

# WINTER 2017 SCHEDULE

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

1-day hands-on training courses  
\$175 (plus HST)

9am – 4pm

2016		2017	
DEC	JAN	FEB	MAR

Manual & after-course support included

<b>Word 2013 – Level 1 (aka CORE)</b>	Even <u>pros</u> learn here! Tricks & shortcuts that you should <i>already</i> be using (but aren't). Custom tabs, indenting, file management, tables, spacing issues.		WED 11			FRI 10
<b>Word 2013 - Level 2</b>	Section breaks ( <i>imperative</i> in larger documents), using styles effectively, columns, graphics tricks, header/footer tips & tricks, template use.			MON 13		FRI 17
<b>Word 2013 - Level 3</b>	Merges (letters, labels, troubleshooting), creating & editing basic and interactive macros. Powerful!					FRI 24
<b>Word 2013 - Level 4</b>	Styles (creating, editing), Outline view, creating templates (including input controls & fill-in fields), creating a Table of Contents, creating an Index.					FRI 31
<b>Excel 2013 – Level 1 (aka CORE)</b>	Our most popular course. <i>Skip it - regret it!</i> Tons of tricks & shortcuts you should <i>already</i> be using (but aren't). Equations, FILL options & tricks, headers & Footers, conditional formatting, printing tricks.	TUES 6	MON 9	MON 6		TUES 7
<b>Excel 2013 - Level 2</b>	Intermediate IF functions, sorting, filtering, data subtotals, SUMIF, COUNTIF, graphs, linking.	FRI 9	THUR 19	TUES 14		TUES 14
<b>Excel 2013 - Level 3</b>	VLookup & HLookup, Data Validation, basic macros, defining & using custom range names.	TUES 13		WED 22		
<b>Excel 2013– Level 4</b>	Calling all geeks. More functions, intermediate macros (variables, If-Then-Else coding). Challenging and fun!	THUR 15				MON 27
<b>PowerPoint 2013</b>	Slide types, effective slide shows, graphic tricks, slide transitions, custom animation options.		WED 25			TUES 28
<b>Outlook 2013</b>	Are you getting the most out of this amazing information management program? Learn the tips and tricks for E-mail, attachments, scheduling, rules, subfolders and so much more. Outlook <i>rocks</i> .		FRI 20			MON 13
<b>HTML-Web Design</b>	Want to make changes to your website? Get a professional to build it - then do modifications when necessary. It's a fun and surprising easy course.					FRI 3

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

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