

BIM Course Descriptions

Computer Concepts and Microsoft Office 2013

As a student in this course, you will learn the most important topics of Internet Research. First you will become familiar with methods for effectively searching the Internet, and learn to construct complex searches. As the unit continues, you will learn about computer hardware, computer software, and digital electronics and file management. Finally, you will be presented with an overview of Windows 7 and Office 2013.

Microsoft Access 2013

As a student in this course, you will learn the most important topics of Microsoft Access 2013. You will start off learning about Access tables and from there go on to learn about queries, forms, reports, and database structure. The lessons get more and more advanced, covering database design with Northwind and database objects. Finally, you will learn how to create macros, create modules that store VBA, and maintain your database.

Microsoft Excel 2013

As a student in this course, you will learn the most important topics of Microsoft Excel 2013. You will get an introduction to Excel 2013 and learn about formulas, functions, formatting, and charts. The lessons get more advanced, covering Worksheet tasks and What-if Analyses. Finally, you will learn how to exchange data with other programs, how to incorporate Web information, and programming with Excel.

Microsoft PowerPoint 2013

As a student in this course, you will learn the most important topics of Microsoft PowerPoint 2013. You will start off learning about PowerPoint basics, how to create and enhance PowerPoint presentations and work with visual elements. From there you will learn to edit slide content, work with tables and charts, and work with sound objects. Finally you will learn how to customize slides, import and export information, and share and deliver presentations.

Microsoft Publisher 2013

As a student in this course, you will learn the most important topics of Microsoft Publisher 2013. You will start off learning about Publisher basics, create a publication from a template; save a publication; add text and pictures; use building blocks; and print the publication. From there you will learn more advanced features in Publisher, including mail merge, master pages, importing Word documents, and embedding and linking objects.

Microsoft Word 2013

As a student in this course, you will learn the most important topics of Microsoft Word 2013. You will start off creating and editing documents in Word as well as formatting text and paragraphs. You'll learn about formatting tables and how to illustrate documents with graphics. You'll work with themes, styles and templates and develop multi-page documents. You'll wrap up with lessons in references and advanced graphics as well as a lesson in how to integrate Word with other programs. Your final few lessons will focus on building forms, collaboration and customizing.