

WORKSHOP DESCRIPTIONS

- **Friendly Orientation to the Personal Computer for Windows XP Part #1:** A two (2) hour session designed to help parents gain a general understanding of the components of personal computers and how they work, using a variety of enjoyable hands-on activities. Information will be provided on what parents should look for when purchasing a home computer.
- **Friendly Orientation to the Personal Computer for Windows XP Part #2:** This two (2) hour “sequel” to the first orientation session gives parents an opportunity to expand and practice recently learned computer skills: becoming more familiar with the keyboard, mouse and Windows tutorial. Twenty (20) of the most frequently asked questions about using the personal computer are addressed during the session.
- **Supporting Your Child’s Academic Growth:** In a two (2) hour session, parents will be shown how they can assist their children at home in the areas of reading, writing, and mathematics. Parents will be given the opportunity to review the computer software currently being used by students in grades 1-6. A wide variety of activities and ideas that parents can use to support their children’s learning (even without a computer) will also be presented.
- **Microsoft Word 2003 (Part I):** This 10-hour workshop presented over four (4) consecutive days will provide parents with an introduction to Word Processing using Microsoft Word 2000 Software. With hands-on activities, parents will develop a basic awareness of the computer keyboard and learn to create a document, insert and delete text, italicize, underline, center text, save a file, print a document, and use of the mouse in advanced functions. Friendly Orientation is a pre-requisite for this workshop.
- **Microsoft Word 2003 (Part II):** Word Processing II is a continuation of the skills learned in Word Processing I. Participants will use different and slightly more complicated documents, with time allotted for individual practice over the four (4) consecutive days, totaling 10 hours. Word Processing I is a pre-requisite for this workshop.
- **Microsoft Word 2003 (Part III):** Word Processing III will reinforce what parents have learned in Parts I and II and will expand to more challenging commands within Microsoft Word. Time will be allotted for individual practice over the four (4) consecutive days, totaling 10 hours. Word Processing I and II are a pre-requisite for this workshop.
- **Microsoft Word 2003 (Part IV):** Word Processing III will reinforce what parents have learned in Parts I, II and III and will expand to more challenging commands within Microsoft Word. Time will be allotted for individual practice

over the four (4) consecutive days, totaling 10 hours. Word Processing I and II are a pre-requisite for this workshop.

- **Microsoft PowerPoint 2003:** In this 10-hour workshop over four (4) consecutive days, parents will learn how to create presentations from scratch or use an existing template, to change an existing presentation, and work with the different commands of PowerPoint. Word Processing I, II III and/or IV are a pre-requisite for this workshop.
- **Microsoft Excel 2003:** This is also a 10-hour workshop over four (4) consecutive days. A spreadsheet helps one to organize information in columns and rows as well as perform calculations. Some examples are: household budgets, simple inventories, and checkbooks. In this workshop, parents will learn how to build and use a spreadsheet. Word Processing I, II and/or III are a pre-requisite for this workshop.
- **Exploring Microsoft Publisher 2003:** In this workshop, parents will have the opportunity to create greeting cards, business cards, flyers, signs, etc. and learn to move around in the program. The prerequisite for this workshop is that parents must have completed or be enrolled in Word I, II, III and IV, PowerPoint, and Excel.
- **Independent Access:** These sessions provide parents with the opportunity to practice computer programs such as Typing Instructor and other programs for personal enrichment. Parents must be able to use a computer independently. Registration is not necessary for independent access time. To insure space at one of the workstations, please call before you come.
- **Resume Preparation:** During this time, parents will have the opportunity to work on their resume with help from the lab attendant. “Friendly Orientation” is a pre-requisite.
- **Internet Job Search:** During this time, parents will search the Web for jobs with help from the lab attendant. “Friendly Orientation” is a pre-requisite.
- **Digital Photography:** In this workshop, parents will have the opportunity to learn how the digital camera works, print pictures, create greeting cards, business cards, flyers, signs, etc. based on pictures taken with their digital camera. The prerequisite for this workshop is that parents must have completed Word I, II, and III, PowerPoint, and Excel.
- **Shortcuts in PowerPoint:** In this workshop, parents will have the opportunity to use shortcuts to aid in finishing creation of their presentation. The prerequisite for this workshop is that parents must have completed or have completed Word I, II, III and IV and be enrolled in or have completed PowerPoint.

- **Shortcuts in Excel:** In this workshop, parents will learn tips and tricks in Excel that helps to more quickly produce their ideas on paper. The prerequisite for this workshop is that parents must be enrolled in Word I, II, III and IV.
- **Shortcuts in Word:** In this workshop, parents will have the opportunity to use keyboard shortcuts to aid in their finished Word document. The prerequisite for this workshop is that parents must be enrolled in or have completed Word I, II, III and IV.
- **Saturday Academy:** In a two (4) hour session, parent and child will use the computer to access academic software used by the Bridgeport Public Schools to help support their child's education in grades 1-6. It will help parents assist their children at home in the areas of reading, writing, and mathematics.
- **Mouse Exercises:** In this workshop, parents will have fun learning different mouse movements so they can make the mouse carry out the commands they need to complete the Word document, PowerPoint presentation or Excel worksheet.
- **Introduction To The Internet:** This workshop, in two (2) sessions of two (2) hours each, will show parents, in a "hands-on" setting, how to access the Internet and the "World Wide Web" in order to obtain information of interest or importance. "Friendly Orientation" is a pre-requisite for this workshop.