Skills Upgrading Centre
Literacy Council York-Simcoe

Computer Training

Introductory Computer Courses

Basic Skills (2 hours)
This course covers the foundation level computer skills. Topics include icons and buttons, menus, lists, option buttons, checkboxes, using keyboard, entering and editing text and basic typing

Computer Basics (2 hours)
This course will help the beginner and intermediate user understand how a computer functions by explaining type of computers, hardware, processors, input and output devices, memory and storage devices, software, and computer networks.

Google Courses

Chrome -Exploring the Web
The course will provide an introduction to Google Chrome and teach the basics of working with the Internet using the Google Chrome browser.

Email Basics Using Gmail
The course teaches the basics of working with e-mail using Gmail including setting up an account on Google and an e-mail address and password.

Basics Using Google Calendar
The course will provide the basics of working with Google Calendar. Creating and editing calendars and events Inviting guests and sharing calendars

Microsoft Windows 10

Windows 10 Basics (4 hours)
This course is an introduction to Windows 10 Operating System. Topics include: an explanation of programs and operating systems, common operating system elements, menus, windows, icons, buttons, lists and text boxes.

Windows 10 File Management (6 hours)
This essential course for beginner and intermediate users deals with the file systems, the most important part of basic computer operations. Topics include: opening, saving, printing, window explorer, backups and properties.

Microsoft Office 2016 Courses

Microsoft Word - Basics (5 hours)
This course provides essential word processing skills for creating everyday documents using MS Word. Topics include: creating, formatting, printing, fonts, tools and time saving tips.

Microsoft Word - Intermediate 1 (5 hours)
An intermediate course in word-processing that will enable a user to enhance any document. Topics include: line and character spacing, adding bullets and numbers, inserting and Indenting paragraphs, adding page breaks and pictures.

Microsoft Word - Intermediate 2 (7 hours)
Topics in this course include: text borders and shading, graphics, tables, creating styles and themes, auto correct functions and other ways to enhance your document.

Microsoft Word - Intermediate 3 (2 hours)
Topics in this course include: document outline, tracking changes, inserting objects, protecting documents, rulers, research tools and paste options.

Internet Courses

Exploring the Web– Explorer 11 (4 hours)
This course teaches the basic concepts and skills needed for working with the World Wide Web. Topics include: internet software, organizing favorites, customizing Internet Explorer and internet security.

E-Mail Basics - Outlook 2010 (5 hours)
This course teaches the basic concepts and skills needed for using e-mail. Topics include: reading, viewing, composing, sending e-mail, attachments, address book and organizing your mail using Outlook.

All courses are self-paced independent learning courses delivered through the computer. Exact time to complete a course will depend on the student's pace of learning.

Microsoft Excel - Basic (5 hours)
This course will introduce you to the spreadsheet, the most widely used application of computers. It will provide you with the basic skills needed for the use of spreadsheets.

Microsoft Excel- Intermediate 1 (4 hours)
This course will help you become efficient using spreadsheets by giving you the skills for entering and editing data, making complex calculations and organizing multiple spreadsheets.

Microsoft Excel - Intermediate 2 (4 hours)
This course will give you the skills you need to create and organize spreadsheets. Topics include: sorting data, charts and pictures, headers and footers, page breaks and advanced functions.

Microsoft PowerPoint - Basic (4 hours)
This course will introduce you to the basics of using MS PowerPoint. Topics include: the main elements of PowerPoint, creating, saving, opening, editing and previewing a presentation.

Microsoft PowerPoint-Intermediate (4 hours)
This course will teach you various skills needed for creating well-organized, attractive presentations. Topics include: adding text boxes, working with tabs, adding footers, inserting pictures/tables, using templates and other advanced functions.

Microsoft Access - Basic (5 hours)
This course will introduce you to basic skills for working with a database. Topics include: tables, queries, forms, reports, table relationships and enabling a database.

All programs are offered free of charge to the residents of York Region who meet the income eligibility requirements; otherwise a nominal administration fee per course applies.

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