

COMPUTERS AND TECHNOLOGY

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.

February 21 & 23, 1pm-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Dave Lipnick

Or

April 17 & 19, 1pm-5pm

.5 Credit

\$41.50 In-State and \$77.50 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

March 13 & 15, 1pm-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Dave Lipnick

Or

May 1 & 3, 1pm-5pm

.5 Credit

\$41.50 In-State and \$77.50 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.

February 7, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Louise Miller

Or

March 1, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Louise Miller

Or

April 12, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Louise Miller

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

February 14, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Louise Miller

Or

March 8, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Louise Miller

Or

April 19, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 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*

February 28, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: *Louise Miller*

Or

March 27, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: *Louise Miller*

Or

May 3, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 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.

February 10, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: *Jim Evilsizer*

Or

April 13, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: *Jim Evilsizer*

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.

February 17, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: *Jim Evilsizer*

Or

April 20, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: *Jim Evilsizer*

COMPUTERS AND TECHNOLOGY

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.

February 24, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Jim Evilsizer

Or

April 27, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Jim Evilsizer

Excel 2010 Foundations

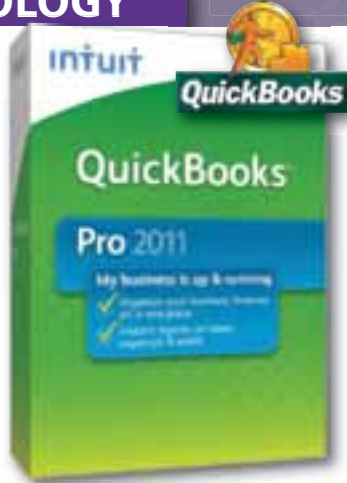
This course is designed to help you learn the new tabs and features of Excel 2010 to create and use a spread sheet, enter and edit data, the use of smart tabs and other editing features and including charts.

May 4, 8am-5pm

.5 Credit

\$41.50 In-State and \$77.50 Out-of-State

Instructor: Louise Miller



QuickBooks Pro 2011

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.

May 7 & May 8, 8am-5pm

1 Credit

\$62 In-State and \$130 Out-of-State

Instructor: Annette Risley

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

March 9, 8am-5pm

.5 Credit

\$41.50 In -State and \$77.50 Out-of-State

Instructor: Jim Evilsizer

Or

April 11, 8am-5pm

\$41.50 In -State and \$77.50 Out-of-State

Instructor: Jim Evilsizer

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

March 30, 8am-5pm

.5 Credit

\$41.50 in-State and \$77.50 Out-of-State

Instructor: Jim Evilsizer

Or

April 25, 8am-5pm

.5 Credit

\$41.50 In-State and

\$77.50 Out-of-State

Instructor: Jim Evilsizer

