Access 2007 Foundation

This version features an all interface, drag-n-drop functionality, modern styling, and a large variety of enhanced connectivity, features, and security.

September 11 & 13, 1pm-5pm both days
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Dave Lipnick

Access 2007 Intermediate

Builds on the skills and concepts taught in Module I, plus you will learn how to normalize data, work with look-up fields, sub-data sheets, joint queries; add objects to forms, and more.

Prerequisite: Access 2007 Foundations or equivalent Access experience

October 2 & 4, 1pm-5pm both days
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Dave Lipnick

EXCEL 2007

Excel 2007 Foundation

This is an introduction course to Microsoft Excel 2007 and is intended for those who have little or no experience using electronic spreadsheets.

Topics include:

- Exploring the new Excel 2007 interface and features
- Entering and editing data
- Sorting and filtering data
- Writing and editing basic formulas to produce calculations
- Applying basic formatting for legibility
- Preparing a spreadsheet for printing
- Creating a simple chart
- Collaborating with users of earlier versions of Excel

Prerequisites: Basic knowledge of Windows concepts, such as using the mouse and keyboard, as well as spreadsheet programs.

September 21, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

OR October 19, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

OR
November 9, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

EXCEL 2007

Excel 2007 Intermediate

You will learn features of Microsoft Excel 2007 and discover how this powerful MS Office program can boost your productivity. In this practical hands-on course you will learn to use the power of Excel 2007's filtering techniques.
You'll see how Excel 2007 can give you further insight into your valuable data.

Objectives:

- Use Functions and Formulas
- Work with Data Ranges
- Work with Tables
- Analyze and Organize Data
- Nesting functions and data validation techniques to create complex formulas

Prerequisite: Excel 2007 Foundation or equivalent Excel experience

October 11, 8am-5pm
.5 Credits
$46.25 In-State /$86.25 Out-of-State
Instructor: Louise Miller

Or

October 26, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

Or

November 16, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

Excel 2007 Advanced

Learn how to cover the aspects beyond building basic workbooks including automation, productivity, consolidation, linking, analysis tools and automating workbook operations using Macros. Participants will use the advanced features of Microsoft® Office Excel® 2007 to attain a high degree of proficiency as an Excel power user.

Objectives:

- Create, modify and work with Goal seeking, Scenarios and PivotTables
- Use linking and consolidation to combine data in separate worksheets/workbooks
- Group cells and use outlines to manipulate worksheets
- Create recorded macros in Excel
- Summarize data using subtotals and relative range naming
- Confidently open workbooks that contain macros

Prerequisite: Excel 2007 Intermediate or equivalent Excel experience

October 16, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

Or

November 8, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

Excel for Industry Module 1

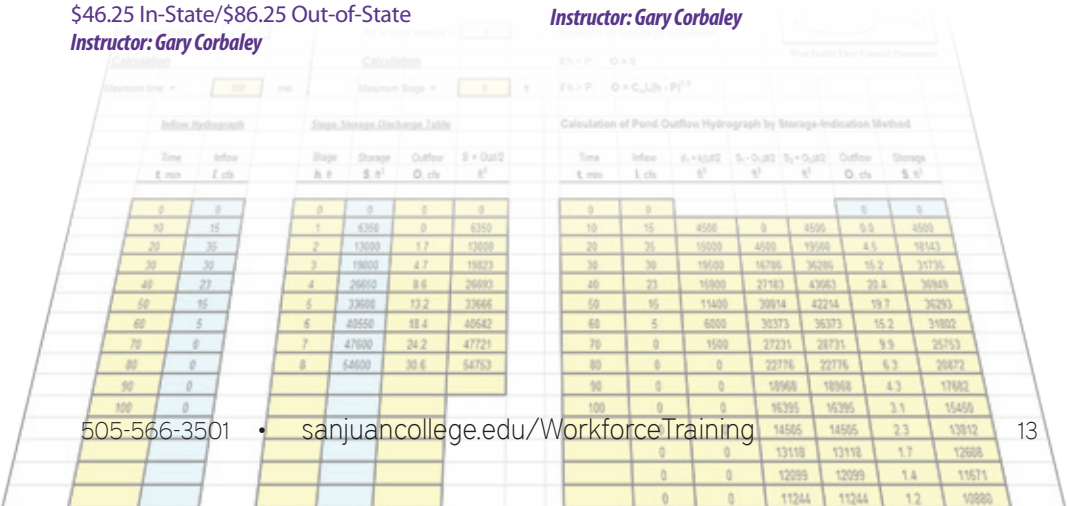
This course is designed to provide students with the skills needed in spreadsheeting that is customized to technical careers and industry examples in data manipulation. Basic overview explaining proper sheet and cell formatting and formula writing: Upon completion of this module students will have the capability to format an Excel spreadsheet, and utilize basic in program features.

September 28, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Gary Corbaley

Excel for Industry Module 2

This course is designed to provide students with the skills needed in spreadsheeting that is customized to technical careers and industry examples in data manipulation. In depth formula writing and comprehensive data analysis: Upon completion of this module students will be able to write complex mathematical, statistical, and engineering formulas.

October 12, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Gary Corbaley



Excel for Industry Module 3

This course is designed to provide students with the skills needed in spread sheeting that is customized to technical careers and industry examples in data manipulation. Data manipulation through multi-paged spreadsheets culminating with the usage of graphs and charts: Upon completion of this module students will be able to perform high level comparative analysis of a multi sheet workbook and have the capability to import and export charts and graphs to display their findings.

October 26, 8am-5pm
.5 Credits
$46.25 In-State/$86.25Out-of-State
Instructor: Gary Corbaley

MS 2010 Overview

Word, Excel & Outlook

New!

Increase your efficiency in the workplace when adopting the new Microsoft Office 2010 programs. This class is geared to the student who is experienced with prior versions of the Microsoft Office Work, Excel and Outlook and is transitioning to Microsoft Office 2010.

Course Objectives:

Participants in this course will learn about the new Office 2010 Interface, Word, Excel and Outlook features and how to effectively navigate these programs.

September 26, 8am-3pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Joshua Lipnick
Or
October 24, 8am-3pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Joshua Lipnick

Excel 2010 Foundations

This course is designed to help you learn the new tabs and features of Excel 2010 to create and use a spread sheet, enter and edit data, the use of smart tabs and other editing features and including charts.

September 27, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller
Or
October 12, 8am-5pm
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

Excel 2010 Intermediate

New!

This class builds on the skills and concepts taught in Excel 2010 Foundations. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables.

November 27, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller
Or
December 11, 8am-5pm
$46.25 In-State/$86.25 Out-of-State
Instructor: Louise Miller

Word 2007 Foundation

Learn new features of Office 2007, such as the Ribbon, create and save documents using different extensions,
Manage files, work with font, paragraph and page formats and more.

Prerequisites: Basic knowledge of Windows concepts, such as using the mouse and keyboard

August 28 & 30, 1pm-5pm both days
.5 Credits
$46.25 In-State /$86.25 Out-of-State
Instructor: Dave Lipnick
Or
November 7, 8am-5pm
.5 Credits
$46.25 In –State/ $86.25 Out-of-State
Instructor: Jessica Anderson

Word 2007 Intermediate

In this course you will cover file systems, organizing files and mail merge. You will also learn about: Smart tags, research tools, headers and footers, bullets, numbering, templates and more.

Prerequisite: Word 2007 Foundations or equivalent Word experience

September 18 & 20, 1pm-5pm both days
.5 Credits
$46.25 In-State /$86.25 Out-of-State
Instructor: Dave Lipnick
Or
November 14, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Jessica Anderson

Word 2007 Advanced

MS Word 2007 advanced features that will be highlighted in this class will be, adding data tables, managing custom headers and footer, creating formal outlines and automating tables of contents. In addition, this class will provide the user with skills to learn integration to the World Wide Web using hyperlinks within MS Word documents, as well as the ability to save Word document in HTML format.

Pre-requisite: Word Foundations and Word Intermediate

October 23 & 25, 1pm-5pm both days
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Dave Lipnick

Or

November 28, 8am-5pm
.5 Credits
$ 46.25 In-State/$86.25 Out-of-State
Instructor: Jessica Anderson

Word 2010 Foundations

Microsoft Office Word 2010 is Microsoft's productivity software. This new version of Word incorporates many new features and connectivity options to make collaboration and production as easy as possible. This Foundations level is intended to help all novice computer users get up to speed quickly. This class will also help more experienced users who have little to no experience with Word and the ribbon interface. Highlights of the course include a complete overview of the interface; quick-start information on creating a basic document; basic edition techniques; and information on formatting, printing and viewing tools.

September 25 & 27, 1pm -5pm both days
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Dave Lipnick

Word 2010 Intermediate

This new version of Word Intermediate is intended to assist everyday computer users to become more proficient with the program. Highlights of this course include working with templates, headers, and footers; using the new Navigation Pane; and using the Mail Merge Wizard. After taking this class the learner should be comfortable with making more complex documents.

Pre-requisite: Word Foundations

October 16 & 18, 1pm-5pm both days
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Dave Lipnick

PowerPoint 2007 Foundations

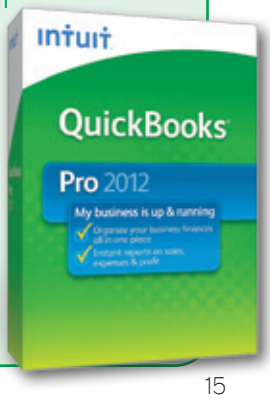
If you are using PowerPoint, hen chances are you will be making presentations that need to keep attention or sell something. A huge number of new visual enhancements lets you add sleek slide transitions, 3D graphics and shading, bright color schemes, etc.. A particularly useful new Office 2007 feature that can be used with PowerPoint is Smart Art. Smart Art is a new type of diagram that shows the progress of a project or workflow. PowerPoint 2007 supports all of the older PowerPoint file types so you won't be high and dry with "old" file formats!

September 21, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Rhonda Sigler

OR

November 2, 8am-5pm
.5 Credits
$46.25 In-State/$86.25 Out-of-State
Instructor: Rhonda Sigler

QuickBooks Pro 2012 *Updated*

Get the basic understanding of QuickBooks and what you need to track in your small business. Common tasks covered in this class will include: forms, lists and registers; entering and paying bills; creating invoices and sales receipts; receiving payments; working with bank accounts; other accounts; credit cards; and financial statements.

November 5 & 6, 8am-5pm
1 Credit
$81.75 In-State/
$153.75 Out-of-State
Instructor: Annette Risley CPA