**Requirements:**

Hardware Requirements:

* This course must be taken on a PC. Macs are not compatible.

Software Requirements:

* PC: Windows 10 or later.
* Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
* Microsoft Word, Excel, PowerPoint, and Outlook 2019 or Microsoft Office 365 (not included in enrollment). While Microsoft Word, Excel, PowerPoint, and Outlook 2019 are ideal, you can use the desktop versions of each included with Microsoft 365. Please note: There may be some differences between your version of these programs and what you see in the course.
* [Adobe Acrobat Reader](https://get.adobe.com/reader/).
* Software must be installed and fully operational before the course begins.

Other:

* Email capabilities and access to a personal email account.

**Instructional Material Requirements:**

The instructional materials required for this course are included in enrollment and will be available online. Manuals are included as downloadable PDFs throughout the course.

**Prerequisites:**

There are no prerequisites to take this course, however you must have familiarity with using a personal computer and in a Windows environment. You must also be able to launch and close programs, navigate to information stored on the computer, and manage files and folders.

**Instructor**

Tracy Berry has been a senior graphic designer/programmer, instructor, and consultant since 1993 and has developed hundreds of logos, marketing materials, websites, and multimedia solutions for customers worldwide. She was also involved in several large corporate software rollouts. She has helped many organizations optimize and streamline data solutions. She teaches both onsite and online courses and has her CTT (Certified Technical Trainer) certification. Tracy specializes in teaching graphics, desktop publishing, web design, and reporting/productivity applications.

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