

## Information Technology and Computer Skills Training

### MOBIUS

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 12:00 Noon

**Investment:** \$50.00

#### Program Modules:

Participants who attend this workshop will receive instruction in the following content areas:

##### DOCUMENT EXPLORER

- Opening Documents
- DocumentDirect Toolbar
- DocumentDirect Menu Bar

##### SCROLLING AND GO TO FUNCTIONS

- Searching for Text
- Changing the Display of a Report
- Freezing Rows and Columns
- Modifying the View of Image Documents

##### PRINTING DOCUMENTS

- Printing Documents
- Changing Printers

##### EXPORTING DATA

- Exporting Data Through the Clipboard
- Exporting Report Pages in ASCII
- Exporting Fields
- Marking Text to be Exported
- Hints for Exporting

##### RECORDING SCRIPTS

- Writing and Editing Scripts
- Executing Scripts
- Automating Scripts

##### USING ANNOTATIONS

- Creating text and sticky notes
- Using lines, pointers and shapes
- Highlighting

##### CREATING POLICY

- Sample Report and Policy
- Creating and Using a New Policy



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