



Copyright © Randy Glasbergen. www.glasbergen.com

Welcome to OPHS Adult Enrichment

Erik Amerikaner

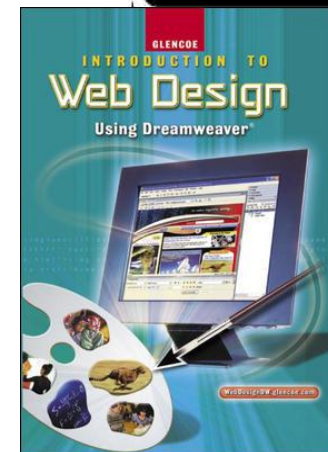
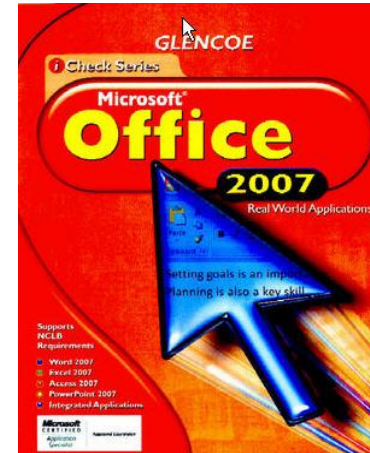
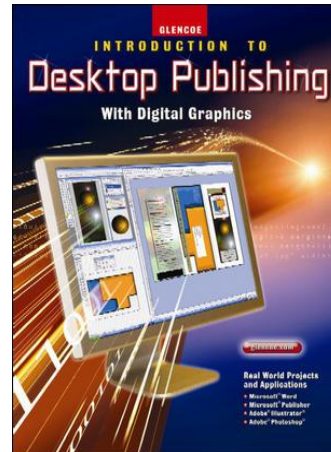
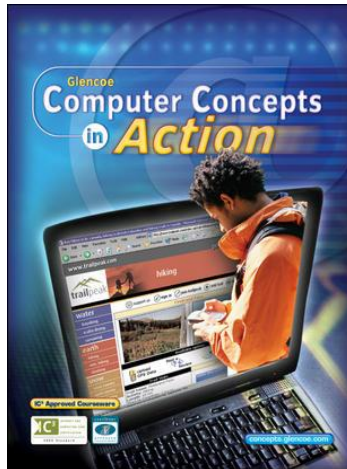
[www. Erikamerikaner.com](http://www.Erikamerikaner.com)

Restroom



Through the back door, first left.

Erik Amerikaner Background



- My experience includes teaching computer technology at Ventura College, Cuesta Community College (San Luis Obispo), San Luis Coastal USD, Moorpark USD and Conejo Valley USD.
- I am an author of McGraw–Hill Publishing Microsoft Office 2007/2010, Dreamweaver and Computer Application textbooks. I am working on new **DIGITAL** textbooks for 2011 and 2012.

Erik Amerikaner Certificates



**Co-author of
the class
textbook**



Goals for this Program



- ▶ You choose what you want to learn—and you will learn at your own pace using textbooks and online learning.
- ▶ You will be able to complete lessons at home using a Digital textbook and lessons.
- ▶ This no-stress class requires previous computer experience and the desire to learn the latest Office features. If you'd like to make your resume stand out and give you a boost in today's competitive job market, this class also provides training for the Microsoft Office Specialist Exams available through OPHS. The Microsoft Office Exams are industry-standard proof of your proficiency.



Schedule

- ▶ **Dates:**

- ▶ **Tuesdays Sept 27, Oct 4, 11, 18, 25,
Nov 1**

- ▶ **Times:**

- 7:00 – 9:00 p.m.

- ▶ **Room: C-4**

The Plan:



- ▶ You may work on MS Word 2010 Excel 2010 and/or PowerPoint 2010 © **At your own pace.**
- ▶ Textbook is available in paper format, or a DIGITAL copy on my website.
- ▶ You can download the program files from my website, and have the opportunity to work from home using Office 2007 or Office 2010.
- ▶ I will show you how to purchase the software or download a trial version.

The Plan–continued



- ▶ When you complete the lessons, you will be able to practice for the Microsoft Office Specialist Exam© with additional training lessons–included in the course. You can practice at home.
- ▶ At the conclusion of the six weeks, or any time thereafter, you may take the actual Microsoft Office Specialist Exam– for an additional fee of \$75.00, which includes a **free** retake, if you do not pass...



Microsoft | Learning

Microsoft® Office Specialist



June 4, 2010

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for Office Word 2007

Steven A. Ballmer
Chief Executive Officer
Microsoft Corporation



Questions?

Copyright 2008 by Randy Glasbergen.
www.glasbergen.com



**“I’m dating a werewolf.
I met him on Monster.com!”**

Let's go the computers



▶ Click into the Internet–use Internet Explorer

▶ In the address bar:



◦ Key: www.erikamerikaner.com



Specialist

Authorized Testing Center

Amerikaner Associates

Home

In The News

Oak Park Adult Enrichment

OPHS Computer Applications

Life Cycle of a Computer

OPHS Programming

OPHS E-Commerce

Online Testing Center

Glencoe Text Projects

Ventura College Comm Ed

Susan Amerikaner

Jonathan Amerikaner

MylsraelWineTours.com

Contact Us

Click on Oak Park Adult Enrichment

Click [Here](#) for the Program Catalog

Prepare for the Microsoft Office 2007 Certification Exam – a must-have in today's job market. Students can master Word or Excel or PowerPoint 2007 at their own pace. A certified Microsoft instructor will assist students to prepare for the exam using hands-on-lessons, activities and a practice exam. The optional exam is \$75. Previous computer experience is necessary.


Dates: Wednesday, Jan. 5, 12, 19, Feb. 2, 9, 16

Times: 7:00 - 9:00 p.m. • Room: C-4

Fee (includes supplies): \$150 / person

Scroll Down

Digital Textbook
click on image



Click on Student Center

e Learning Center

Computer Education

ICheck™ Series Microsoft® Office 2010

Click Here to Enter **STUDENT CENTER**

Click Here to Enter **TEACHER CENTER**

The Student Center includes...

- Training Manuals
- Reading Manuals
- Math Manuals
- Student Resource Links
- Present and Publish Projects

The Teacher Center includes access to all our Student Center activities and resources plus...

- Microsoft Office Specialist
- Corelation
- ISTE NETS Correlation

To Download the Lesson Files

- ▶ Scroll to Student Center Icon.

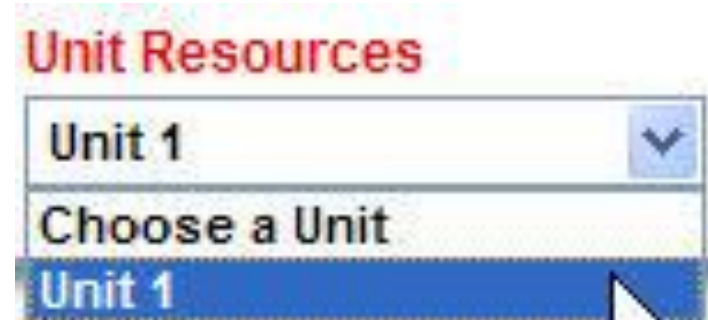


Click on the icon. Enter the Student Center.



- ▶ Scroll to the lower left side, and select Unit 1 under **Unit Resources**
- ▶ Unit 1 = Word
- ▶ Unit 2 = Excel

▶ In the following Window
Select
[Lesson 1: Create a Document](#)



[Lesson 1: Create a Document](#)

[Lesson 2: Format Content](#)

[Lesson 3: Use Word Tools](#)

[Lesson 4: Manage Lengthy Documents](#)

[Lesson 5: Columns, Tables, and Graphics](#)

[Lesson 6: Collaborate with Others](#)

In the next window,



Lesson 1: Create a Document

In this Lesson:

[Self Checks](#)

[Interactive Reviews](#)

[Data Files](#)

[Lesson Rubrics](#)

Lesson 1: Create a Document

Data Files

All of the student data files contained in the Glencoe iCheck Series Microsoft Office 2007 Real World Applications Student Edition can be accessed from this site.

Always ask a teacher or parent for permission before you download, install, or save a file or program to your home or school computer!

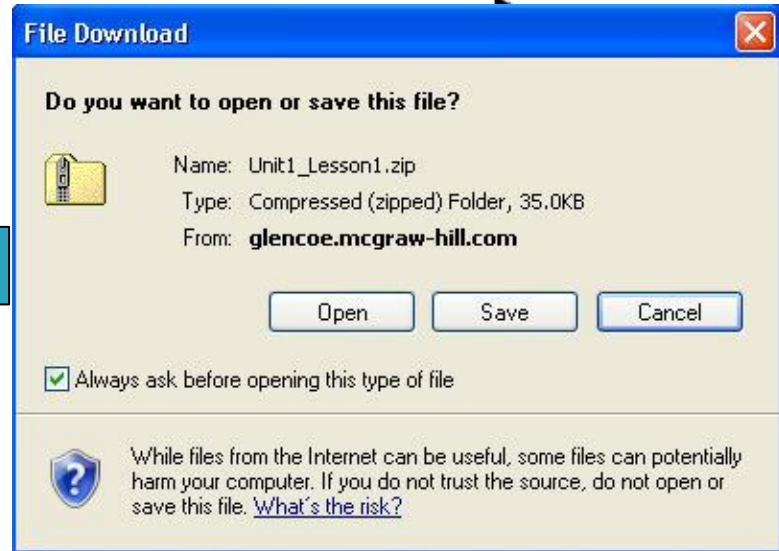
The downloads in this section are in .zip format. Make sure to unzip the files to use them. Don't have WinZip? [Download now.](#)

 [Lesson1 \(35.0K\)](#)

Click Data Files

In the next window, click on
[Lesson 1 \(35.0K\)](#)

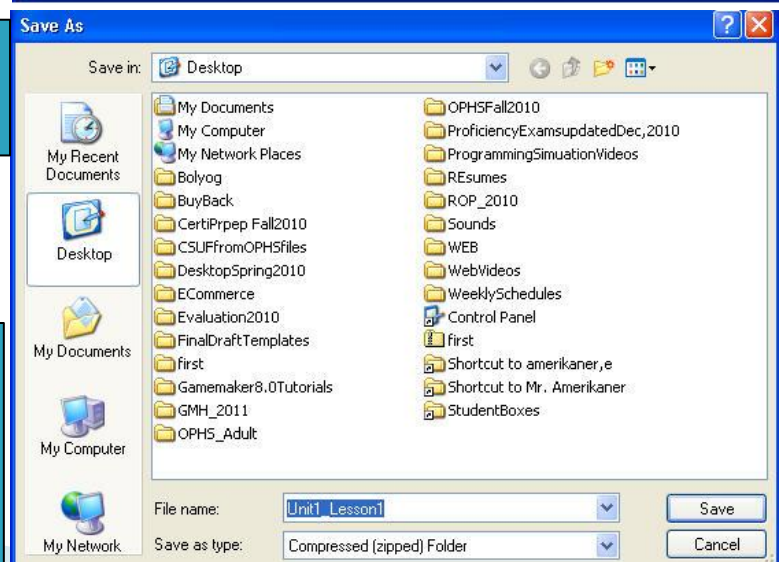


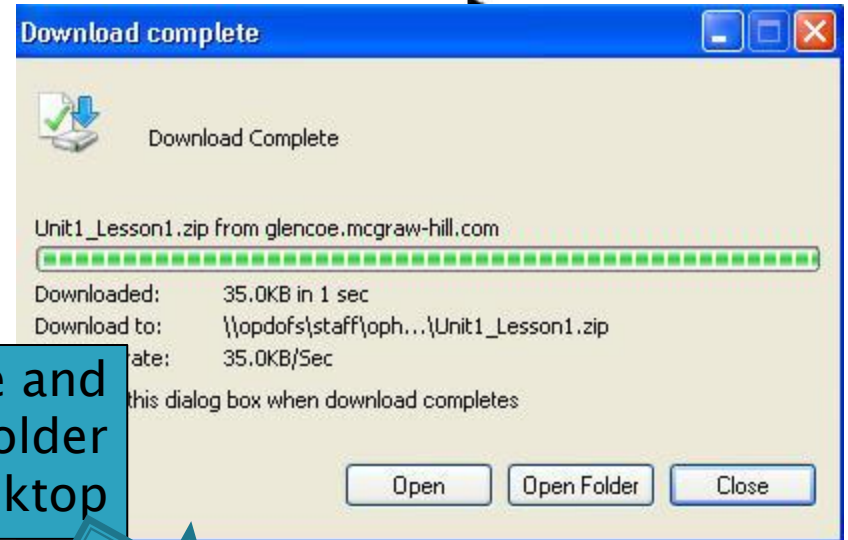


Click Save

Save in
DESKTOP

File name—
use the
Default
name

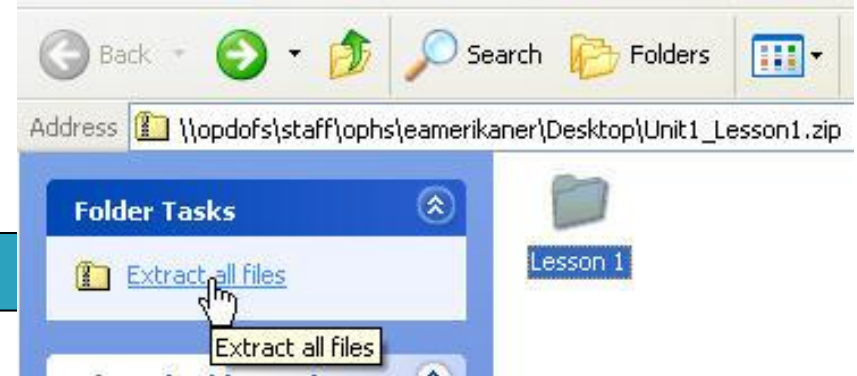




Click Close and
Navigate the Folder
on the Desktop



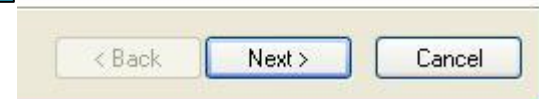
Double click on the
Folder on the
Desktop



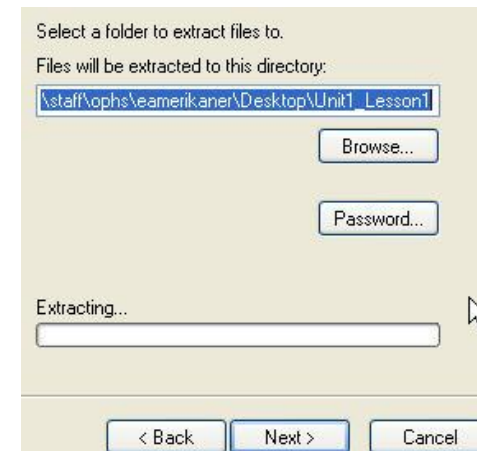
Click Extract all files

Click Next

To continue, click Next.



Click Next





Extraction Wizard

Extraction Complete

Files have been successfully extracted from the ZIP archive.



Files have been successfully extracted to the following directory:

\\opdofs\staff\ophs\eamerika...\Unit1_Lesson1

To see your extracted files, check the box below:

Show extracted files

Press finish to continue.

Click Finish

Finish

Cancel

er\Desktop\Unit1_Lesson1\Lesson 1



Goals

Microsoft Word Document

13 KB



Jobs

Microsoft Word Document

19 KB



Letter

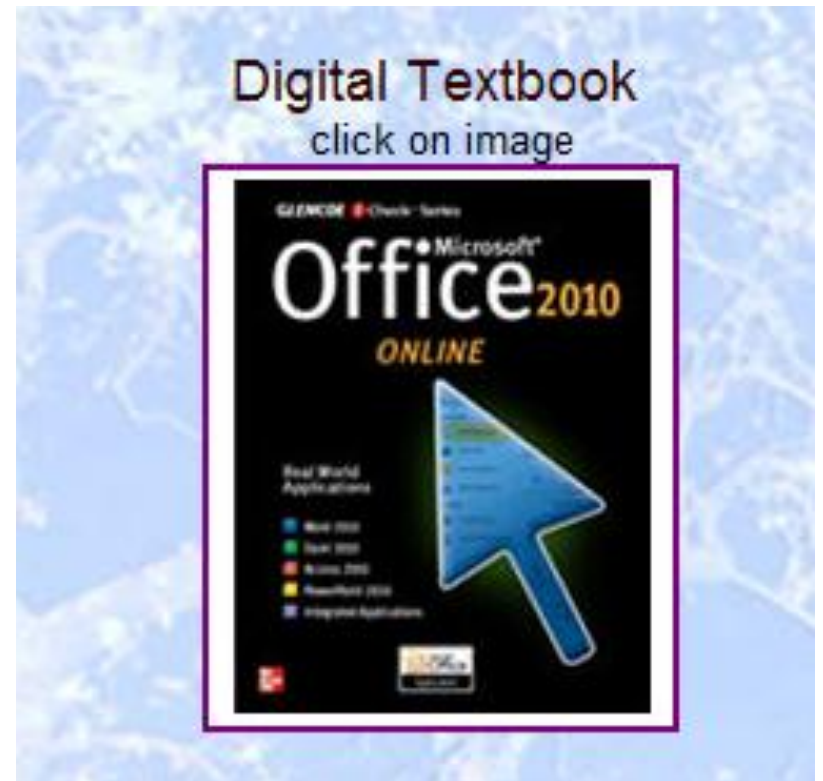
Microsoft Word Document

12 KB

These are the files needed for Lesson 1
Close and Return to the Desktop.



Return to the class page, and click on the Textbook cover.





Click on the Lessons you want to learn. Download and SAVE to the Desktop.

Office 2010- Digital Textbook Download and Save

WordLesson1.pdf ⬇ 👁 WordLesson2.pdf ⬇ 👁

WordLesson3.pdf ⬇ 👁

WordLesson4.pdf ⬇ 👁

WordLesson5.pdf ⬇ 👁

WordLesson6.pdf ⬇ 👁

Excel Lesson 1.pdf ⬇ 👁

Excel Lesson 2.pdf ⬇ 👁

Excel Lesson 3.pdf ⬇ 👁

Excel Lesson 4.pdf ⬇ 👁

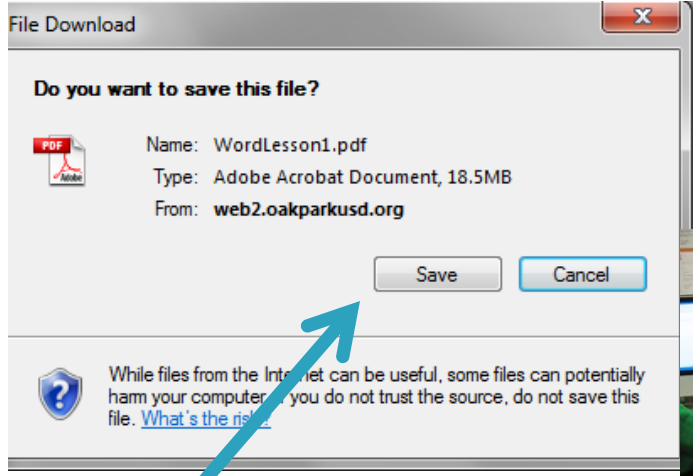
Excel Lesson 5.pdf ⬇ 👁

PPT Lesson 1.pdf ⬇ 👁

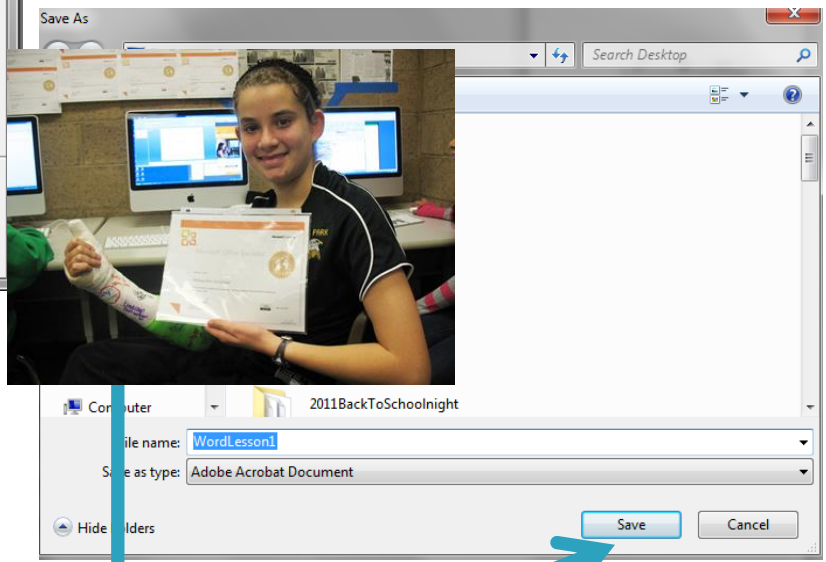
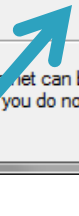
PPT Lesson 2.pdf ⬇ 👁

PPT Lesson 3.pdf ⬇ 👁

PPT Lesson 4.pdf ⬇ 👁



Save



Desktop and Save



On the Desktop click to Open Lesson



Questions??



May
The
Force
Be With
You!

