

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
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January 2, 2002

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Information Bulletin No. HR-2002-038

To: BC, HR, NI, and ST Center Directors
WO 330D, WO570D, and WO560D Project Managers

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations **DD:01/09/02**

The National Human Resources Management Center has arranged for computer skills training during the months of January, February, and March. **Microsoft WORD will replace Word Perfect as the Bureau software for word processing. Although we do not know the exact dates of deployment, we are offering these classes to prepare for this transition. This is only the first in a series of training that will be offered. Another series of training will be offered throughout the year to ensure all employees are accommodated.**

Using the attached class schedules and course descriptions, please submit through your training coordinators, the names of employees who can attend. Nominations using the attached form are being accepted on a first-come, first-served basis and are due January 9, 2002. Because nominations are accepted on a first-come, first-served basis, please turn in nomination forms as you receive them. Tuition costs will be paid from the overhead budget.

Classes will be held from 8:00 a.m. to 4:00 p.m. in Building 50 computer training room A1242. Employees must notify this office when legitimate conflicts preclude their attendance. This office will immediately check to see if there is another employee on the waiting list for that particular class. If there is, the employee and the employee's supervisor will be notified to determine their availability to attend. Supervisors should make every effort to ensure that their employees attend the courses they are registered for. If the computer training is not a priority and there is some doubt whether the person can attend, the nomination should not be made.

Nominations should be submitted on the attached forms to the appropriate designated training coordinator, by COB **Wednesday, January 9, 2002**. Training coordinators are as follows:

HR-Luron Porter 6-6503	ST-Rheda Dodd 6-6454	BC-Melodie Lloyd 6-8857
NI-Emily Alvarado 6-1692	WO-Barb Guest 6-8915	WO-Janet Beavers 6-0227

Class confirmation will be sent to each employee approximately one week before the class date. If you have any questions, please contact Holly Boyd at 303-236-0698 or Marilyn Ladd at 303-236-8267.

Signed by
Linda Sedbrook
Director

Authenticated by
Luron Porter
Secretary

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ST-150, BLM Library

2 Attachments

- 1- Course Descriptions and Dates Courses are Offered (2 pp)
- 2 - Microtutor Nomination Sheets (20 pp)

**COURSE DESCRIPTIONS
AND DATES COURSES ARE OFFERED**

Word (Level One)

(January 15, January 28, February 19, February 22, March 12, and March 25, 2002)

The Level One course is designed for the beginner with no previous Word experience. Topics covered include: the Word environment, navigating shortcuts, creating, editing, formatting, and saving basic text documents, tabs, tables, indents, and margins, page breaks, proofing, page setup and printing, headers and footers, and web page features.

Word (Level Two)

(January 18, February 5, March 5, and March 26, 2002)

The Level Two course builds on the skills learned in the Level One course and covers the use of sections, tables, newspaper columns, macros, templates, mail merge, styles and AutoText. This course is appropriate for intermediate to advanced users of WordPerfect.

Word (Level Three)

(February 7, 2002)

Take the next step with the advanced level of Word! Word graphics, desktop publishing features, forms, advanced styles, tracking changes, table of contents and other large document management features are covered.

Excel (Level One)

(January 22 and March 7, 2002)

Learn the basics of the Excel spreadsheet. You will learn the workbook environment, entering, editing, and saving worksheets, navigating worksheets and workbooks, using formulas and functions, inserting rows and ranges, formatting worksheets, page setup and printing.

Excel (Level Two)

(January 31 and March 15)

Would you believe that making spreadsheets could be fun? Check it out! Learn to link, and you will be guaranteed to save time with design and management of your spreadsheets. Use password protection, toolbars, creating charts and outlines. Learn how to use the drawing tools to enhance a spreadsheet. Excel's many database functions will be presented, including sorts, filters, and outlines.

Access (Level One)***(January 17, 2002)***

The data is in there. Now what do you do with it? Learn database concepts and terminology through an overview of Access. You will create simple tables and queries, forms and reports. Learn how to plan, design, and maintain an effective database.

Access (Level Two)***(February 4, 2002)***

The plot thickens" Analyze table designs and relationships, the principles and techniques behind each. You will design select queries and customized reports. Learn the art of enhanced form design.

Access (Level Three)***(February 25, 2002)***

Not for the faint-hearted! Parameter, action, and cross-tab queries will become part of your skill set. Use advanced form and report techniques and macros to provide user interaction and automate data entry.

PowerPoint (Level One)***(February 20, 2002)***

You don't have to be an artist to put some sizzle in your slide show! Learn to create a presentation that will illustrate your points powerfully. Create and edit slides, use drawing tools and objects, insert a table, Clip Art and WordArt, organization charts, and Microsoft Graph. Apply templates, changes to the master, and run slide shows with transitions and animation. Review the do's and don'ts of design and post your slide show to the Web.

PowerPoint (Level Two and Three)***(February 26, 2002)***

Take your PowerPoint use to the next level! Create you own templates, insert movies and sound, send slides to Microsoft Word, automate slide production, and create hyperlinks and interactive objects. Learn tons of timesaving tips to help you add the finishing touches faster!

