

Microsoft

Computer Literacy Class

Microsoft Office offers an online class that will satisfy the computer literacy prerequisite required for the Entry Level Master of Science in Nursing program. The expected completion time is only 10 hours self-paced. Please visit the website for more details at www.microsoftlearning.com. If you decide to take the class, please email proof of registration to Graduate Admissions and your final score report. The details are listed below.

Link for **Course 4130: Core Training for Microsoft® Office XP**

<https://www.microsoftlearning.com/eLearning/courseDetail.aspx?courseId=19322&tab=overview>

Introduction This course provides a detailed overview of Microsoft® Office XP, including the following: changing the look of a document, presenting information in tables and columns, proofreading and printing a document, getting to know Excel, making changes to your workbook, performing calculations on data, focusing on specific data using filters, creating a PowerPoint presentation, working with a presentation, adding and modifying slide text, printing a presentation, working with e-mail in Outlook, managing e-mail messages, customizing and organizing e-mail messages, managing your calendar, and scheduling and managing meetings.

System Requirements

To view this course, you need: A Pentium II, 256 MB RAM with a processor speed greater than or equal to 400 MHZ Microsoft® Windows® 98SE or higher Microsoft Internet Explorer 5.01 Macromedia Flash 6.0 or higher (1MB disk space needed to install) Microsoft XML Core Services 3.0 or higher A Super VGA monitor with minimum screen resolution 1024x768, with 16-bit color. A sound card, speakers, or headphones are recommended. Internet bandwidth of 56K or faster. Broadband is recommended. [Test your computer's capabilities <JavaScript:popupHelp\('/help/systemRequirements.aspx'\);](http://www.microsoftlearning.com/eLearning/courseDetail.aspx?courseId=19322&tab=overview) to see if it supports this course.

Estimated Time of Completion: 10 Hours

Cost: \$29.99

Published:

Language: English

Audience(s): Information Worker

Technology: Office XP

Course Type: Self-paced Course

Available Offline: Yes

Once you complete the class, please forward the score report to Graduate Admissions.