

# Computer Training Source

**Public Classes**

**On-site Training**

**Consulting**

**Network and  
Communications  
Configuration**



Serving the San Francisco Bay Area since 1996, Computer Training Source continues to provide hands on, instructor-led training and e-learning solutions. Our instructors are experienced professionals who understand the importance of clear, accurate, and patient instruction.

We offer public and private classes for small, medium and large corporations. The classes can be held at either one of our locations in Pleasanton or San Jose. We also have portable classrooms which we can take to your site. Our portable classrooms can accommodate up to 12 students and is the most cost effective way to educate your employees. All you need is a conference room.

From Microsoft Office classes to web development to programming and networking, Computer Training Source is here to provide you the best in computer training. We look forward to working with you to achieve your training goals!

## Course Catalogue

**July 1st 2010 through September 30th 2010**

To Register, Call: 1-925-847-2656 or 1-888-CTS-1950  
You Can Also Register Online At [www.computertrainingsource.com](http://www.computertrainingsource.com)

We Offer Over 200 Course Titles. Not All Course Offerings Are Shown - If You Don't See The Class You Need, Please Call Us.

Private Classes Are Also Available And Can Be Held At Your Site Or Ours With Our Equipment.

**1-888-287-1950**  
[www.computertrainingsource.com](http://www.computertrainingsource.com)

# Computer Training Source

SOLUTION TO YOUR GROWING TRAINING NEEDS.

Our success is widely recognized and continues to grow. Computer Training Source has trained over 30,000 students in the San Francisco Bay Area. We also provide training services for many clients with offices nationwide.

## SOLUTIONS

- PUBLIC & ONSITE TRAINING
- CONSULTING
- WINDOWS SERVER SOLUTIONS
- NETWORK & COMMUNICATIONS CONFIGURATION

Computer Training Source can help you administrate your company's training program. We realize that businesses have varying needs within each application they use. Our Needs Assessments allow us to design Course Customization to fit your specific requirements. CTS can help you with scheduling, placement and enrollment.

## Solution to Your Growing Training Needs

### APPLICATION TRAINING

Most applications your company uses have particular functions that significantly impact workflow while others are rarely utilized. Contact our staff to discuss these critical features so that we may structure relevant course content as it pertains to your business needs.

### CERTIFIED MICROSOFT SOLUTIONS PROVIDER

Our Microsoft Certified Trainers review beta copies of future software releases to prepare for changes that lie ahead. This knowledge allows them to perform as excellent instructors, and as consultants in making software recommendations that may positively affect the future of your business.



### CUSTOM SOLUTIONS

We realize that businesses have varying needs within each application they use. Our Needs Assessments allow us to design Course Customization to fit your specific requirements.



### E-LEARNING

We understand that people learn new things in different ways. That is why we offer e-Learning as a supplement to our instructor-led training.



### PC RENTALS

We provide a full range of services; including delivery, installation and technical assistance. We offer a wide range of state - of - the - art computer & audio-visual products to meet the demanding needs of today and tomorrow's technology.



WE'VE WORKED WITH A DIVERSE CUSTOMER BASE. HOW CAN WE HELP YOU?

# COMPUTER TRAINING SOURCE PUBLIC CLASS SCHEDULE

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# EXCEL 2007

## CLASS

## DATES

### EXCEL 2007 LEVEL 1

**7/8/2010 & 8/5/10 & 9/7/10**

- EXPLORE THE MICROSOFT® OFFICE EXCEL® 2007 ENVIRONMENT AND CREATE A BASIC WORKSHEET.
- PERFORM CALCULATIONS.
- MODIFY A WORKSHEET.
- FORMAT A WORKSHEET.
- PRINT WORKBOOK CONTENTS.
- MANAGE LARGE WORKBOOKS

### EXCEL 2007 LEVEL 2

**7/6/2010 & 8/4/10 & 9/8/10**

- CALCULATE WITH ADVANCED FORMULAS.
- ORGANIZE WORKSHEET AND TABLE DATA USING VARIOUS TECHNIQUES.
- CREATE AND MODIFY CHARTS.
- ANALYZE DATA USING PIVOTTABLES AND PIVOTCHARTS.
- INSERT GRAPHIC OBJECTS.
- CUSTOMIZE AND ENHANCE WORKBOOKS AND THE MICROSOFT® OFFICE EXCEL® ENVIRONMENT.

### EXCEL 2007 LEVEL 3

**7/5/2010 & 8/17/10 & 9/17/10**

- INCREASE PRODUCTIVITY AND IMPROVE EFFICIENCY BY STREAMLINING YOUR WORKFLOW.
- COLLABORATE WITH OTHERS USING WORKBOOKS.
- AUDIT WORKSHEETS.
- ANALYZE DATA.
- WORK WITH MULTIPLE WORKBOOKS.
- IMPORT AND EXPORT DATA.
- USE EXCEL WITH THE WEB.
- STRUCTURE WORKBOOKS WITH XML.

### EXCEL 2007 LEVEL 4 (MACROS)

**7/29/2010 & 8/26/10 & 9/22/10**

- RUN MACROS AND EXPLAIN THE BASICS OF A VISUAL BASIC MODULE.
- CREATE RELATIVE AND ABSOLUTE RECORDED MACROS AND ASSIGN MACROS TO VARIOUS OBJECTS IN A WORKBOOK.
- WRITE PROCEDURES THAT TEST CONDITIONS AND THEN RUN ONLY CERTAIN STATEMENTS BASED ON THE RESULTS.
- WRITE PROCEDURES THAT EXECUTE ONE OR MORE LINES OF CODE REPETITIVELY.
- STORE EXCEL MACROS SO THEY ARE AVAILABLE IN ANY WORKBOOK.
- CREATE MACROS IN WORD 2007.

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# EXCEL 2003

## CLASS

### EXCEL 2003 LEVEL 1

- CREATE A BASIC WORKSHEET.
- MODIFY A WORKSHEET.
- PERFORM CALCULATIONS.
- FORMAT A WORKSHEET.
- DEVELOP A WORKBOOK.
- PRINT THE CONTENTS OF A WORKBOOK.
- CUSTOMIZE THE LAYOUT OF THE EXCEL WINDOW

### EXCEL 2003 LEVEL 2

- CREATE AND APPLY TEMPLATES.
- CREATE AND MODIFY CHARTS.
- WORK WITH GRAPHIC OBJECTS.
- CALCULATE WITH ADVANCED FORMULAS.
- SORT AND FILTER DATA.
- USE EXCEL WITH THE WEB.

### EXCEL 2003 LEVEL 3

- CUSTOMIZE WORKBOOKS.
- COLLABORATE WITH OTHERS USING WORKBOOKS.
- AUDIT WORKSHEETS.
- ANALYZE DATA.
- WORK WITH MULTIPLE WORKBOOKS.
- IMPORT AND EXPORT DATA.
- STRUCTURE WORKBOOKS WITH XML.

### EXCEL 2003 LEVEL 4 (MACROS)

- RUN MACROS AND EXPLAIN THE BASICS OF A VISUAL BASIC MODULE.
- CREATE RELATIVE AND ABSOLUTE RECORDED MACROS AND ASSIGN MACROS TO VARIOUS OBJECTS IN A WORKBOOK.
- WRITE PROCEDURES THAT TEST CONDITIONS AND THEN RUN ONLY CERTAIN STATEMENTS BASED ON THE RESULTS.
- WRITE PROCEDURES THAT EXECUTE ONE OR MORE LINES OF CODE REPETITIVELY.
- STORE EXCEL MACROS SO THEY ARE AVAILABLE IN ANY WORKBOOK.
- CREATE MACROS IN WORD 2003.
- CREATE MACROS THAT INTERACT WITH THE USER.

## DATES

**7/8/10 & 8/5/10 & 9/7/10**

**7/7/10 & 8/9/10 & 9/15/10**

**7/15/10 & 8/17/10 & 9/17/10**

**7/29/10 & 8/26/10 & 9/21/10**

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# ACCESS 2007

## CLASS

## DATES

### ACCESS 2007 LEVEL 1

**7/7/10 & 8/4/10 & 9/7/10**

- EXAMINE THE BASIC DATABASE CONCEPTS AND EXPLORE THE MICROSOFT OFFICE ACCESS 2007 ENVIRONMENT.
- DESIGN A SIMPLE DATABASE.
- BUILD A NEW DATABASE WITH RELATED TABLES.
- MANAGE DATA IN A TABLE.
- QUERY A DATABASE USING DIFFERENT METHODS.
- DESIGN FORMS.
- GENERATE REPORTS.

### ACCESS 2007 LEVEL 2

**7/5/10 & 8/6/10 & 9/6/10**

- MODIFY THE DESIGN AND FIELD PROPERTIES OF A TABLE TO STREAMLINE DATA ENTRY AND MAINTAIN DATA INTEGRITY.
- RETRIEVE DATA FROM TABLES USING JOINS.
- CREATE FLEXIBLE QUERIES TO DISPLAY SPECIFIED RECORDS, ALLOW FOR USER-DETERMINED QUERY CRITERIA, AND MODIFY DATA USING QUERIES.
- ENHANCE THE CAPABILITIES OF A FORM.
- CUSTOMIZE REPORTS TO ORGANIZE THE DISPLAYED INFORMATION AND PRODUCE SPECIFIC PRINT LAYOUTS.
- SHARE DATA ACROSS DIFFERENT APPLICATIONS.

### ACCESS 2007 LEVEL 3

**7/20/10 & 8/19/10 & 9/21/10**

- RESTRUCTURE DATA INTO APPROPRIATE TABLES TO ENSURE DATA DEPENDENCY AND MINIMIZE REDUNDANCY.
- WRITE ADVANCED QUERIES TO ANALYZE AND SUMMARIZE DATA.
- CREATE AND REVISE ACCESS MACROS.
- DISPLAY DATA MORE EFFECTIVELY IN A FORM.
- CUSTOMIZE REPORTS BY USING VARIOUS ACCESS FEATURES, THUS MAKING THEM MORE EFFECTIVE.
- MAINTAIN YOUR DATABASE USING TOOLS PROVIDED BY ACCESS.

### ACCESS 2007 LEVEL 4

**7/27/10 & 8/10/10**

- SHARE ACCESS DATA WITH OTHER APPLICATIONS.
- USE VBA TO AUTOMATE A BUSINESS PROCESS.
- CREATE AND MODIFY A DATABASE SWITCHBOARD, AND SET THE STARTUP OPTIONS.
- SECURE DATABASES.
- SHARE DATABASES USING A SHAREPOINT SITE.
- WRITE PROCEDURES THAT EXECUTE ONE OR MORE LINES OF CODE

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# ACCESS 2003

## CLASS

## DATES

### ACCESS 2003 LEVEL 1

7/6/10 & 8/4/10 & 9/7/10

- EXAMINE THE MICROSOFT® OFFICE ACCESS 2003 DATABASE APPLICATION.
- MANAGE THE DATA IN A DATABASE.
- EXAMINE EXISTING TABLE RELATIONSHIPS.
- QUERY THE DATABASE.
- DESIGN SIMPLE FORMS.
- CREATE AND MODIFY ACCESS REPORTS.

### ACCESS 2003 LEVEL 2

7/8/10 & 8/5/10 & 9/14/10

- FOLLOW THE STEPS REQUIRED TO PROPERLY DESIGN A SIMPLE DATABASE.
- CREATE A NEW DATABASE WITH RELATED TABLES.
- CONTROL DATA ENTRY BY MODIFYING THE DESIGN OF A TABLE TO STREAMLINE DATA ENTRY AND MAINTAIN DATA INTEGRITY.
- FIND AND RETRIEVE DESIRED DATA BY USING FILTERS AND JOINS BETWEEN TABLES AND WITHIN A SINGLE TABLE.
- CREATE FLEXIBLE QUERIES TO DISPLAY SPECIFIED RECORDS; ALLOW FOR USER-DETERMINED QUERY CRITERIA; AND ADD, UPDATE, AND DELETE DATA WITH QUERIES.
- ENHANCE THE APPEARANCE, DATA ENTRY, AND DATA ACCESS CAPABILITIES OF YOUR FORMS.
- CUSTOMIZE REPORTS TO BETTER ORGANIZE THE DISPLAYED INFORMATION AND PRODUCE SPECIFIC PRINT LAYOUTS SUCH AS MAILING LABELS.
- USE ACCESS DATA IN OTHER APPLICATIONS, INCLUDING MICROSOFT WORD AND EXCEL

### ACCESS 2003 LEVEL 3

7/9/10 & 8/19/10 & 9/21/10

- RESTRUCTURE AN EXISTING SET OF DATA TO IMPROVE THE DESIGN OF A DATABASE.
- USE A VARIETY OF TECHNIQUES TO SUMMARIZE AND PRESENT DATA WITH QUERIES.
- CREATE AND REVISE BASIC ACCESS MACROS.
- CREATE MACROS THAT IMPROVE DATA ENTRY EFFICIENCY AND INTEGRITY.
- IMPROVE THE EFFECTIVENESS OF DATA ENTRY IN FORMS.
- IMPROVE THE EFFECTIVENESS OF DATA DISPLAYED IN REPORTS.
- MAINTAIN AN ACCESS DATABASE BY USING VARIOUS UTILITY TOOLS.

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November 2010						
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# POWERPOINT 2007

## CLASS

### POWERPOINT 2007 LEVEL 1

- MANIPULATE AN EXISTING POWERPOINT PRESENTATION.
- BEGIN CREATING A PRESENTATION.
- FORMAT TEXT SLIDES.
- ADD TABLES TO A PRESENTATION.
- CHART DATA IN A PRESENTATION.
- MODIFY OBJECTS ON SLIDES.
- ADD IMAGES TO A PRESENTATION.
- PREPARE TO DELIVER A PRESENTATION.

### POWERPOINT 2007 LEVEL 2

- CREATE A DESIGN TEMPLATE.
- CREATE ORGANIZATION CHARTS AND DIAGRAMS.
- ADD SPECIAL EFFECTS TO A MICROSOFT® OFFICE POWERPOINT® 2003 SLIDE.
- CREATE A WEB-BASED MICROSOFT® OFFICE POWERPOINT® 2003 PRESENTATION.
- USE A MICROSOFT® OFFICE POWERPOINT® 2003 PRESENTATION FOR COLLABORATIVE WORKGROUP REVIEW.
- USE FUNCTIONALITY THAT WILL ENABLE YOU TO DELIVER LIVE, SELF-SERVICE, AND ONLINE PRESENTATIONS

## DATES

7/8/10 & 8/5/10 & 9/9/10

7/20/10 & 8/19/10 & 9/25/10

January 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# POWERPOINT 2003

## CLASS

### POWERPOINT 2003 LEVEL 1

- MANIPULATE AN EXISTING POWERPOINT PRESENTATION.
- BEGIN CREATING A PRESENTATION.
- FORMAT TEXT SLIDES.
- ADD TABLES TO A PRESENTATION.
- CHART DATA IN A PRESENTATION.
- MODIFY OBJECTS ON SLIDES.
- ADD IMAGES TO A PRESENTATION.
- PREPARE TO DELIVER A PRESENTATION.

### POWERPOINT 2003 LEVEL 2

- CREATE A DESIGN TEMPLATE.
- CREATE ORGANIZATION CHARTS AND DIAGRAMS.
- ADD SPECIAL EFFECTS TO A MICROSOFT® OFFICE POWERPOINT® 2003 SLIDE.
- CREATE A WEB-BASED MICROSOFT® OFFICE POWERPOINT® 2003 PRESENTATION.
- USE A MICROSOFT® OFFICE POWERPOINT® 2003 PRESENTATION FOR COLLABORATIVE WORKGROUP REVIEW.
- USE FUNCTIONALITY THAT WILL ENABLE YOU TO DELIVER LIVE, SELF-SERVICE, AND ONLINE PRESENTATIONS

## DATES

7/7/10 & 8/4/10 & 9/8/10

7/23/10 & 8/25/10 & 9/24/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# WORD 2007

## CLASS

### WORD 2007 LEVEL 1

- CREATE A BASIC DOCUMENT BY USING MICROSOFT WORD.
- EDIT DOCUMENTS BY LOCATING AND MODIFYING TEXT.
- FORMAT TEXT.
- FORMAT PARAGRAPHS.
- ADD TABLES TO A DOCUMENT.
- ADD GRAPHIC ELEMENTS TO A DOCUMENT.
- CONTROL A DOCUMENT'S PAGE SETUP AND ITS OVERALL APPEARANCE.
- PROOF DOCUMENTS TO MAKE THEM MORE ACCURATE.

### WORD 2007 LEVEL 2

- MANAGE LISTS.
- CUSTOMIZE TABLES AND CHARTS.
- CUSTOMIZE FORMATTING WITH STYLES AND THEMES.
- MODIFY PICTURES IN A DOCUMENT.
- CREATE CUSTOMIZED GRAPHIC ELEMENTS.
- INSERT CONTENT USING QUICK PARTS.
- CONTROL TEXT FLOW.
- USE TEMPLATES TO AUTOMATE DOCUMENT CREATION.
- PERFORM MAIL MERGES.
- USE MACROS TO AUTOMATE COMMON TASKS.

### WORD 2007 LEVEL 3

- USE MICROSOFT OFFICE WORD 2007 WITH OTHER PROGRAMS.
- COLLABORATE ON DOCUMENTS.
- MANAGE DOCUMENT VERSIONS.
- ADD REFERENCE MARKS AND NOTES.
- MAKE LONG DOCUMENTS EASIER TO USE.
- SECURE A DOCUMENT.

## DATES

7/6/10 & 8/5/10 & 9/14/10

7/14/10 & 8/12/10 & 9/28/10

7/22/10 & 8/18/10 & 9/23/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# WORD 2003

## CLASS

### WORD 2003 LEVEL 1

- CREATE A BASIC DOCUMENT BY USING MICROSOFT WORD.
- EDIT DOCUMENTS BY LOCATING AND MODIFYING TEXT.
- FORMAT TEXT.
- FORMAT PARAGRAPHS.
- ADD TABLES TO A DOCUMENT.
- ADD GRAPHIC ELEMENTS TO A DOCUMENT.
- CONTROL A DOCUMENT'S PAGE SETUP AND ITS OVERALL APPEARANCE.
- PROOF DOCUMENTS TO MAKE THEM MORE ACCURATE.

### WORD 2003 LEVEL 2

- MANAGE LISTS.
- CUSTOMIZE TABLES AND CHARTS.
- CUSTOMIZE FORMATTING WITH STYLES AND THEMES.
- MODIFY PICTURES IN A DOCUMENT.
- CREATE CUSTOMIZED GRAPHIC ELEMENTS.
- INSERT CONTENT USING QUICK PARTS.
- CONTROL TEXT FLOW.
- USE TEMPLATES TO AUTOMATE DOCUMENT CREATION.
- PERFORM MAIL MERGES.
- USE MACROS TO AUTOMATE COMMON TASKS.

### WORD 2003 LEVEL 3

- USE MICROSOFT OFFICE WORD 2007 WITH OTHER PROGRAMS.
- COLLABORATE ON DOCUMENTS.
- MANAGE DOCUMENT VERSIONS.
- ADD REFERENCE MARKS AND NOTES.
- MAKE LONG DOCUMENTS EASIER TO USE.
- SECURE A DOCUMENT.

## DATES

7/8/10 & 8/4/10 & 9/6/10

7/15/10 & 8/11/10 & 9/17/10

7/22/10 & 8/24/10 & 9/29/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# OUTLOOK 2007

## CLASS

## DATES

### OUTLOOK 2007 LEVEL 1

**7/6/10 & 8/6/10 & 9/14/10**

- IDENTIFY THE COMPONENTS OF THE OUTLOOK ENVIRONMENT. YOU WILL ALSO PERFORM SIMPLE TASKS SUCH AS SENDING AND RESPONDING TO EMAIL MESSAGES.
- COMPOSE MESSAGES.
- USE FOLDERS TO ORGANIZE MESSAGES.
- MANAGE CONTACTS AND CONTACT INFORMATION.
- SCHEDULE APPOINTMENTS.
- SCHEDULE MEETINGS.
- CREATE AND EDIT TASKS.

### OUTLOOK 2007 LEVEL 2

**7/15/10 & 8/19/10 & 9/21/10**

- CUSTOMIZE THE CALENDAR BY SETTING VARIOUS CALENDAR OPTIONS.
- CUSTOMIZE MESSAGE OPTIONS.
- TRACK WORK ACTIVITIES USING THE JOURNAL.
- ASSIGN AND TRACK TASKS.
- SHARE FOLDER INFORMATION.
- CUSTOMIZE THE OUTLOOK ENVIRONMENT.
- LOCATE OUTLOOK ITEMS.
- WORK WITH PUBLIC FOLDERS.

### OUTLOOK 2007 LEVEL 3

**7/23/10 & 8/26/10 & 9/28/10**

- PERSONALIZE YOUR EMAIL.
- ORGANIZE OUTLOOK ITEMS.
- MANAGE OUTLOOK DATA FILES.
- WORK WITH CONTACTS.
- SAVE AND ARCHIVE EMAIL MESSAGES.
- CREATE A CUSTOM FORM.
- WORK OFFLINE AND REMOTELY.

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# OUTLOOK 2003

## CLASS

## DATES

### OUTLOOK 2003 LEVEL 1

7/8/10 & 8/4/10 & 9/2/10

- IDENTIFY THE COMPONENTS OF THE OUTLOOK ENVIRONMENT. YOU WILL ALSO PERFORM SIMPLE TASKS SUCH AS SENDING AND RESPONDING TO EMAIL MESSAGES.
- COMPOSE MESSAGES.
- USE FOLDERS TO ORGANIZE MESSAGES.
- MANAGE CONTACTS AND CONTACT INFORMATION.
- SCHEDULE APPOINTMENTS.
- SCHEDULE MEETINGS.
- CREATE AND EDIT TASKS.

### OUTLOOK 2003 LEVEL 2

7/15/10 & 8/13/10 & 9/9/10

- CUSTOMIZE THE CALENDAR BY SETTING VARIOUS CALENDAR OPTIONS.
- CUSTOMIZE MESSAGE OPTIONS.
- TRACK WORK ACTIVITIES USING THE JOURNAL.
- ASSIGN AND TRACK TASKS.
- SHARE FOLDER INFORMATION.
- CUSTOMIZE THE OUTLOOK ENVIRONMENT.
- LOCATE OUTLOOK ITEMS.
- WORK WITH PUBLIC FOLDERS.

### OUTLOOK 2003 LEVEL 3

7/26/10 & 8/18/10 & 9/17/10

- PERSONALIZE YOUR EMAIL.
- ORGANIZE OUTLOOK ITEMS.
- MANAGE OUTLOOK DATA FILES.
- WORK WITH CONTACTS.
- SAVE AND ARCHIVE EMAIL MESSAGES.
- CREATE A CUSTOM FORM.
- WORK OFFLINE AND REMOTELY.

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# PROJECT 2007

## CLASS

### PROJECT 2007 LEVEL 1

- GET STARTED WITH MICROSOFT OFFICE PROJECT 2007.
- CREATE AND DEFINE PROJECTS.
- WORK WITH ESTIMATES AND DEPENDENCIES
- WORK WITH DEADLINES, CONSTRAINTS, AND TASK CALENDARS
- WORK WITH RESOURCES.
- PREDICT BEHAVIOR BY USING TASK TYPES AND THE SCHEDULING FORMULA.
- CUSTOMIZE AND FORMAT MICROSOFT PROJECT VIEWS.
- ANALYZE RESOURCE UTILIZATION.
- TRACK PROGRESS.
- CREATE PROJECT REPORTS WHICH ANALYZE PROJECT, RESOURCE, AND TASK DATA.
- MANAGE MULTIPLE PROJECTS.

### PROJECT 2007 LEVEL 2

- EXCHANGE PROJECT PLAN DATA WITH OTHER APPLICATIONS.
- UPDATE A PROJECT PLAN.
- MANAGE PROJECT COSTS.
- REPORT PROJECT DATA VISUALLY.
- REUSE PROJECT PLAN INFORMATION

## DATES

7/15/10 & 8/13/10 & 9/10/10

7/21/10 & 8/18/10 & 9/17/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# PROJECT 2003

## CLASS

## DATES

### PROJECT 2003 LEVEL 1

7/6/10 & 8/5/10 & 9/2/10

- CREATE A PROJECT PLAN FILE AND ENTER TASK INFORMATION.
- CREATE A WORK BREAKDOWN STRUCTURE BY ORGANIZING TASKS AND SETTING TASK RELATIONSHIPS.
- ASSIGN PROJECT RESOURCES.
- FINALIZE THE PROJECT PLAN FILE.

### PROJECT 2003 LEVEL 2

7/20/10 & 8/18/10 & 9/16/10

- EXCHANGE PROJECT PLAN DATA WITH OTHER APPLICATIONS.
- UPDATE A PROJECT PLAN.
- CREATE CUSTOM REPORTS.
- RE-USE EXISTING PROJECT PLAN INFORMATION.

### PROJECT 2003 LEVEL 3

7/27/10 & 8/24/10 & 9/30/10

- CREATE A NEW ENTERPRISE PROJECT ON THE PROJECT SERVER.
- RESOURCE AN ENTERPRISE PROJECT.
- ESTABLISH A PROJECT WITHIN THE EPM SOLUTION.
- MANAGE PROJECT UPDATES.
- MANAGE PROJECT-RELATED INFORMATION.
- ANALYZE A PROJECT WITHIN THE CONTEXT OF THE ENTERPRISE.

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# WINDOWS XP

## CLASS

### WINDOWS XP LEVEL 1

- USE FUNDAMENTAL PERSONAL COMPUTING TERMINOLOGY.
- USE FUNDAMENTAL WINDOWS XP SKILLS.
- USE WINDOWS EXPLORER TO MANAGE FILES AND FOLDERS.
- USE COMMON WINDOWS XP PROGRAM TECHNIQUES BY WORKING WITH SEVERAL PROGRAMS AT THE SAME TIME.

### WINDOWS XP LEVEL 2

- CUSTOMIZE THE WINDOWS XP ENVIRONMENT.
- SHARE FILES, FOLDERS, AND RESOURCES OVER A NETWORK.
- ACCESS THE INTERNET USING WINDOWS XP PROGRAMS.
- USE WINDOWS XP TOOLS TO MAINTAIN THE COMPUTER.

## DATES

7/27/10 & 8/20/10

7/30/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# CRYSTAL REPORTS XI

## CLASS

### CRYSTAL REPORTS XI LEVEL 1

- CREATE A REPORT BY USING DATA FROM AN EXISTING DATABASE.
- USE A REPORT TO PRESENT SPECIFIC DATA IN THE DESIRED ORDER.
- CREATE GROUPS TO SUMMARIZE REPORT DATA.
- BUILD FORMULAS TO CALCULATE AND DISPLAY DATA.
- FORMAT REPORTS.
- ADD AND MODIFY ELEMENTS IN A REPORT.
- CREATE SINGLE DATA SERIES CHARTS.
- DISTRIBUTE REPORT DATA.

### CRYSTAL REPORTS XI LEVEL 2

- CREATE RUNNING TOTALS IN A REPORT.
- BUILD CROSS-TABS IN YOUR REPORT.
- ADD SUBREPORTS TO A REPORT.
- DESIGN A REPORT THAT USES A DRILL-DOWN.
- IMPROVE PROCESSING SPEED IN YOUR REPORTS.
- CHART SINGLE AND MULTIPLE DATA SERIES.
- REPORT FROM EXCEL DATA.
- IMPLEMENT REPORT PROMPTS.
- ENHANCE REPORT FUNCTIONALITY.

## DATES

7/6/10 & 8/3/10

7/27/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# ADOBE ACROBAT 8.0

## CLASS

### ADOBE ACROBAT 8.0 LEVEL 1

- ACCESS INFORMATION IN A PDF DOCUMENT.
- CREATE PDF DOCUMENTS.
- MODIFY PDF DOCUMENTS.
- ADD PDF NAVIGATION AIDS.
- WORK WITH MULTIPLE PDF DOCUMENTS.
- REVIEW PDF DOCUMENTS.

### ADOBE ACROBAT 8.0 LEVEL 2

- CREATE PDFS FROM TECHNICAL DOCUMENTS.
- ENHANCE THE UTILITY AND ACCESSIBILITY OF PDF DOCUMENTS.
- CREATE INTERACTIVE PDF FORMS.
- BEGIN PREPARING A PDF DOCUMENT FOR COMMERCIAL PRINTING.
- CREATE COMPOSITE AND COLOR SEPARATION PRINTS FROM A PDF DOCUMENT.

## DATES

7/28/10& 8/16/10

7/29/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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# ADOBE ACROBAT 9.0

## CLASS

### ADOBE ACROBAT 9.0 LEVEL 1

- ACCESS INFORMATION IN A PDF DOCUMENT.
- CREATE PDF DOCUMENTS.
- MODIFY PDF DOCUMENTS.
- ADD PDF NAVIGATION AIDS.
- WORK WITH MULTIPLE PDF DOCUMENTS.
- REVIEW PDF DOCUMENTS.

### ADOBE ACROBAT 9.0 LEVEL 2

- CREATE PDFS FROM TECHNICAL DOCUMENTS.
- ENHANCE THE UTILITY AND ACCESSIBILITY OF PDF DOCUMENTS.
- CREATE INTERACTIVE PDF FORMS.
- BEGIN PREPARING A PDF DOCUMENT FOR COMMERCIAL PRINTING.
- CREATE COMPOSITE AND COLOR SEPARATION PRINTS FROM A PDF DOCUMENT.

## DATES

7/14/10 & 8/23/10

7/26/10

January 2010						
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February 2010						
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March 2010						
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April 2010						
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May 2010						
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June 2010						
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July 2010						
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September 2010						
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November 2010						
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December 2010						
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# ADOBE PHOTOSHOP CS4

## CLASS

### ADOBE PHOTOSHOP CS4 LEVEL 1

- ACCESS INFORMATION IN A PDF DOCUMENT.
- CREATE PDF DOCUMENTS.
- MODIFY PDF DOCUMENTS.
- ADD PDF NAVIGATION AIDS.
- WORK WITH MULTIPLE PDF DOCUMENTS.
- REVIEW PDF DOCUMENTS.

### ADOBE PHOTOSHOP CS4 LEVEL 2

- CREATE PDFS FROM TECHNICAL DOCUMENTS.
- ENHANCE THE UTILITY AND ACCESSIBILITY OF PDF DOCUMENTS.
- CREATE INTERACTIVE PDF FORMS.
- BEGIN PREPARING A PDF DOCUMENT FOR COMMERCIAL PRINTING.
- CREATE COMPOSITE AND COLOR SEPARATION PRINTS FROM A PDF DOCUMENT.

### ADOBE PHOTOSHOP CS4 WEB DEVELOPMENT

- SET PREFERENCES FOR SIZE UNITS AND ALSO IDENTIFY FACTORS THAT CONTRIBUTE TO FILE SIZE.
- OPTIMIZE IMAGES BY SAVING THEM IN DIFFERENT FORMATS AND APPLYING TRANSPARENCY TO THEM.
- APPLY COLOR MANAGEMENT TECHNIQUES, ADJUST IMAGES, AND ENSURE COLOR CONSISTENCY TO CREATE IMAGES THAT ARE ATTRACTIVE TO THE WIDEST POSSIBLE AUDIENCE WHO USE DIFFERENT PLATFORMS SUCH AS WINDOWS AND MACINTOSH.
- CREATE WEB PAGE LAYOUTS.
- USE ADOBE PHOTOSHOP TO EXPORT A WEB PAGE.
- PLAN AND CREATE ANIMATIONS FOR WEB AND MOBILE DEVICES

## DATES

7/6/10 & 8/17/10

7/29/10

7/23/10

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# ADOBE DREAMWEAVER CS4

**CLASS**

**DATES**

**ADOBE DREAMWEAVER CS4 LEVEL 1**

**7/8/10 & 8/18/10**

- PREPARE TO USE THE DREAMWEAVER ENVIRONMENT.
- CREATE A WEBSITE.
- ADD DESIGN ELEMENTS TO WEB PAGES.
- WORK WITH LINKS.
- WORK WITH FRAMES.
- UPLOAD A WEBSITE.

**ADOBE DREAMWEAVER CS4 LEVEL 2**

**7/14/10**

- WORK IN CODE VIEW USING THE CODING FEATURES OF DREAMWEAVER.
- FORMAT CONTENT USING STYLE SHEETS.
- CREATE AN EFFECTIVE USER-NAVIGATION INTERFACE.
- WORK WITH AP ELEMENTS TO ENHANCE THE LAYOUT AND POSITIONING OF ELEMENTS ON A WEB PAGE.
- AUTOMATE TASKS.
- CREATE FORMS.
- AUTHOR A WEB PAGE USING XML-BASED DATA.

**ADOBE DREAMWEAVER CS4 LEVEL 3**

**7/19/10**

- ESTABLISH DATABASE CONNECTIVITY.
- WORK WITH RECORDSETS.
- CREATE INTERACTIVE PAGE ELEMENTS.
- ADMINISTER DATABASE RECORDS.
- Create a user authentication system.
- Administer websites.

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# HTML

## CLASS

## DATES

### HTML PROGRAMMING LEVEL 1

7/7/10

- RECOGNIZE THE COMPONENTS OF AN HTML FILE AND CREATE SUCH A FILE.
- FORMAT PARAGRAPHS AND CHARACTERS USING HTML.
- LINK TO LOCAL FILES AND WEB PAGES FROM THEIR WEB PAGES.
- ADD GRAPHICS AND SOUND TO THEIR WEB PAGES USING HTML.
- CREATE DIFFERENT KINDS OF LISTS TO THEIR WEB PAGE USING HTML.
- CREATE MULTI-COLUMN AND MULTI-ROW TABLES USING HTML.
- SET BACKGROUND COLORS AND GRAPHICS FOR WEB PAGES.
- EVALUATE WEB PAGE DESIGN AND CONSIDER DESIGN ISSUES THAT AFFECT WEB PAGES.
- ADD LINKS TO NON-WEB INTERNET SITES FROM THEIR WEB PAGES.

### HTML PROGRAMMING LEVEL 2

8/20/10

- CREATE ADVANCED TABLES, INCLUDING NESTED TABLES.
- SIZE AND PLACE GRAPHICS, INCLUDING IMAGEMAPS, IN A WEB PAGE.
- CREATE WEB FORMS.
- CREATE FORMS WITH ADVANCED INPUT TYPES AND ATTRIBUTES.
- CREATE AND WORK WITH FRAMED WEB PAGES.
- CREATE DOCUMENTS THAT AUTOMATICALLY DISPLAY ANOTHER PAGE AND DOCUMENTS THAT CONTAIN INTERACTIVE JAVASCRIPTS AND APPLETS.
- DESIGN WEB PAGES USING STYLE SHEETS.

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# OFFICE 2007 NEW FEATURES

## CLASS

## DATES

### EXCEL 2007 NEW FEATURES

7/8/10 & 8/2/10

- EXPLORE THE NEW AND ENHANCED MICROSOFT OFFICE EXCEL 2007 ENVIRONMENT.
- ORGANIZE DATA IN EXCEL WORKSHEETS USING ENHANCED TABLES AND TABLE FORMATS.
- ANALYZE EXCEL DATA BY APPLYING ENHANCED CONDITIONAL FORMATTING, AND GENERATE SPECIFIC INFORMATION USING THE SORT AND FILTER OPTIONS.
- PRESENT EXCEL DATA USING ENHANCED CHARTS AND ILLUSTRATIONS, AS WELL AS WORK WITH THE ENHANCED OPTIONS OF PIVOTTABLES AND PIVOTCHARTS FOR CONDUCTING SELECTIVE ANALYSIS.

### WORD 2007 NEW FEATURES

7/8/10

- EXPLORE THE COMPONENTS OF THE RESULTS-ORIENTED INTERFACE OF THE WORD ENVIRONMENT.
- USE THE TOOLS AVAILABLE IN WORD 2007 TO CREATE PROFESSIONAL-LOOKING DOCUMENTS.
- FINALIZE AND SECURE A DOCUMENT.

### POWERPOINT 2007 NEW FEATURES

7/26/10

- EXPLORE THE NEW INTERFACE COMPONENTS OF POWERPOINT AND CUSTOMIZE THE POWERPOINT ENVIRONMENT.
- ENHANCE A PRESENTATION BY APPLYING CUSTOM LAYOUTS AND THEMES.
- CREATE DYNAMIC PRESENTATIONS BY APPLYING ADVANCED TEXT AND GRAPHIC EFFECTS.
- FINALIZE A PRESENTATION BY CUSTOMIZING SLIDE SHOWS, SECURING THE PRESENTATION, AND SAVING THE PRESENTATION.

### ACCESS 2007 NEW FEATURES

7/6/10 & 8/17/10

- EXPLORE THE MICROSOFT OFFICE ACCESS 2007 INTERFACE.
- WORK WITH TABLES AND FORMS.
- CREATE QUERIES AND REPORTS USING THE ENHANCED FEATURES OF ACCESS 2007.
- WORK WITH EXTERNAL DATA.

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## PRIVATE CLASSES AVAILABLE THROUGH COMPUTER TRAINING SOURCE

### A

- A+ CERTIFICATION FIRST LOOK: HARDWARE A+ CERTIFICATION NETWORKS & OPERATING SYSTEMS
- ACCESS 2007: LEVEL 1
- ACCESS 2007: LEVEL 2
- ACCESS 2007: LEVEL 3
- ACCESS 2007: LEVEL 4
- ACCESS 2003: LEVEL 1
- ACCESS 2003: LEVEL 2
- ACCESS 2003: LEVEL 3
- ACCESS 2003: LEVEL 4
- ACCESS RELATIONAL DATABASE DESIGN MICROSOFT ACCESS DATABASE & COLLABORATION TOOLS
- ACCESS: ADVANCED TOPICS & MACROS MICROSOFT ACCESS DATABASE & COLLABORATION TOOLS
- ACROBAT 7.0: INTRODUCTION (WINDOWS) ADOBE ACROBAT BUSINESS & OFFICE APPLICATIONS
- ACROBAT 8.0 PROFESSIONAL FOR CREATIVE AND PRINT PROFESSIONALS ADOBE ACROBAT BUSINESS & OFFICE APPLICATIONS
- ACROBAT 8.0 STANDARD ADOBE ACROBAT BUSINESS & OFFICE APPLICATIONS
- ACTIVE SERVER PAGES LEVEL I MICROSOFT INTERNET INFORMATION SERVER WEB DESIGN & INTERNET
- ACTIVE SERVER PAGES: LEVEL 2 MICROSOFT INTERNET INFORMATION SERVER WEB DESIGN & INTERNET
- ASP.NET USING VISUALBASIC.NET, ADO.NET, AND XML MICROSOFT ASP.NET WEB DESIGN & INTERNET

### B

- BUSINESS ACCOUNTING BUSINESS SKILLS OTHER
- BUSINESS ETHICS BUSINESS SKILLS OTHER
- BUSINESS WRITING BUSINESS SKILLS OTHER

### C

- CHANGE MANAGEMENT BUSINESS SKILLS OTHER
- COLDFUSION CS4 LEVEL 1 COLD FUSION WEB DESIGN & INTERNET
- COLDFUSION CS4 LEVEL 2 MACROMEDIA COLD FUSION WEB DESIGN & INTERNET
- COMMUNICATION SKILLS BUSINESS SKILLS OTHER
- CONDUCTING MEETINGS BUSINESS SKILLS OTHER
- CREATE BROCHURES, FLYERS AND MORE USING WORD MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- CRYSTAL REPORTS 10: LEVEL 1 CRYSTAL REPORTS DATABASE & COLLABORATION TOOLS
- CRYSTAL REPORTS 10: LEVEL 2 CRYSTAL REPORTS DATABASE & COLLABORATION TOOLS
- CRYSTAL REPORTS 9.0 LEVEL 1 CRYSTAL REPORTS DATABASE & COLLABORATION TOOLS
- CRYSTAL REPORTS 9.0 LEVEL 2 CRYSTAL REPORTS DATABASE & COLLABORATION TOOLS
- CUSTOMER RELATIONSHIP MANAGEMENT BUSINESS SKILLS OTHER
- CUSTOMER SERVICE SKILLS BUSINESS SKILLS OTHER

### D

- DREAMWEAVER CS4: ADVANCED DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER CS4: INTRODUCTION DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER MX 2004: DESIGNING AND DEVELOPING WEB SITES MACROMEDIA DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER MX LEVEL 1 (WINDOWS) MACROMEDIA DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER MX LEVEL 2 (WINDOWS) MACROMEDIA DREAMWEAVER WEB DESIGN & INTERNET

## E

- EFFECTIVE MANAGEMENT SKILLS BUSINESS SKILLS OTHER
- EFFECTIVE PRESENTATION BUSINESS SKILLS OTHER
- E-MAIL ETIQUETTE BUSINESS SKILLS OTHER
- EXCEL 106: CUSTOMIZING & MACROS MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL 2007: LEVEL 1 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL 2007: LEVEL 2 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL 2007: LEVEL 3 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL 2003: LEVEL 1 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL 2003: LEVEL 2 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL 2003: LEVEL 3 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCELLENCE IN SERVICE: ADVANCED BUSINESS SKILLS OTHER
- EXCELLENCE IN SERVICE: BASIC BUSINESS SKILLS OTHER

## F

- FINANCIAL MANAGEMENT BASIC BUSINESS SKILLS OTHER
- FIREWORKS CS4 LEVEL 1 (WINDOWS) FLASH WEB DESIGN & INTERNET
- FIREWORKS CS4 LEVEL 2 (WINDOWS) FLASH WEB DESIGN & INTERNET
- FLASH MX 2004: DESIGNING AND DEVELOPING MEDIA MACROMEDIA FLASH WEB DESIGN & INTERNET
- FLASH MX LEVEL 1 (WINDOWS) MACROMEDIA FLASH WEB DESIGN & INTERNET
- FRONTPAGE 2003: LEVEL 1 MICROSOFT FRONTPAGE WEB DESIGN & INTERNET
- FRONTPAGE 2003: LEVEL 2 MICROSOFT FRONTPAGE WEB DESIGN & INTERNET

## H

- HTML 4.01 - WEB AUTHORING LEVEL 1 HTML WEB DESIGN & INTERNET

## I

- ILLUSTRATOR CS4: LEVEL 1 (WINDOWS) ADOBE ILLUSTRATOR BUSINESS & OFFICE APPLICATIONS
- ILLUSTRATOR CS4: LEVEL 2 (WINDOWS) ADOBE ILLUSTRATOR BUSINESS & OFFICE APPLICATIONS
- INDESIGN CS4: CREATING BASIC PUBLICATIONS (LEVEL 1 - WINDOWS) ADOBE INDESIGN BUSINESS & OFFICE APPLICATIONS
- INTERNET EXPLORER 7.0: INTRODUCTION MICROSOFT INTERNET EXPLORER WEB DESIGN & INTERNET
- INTERVIEWING SKILLS (COURSE TECHNOLOGY) BUSINESS SKILLS OTHER
- INTRODUCTION TO PERSONAL COMPUTERS USING WINDOWS VISTA MICROSOFT WINDOWS NETWORKS & OPERATING SYSTEMS

## J

- JAVA PROGRAMMING FOR NON C-PROGRAMMERS JAVA PROGRAMMING & DEVELOPMENT TOOLS
- JAVASCRIPT SCRIPTING ADVANCED JAVA PROGRAMMING & DEVELOPMENT TOOLS
- JAVASCRIPT SCRIPTING INTRODUCTION JAVA PROGRAMMING & DEVELOPMENT TOOLS

## L

- LEADERSHIP SKILLS BUSINESS SKILLS OTHER
- LOTUS NOTES R4.6.5 END USER BASICS LOTUS NOTES DATABASE & COLLABORATION TOOLS
- LOTUS NOTES 8.0 MAIL LOTUS NOTES DATABASE & COLLABORATION TOOLS

## M

- MAKE SENSE OF SALES AND PRODUCT DATA WITH PIVOTTABLES USING EXCEL MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- MANAGEMENT OF CHANGE BUSINESS SKILLS OTHER
- MANAGERIAL LEADERSHIP BUSINESS SKILLS OTHER
- MICROSOFT OFFICE EXCEL 2003: INTRODUCTION TO VBA MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- MOC 1303 MASTERING MICROSOFT VISUAL BASIC 6 FUNDAMENTALS MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS

## M

- MOC 2373 PROGRAMMING WITH MICROSOFT VISUAL BASIC .NET MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS
- MOC 2400 IMPLEMENTING AND MANAGING MICROSOFT EXCHANGE SERVER 2003 MICROSOFT EXCHANGE NETWORKS & OPERATING SYSTEMS
- MOC 2433 MICROSOFT VISUAL BASIC SCRIPTING EDITION & WINDOWS SCRIPT HOST ESSENTIALS MICROSOFT VBSCRIPT PROGRAMMING & DEVELOPMENT TOOLS
- MOC 2830 DESIGNING SECURITY FOR MICROSOFT NETWORKS MICROSOFT NETWORKING NETWORKS & OPERATING SYSTEMS

## N

- NEGOTIATING BUSINESS SKILLS OTHER
- NOC 3001 FOUNDATIONS OF NOVELL NETWORKING: NETWARE 6 NOVELL NETWARE NETWORKS & OPERATING SYSTEMS
- NOC 3004 NOVELL NETWORK MANAGEMENT NOVELL NETWARE NETWORKS & OPERATING SYSTEMS
- NOC 3006 DESKTOP MANAGEMENT WITH ZENWORKS FOR DESKTOPS 4 NOVELL NETWARE NETWORKS & OPERATING SYSTEMS
- NOC 3015 NOVELL ENTERPRISE LINUX SERVICES NOVELL NETWARE NETWORKS & OPERATING SYSTEMS

## O

- OUTLOOK 2007 LEVEL 1 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS
- OUTLOOK 2007 LEVEL 2 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS
- OUTLOOK 2007: LEVEL 3 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS
- OUTLOOK 2003: LEVEL 1 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS
- OUTLOOK 2003: LEVEL 2 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS
- OUTLOOK 2003: LEVEL 3 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS

## P

- PHOTOSHOP 7.0: COLOR CORRECTION AND PRINTING (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP 7: LEVEL 1 (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP 7: LEVEL 2 (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP 7: WEB PRODUCTION (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP CS4: BASIC IMAGE ENHANCEMENT ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP CS:3 REDEFINED MASKING, IMAGE EFFECTS, AND RETOUCHING (LEVEL 2 - WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- POWERPOINT 2007: LEVEL 1 MICROSOFT POWERPOINT BUSINESS & OFFICE APPLICATIONS
- POWERPOINT 2007: LEVEL 2 MICROSOFT POWERPOINT BUSINESS & OFFICE APPLICATIONS
- POWERPOINT 2003: LEVEL 1 MICROSOFT POWERPOINT BUSINESS & OFFICE APPLICATIONS
- POWERPOINT 2003: LEVEL 2 MICROSOFT POWERPOINT BUSINESS & OFFICE APPLICATIONS
- PRESENTATION SKILLS BUSINESS SKILLS OTHER
- PROJECT 2007: LEVEL 1 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT 2007: LEVEL 2 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT 2007: LEVEL 3 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT 2007: LEVEL 1 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT 2003: LEVEL 2 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT 2003: LEVEL 3 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT MANAGEMENT ADVANCED BUSINESS SKILLS OTHER
- PROJECT MANAGEMENT BASIC BUSINESS SKILLS OTHER
- PROJECT MANAGEMENT INTERMEDIATE ABC FLOWCHARTER BUSINESS & OFFICE APPLICATIONS
- PROJECT MANAGEMENT: ESSENTIALS BUSINESS SKILLS OTHER
- PUBLISHER 2003 MICROSOFT PUBLISHER BUSINESS & OFFICE APPLICATIONS
- PUBLISHER 2007 MICROSOFT PUBLISHER BUSINESS & OFFICE APPLICATIONS

## R

- RELATIONAL DATABASE DESIGN DATABASE DESIGN DATABASE & COLLABORATION TOOLS

## **S**

- SALES SKILLS: BASIC BUSINESS SKILLS OTHER
- SQL ADVANCED QUERYING MICROSOFT SQL SERVER DATABASE & COLLABORATION TOOLS
- SQL FUNDAMENTALS OF QUERYING SQL - STRUCTURED QUERY LANGUAGE PROGRAMMING & DEVELOPMENT TOOLS
- SQL: FUNDAMENTALS OF QUERYING SQL - STRUCTURED QUERY LANGUAGE PROGRAMMING & DEVELOPMENT TOOLS

## **T**

- TEAM BUILDING SKILLS BUSINESS SKILLS OTHER
- TEAM BUILDING TECHNIQUES BUSINESS SKILLS OTHER
- TECHNICAL WRITING IN THE CORPORATE WORLD ABC FLOWCHARTER BUSINESS & OFFICE APPLICATIONS
- TIME MANAGEMENT BUSINESS SKILLS OTHER
- TIME MANAGEMENT MANAGING TIME USING OUTLOOK 2000 BUSINESS SKILLS OTHER
- TIME MANAGEMENT SKILLS BUSINESS SKILLS OTHER
- TOOLS AND TECHNIQUES FOR PROJECT MANAGEMENT

## **U**

- UNDERSTANDING LEADERSHIP BUSINESS SKILLS OTHER

## **V**

- VISIO 2007 PROFESSIONAL - LEVEL 1 (WINDOWS) VISIO BUSINESS & OFFICE APPLICATIONS
- VISIO 2007 PROFESSIONAL: LEVEL 2 (WINDOWS) VISIO BUSINESS & OFFICE APPLICATIONS
- VISIO 2003 STANDARD - LEVEL 1 (WINDOWS) VISIO BUSINESS & OFFICE APPLICATIONS
- VISIO 2003 PROFESSIONAL: LEVEL 1 VISIO BUSINESS & OFFICE APPLICATIONS
- VISUAL BASIC 6.0 - DESIGNING AND IMPLEMENTING DESKTOP APPLICATIONS MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS
- VISUAL BASIC 6.0: INTRODUCTION MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS

## **W**

- WINDOWS VISTA PROFESSIONAL INTRODUCTION MICROSOFT WINDOWS NETWORKS & OPERATING SYSTEMS
- WINDOWS XP: INTRODUCTION MICROSOFT WINDOWS 2000 NETWORKS & OPERATING SYSTEMS
- WORD 2007: LEVEL 1 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- WORD 2007: LEVEL 2 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- WORD 2007: LEVEL 3 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- WORD 2003: LEVEL 1 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- WORD 2003: LEVEL 2 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- WORD 2003: LEVEL 3 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS

## **X**

- XML: AN INTRODUCTION XML PROGRAMMING & DEVELOPMENT TOOLS
- ORG PLUS: LEVEL 1

**We Offer Certified and Non-Certified Professional Skills Classes  
Please See List Below**

<b><i>Class Title</i></b>	<b><i>Cost Per Day</i></b>
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<b><i>Management Skills for the Administrative Assistant</i></b>	\$1595.00
<b><i>Anger Management: Understanding Anger</i></b>	\$1595.00
<b><i>Hiring Smart: Behavioral Hiring Techniques</i></b>	\$1595.00
<b><i>Communication Strategies</i></b>	\$1595.00
<b><i>Conflict Resolution: Dealing with Difficult People</i></b>	\$1595.00
<b><i>Facilitation Skills: Becoming a Great Trainer</i></b>	\$1595.00
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<b><i>Sales Training: Selling Smarter</i></b>	\$1595.00
<b><i>Sales: Prospecting Leads like a Pro</i></b>	\$1595.00
<b><i>Team Building: Developing High Performance Teams</i></b>	\$1595.00
<b><i>Train-the-Trainer: The Practical Trainer</i></b>	\$1595.00
<b><i>Telemarketing: Using the Telephone as a Sales Tool</i></b>	\$1595.00
<b><i>Advanced Writing Skills</i></b>	\$1395.00
<b><i>Business Leadership: Becoming Management Material</i></b>	\$1595.00
<b><i>Customer Service Training: Critical Elements of Customer Service</i></b>	\$1595.00
<b><i>The Professional Supervisor</i></b>	\$1595.00
<b><i>Motivation Training: Motivating Your Workforce</i></b>	\$1595.00
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