



**CULTURAL DIVERSITY FOUNDATION EDUCATIONAL PROGRAMS
TECHNOLOGY MADE SIMPLE**

COURSE LISTINGS

<p>Date: To be announced Time:</p>	<p>Location: College of Southern Nevada, Cheyenne Campus, Herbert Peoples Computing Building, Computer Lab, Room ??</p>
<p>Class: Introduction to MS Excel Create a Spreadsheet for a Budget, Enter Data, & Calculate Data</p>	<p>Class: Intermediate MS Excel Create spreadsheets with templates charts, graphics, and formulas</p>
<p>Class: Introduction to PowerPoint Create a slide presentation; insert graphics, slide transitions, animation, hyperlinks to websites</p>	<p>Class: Introduction to MS Word Entering & Editing Text in MSWord; Copy/Pasting Text; Selecting Font Styles & Size; Saving Documents; Inserting Pictures; Formatting a document; Creating Borders; Creating Hyperlinks</p>
<p>Winning Scholarships For College Learn how to: Search for college funding on the web and print resources Write an essay Complete the FAFSA</p>	<p>Class: Creating a Newsletter using MS Office Publisher Learn how to design a professional newsletter, insert color and graphics</p>
<p>Class: Social Media: Facebook & Twitter: What's It All About Use Facebook on the Web for Personal, Educational, and Professional Communication Create a Profile in Facebook TWITTER Setup Twitter Research a Company or Topic Present a Professional Profile/Image to Companies Update Friends and Family with the Daily Activities in Your Life</p>	<p>Class: Social Media: Creating an Online Newsletter Learn how to use e-mail Marketing Software To Create An Eye-catching Newsletter Online For:</p> <ul style="list-style-type: none"> • Family Reunions • Church & Community Events • Business Communication