



WINTER 09/10 TRAINING SCHEDULE

1-DAY HANDS-ON CLASSES		SUITE 260 KOZLOV CENTRE, BARRIE			
		2009		2010	
#165 (PLUS GST) MANUAL INCLUDED 9AM - 4PM MAX 10 STUDENTS		NOV	DEC	JAN	FEB
CONVERT TO OFFICE 2007	See the new interface and what's new in the 2007 versions of Word, Excel, PowerPoint and Outlook. This course is not for beginners. It's for regular users of previous versions.	MON 2	TUES 15		THUR 4
WINDOWS/OUTLOOK	GREAT COMBO COURSE. ½ day Windows (Creating shortcuts, Desktop, Efficient file management,) + ½ day Outlook (e-mail only: attachments, rules, Address Book).	TUES 3			MON 8
MS WORD 2003 - LEVEL 1	Intensive coverage of basic concepts, shortcuts, efficient file management (crucial), custom tab setting, indenting, tables, spacing issues, typical Word problems	WED 4	MON 14		TUES 9
MS WORD 2003 - LEVEL 2	Understanding section breaks (vital); columns, adding graphics (clipart, photos scanned images), the Drawing toolbar, header/footer tricks, basic template use	WED 11			TUES 16
MS WORD 2003 - LEVEL 3	Merges (form letters, labels, what to do about blank fields), creating & editing & troubleshooting macros, adding user input boxes to macros, intro to styles Powerful!	WED 18			TUES 23
MS EXCEL 2003 - LEVEL 1	Intensive coverage of basics, numerous equations, spreadsheet layout, print preview features, printing, shortcuts, FILL options, efficient file management, intro to IF equation	MON 9	TUES 8	MON 11	FRI 5
MS EXCEL 2003 - LEVEL 2	Nested IFs, multiple-condition IFs, sorting, filtering, data subtotal function, creating & editing & troubleshooting graphs, multi-page files, linking pages, linking files	FRI 20		FRI 15	THUR 11
MS EXCEL 2003 - LEVEL 3	Vertical & horizontal lookup tables, data calculations, macros, defining & using custom range names, Goal Seek, Pivot Tables	WED 25			THUR 25
MS ACCESS 2003 - LEVEL 1	Understanding field types, designing databases, safeguards against bad data entry, creating & editing forms, creating queries, parameter queries, creating & editing reports	THUR 12		THUR 14	WED 10
MS ACCESS 2003 - LEVEL 2	Importing Excel data, report grouping, action queries (delete, make-table, update, append & cross-tab), sub-forms, linking forms, adding form controls, creating tabbed forms	MON 16		FRI 29	THUR 18
MS ACCESS 2003 - LEVEL 3	Creating, customizing and locking switchboards, creating and editing basic macros, conditional macros, creating calendar controls, creating cascading lists for combo boxes.	MON 23			FRI 26
POWERPOINT - LEVEL 1	Slide types, create effective slide shows, adding (various) graphics, customizing slide transitions, custom animation, introduction to the slide master.	FRI 13		WED 13	FRI 19
POWERPOINT - LEVEL 2	Adding hyperlinks to slides; using the Pack N Go feature; creating web pages from slides; creating slides from Word documents. Tons of tips and shortcuts.	FRI 27			WED 24
WEB DESIGN (HTML) 1	HTML code is easy and fun - you'll create 4-5 web pages (on your own!) and upload them to the Net; page links; mailto links; lists; graphics; tables. Save \$ on updating costs.	FRI 6			FRI 12
WEB DESIGN (HTML) 2	Download links; page transitions; how to build an SEO-smart website for better search engine results; web page frames; basic fill-in forms.	TUES 24			MON 22
MS OUTLOOK 2003	E-mail, attachments, scheduling (with others too), tasks, rules, subfolders - use Outlook more efficiently.			TUES 12	WED 17

GROUP and ON-SITE TRAINING AVAILABLE ANYWHERE IN ONTARIO

2009-2010...CTC is celebrating 20 years...THANK YOU !