

## Hands on Technology Training

**Instruction:** (on site rate)

**Member Rate: \$40 an hour** (up to 12 students)

**Non Member Rate: \$95 an hour** (up to 12 students)

**Manuals:** (Office 2000 –XP, call for office 2007 prices)

**Members: \$7.50 per manual**

**Non Members \$15 per manual**

### Course Descriptions:

#### **Designing Databases; What You Need To Know (2 hours)**

Have you ever wondered what goes into planning a data base? Do you feel like you are spending a lot of time entering information into several places? Is it possible to build one database that can work with all the software applications you use (like QuickBooks, Outlook, Access, Excel and Web Databases)? You will learn what you need to do when planning to build a database, what questions you should ask before you build one, how to streamline transferring data from one application to another.

#### **Access Tables (3 hours)**

This course introduces the skills necessary for setting up and using database tables in Access. It includes tasks to get started; create, edit, and work with tables; and set field properties. Students will also learn how to find, filter, and print data.

#### **Access Forms & Reports (3 hours)**

This course introduces the skills necessary for setting up and using forms and reports. Students will also learn how to manipulate controls and use the design view.

#### **Access Queries (3 hours)**

This course introduces students to the features queries in Access. It includes tasks to use operators in queries, design advanced queries, and create action queries. Students will also learn how to use the advanced query wizards feature.

#### **Advanced Queries (2.5 hours)**

This seminar will demonstrate using the crosstab query wizard; using the find duplicates query wizard; using the find unmatched wizard. Students will also learn how to create a make-table query; create an update query; create an append query and a create a delete query.

## **Course Descriptions**

### **Excel Basics (3 hours)**

This course introduces the skills necessary for productive development of workbooks. It includes tasks to explore Excel, use basic workbook skills, work with ranges, create simple formulas, copy and move data, and use page setup. The student will also learn basic formatting of columns and rows, numbers, text, and cells

### **Advanced Excel (3 hours)**

This course covers basic techniques for managing large or multiple worksheets. It includes tasks such as using large worksheets, working with multiple worksheets, managing worksheets, working with outlines, using Paste Special, using range names, named ranges, and multiple workbooks. The student will also learn how to use other advanced functions, as well as manage data and files.

### **Excel Formulas (3 hours)**

This seminar will explore some Excel most widely used formulas. Students will use a variety of tools and to setup and audit formulas. Learn some of the more advanced formulas like vlookup and logical functions

### **Pivot Tables and Charting in Excel (2.5 hours)**

This course covers more advanced features of excel of charting, graphing and pivot tables. Students will learn to create, edit and modify charts. They will also learn to use the chart data and how to format charts. Students will learn how to design and edit pivot tables.

### **Word Basics (3 hours)**

This course provides an introduction to Word for Windows. The student will explore Word, learn basic document skills, check spelling and grammar, and learn basic text, paragraph and page editing.

### **Advanced Word (3 hours)**

This course provides a more advanced look at Word. The student will explore Customizing Word Preferences, Work with Headers and Footers, Setting Tabs, Inserting Dates and Symbols, Work with AutoFormat.

### **Creating Manuals in Word (3 hours)**

This seminar will demonstrate the key elements of setting up manuals in MS Word. The participant will learn how to use styles and format long documents. They will create table of contents, indexes and bookmarks, in addition to saving different versions of your manuals.

### **Formatting in Word (2.5 hours)**

This course provides an introduction to Word formatting. The student will explore basic text editing, formatting characters and paragraphs, using styles, formatting long documents and using bullets and numbering.

## Course Descriptions

### **Word Mail Merge (2.5 hours)**

This seminar will help participants get more familiar with MS Word's mail merge features. Learning how to use different data sources and create from letter and mailing labels.

### **Word to Power Point (3 hours)**

This seminar will demonstrate the key elements of setting up manuals in MS Word and using them in Power Point.

### **PowerPoint Basics (2.5 hours)**

This course introduces the skills necessary for developing presentations. It includes tasks to create, and enhance slides. The student will learn how to work in outline view. Learn to format and edit text, use the slide show, slide master and slide sorter and notes page view.

### **Intermediate PowerPoint (3 hours)**

This course covers working with the various editing tools to create effective presentations. It includes tasks such as customizing presentations, adding graphic and special effects. Students will also learn how to expand a slide show and present to a wider audience.

### **Advanced Power Point (2.5 hours)**

Using charts in presentations; creating a chart; deleting data from the datasheet; entering data into the datasheet; changing the chart type and adding an organizational chart. The student will also work with the note master; formatting the note master; adding a notes master placeholder; formatting the handout master; and wadding a handout placeholder.

### **Creating E-Learning with PowerPoint (3 hours)**

This course covers working with the various editing tools to create effective presentations. It includes tasks such as customizing presentations, adding graphic and special effects. Students will also learn how to expand a slide show and present to a wider audience.

### **Publisher (3 hours)**

This seminar will demonstrate the key uses of Publisher. Participants will learn how to work with publications, using basic publication skills, how to enhance text and working with text frames. They will work with drawing objects and graphic images and how to customize a publication.

### **Drawing Toolbar (2.5 hours)**

This seminar will demonstrate the key of using the drawing toolbar. Participants will learn how the drawing toolbar works with most of MS office applications.