

# WINTER 2011/2012 SCHEDULE

Effective computer training courses  
are just a mouse click away...

1-day hands-on training courses \$175 (plus HST)	Manual & after-course support incl	9am – 4pm	NOV	DEC	JAN	FEB
<b>Convert To Office 2007/2010</b>	What's new in Word, Excel, PowerPoint and Outlook? Tons of tricks & shortcuts. NOT FOR BEGINNERS.		FRI 25		TUES 10	MON 13
<b>Word 2007/2010 - Core</b>	Even <u>pros</u> learn tons here! Shortcuts, indenting, file management, custom tabs, tables, spacing issues.			WED 7	THUR 19	
<b>Word - Level 2</b>	Section breaks, styles, columns, graphics (clipart, photos), header/footer tips & tricks, template use.				TUES 24	
<b>Word - Level 3</b>	Merges (letters, labels, troubleshooting), basic & interactive macros, Powerful!		FRI 18			THUR 9
<b>Word - Level 4</b>	Styles, Outline View, Templates, Foot/Endnotes, Table of Contents, Inde		WED 30			
<b>Excel 2007/2010 – Core</b>	Skip it - regret it! Equations, printing, shortcuts, FILL options, headers/footers, conditional formatting.		THUR 3	FRI 9	MON 9	TUES 14
<b>Excel - Level 2</b>	Intermediate IF functions, sorting, filtering, data subtotals, SUMIF, COUNTIF, graphs, linking.		THUR 10		TUES 17	TUES 21
<b>Excel - Level 3</b>	Vlookup & Hlookup, Data Validation, basic macros, defining & using custom range names.		THUR 17			TUES 28
<b>Excel– Level 4</b>	<b>NEW!</b> More advanced macros (including variables and If-Then-Else Statements), more Functions		TUES 29			WED 29
<b>PowerPoint 2007/2010 - Core</b>	Slide types, effective slide shows, graphic tricks, slide transitions, custom animation options.		TUES 8		MON 16	MON 27
<b>PowerPoint– Level 2</b>	Hyperlinks; Package for CD; web presentations; creating slides from Word documents.		MON 28			
<b>Access 2007/2010 – Level 1</b>	Fields, database design, Validation Rules, forms, queries, parameter queries, basic reports.			THUR 8		WED 15
<b>Access– Level 2</b>	Importing, report grouping & controls, action queries (delete, make-table, update, append, cross-tab)					WED 22
<b>Outlook 2007/2010</b>	E-mail, attachments, scheduling, rules, subfolders – using Outlook more efficiently.		TUES 15	MON 12		THUR 16

**Office 2003 (ONSITE only) courses upon request**

Register on-line for classroom courses - or call Janet @ 705.728.5761

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**THIS IS THE LAST SCHEDULE FOR 2007 TRAINING**

**(Because 2007 and 2010 are similar enough – we will be switching to Office 2010 as of March 2012)**