 20..... Photoshop
 24..... InDesign
 25..... Illustrator
 27..... PowerPoint 2
 28..... Excel 2
 31..... Word 2

OCTOBER

2..... New Users
 3..... Windows 10 (morn)
 3..... Outlook (aft)
 4..... Word 1
 12..... Excel 1
 13..... PowerPoint 1
 16-17..... Access 1
 19..... Photoshop
 20..... InDesign
 24..... Illustrator
 25..... PowerPoint 2
 26..... Word 2
 31..... Excel 2

AUGUST

14..... New Users
 15..... Windows 10 (morn)
 15..... Outlook (aft)
 16..... Word 1
 17..... Excel 1
 18..... PowerPoint 1
 21-22..... Access 1
 23..... Photoshop
 24..... InDesign
 25..... Illustrator
 29..... PowerPoint 2
 30..... Word 2
 31..... Excel 2

NOVEMBER

1..... New Users
 2..... Windows 10 (morn)
 2..... Outlook (aft)
 3..... Word 1
 6..... Excel 1
 7..... PowerPoint 1
 9-10..... Access 1
 14..... Photoshop
 15..... InDesign
 16..... Illustrator
 28..... PowerPoint 2
 29..... Word 2
 30..... Excel 2

FEES

Half-day (3-hour) class	\$89
Standard one-day (6-hour) class	
Nonprofit/personal	\$149
Regular	\$179
Intro to Access (two-day class)	
Nonprofit/personal	\$249
Regular	\$279
Group (at CRC office)	\$750
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 on-line through PayPal. Go to 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.

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.

Special—One-Year Rate: For prepayment of \$950 per person, you can take unlimited classes for one year (from the date of the first class), including unlimited repeats.

Other Courses, Available upon Request: Microsoft OneDrive (Cloud, 1.5 hours), Adobe Acrobat (2-3 hours), Constant Contact (2 hours), Safe Computing (2 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 Jeffrey Express #16 stops at 53rd and Hyde Park.

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