

Scroll down to see a topic list for **each** class taught by Gini Pedersen:

Word (Beginning/Intermediate)

Versions 2016/2013/2010/2007

(3 sessions)

- Basics: New, Open, Save, Save As, Print, Close
- Bold, italics, underline
- Font style and size
- Line justification
- Hidden codes
- Switch between open files
- Cut and paste
- Copy and paste
- Reverse step
- Spell check
- Different ways to select and edit text
- Different ways to scroll through text
- Troubleshoot various problems
- Margins
- Spacing
- Print Preview
- Search
- Replace
- Tabs
- Indent
- Bullets
- Header and footer
- Page break
- Create symbols
- Tables
- Columns
- Sort
- Change settings
- Insert image, clipart, wordart

Word Tips and Tricks (Advanced)

Versions 2016/2013/2010/2007

(1 session)

- Modify images

- Incorporate text and images
- Create a watermark background
- Compare and merge documents
- Troubleshoot problems
- Avoid pitfalls
- Keyboard shortcuts
- Text boxes
- AutoCorrect
- Manage hyperlinks
- Create multiple columns
- Macros
- Headers and footers
- Footnotes
- Format Painter tool
- Change settings
- AutoShapes
- Sorting
- Insert a Drop Cap
- Mail Merge
- Labels
- Envelopes
- Templates
- Access to many more tips and tricks

*Excel -- (Beginning/Intermediate)
 Versions 2016/2013/2010/2007
 (3 sessions)*

- Basics: New, Open, Save, Save As, Print, Close
- Enter data in cells
- Edit cells
- Save file various ways
- Delete, insert, rename, move worksheets
- Set print formats
- Create and work with simple and complex formulas
- Create manual and automatic formats
- Group worksheets
- Resize 1 or more columns
- Copy data and formulas to another worksheet
- Link data from one worksheet to another
- Apply autoformats to tables
- Apply numerical formats
- Change decimals

- Troubleshoot problems
- Add title
- Change and enhance fonts
- Center text across columns
- Enhance text
- Align text
- Plot a column chart
- Plot a pie chart
- Work with charts
- Database functions
- Freeze cells
- Sort cells
- Filter information in cells

Excel Tips and Tricks

Versions 2016/2013/2010/2007

(1 session)

- Change settings
- Troubleshooting problems
- Reformatting numbers, dates, and more
- Managing fractions, negative numbers, dates, and more
- Avoiding pitfalls
- Keyboard shortcuts
- Word wrap within a cell
- Headers/Footers
- Viewing multiple worksheets/workbooks
- Cell notes
- Display formulas
- Freeze rows/columns
- Text boxes
- Templates
- Macros
- Split screen between worksheets/workbooks
- Import data
- Access to many more tips and tricks

PowerPoint -- (Beginning/Intermediate)

Versions 2016/2013/2010/2007

(2 sessions)

- View existing presentations
- Create new presentation with multiple slides of different types

- Styles
- Save presentation
- Reorganize slides
- Format text
- Add text and other objects
- Outline view
- Draw on a slide
- Use Autoshapes
- Work with graphs
- Speakers Notes
- Wizards
- Color Schemes
- Builds and transitions
- Timings
- Running show automatically and manually
- Print in various formats
- Projection options
- Add multimedia features
- Troubleshoot problems

PowerPoint Tips and Tricks (Advanced)

Versions 2016/2013/2010/2007

(1 session)

- Pitfalls
- Change settings
- Manage hyperlinks to Web and other files
- Prepare presentation in different formats
- Record audio
- Insert video
- Edit video
- Insert sounds
- Modify Quick Access Toolbar
- Non-printing comments
- Templates
- Footers
- WordArt
- Hide Slides
- Draw on a slide
- Master slide
- Keyboard shortcuts
- ...and more