

COMPUTERS AND TECHNOLOGY

Access 2010 Foundations

This Foundation level is intended to help all novice computer users get up to speed quickly. This manual will also help more experienced users who have little to no experience with Access 2007 and the ribbon interface.

This class will cover different features of the interface, give a brief overview of all the tabs in the ribbon, show users how to design and construct a simple database, and cover the basics of using forms and reports. By the end of this training, users should be comfortable with creating and using simple databases, entering new data, and then managing the existing data. **Prerequisites:** *Basics of using a Windows-based computer, comfortable using the keyboard, mouse, and Start menu.*

One-day class

September 18, October 9, November 13, or December 4

Fee per student: \$79

Instructor: *Dave Lipnick*

Access 2010 Intermediate

This class is intended to help those who are familiar with the basics of Access and wish to do more with their database. It will also help more experienced users who have little to no experience with Access 2007 and the ribbon interface.

Highlights of the course include information on file management, including exporting and packaging files, advanced table creation, and management techniques. As well, you will be provided in-depth information about creating forms, reports, and queries.

One-day class

September 30, October 28, November 25, or December 16

Fee per student: \$79

Instructor: *Dave Lipnick*

EXCEL 2010

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.

One-day class

September 11, October 1, November 5, or December 5

Fee per student: \$79

Instructor: *Louise Miller or Josh Lipnick*

Excel 2010 Intermediate

Excel Intermediate level is intended to help everyday users of Excel 2010 become more proficient by expanding their knowledge of functions, and new Excel features. The class will cover advanced file management tasks, using functions and formulas to calculate information, and using tables in a this worksheet. It will also cover different reviewing and research tools; work with text boxes, images, picture, themes; format images and more.

Prerequisites: *Must have a good working knowledge of Windows and completed 2010 Foundations.*

One-day class

September 23, October 1, November 14, or December 5

Fee per student: \$79

Instructor: *Louise Miller or Josh Lipnick*

Excel 2010 Advanced

Microsoft Office Excel 2010 is the latest version of Microsoft's spreadsheet program. Excel is a popular tool for creating spreadsheets, analyzing data, and charting information. This new version of Excel incorporates robust error checking, numerous file validations/verification tools, image editing, and Sparklines (charts within individual cells)

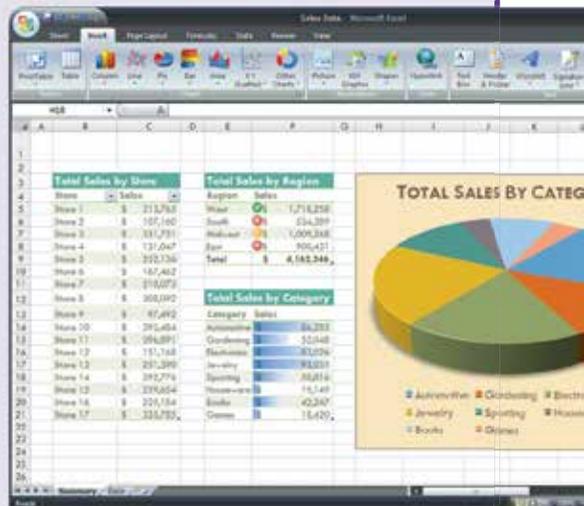
Prerequisite: *Excel 2010 Intermediate and Foundations*

One-day class

September 25, October 31, November 20, or December 19

Fee per student: \$79

Instructor: *Louise Miller or Josh Lipnick*



Excel 2013 Core Essentials

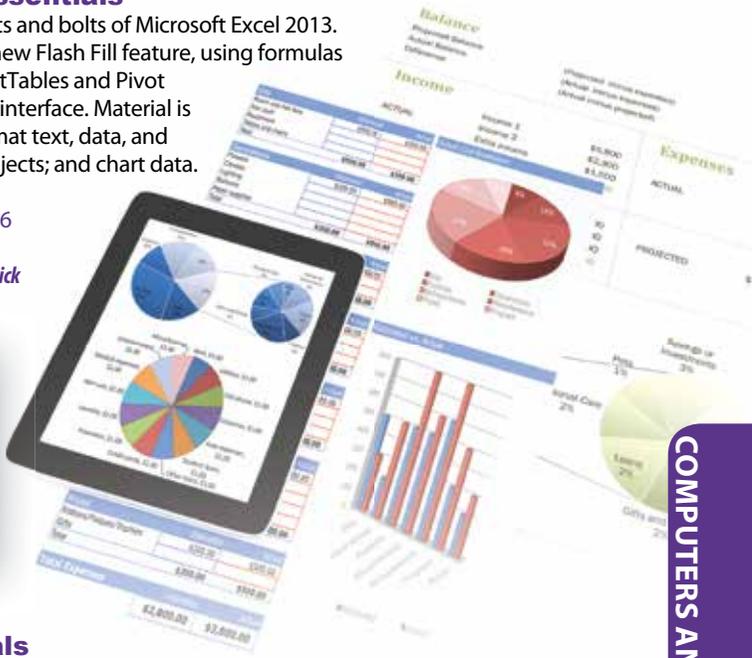
This course covers all the nuts and bolts of Microsoft Excel 2013. Topics covered include the new Flash Fill feature, using formulas and functions, inserting PivotTables and Pivot Charts, and customizing the interface. Material is also included on how to format text, data, and workbooks; insert art and objects; and chart data.

One-day class

September 16 or November 6

Fee per student: \$79

Instructor: Louise Miller or Josh Lipnick



Excel 2013 Advanced Essentials

Microsoft Excel 2013 has lots of time-saving tools. Do you know how to make the most of them? The modules in the Advanced course will show you how! This advanced course covers a wide range of topics, including advanced formula tasks, working with named ranges, using advanced functions, resolving formula errors, managing data, outlining and grouping data, working with scenarios, using Solver, the Analysis ToolPak, PivotTable features, using PowerPivot, and developing macros.

One-day class

September 25, October 31, November 20, or December 19

Fee per student: \$79

Instructor: Louise Miller or Josh Lipnick

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 as well as facilitate more experienced Word users understanding of the 2010 ribbon interface features.

One-day class

October 7 or December 3

Fee per student: \$79

Instructor: Joshua 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.

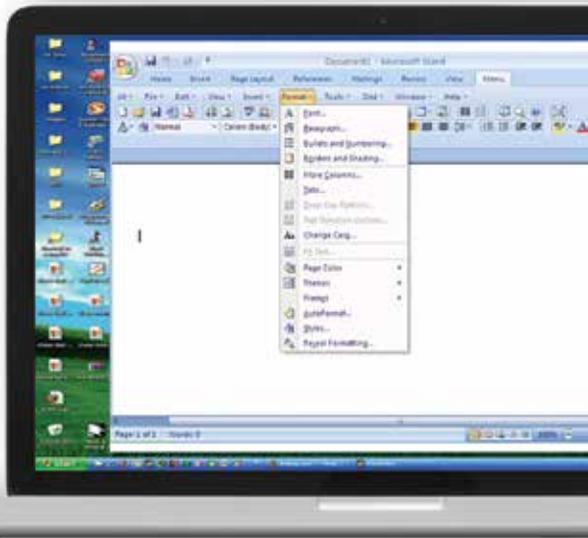
Prerequisite: Word Foundations

One-day class

November 11

Fee per student: \$79

Instructor: Joshua Lipnick



COMPUTERS AND TECHNOLOGY

Word 2013 Core Essentials

The Word 2013 Core Essentials training course covers all the most important elements of using Microsoft's word processing application. Highlights of the course include information on signing into a Microsoft account in Office, adding online images and video to a document, customizing a document with themes and formatting sets, and customizing the Word interface.



Learning Objectives:

The students will learn to create documents from templates, format text using a variety of tools, inserting objects (such as pictures, videos, charts, SmartArt and tables) into a document; viewing a document in different ways and sharing a document.

One-day class

October 15 or December 10

Fee per student: \$79

Instructor: Joshua Lipnick

Word 2013 Advanced Essentials

The full power of Microsoft Word 2013 is revealed in this Advanced Essentials course. Topics covered include using templates; commenting and reviewing documents; configuring reviewer settings; working with multiple documents; performing a mail merge; creating an index, outline, table of contents, and references; and using macros.



One-day class

November 14

Fee per student: \$79

Instructor: Joshua Lipnick

Outlook 2010 Intermediate

Our intermediate/advanced course for Outlook 2010 builds off of the Level 1 class to put your fundamental skills to work. Students will gain proficiencies in the following areas: Customizing messages, Locating and sorting messages, setting calendar options, tracking activities in the journal, managing tasks, working with public folders and customizing the outlook environment. This is the perfect class for those who know the basics of Outlook 2010 and want to become more productive with the software.

One-day class

November 21

Fee per student: \$79

Instructor: Joshua Lipnick

Outlook 2013 Core Essentials

This level-one course gives students the skills they need to get the most from Microsoft Outlook 2013. Over the course of a dozen easy-to-understand modules, students learn skills that progress from basic right through intermediate.



Learning Objectives:

Students will learn use Microsoft Outlook to format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, and appointments from incoming messages. Students will create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users and how to customize the Interface.

One-day class

October 28

Fee per student: \$79

Instructor: Joshua Lipnick

Outlook 2013 Advanced Essentials

Microsoft Outlook 2013 is a communication and organization tool that has a wealth of features. This course takes an in-depth look at those features through 12 modules, with topics like using the Favorites list, working with search folders, creating rules, using categories, managing junk mail, sharing your calendar, scheduling meetings with Microsoft Exchange Server, Exchange Server mailbox features, using signatures, organizing data, managing personal folders, and using Outlook profiles.



One-day class

November 25

Fee per student: \$79

Instructor: Joshua Lipnick



QuickBooks

QuickBooks Pro 2014

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.

Two-day class

November 6 and November 7

Fee per student: \$103

Instructor: Annette Risley, CPA, LLC

