



mid-plains center for enterprise™

Advancing insights, opportunities, and solutions.

North Platte
1101 Halligan Drive
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McCook
1205 East 3rd St
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308.345.8123

Nebraska Library Commission Partnership

Microsoft Word (Basic , Intermediate & Advanced)

Learn about MS Office Button, Ribbon and how to modify Quick Access Toolbar that you use in any 2007 office product. Learn how to create a new document, use templates, the difference between Save and Save As, why use the Compatibility Mode and more!

Microsoft Excel (Basic, Intermediate & Advanced)

Learn how to work with Excel, use basic workbook skills, ranges, creating ranges, simple formulas, copying and moving data and printing.

Microsoft Outlook (Basic & Intermediate)

Students will learn how to read, create, send, and forward email messages. Students will then learn how to manage messages and attachments, configure message options, and use search folders. Students will also learn how to manage contacts, work with tasks, create appointments, and schedule meetings. Must have an existing Outlook account to participate

Microsoft PowerPoint (Basic & Intermediate)

This class provides an overview of how to use many of the basic features of Microsoft PowerPoint. You will learn to: create presentations; add new slides; use spell check; save a presentation; preview a presentation; insert clip art; move and resize objects; use graphic images from the internet or a jump drive; move, copy, and delete slides; add transitions; add animations; apply a template; and print a presentation.

Microsoft Access (Basic, Intermediate & Advance)

Take control over your data! Whether you're a novice or an experienced database user, this course will show you how to harness the full power of Microsoft Access 2010. In this class you will learn to create and customize tables and retrieve exactly what you need from your database with powerful queries and reports. By the time you've finished this course, you'll know how to create an effective database for any information you need to store, document, and manage.

Basic Computers I and II

This class is designed for individuals who have little or no computer skills. Learn the parts of the computer and terminology; how to move and delete files and folders; resize windows; create shortcuts; learn basic MS Word skills by creating a word document; learn the difference between Save and Save As; formatting techniques; and printing. Learn to find and rename files; learn the importance of the My Documents folder and more! Must pre-register.

Quickbooks (Basic & Intermediate)

Grasp a basic understanding of QuickBooks as you learn to record transactions, generate invoices, receive payments, write checks, reconcile bank statements, make corrections, and print reports.





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PREZI - Add Wow to Your Presentation

Move away from traditional presentation slides and discover Prezi, an interesting non-linear presentation software that will keep your audience engaged.

PREZI II - Add Wow to Your Presentation

Add a little more "wow" to your Prezi ability in this advanced Prezi class as you delve deeper into the presentation style. Students must have conquered the basic knowledge of Prezi before registering.

Computers & Internet 101

Acquire a love for computers as you discover the basics, from turning it on to creating simple projects. You will be introduced to the internet as you learn to navigate using the web browser.

Digital SLR Camera

Confused and frustrated by your digital camera? Then this course is for you! Subjects to be covered are the basics of taking pictures digitally, hands-on operation of your camera, available accessories, troubleshooting, and learning how to take the pictures you want. Participants will receive handouts and specific instruction on their camera. Note: SLR stands for single lens reflex. Single lens reflex cameras have the option to add/remove lens to the camera body.

Meet the Kindle

Confused with all the talk about the Kindle vs. the iPad? Learn the basics behind this popular e-reader and decide for yourself with this informative user-friendly class.

Learn how to use your Kindle, right out of the box, how to use the lending library, find best-selling books and magazines, and discover secrets to finding free or inexpensive apps. You may bring your own Kindle if you wish.

Meet the iPad

Become an iPad lover with this informative user-friendly class. Learn how to set up your iPad for email, iCloud, iTunes, books, and magazines. Discover secrets to finding free or inexpensive apps. You may bring your own iPad if you wish or one will be provided.

Social Media

Discover Facebook, Twitter, Flickr, blogs, Pinterest, Groupon, Readit, social bookmarking (de.li.cious), and other social media you have always wanted to use but have been afraid to ask about. Each site is offered as a separate short 2 hour class.

On-Line Services

Uncover the secrets to paying taxes, shopping, bill paying or renewing your driver's license on-line. Short 2 hour courses designed to provide real world, practical how-to for students.

Have an idea for a great computer class for your area?

Contact us and we will help create a customized learning experience for your audience!

