



The Mexican Institute of Greater Houston (MIGH) offers educational programs in Spanish that benefit Hispanic families of this region. Our programs are well-established and are known for promoting parental participation in schools. Classes are designed to help parents understand the educational system in the United States so that they are better equipped with the knowledge necessary for supervising their children's academic progress. Through our Community Learning Centers (CLCs), which are set up in schools and community organizations, MIGH is able to reach out to the Hispanic population.

Our courses are offered on our own educational platform, a result of our collaboration and partnership with the University of Houston's Texas Learning and Computation Center (TLC²).

BASIC COMPUTER TECHNOLOGY AND APPLICATION

Students who register for the 50 hour course – Microsoft Word, Beyond the Basics (HBI 201) will use the user ID and Password issued by the MIGH portal to enter the educational platform.

COURSE CONTENT (50 HOURS)

Chapter 1- Review of the Basics in Microsoft Word

- Section 1. Computer Operating Systems- Windows XP & Windows 7
- Section 2. Versions of Microsoft Word- 2007 & 2010
- Section 3. Using Microsoft Word
- Section 4. Save Documents
- Section 5. Typing Skills

At the end of Chapter 1 student will be able to:

- Create a document using Microsoft Word.
- Format text.
- Create lists using bullets and numbering.
- Cut, copy, paste, erase, and move text.
- Undo and redo changes.
- Add a header or footer.
- Insert page numbers and objects to a document.
- Insert Microsoft Office templates and create a basic résumé.
- Check spelling and grammar.
- Insert and format a table.
- Learn and practice proper typing technique and posture.

Chapter 2- Templates and More

- Section 1. Templates
- Section 2. Curriculum Vitae (Résumé)

At the end of Chapter 2 student will be able to:

- Find and use Microsoft Office templates.
- Create new templates.
- Create letters using templates.
- Create memorandums using templates.
- Create brochures using templates.
- Create flyers using templates.
- Create and elaborate an attractive Résumé with proper strategies for a potential employer.
- Create a cover letter.



Chapter 3- Tables and Excel

Section 1. Updates for Excel, Tables and Charts

Section 2. Create a Data Graph

Section 3. Exercises using Excel

At the end of Chapter 3 student will be able to:

- Identify and use advanced tools for working with tables and charts.
- Link an Excel document to a Word document.
- Use advanced features to format and use templates.
- Format a fax cover sheet using a template.
- Create a receipt and add sales tax.
- Create calendars.
- Create an Excel worksheet with a data graph.

Chapter 4- Review Documents

Section 1. Track Changes

Section 2. Synonyms and Antonyms

Section 3. Advantages of good composition in both English and Spanish

At the end of Chapter 4 student will be able to:

- Edit a document's spelling and grammar.
- Use the synonyms tool and search for antonyms in both English and Spanish.
- Search useful websites for learning, practicing and improving English.
- Understand the importance of presenting a well formatted document.
- Utilize and navigate the "track changes" tool.
- Accept/ reject changes.
- Add comments for other editors of a document.
- Utilize tools that Word offers for editing a document in any language.

Chapter 5- Mail Merge

Section 1. Use Mail Merge to Create Letters

Section 2. Create Labels

At the end of Chapter 5 student will be able to:

- Utilize and manage the "Mail Merge" tool with a list of addresses.
- Create letters and labels for mailing to multiple people.
- Customize settings for "Mail Merge".