



## Adult Computer Camp

NR Computer Learning Center offers Computer Program for adults with hands-on computer classes in the area of creating Computer Basic & Window, Keyboarding, Microsoft Word 2007, Microsoft Excel 2007, Microsoft PowerPoint 2007, Computer Network, Internet & Microsoft Outlook 2007.

### Computer Basic & Window

The hands-on course provides student the knowledge and skills required to identify different types of computers, the components of a personal computer including microprocessors, motherboard, flash drive, hard disk, Memory, Keyboard, mouse and Input/output devices. The students will also learn to use Window Vista to manage files & folders, maintain their system, run application, using control pane, printing files and installing programs. This course will also help students who are preparing for IC3 Module A: Computing Fundamentals Certification test. Prerequisite: Basic Typing skills.

### Keyboarding

The hands-on course is designed for students who want to learn how to touch-type to increase their speed and efficiency on the keyboard. The course includes interactive exercises that will allow students to explore the intricacies of KAZ (Keyboarding A to Z). The Speed-Builder software is included with the manual. Prerequisite: Microsoft Windows, Computer Basic or equivalent.



### Microsoft Word 2007

The hands-on course provides the student the knowledge and skills required to learn the basic functions and features of Microsoft Word 2007 software to create professional letters and documents. The Elements include the ability to start and exit the Word application, modify the display of toolbars and on-screen elements, use online help, edit, format, copy, paste, set font type and size and print documents. This course will also help students who are preparing for IC3 Module B: Key Application Certification test. Prerequisite: Microsoft Windows Basic, Internet or equivalent.

### Microsoft PowerPoint 2007

The hands-on course provides the student the knowledge and skills required to learn to create a great presentation using Microsoft PowerPoint 2007 software. The students will learn to use the basic features of Microsoft PowerPoint 2007 such as the Quick Access Toolbar, the Ribbon, the Slide Navigation, the Shortcut icons, creating master slide, inserting header/footer, managing slides, formatting text, inserting graphics, clip arts, charts and table; printing presentation, notes and handouts. This course will also help students who are preparing for IC3 Module B: Key Application Certification test. Prerequisite: Microsoft Windows, Internet or equivalent.

## Computer Network, Internet Basic & Microsoft Outlook 2007

The hands-on course provides the student the knowledge and skills required to understand the common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like the telephone network). The students will also learn to use the Internet for research and Microsoft Outlook 2007 to send and receive emails, to use scheduler to keep track of appointment and to maintain task list. This course will also help students who are preparing for IC3 Module C: Living Online Certification test. Prerequisite: Microsoft Windows, Internet or equivalent.

### Microsoft Excel 2007

The hands-on course provides the student the knowledge and skills required to learn to start and exit Microsoft Excel 2007 software. The students will learn to modify the display of toolbars and on-screen elements, use online help and use printing function, copy/ paste text, format cell, row and column, set text style and size, define a formula, and create and modify a chart. This course will also help students who are preparing for IC3 Module B: Key Application Certification test. Prerequisite: Microsoft Windows Basic, Internet or equivalent.

## Register Information



NR Computer learning Center (NRCLC) provides several high caliber half/full day programs in Computer for adults. Our educators inspire young minds to exercise their creativity while embracing education as an invaluable tool for life. You can choose from any of our summer camps! You can also register for multiple programs to develop learning skills and improve achievement of your kids. For additional information, visit our website at [www.nrclc.com](http://www.nrclc.com).

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