



The Early Years Centre

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Child Care Options Resource and Referral has hired Mariette DeGagné to deliver more computer workshops in Surrey BC. Mariette, in the last 10 years, has made an important contribution in the Manitoba child care industry as it struggles to become technologically viable.

Training schedule is currently being developed and will be available the first week of April 2008. To **register** for any of the Child Care Options workshops please call **604-572-8032** or e-mail childcareoptions@options.bc.ca

The training will be held at:

Child Care Options at 6878 King George Highway
100-6846 King George Highway
Surrey, BC

Training dates: Saturday, May 3, 2008 to Saturday, May 10th, 2008 inclusive

List of tentative workshops:

- Excel - Quick Start
- Excel - Bookkeeping!
- Getting Started – Windows (the Basics)
- PowerPoint – Quick Start
- Managing Files and Folders
- Word – Tips and Tricks
- Creating a Newsletter - Step 1
- Tables – Excel and Word

Workshop descriptions:

Excel – Quick Start!

Excel has never been easier to use. Learn the basics, including creating tables, entering formulas, enhancing and modifying your spreadsheet. This 3-hour hands-on workshop is your Quick Start for working with Excel. Once you have completed this introductory course, you may move on to the specialized workshops i.e. Staffing and Budgeting

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Excel Workshop – Bookkeeping

Tracking Revenues, Expenses, and Payroll!

Are you manually tracking all your revenues, expenses and payroll records in a ledger book? If the answer is yes, this workshop is designed for you. It is your first introduction to tracking revenues, expenses and payroll electronically. Using a pre-designed spreadsheet, learn how you can quickly become proficient in using spreadsheets rather than ledger sheets. Edit the spreadsheet and modify it to meet your needs.

Word – Tips and Tricks

Everyone uses Word. We'll teach you the tricks and shortcuts to become more effective and efficient? Are there features that give you difficulty? If the answer is yes! We can help! Learn the tricks the professional use. Save time and work more effectively in Word.

Tables in Excel and Word

Calendars, menus, lists are all tables. Learn how to create these tables and more using the Table features in both Word and Excel. Sort the information in a table and format it so the eye is immediately drawn to the most important part of the table. Add interest and excitement by adding colour, special text and cell formatting and graphics.

Creating a Newsletter – Step I (available in Word or Publisher)

Learning fundamentals of writing an effective Newsletter. Learn word-processing skills – character to paragraph and page formatting, learn the hidden short cuts and secrets the professionals use everyday to be more efficient and more productive in your Newsletter design.

PowerPoint – Quick Start

Whether you need to prepare presentations for your board of directors, or prepare your monthly meetings, PowerPoint will help you look professional every time. Make an impression by adding scanned pictures or choose from the clip art library. Creating tables and charts is quick and effective. Add drawing objects and create a slide show.

Managing Files and Folders

Save time! Reduce the level of frustration! How do I store and retrieve files quickly and efficiently? When I save a file, where is it saved? This 3-hour hands-on workshop will show you how to create a good filing system that meets your needs, will help you understand the types of files you create and how to systematically store these files so you can quickly find and open them. Also, you will learn to copy and retrieve files to and from floppy disks.

Getting Started with Windows

Specifically designed for the non-user, this introductory course walks you through step by step and gets you started with Windows and other Programs. It's quick, easy and fun! Learn the difference between hardware, software, bits & bytes! Learn the terminology, the use of the mouse, the Windows environment, starting programs and closing programs. Once you understand the fundamentals, you can start using other programs.