

# Computer Education

Training for you and your business

Fall

2018

Classes

September–December >>>



## A Few of the Many Companies We've Clicked With:

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Aero Systems Engineering, Inc.  
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Andersen Corporation  
Augsburg Fortress Publishers  
Bailey Nurseries  
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Best Buy  
Boston Scientific  
City of Bloomington  
City of Minneapolis  
City of St. Paul  
Colle + McVoy  
Dakota County  
Dorsey & Whitney  
Eagle Brook Church  
Ecolab, Inc.  
Education Minnesota  
Faegre Baker Daniels  
Fairview Pharmacy Services  
Fredrikson & Byron, P.A.  
Gander Mountain  
H.B. Fuller Company  
Hazelden Foundation  
HealthEast  
HealthPartners  
Honeywell  
Kowalski's Markets  
Kraus-Anderson Construction  
LeJeune Steel Company  
Land O'Lakes  
Macalester College  
Marquette Real Estate Group  
Mayo Clinic  
Medtronic  
Merrill Corporation  
Metropolitan Council  
Minneapolis Public Schools  
Minneapolis Star Tribune  
Minnesota Historical Society  
Minnesota Public Radio  
Minnesota State Senate  
Northern Star Council  
Park Nicollet Health Services  
Ramsey County  
Seward Co-op and Deli  
St. Jude Medical  
St. Olaf College  
St. Paul Chamber Orchestra  
State of Minnesota  
Target Corporation  
TCF Bank  
The McKnight Foundation  
The Mosaic Company  
Thomson Reuters Corporation  
Twin Cities Public Television  
UnitedHealth Group  
United Parcel Service  
University of Minnesota  
University of St. Thomas  
US Bank  
USDA  
USPS  
Walker Art Center  
Wells Fargo  
Welsh Companies  
Workforce Solutions  
Xcel Energy

**Group training saves you time and money!**  
**Flexible scheduling of dates and times**  
**Class options: Hands-on or Seminar format**  
**Call 651.221.4722 for more information**

# Table of Contents

## Introductory Classes

Absolutely Terrified of Computers.....	4
Essential Computer Skills.....	4
Google: Gmail and Calendar.....	5
Google: Drive and Collaboration.....	5
Internet and E-Mail Introduction.....	4
iPad/iPhone for Business (Seminar).....	5
Macintosh OS X Introduction.....	5
Microsoft Surface Tablet.....	4
Office 2016 - What's New (Seminar).....	5
Office 365 - What's New (Seminar).....	5
Windows 10.....	4
Windows 10 - What's New (Seminar).....	4

## Accounting

QuickBooks.....	6
-----------------	---

## Database Management

Access.....	6
Crystal Reports.....	8
Database Design Basics (Seminar).....	6
SQL Language.....	7

## Desktop Publishing and Digital Imaging

Acrobat.....	8
Acrobat - PDF Accessibility.....	8
Captivate.....	9
Illustrator.....	10
InDesign.....	12
InDesign - PDF Accessibility.....	12
InDesign - FastTrack.....	13
Photoshop.....	10
Premiere Pro.....	11
Publisher.....	13

## Information Management

OneNote.....	15
Outlook.....	15
SharePoint.....	16
SharePoint Designer.....	17
Skype for Business.....	15

## Presentation Graphics

PowerPoint.....	14
PowerPoint - FastTrack.....	14
PowerPoint Pizzazz (Seminar).....	14

## Process Management

Visio.....	19
------------	----

## Project Planning

Project.....	17
--------------	----

## Spreadsheets

Excel.....	18
Excel - FastTrack.....	19
Excel - Working the Workbook.....	19

## Word Processing

Word.....	20
Word - Accessibility and PDFs.....	20
Word - FastTrack.....	20

## Web Development and Design

Acrobat - PDF Accessibility.....	22
Captivate.....	26
Dreamweaver.....	24
HTML.....	24
InDesign - PDF Accessibility.....	23
Internet and E-Mail Introduction.....	21
JavaScript.....	26
Job Hunting Online.....	21
PDF Accessibility.....	22
Premiere Pro.....	26
Search Engine Optimization (Seminar).....	25
Website Basics (Seminar).....	21
Word - PDF Accessibility.....	22
WordPress - Designing Your Website.....	23

## New & Trending

### Acrobat Accessible Forms (new part)

### Excel - Functions: Beyond the Basics (new part)

### Google: Gmail and Calendar - Beyond the Basics

### Google: Drive and Document Collaboration

### InDesign - PDF Accessibility

### iPad/iPhone for Business (Seminar)

### Office 2016 - What's New (Seminar)

### Office 365 - What's New (Seminar)

### Premiere Pro

### SharePoint for End Users

### SharePoint for Site Owners

### Skype for Business Introduction

### Windows 10

### Windows 10 - What's New (Seminar)

### Word Accessibility and PDFs

## Registration

General Information.....	29
Registration Form.....	31

## Map and Directions

Map and Directions.....	28
-------------------------	----

## Free Public Service Classes

Job Hunting Online.....	21
-------------------------	----

## Index

Index of Classes.....	30
-----------------------	----

## INTRODUCTORY CLASSES

### Absolutely Terrified of Computers

Brand new to computers? Does starting up a computer make you want to shut down? This class takes everything slow and easy. No pressure, no bother, no hassle.

**Prerequisites:** None.

- Using the keyboard and mouse
- Understanding basic Windows features
- Using common Windows programs
- Learning computer jargon

Registration information—see page 29

#### Absolutely Terrified of Computers

ABS-Computer	Tue Sep 04	8-11 am	\$95
ABS-Computer	Mon Nov 05	8-11 am	\$95

### Internet and E-Mail Introduction

Internet and e-mail skills are critical to communication. The Internet is filled with useful information for those who can make sense of the maze and e-mail has become the typical method for business communication. This class will take you through the ins and outs of browsing the Internet as well as writing and sending an e-mail.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

**Prerequisites:** Experience using a computer.

- Feeling comfortable with the Internet
- Searching for the information you want
- Returning to your favorite places
- Sending and receiving e-mail
- E-mail attachments
- Deleting unwanted e-mail

Registration information—see page 29

#### Internet and E-Mail Introduction

IEM-Inter/E-mail	Thu Oct 25	1-4 pm	\$95
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### Windows 10

This course is designed for people who are new to the Windows environment or for those who have been exposed to Windows but never had any formal training.

#### Part 1 - Introduction

**Prerequisites:** None.

- What is an operating system?
- The Windows environment: the desktop and taskbar
- Start menu and programs
- File Explorer/My Computer: file and disk management
- Cut, copy, and paste

#### Part 2 - Intermediate

**Prerequisites:** Windows Part 1 or equivalent experience.

- Searching for files
- Creating a custom look
- Customizing the taskbar
- Shortcuts
- Customizing the Start menu and desktop

Registration information—see page 29

#### Windows 10

WI10-Part 1	Mon Sep 17	8-11:45 am	\$139
WI10-Part 2	Mon Sep 17	1-4:45 pm	\$139
WI10-Part 1	Tue Nov 13	8-11:45 am	\$139
WI10-Part 2	Tue Nov 13	1-4:45 pm	\$139

### Microsoft Surface Tablet

Surface tablets are lightweight devices that keep you connected while on the go, making them a great choice for businesses needing versatile, productive, and portable solutions.

Surface uses the Windows 10 operating system. To learn more about using your Surface, take our Windows 10 classes.

### Essential Computer Skills For Business

This class is for current Windows users who want to develop a better understanding of their computer. Discover the computer skills used daily in the workplace. Learn tips and shortcuts that will increase your efficiency and save time.

**Prerequisites:** Experience using a computer.

- Using menus, taskbar, toolbars
- Setting up your own filing system
- Creating, moving, and saving files
- Working with CDs and flash drives

Registration information—see page 29

#### Essential Computer Skills for Business

ECS-Essential	Wed Sep 05	9-11 am	\$75
ECS-Essential	Thu Oct 25	9-11 am	\$75
ECS-Essential	Mon Dec 03	9-11 am	\$75

### Windows 10 - What's New (Seminar)

Windows 10 combines the best of Windows 7 and 8 into a single operating system. Windows 10 has been designed with a more consistent look across most devices (computer, phone, tablet). In this seminar we will explore the new features available in Windows 10.

This class is taught in seminar format.

**Prerequisites:** Experience with Windows.

- Redesigned Start Menu
- Personal digital assistant Cortana
- The Edge browser
- Virtual desktop
- Improved Action center

Registration information—see page 29

#### Windows 10 - What's New (Seminar)

WWN-What's New	Tue Sep 04	1-3 pm	\$95
WWN-What's New	Mon Nov 26	1-3 pm	\$95



## INTRODUCTORY CLASSES

### Microsoft Office 2016 - What's New (Seminar)

Microsoft Office 2016 has added tools for today's modern workforce, with a focus on working in teams, mobile connections, and being one click away from your information. This seminar is a visual overview of Office 2016 and will help you become comfortable with the new look and feel.

This class is taught in seminar format.

**Prerequisites:** Experience with any previous version of Microsoft Office.

- Office themes
- Tell Me search
- Simple sharing
- New tabs and guides
- Smart Office menu options

Registration information—see page 29

#### Microsoft Office 2016 - What's New (Seminar)

MO6-What's New	Tue Sep 18	8-11 am	\$95
MO6-What's New	Wed Nov 14	8-11 am	\$95

### Microsoft Office 365 - What's New (Seminar)

Looking for Microsoft Office 365 - What's New training? Call 651.221.4722 to get more details about group classes.

### iPad/iPhone for Business Introduction (Seminar)

Ready to put your iPad and iPhone to work and unlock a whole new world of mobility? Discover features, shortcuts, and tips that will make your business life more productive. If you own an iPad/iPhone, you are welcome to bring it to this session.

**Prerequisites:** None.

- Overview of iPad/iPhone features
- Useful business apps
- Using the iCloud/Dropbox
- Tips and shortcuts
- Presentation options

Registration information—see page 29

#### iPad/iPhone for Business Introduction (Seminar)

IPA-iPad/iPhone	Tue Sep 18	1-4 pm	\$95
IPA-iPad/iPhone	Wed Nov 14	1-4 pm	\$95

### Macintosh OS X Introduction

This course is designed for people who are new to the Macintosh OS X environment.

**Prerequisites:** None.

- The Mac OS environment: the desktop and dock
- Window buttons and options
- Setting up your own filing system
- Creating, moving, and saving files
- Changing system preferences
- What is RAM?
- Universal techniques for working with text
- Searching for files

Registration information—see page 29

#### Macintosh OS X Introduction

MAC-Intro	Tue Oct 16	1-4 pm	\$139
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### Google: Gmail and Calendar - Beyond the Basics

This class goes beyond the basics with features that will make you more efficient with your e-mail and calendar. Discover more options that will improve your productivity.

**Prerequisites:** Experience with e-mail and calendars.

- Gmail Inbox: layout, types, and tabs
- Organizing your e-mail with labels
- Search/Filter messages
- E-mail templates (canned response)
- Google Calendar: changing events and adding messages
- Event options for guests
- Multiple calendars and sharing
- Calendar reminders

Registration information—see page 29

#### Google: Gmail and Calendar - Beyond the Basics

GMC-Gmail/Calendar	Wed Oct 17	9-11 am	\$95
GMC-Gmail/Calendar	Tue Dec 11	9-11 am	\$95

### Google: Drive and Document Collaboration

Google Drive allows you to store your files in "the cloud" and gain access to them anytime or anywhere. Once your documents are in Google Drive, you can share files and start collaborating in real time!

**Prerequisites:** Experience using a computer.

- Google Drive: uploading and organizing files
- Open, edit, and convert options
- Advanced Search
- Drive File Stream
- Document collaboration in real time
- File sharing with people or as a link
- Working with version history
- Controlling access - edit/comment/view

Registration information—see page 29

#### Google: Drive and Document Collaboration

GDC-GDrive	Wed Oct 24	9-11 am	\$95
GDC-GDrive	Tue Dec 18	9-11 am	\$95

## ACCOUNTING

### QuickBooks

QuickBooks is a popular financial management software. Use it to pay bills, print checks, and track expenses.

#### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- QuickBooks and accounting basics
- Understanding QuickBooks - lists, forms, reports
- Chart of accounts
- Items list
- Customers, vendors, and employees
- Checks, bills, and invoices
- Balance sheets and income statements

#### Part 2 - Customizing for Your Company

**Prerequisites:** QuickBooks Part 1 or equivalent experience.

- Setting up a new company
- Defining preferences
- Revising/Finalizing key lists
- Sales receipts, credit memos, credit cards
- Reconciling bank accounts
- Sales reports

#### Part 3 - Additional Features

**Prerequisites:** QuickBooks Parts 1 and 2 or equivalent experience.

- Inventory management
- Estimates and progress invoicing
- Modifying/Editing templates
- Time and job reports

#### Part 4 - Advanced Features

**Prerequisites:** QuickBooks Parts 1, 2, and 3 or equivalent experience.

- Defining and using custom defined fields
- Defining and using Classes
- Budgets and projections
- Setting up multiple users
- Accountant copies and backups
- Job costing

Registration information—see page 29

#### QuickBooks

QBK-Part 1	Tue Oct 02	8-11:45 am	\$149
QBK-Part 2	Tue Oct 02	1-4:45 pm	\$149
QBK-Part 3	Tue Oct 09	8-11:45 am	\$149
QBK-Part 4	Tue Oct 09	1-4:45 pm	\$149
QBK-Part 1	Tue Dec 04	8-11:45 am	\$149
QBK-Part 2	Tue Dec 04	1-4:45 pm	\$149
QBK-Part 3	Tue Dec 11	8-11:45 am	\$149
QBK-Part 4	Tue Dec 11	1-4:45 pm	\$149

## DATABASE MANAGEMENT

### Database Design Basics (Seminar)

This seminar explores the basics of databases and helps create a foundation for your database work.

This class is taught in seminar format.

**Prerequisites:** None

- What is a database?
- Identifying database parts
- Creating tables and organizing data
- Using queries, forms, and reports
- Designing relational databases

Registration information—see page 29

#### Database Design Basics (Seminar)

DBS-Data Basics	Tue Sep 04	8-11 am	\$95
DBS-Data Basics	Wed Nov 07	8-11 am	\$95

### Access

Microsoft Access is a powerful relational database program used for storing, organizing, and manipulating information of any kind.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016, and 365.**

#### Introduction

**Prerequisites:** Windows Introduction or equivalent experience.

**Recommended:** Database Design Basics Seminar or equivalent experience.

- Database concepts (tables, records, fields, relationships)
- Designing and creating tables
- Sorting and filtering data
- Creating relationships
- Introduction to queries, forms, and reports

#### Queries

**Prerequisites:** Access Introduction or equivalent experience.

- Calculation and concatenation queries
- Summary queries and parameter queries
- Action queries
- Importing data

#### Forms and Reports - Part 1

**Prerequisites:** Access Introduction and Queries or equivalent experience.

- Moving, adding, and aligning controls
- Setting and changing properties
- Adding list boxes, combo boxes, and buttons
- Section formatting

#### Forms and Reports - Part 2

**Prerequisites:** Access Introduction, Queries, and Forms and Reports Part 1 or equivalent experience.

- Creating calculated fields
- Building subforms
- Working with groups and subtotals
- Multicolumn reports

Registration information—see page 29

# DATABASE MANAGEMENT

## Access

AC1-Intro	Thu Sep 06	8-11:45 am	\$159
AC1-Queries	Thu Sep 06	1-4:45 pm	\$159
AC1-Intro	Thu Oct 04	8-11:45 am	\$159
AC1-Queries	Thu Oct 04	1-4:45 pm	\$159
AC1-FR1	Thu Oct 11	8-11:45 am	\$159
AC1-FR2	Thu Oct 11	1-4:45 pm	\$159
AC1-Intro	Mon Nov 05	8-11:45 am	\$159
AC1-Queries	Mon Nov 05	1-4:45 pm	\$159
AC1-Intro	Tue Dec 11	8-11:45 am	\$159
AC1-Queries	Tue Dec 11	1-4:45 pm	\$159
AC1-FR1	Tue Dec 18	8-11:45 am	\$159
AC1-FR2	Tue Dec 18	1-4:45 pm	\$159

## SQL Language

SQL is a universal language that interacts with practically every database program. SQL can be used within databases like Access or with web programming languages like ASP, ColdFusion, and PHP.

This class will cover the basics of coding your own SQL statements using MySQL. MySQL is an open-source database management system.

### Part 1 - Introduction

**Prerequisites:** Working knowledge of your database software.

**Recommended:** Database Design Basics Seminar or equivalent experience.

- Retrieval queries
- Setting criteria
- Sorting and grouping
- Joining tables

### Part 2 - Introduction

**Prerequisites:** SQL Language Part 1 or equivalent experience.

- Union queries
- Inserting, updating, and deleting data
- Creating and removing tables, fields, and indexes
- Subqueries

Registration information—see page 29

#### SQL Language

SQL-Part 1	Wed Sep 12	8-11:45 am	\$159
SQL-Part 2	Wed Sep 12	1-4:45 pm	\$159
SQL-Part 1	Wed Oct 10	8-11:45 am	\$159
SQL-Part 2	Wed Oct 10	1-4:45 pm	\$159
SQL-Part 1	Thu Nov 15	8-11:45 am	\$159
SQL-Part 2	Thu Nov 15	1-4:45 pm	\$159
SQL-Part 1	Wed Dec 12	8-11:45 am	\$159
SQL-Part 2	Wed Dec 12	1-4:45 pm	\$159

**Crystal Reports**

Crystal Reports works with nearly any database to produce sophisticated, professional reports.

**Part 1 - Introduction**

**Prerequisites:** Windows Introduction or equivalent experience.

**Recommended:** Working knowledge of your database software or the Database Design Basics Seminar or equivalent experience.

- Introduction to database reporting
- Formatting objects
- Sorting and grouping
- Exporting

**Part 2 - Introduction**

**Prerequisites:** Crystal Reports Part 1 and experience creating custom reports or equivalent experience.

- Formulas
- Record selection
- Section formatting
- Other report layouts

**Part 3 - Intermediate**

**Prerequisites:** Crystal Reports Parts 1 and 2 or equivalent experience.

- Using variables
- Running totals
- Conditional formatting
- Parameters

**Part 4 - Intermediate**

**Prerequisites:** Crystal Reports Parts 1, 2, and 3 or equivalent experience.

- Subreports
- Advanced crosstabs
- Charting and graphs

Registration information—see page 29

**Crystal Reports**

CRY-Part 1	Wed Oct 03	8-11:45 am	\$159
CRY-Part 2	Wed Oct 03	1-4:45 pm	\$159
CRY-Part 1	Tue Nov 20	8-11:45 am	\$159
CRY-Part 2	Tue Nov 20	1-4:45 pm	\$159
CRY-Part 3	Tue Nov 27	8-11:45 am	\$159
CRY-Part 4	Tue Nov 27	1-4:45 pm	\$159

**Acrobat**

Adobe Acrobat easily converts any documents you now publish on paper into electronic files. You can then distribute these files over the Internet for online viewing or printing.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

**Part 1 - Introduction**

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Overview of the Acrobat product family: Reader, Distiller, Acrobat
- Creating a PDF document
- Viewing and modifying a PDF document
- Customizing Acrobat Distiller's options
- Adding, deleting, and extracting pages
- Using Acrobat for bookmarks, security, and controlling how documents open

**Part 2 - Intermediate**

**Prerequisites:** Adobe Acrobat Part 1 or equivalent experience.

- Preparing forms
- Modifying PDFs using the Edit tools
- Creating links
- Working with the Comment tools
- Combining files

Registration information—see page 29

**Part 3 - PDF Accessibility Introduction**

Does your company have PDF files on your website? Do you know if these files are accessible to your entire audience? This class will focus on creating PDF files that are accessible to all users.

**Prerequisites:** Adobe Acrobat Parts 1 and 2 or equivalent experience.

- Accessibility issues
- Understanding document structure and tags
- Checking current PDFs for accessibility
- Working with reading order
- Creating new Word documents with a focus on accessibility

**Part 4 - PDF Accessibility: Beyond the Basics**

**Prerequisites:** Acrobat Part 3 - PDF Accessibility Introduction or equivalent experience.

- Resolving accessibility issues in existing Word documents
- Defining table scope - row and column headers
- Setting table span
- Tables and ID attributes
- Customized styles and tags
- Excel and PowerPoint accessibility

**Part 5 - Accessible Forms**

In this class you will learn the features used to create accessible forms in both Microsoft Word and Adobe Acrobat.

**Prerequisites:** Acrobat Part 3 - PDF Accessibility Introduction or equivalent experience.

- Word forms - Developer tab
- Legacy form fields
- Bookmarks and Help Text
- Restrict editing
- Acrobat forms - Prepare form
- Form fields
- Field names and Tooltips
- Security

Registration information—see page 29



# DESKTOP PUBLISHING AND DIGITAL IMAGING

## Acrobat

ADC-Part 1	Wed Sep 05	8-11:45 am	\$149
ADC-Part 2	Wed Sep 05	1-4:45 pm	\$149
ADC-Part 1	Wed Oct 03	8-11:45 am	\$149
ADC-Part 2	Wed Oct 03	1-4:45 pm	\$149
ADC-Part 3	Wed Oct 17	8-11:45 am	\$149
ADC-Part 4	Wed Oct 17	1-4:45 pm	\$149
ADC-Part 5	Wed Oct 24	8-11:45 am	\$149
ADC-Part 1	Wed Dec 05	8-11:45 am	\$149
ADC-Part 2	Wed Dec 05	1-4:45 pm	\$149
ADC-Part 3	Wed Dec 12	8-11:45 am	\$149
ADC-Part 4	Wed Dec 12	1-4:45 pm	\$149
ADC-Part 5	Wed Dec 19	8-11:45 am	\$149

## Captivate

Captivate lets you create software simulations, quizzes, and tutorials with ease. Options include adding audio, captions, and importing movie files. Projects made with Captivate can be used in e-learning applications or on a website.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Master slides
- Importing video and PowerPoint files
- Inserting buttons and other interactive elements
- Branching view
- Inserting quizzes

### Part 2 - Intermediate

**Prerequisites:** Captivate Part 1 or equivalent experience.

- Recording a software simulation
- Using different recording modes
- Editing timeline objects
- Adding sound
- Exporting options
- Learning interactions, variables, and advanced actions

Registration information—see page 29

## Captivate

CAT-Part 1	Tue Oct 09	8-11:45 am	\$159
CAT-Part 2	Tue Oct 09	1-4:45 pm	\$159
CAT-Part 1	Mon Nov 19	8-11:45 am	\$159
CAT-Part 2	Mon Nov 19	1-4:45 pm	\$159

# DESKTOP PUBLISHING AND DIGITAL IMAGING

## Illustrator

Illustrator is the industry leading software for creating illustrations, logos, or other graphics for print media and the web.

Features taught in these classes apply to most versions of Illustrator.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Introduction to vector graphics
- Changing views and moving around
- Drawing lines and curves
- Object and text basics
- Mastering the pen tool

### Part 2 - Introduction

**Prerequisites:** Illustrator Part 1 or equivalent experience.

- Drawing shapes
- Transformations
- Making colors
- Gradients
- Painting tools: blob brush, pencil, smooth

### Part 3 - Intermediate

**Prerequisites:** Illustrator Parts 1 and 2 or equivalent experience.

- Productivity tools
- Appearance panel
- Artistic text
- Distortion tools and live effects
- Live paint
- Advanced paths

### Part 4 - Intermediate

**Prerequisites:** Illustrator Parts 1, 2, and 3 or equivalent experience.

- Precision tools
- Productivity with layers
- Introduction to transparency
- Custom brushes
- Creating patterns
- Combining and dividing shapes

Registration information—see page 29

## Illustrator

ILL-Part 1	Thu Sep 27	8-11:45 am	\$159
ILL-Part 2	Thu Sep 27	1-4:45 pm	\$159
ILL-Part 3	Mon Oct 01	8-11:45 am	\$159
ILL-Part 4	Mon Oct 01	1-4:45 pm	\$159
ILL-Part 1	Thu Nov 08	8-11:45 am	\$159
ILL-Part 2	Thu Nov 08	1-4:45 pm	\$159
ILL-Part 3	Tue Nov 13	8-11:45 am	\$159
ILL-Part 4	Tue Nov 13	1-4:45 pm	\$159

## Adobe Design Classes

Other classes to consider...

**Acrobat - InDesign - Photoshop**

[See individual class descriptions for details](#)

## Photoshop

Adobe Photoshop is a professional image editing software used to improve, enhance, and modify photographs.

Features taught in these classes apply to most versions of Photoshop.

**Note:** Photoshop and Photoshop Elements are different software products that share similar concepts. If you use Photoshop Elements, most features in Photoshop Part 1 and Part 2 will apply.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Learning the tools - how and when to use
- Selection techniques
- Enhancing and manipulating photos
- Understanding size, resolution, color mode, and file formats

### Part 2 - Introduction

**Prerequisites:** Photoshop Part 1 or equivalent experience.

- Additional selection techniques
- Transformations: scale, rotate, skew
- Basic use of the History panel
- Introduction to layers
- Basic color
- Rulers, guides, and grids

### Part 3 - Intermediate

**Prerequisites:** Photoshop Parts 1 and 2 or equivalent experience.

- Advanced selection techniques
- Clipping paths
- Additional History panel features
- Action panel

### Part 4 - Special Effects

**Prerequisites:** Photoshop Parts 1 and 2 or equivalent experience.

- Merging multiple images
- Filters features
- Lighting effects
- Removing/replacing backgrounds

### Part 5 - Color Adjustments

**Prerequisites:** Photoshop Parts 1 and 2 or equivalent experience.

- Working with the Histogram
- Color enhancement options
- Levels and Curves
- Creating duotones
- Using adjustment layers

Registration information—see page 29

## DESKTOP PUBLISHING AND DIGITAL IMAGING

### Photoshop

PHO-Part 1	Tue Sep 04	8-11:45 am	\$159
PHO-Part 2	Tue Sep 04	1-4:45 pm	\$159
PHO-Part 3	Mon Sep 10	8-11:45 am	\$159
PHO-Part 4	Mon Sep 10	1-4:45 pm	\$159
PHO-Part 5	Mon Sep 24	8-11:45 am	\$159
PHO-Part 1	Tue Oct 02	8-11:45 am	\$159
PHO-Part 2	Tue Oct 02	1-4:45 pm	\$159
PHO-Part 1	Wed Nov 07	8-11:45 am	\$159
PHO-Part 2	Wed Nov 07	1-4:45 pm	\$159
PHO-Part 3	Wed Nov 14	8-11:45 am	\$159
PHO-Part 4	Wed Nov 14	1-4:45 pm	\$159
PHO-Part 5	Tue Nov 27	8-11:45 am	\$159
PHO-Part 1	Tue Dec 04	8-11:45 am	\$159
PHO-Part 2	Tue Dec 04	1-4:45 pm	\$159

### Adobe Design Classes

Other classes to consider...

**Acrobat - Illustrator - InDesign**

[See individual class descriptions for details](#)

### Premiere Pro

Adobe Premiere Pro is a powerful software allowing you to edit video, audio, and still images on your computer. Completed movies can then be optimized and uploaded to the Internet.

**Note:** Premiere Pro and Premiere Elements are different software products. Though they share similar concepts, some class topics focus on features found exclusively in Premiere Pro.

#### Part 1 - Introduction

**Prerequisites:** Windows Introduction or equivalent experience.

- Importing, managing, and organizing video clips
- Timeline editing
- Multiple track editing
- Exporting options

#### Part 2 - Introduction

**Prerequisites:** Premiere Pro Part 1 or equivalent experience.

- Advanced editing features
- Adding transitions
- Creating and animating titles
- Using keyframes to customize effects

Registration information—see page 29

### Premiere Pro

PRM-Part 1	Wed Sep 26	8-11:45 am	\$159
PRM-Part 2	Wed Sep 26	1-4:45 pm	\$159
PRM-Part 1	Wed Dec 05	8-11:45 am	\$159
PRM-Part 2	Wed Dec 05	1-4:45 pm	\$159

# DESKTOP PUBLISHING AND DIGITAL IMAGING

## InDesign

Adobe InDesign is a sophisticated page layout software used for professional-level desktop publishing and design. InDesign works seamlessly with other Adobe products like Illustrator and Photoshop.

Features taught in these classes apply to most versions of InDesign.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Tools and panels
- Text, graphics, and frames
- Character formatting
- Placing text and graphics

### Part 2 - Intermediate

**Prerequisites:** Adobe InDesign Part 1 or equivalent experience.

- Master pages
- Spell checking and Find/Change
- Advanced character/paragraph formatting
- Rotating text and graphics
- Wrapping text around an object

### Part 3 - Advanced

**Prerequisites:** Adobe InDesign Parts 1 and 2 or equivalent experience.

- Pages panel and multiple master pages
- Styles
- Rules and lines
- Library
- Setting colors and gradients

### Part 4 - Advanced Features

**Prerequisites:** Adobe InDesign Parts 1, 2, and 3 or equivalent experience.

- Advanced styles
- Drop shadow, feather, and transparency
- Tables and layers
- Export to a PDF file
- Package for printing

Registration information—see page 29

## Part 5 - InDesign PDF Accessibility

InDesign can now create documents that retain their accessibility features, even when exported to a PDF. The majority of the PDF workflow can be executed in InDesign, with only a few final steps required in Acrobat. This class will focus on creating PDF files that are accessible to all users.

Features taught in this class apply to InDesign CS6 or higher.

**Prerequisites:** InDesign Parts 1, 2, 3, 4 or equivalent experience.

- Paragraph Styles and Tags
- Images - Alt text and Anchoring
- Content order/Articles panel
- Working with Bookmarks, Links, TOC
- Export options and Acrobat steps

Registration information—see page 29

## InDesign

INDC-Part 1	Wed Sep 12	8-11:45 am	\$159
INDC-Part 2	Wed Sep 12	1-4:45 pm	\$159
INDC-Part 3	Wed Sep 19	8-11:45 am	\$159
INDC-Part 4	Wed Sep 19	1-4:45 pm	\$159
INDC-Part 5	Mon Oct 08	1-4:45 pm	\$159
INDC-Part 1	Thu Oct 04	8-11:45 am	\$159
INDC-Part 2	Thu Oct 04	1-4:45 pm	\$159
INDC-Part 1	Mon Oct 22	8-11:45 am	\$159
INDC-Part 2	Mon Oct 22	1-4:45 pm	\$159
INDC-Part 3	Mon Oct 29	8-11:45 am	\$159
INDC-Part 4	Mon Oct 29	1-4:45 pm	\$159
INDC-Part 1	Wed Nov 28	8-11:45 am	\$159
INDC-Part 2	Wed Nov 28	1-4:45 pm	\$159
INDC-Part 3	Mon Dec 03	8-11:45 am	\$159
INDC-Part 4	Mon Dec 03	1-4:45 pm	\$159
INDC-Part 5	Tue Dec 18	8-11:45 am	\$159

## Adobe Design Classes

[Other classes to consider...](#)

[Acrobat - Illustrator - Photoshop](#)

[See individual class descriptions for details](#)

# DESKTOP PUBLISHING AND DIGITAL IMAGING

## InDesign - FastTrack

In the FastTrack classes, the pace is much quicker than our standard classes. We will cover most of the material taught in InDesign Parts 1 and 2. To decide if the FastTrack class is right for you, answer yes or no to the following statements:

When using a computer, I'm...

- one of the first to understand new concepts.
- skilled using the mouse, menus, toolbars, etc.
- able to easily highlight text, cut, copy, and paste.
- familiar with using other layout programs (PageMaker, QuarkXPress, Publisher) to create page layout designs.

If you answered yes to these statements, our FastTrack class is for you. If you are unsure, take our standard classes. The FastTrack classes will not slow down for slow students.

Features taught in these classes apply to most versions of InDesign.

## InDesign - FastTrack

**Prerequisites:** Yes answers to the above four statements.

- Text, graphics, and frames
- Character formatting
- Placing text and graphics
- Master pages
- Spell checking and Find/Change
- Advanced character/paragraph formatting
- Rotating text and graphics
- Wrapping text around an object

Registration information—see page 29

### InDesign - FastTrack

INF-FT	Mon Sep 17	8-11:45 am	\$229
INF-FT	Mon Nov 05	8-11:45 am	\$229

## Publisher

Microsoft Publisher is a simple-to-use, all-inclusive solution for any kind of desktop publishing project.

**Note:** Topics taught in these classes apply to versions **2010, 2013, and 2016.**

### Part 1 - Introduction

**Prerequisites:** Windows Introduction or equivalent experience.

- Adding and formatting text
- Drawing and formatting shapes
- Linking text boxes
- Page setup and layout guides
- Creating templates

### Part 2 - Introduction

**Prerequisites:** Microsoft Publisher Part 1 or equivalent experience.

- Master pages
- Headers and footers
- Advanced character/paragraph formatting
- Creating styles

Registration information—see page 29

### Publisher

PUB-Part 1	Thu Sep 27	8-11:45 am	\$149
PUB-Part 2	Thu Sep 27	1-4:45 pm	\$149
PUB-Part 1	Thu Nov 29	8-11:45 am	\$149
PUB-Part 2	Thu Nov 29	1-4:45 pm	\$149



# PRESENTATION GRAPHICS

## PowerPoint

PowerPoint creates dynamic presentations by effectively combining text, pictures, sound, and other media into a slide show format. Presentations using PowerPoint help audiences stay focused and retain more.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016,** and **365**.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Tools and views
- Creating a presentation
- Using an outline
- Working with text and bullets
- Working with graphics and clip art
- Masters and templates

### Part 2 - Intermediate

**Prerequisites:** PowerPoint Part 1 or equivalent experience.

- Advanced text and graphic features
- Customizing individual slides
- Creating custom templates
- Working with video
- Slide show transitions and techniques

Registration information—see page 29

#### PowerPoint

PP1-Part 1	Wed Sep 26	8-11:45 am	\$149
PP1-Part 2	Wed Sep 26	1-4:45 pm	\$149
PP1-Part 1	Thu Oct 25	8-11:45 am	\$149
PP1-Part 2	Thu Oct 25	1-4:45 pm	\$149
PP1-Part 1	Tue Nov 27	8-11:45 am	\$149
PP1-Part 2	Tue Nov 27	1-4:45 pm	\$149
PP1-Part 1	Thu Dec 13	8-11:45 am	\$149
PP1-Part 2	Thu Dec 13	1-4:45 pm	\$149

## PowerPoint FastTrack

In the FastTrack classes, the pace is much quicker than our standard classes. We will cover most of the material taught in PowerPoint Parts 1 and 2. To decide if the FastTrack class is right for you, answer yes or no to the following statements:

When using a computer, I'm...

- one of the first to understand new concepts.
- skilled using the mouse, menus, toolbars, etc.
- able to easily highlight text, cut, copy, and paste.
- experienced with saving, moving, copying, and deleting files.

If you answered yes to these statements, our FastTrack class is for you. If you are unsure, take our standard classes. The FastTrack classes will not slow down for slow students.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016,** and **365**.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

## PowerPoint FastTrack

**Prerequisites:** Yes answers to the above four statements.

- Tools and views
- Working with text and bullets
- Working with graphics and clip art
- Masters and templates
- Slide show transitions and techniques

Registration information—see page 29

#### PowerPoint FastTrack

PF1-FT	Thu Oct 04	8-11:45 am	\$199
PF1-FT	Wed Dec 19	8-11:45 am	\$199

## PowerPoint with Pizzazz (Seminar)

Lots of people know how to use PowerPoint, but how many can use it effectively? What can you do to separate your PowerPoint presentations from thousands of others, while still maintaining a clear focus? This seminar will discuss the necessary skills to best grab (and keep) an audience's attention. By using real-world examples, students will learn what all presentations need to have, the common mistakes to avoid, and how best to inform and entertain an audience.

This class is taught in seminar format.

**Prerequisites:** Experience with PowerPoint.

- Design strategies and techniques
- Making the most of the master slides
- Effective animation and sound
- Common presentation blunders

Registration information—see page 29

#### PowerPoint with Pizzazz (Seminar)

PPZ-Pizzazz	Mon Sep 24	8-11 am	\$95
PPZ-Pizzazz	Mon Nov 26	8-11 am	\$95

**Outlook**

Outlook users can easily manage their e-mail accounts, schedules, appointments, and more.

Let us train your entire staff. Call 651.221.4722 for special group rates.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016,** and **365.**

**Part 1 - Introduction**

This is a basic course designed for people who have little experience using Outlook. It does not cover advanced features (i.e., public folders) or configuration of hardware.

**Prerequisites:** Windows Introduction or equivalent experience.

- Sending and receiving e-mail
- Creating appointments and events on the calendar
- Creating contacts, tasks, and notes

**Part 2 - Intermediate**

In this class you will be working with Outlook on an Exchange Server. If you are using Outlook as a stand-alone application, some of the topics covered in this class will not apply to you.

**Prerequisites:** Outlook Introduction or equivalent experience.

- Contact tracking
- Customizing Outlook
- Distribution/Group lists
- Out of Office rules
- Sharing calendars
- Working with public folders

Registration information—see page 29

<b>Outlook</b>			
OL1-Part 1	Wed Oct 31	8-11:45 am	\$149
OL1-Part 2	Wed Oct 31	1-4:45 pm	\$149
OL1-Part 1	Mon Dec 10	8-11:45 am	\$149
OL1-Part 2	Mon Dec 10	1-4:45 pm	\$149

**OneNote**

Microsoft OneNote allows users to digitally organize information, videos, images, and web pages for any kind of project.

Whether developing a new product or planning a travel itinerary, users can effortlessly collect information across many different applications, then manage and search through the information quickly and easily using the OneNote interface.

**OneNote Introduction**

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016,** and **365.**

**Prerequisites:** Windows Introduction or equivalent experience.

- Creating a Notebook
- Adding and editing notes
- Linking content
- Organizing and searching

Registration information—see page 29

<b>OneNote Introduction</b>			
ONT-OneNote	Thu Oct 18	1-4 pm	\$95
ONT-OneNote	Tue Dec 11	1-4 pm	\$95

**Skype for Business Introduction**

Microsoft Skype for Business is a collaboration and communication software that connects you to your co-workers. Talk, share, and work together in real time. By allowing users to easily access contact lists and instant messages, Skype for Business helps make sure your team stays connected.

**Prerequisites:** Windows Introduction or equivalent experience.

- Setting status and location
- Managing contacts
- Sending messages
- Schedule meetings
- Sharing and collaboration

Registration information—see page 29

<b>Skype for Business Introduction</b>			
SK1-Skype	Mon Oct 22	1-4 pm	\$95

# INFORMATION MANAGEMENT

## SharePoint - End Users

For many organizations, SharePoint has become an essential tool for how coworkers communicate and coordinate together. As a result, being a valuable participant on a SharePoint site is often critical to a team's success. This class will help take the mystery out of SharePoint and teach the skills required to effectively contribute to a SharePoint site.

Our SharePoint End Users class is intended for those who will only be contributing to an existing SharePoint site. If you are going to be creating or managing a site, please take our SharePoint Site Owners classes.

**Note:** Topics taught in these classes apply to versions **2013**, **2016**, and **365**.

**Prerequisites:** Windows Introduction or equivalent experience.

- Using site navigation
- Adding to existing lists
- Working with libraries/documents
- Switching views
- Connecting to Outlook
- Participating in Discussion Boards/Wikis/Blogs
- Using Community Sites
- Setting up profiles

Registration information—see page 29

### SharePoint - End Users

SE7-End User	Mon Sep 24	1-4 pm	\$149
SE7-End User	Tue Nov 27	1-4 pm	\$149

## SharePoint - Site Owners

Microsoft SharePoint sites improve workplace productivity by providing a place to capture and share ideas, information, communications, and documents.

In class, students will learn the skills required to modify and enhance an existing SharePoint site, as well as the steps necessary to create new lists, libraries, and subsites. If you are creating or managing a SharePoint site, these classes are for you.

**Note:** Topics taught in these classes apply to versions **2013**, **2016**, and **365**.

### Part 1 - Introduction

**Prerequisites:** Windows Introduction or equivalent experience.

- Creating lists/apps: Announcements, Calendars, Links, Tasks, Contacts
- Customizing the Quick Launch
- Document libraries: uploading, check in and out, version history
- Building custom libraries
- Developing sites and subsites
- Customizing pages
- Adding Web Parts

### Part 2 - Intermediate

**Prerequisites:** SharePoint Part 1 or equivalent experience.

- Additional library options
- Creating new views
- Surveys and discussion boards
- Wikis and blogs
- Integrating with Outlook
- Requiring check out in a library
- Managing permissions/share

Registration information—see page 29

## Part 3 - Additional Design Options

**Note:** SharePoint Designer is required for some topics covered in this class. SharePoint Designer is offered as a free download from Microsoft.

**Prerequisites:** SharePoint Parts 1 and 2 or previous experience creating subsites, custom libraries, new list views, and working with Web Parts.

- Customizing a subsite as a template
- CSS (Cascading Style Sheets) introduction
- Applying / Modifying Styles to a Site with CSS
- Creating custom content types
- Other navigation options

## Part 4 - Data Management and Workflows

**Note:** SharePoint Designer is required for some topics covered in this class. SharePoint Designer is offered as a free download from Microsoft.

**Prerequisites:** SharePoint Parts 1, 2, and 3 or equivalent experience.

- Creating Site Columns
- Importing and relating data
- Introduction to workflows
- Workflow conditionals and actions
- Filtering/Sorting/Grouping in views
- Developing list templates

Registration information—see page 29

**SharePoint - Site Owners**

SHO-Part 1	Wed Sep 05	8-11:45 am	\$159
SHO-Part 2	Wed Sep 05	1-4:45 pm	\$159
SHO-Part 1	Tue Sep 18	8-11:45 am	\$159
SHO-Part 2	Tue Sep 18	1-4:45 pm	\$159
SHO-Part 3	Tue Sep 25	8-11:45 am	\$159
SHO-Part 4	Tue Sep 25	1-4:45 pm	\$159
SHO-Part 1	Mon Oct 08	8-11:45 am	\$159
SHO-Part 2	Mon Oct 08	1-4:45 pm	\$159
SHO-Part 1	Tue Oct 30	8-11:45 am	\$159
SHO-Part 2	Tue Oct 30	1-4:45 pm	\$159
SHO-Part 3	Thu Nov 01	8-11:45 am	\$159
SHO-Part 4	Thu Nov 01	1-4:45 pm	\$159
SHO-Part 1	Tue Nov 13	8-11:45 am	\$159
SHO-Part 2	Tue Nov 13	1-4:45 pm	\$159
SHO-Part 1	Mon Nov 26	8-11:45 am	\$159
SHO-Part 2	Mon Nov 26	1-4:45 pm	\$159
SHO-Part 1	Thu Dec 06	8-11:45 am	\$159
SHO-Part 2	Thu Dec 06	1-4:45 pm	\$159
SHO-Part 3	Thu Dec 13	8-11:45 am	\$159
SHO-Part 4	Thu Dec 13	1-4:45 pm	\$159
SHO-Part 1	Mon Dec 17	8-11:45 am	\$159
SHO-Part 2	Mon Dec 17	1-4:45 pm	\$159

**SharePoint Designer**

SharePoint Designer is a powerful editing tool for customizing your SharePoint site, creating more effective company collaboration and productivity.

We have combined SharePoint Designer into our SharePoint Part 3 and Part 4 classes.

**SharePoint Part 3 and Part 4 classes - see page 16.**

**Project**

Whether moving your business to a new location, developing a product, or outlining a construction plan, Microsoft Project allows users to manage tasks, track deadlines, and assign resources.

**Note:** Topics taught in these classes apply to versions **2010, 2013, and 2016.**

**Part 1 - Introduction  
Setting Up a Plan**

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Description of screen elements
- Entering tasks
- Linking tasks
- Changing task relationships
- Adding lag time
- Deadlines and constraints
- Critical paths

**Part 2 - Introduction  
Outlines, Resources, and Reports**

**Prerequisites:** Microsoft Project Part 1 or equivalent experience.

- Working with views
- Creating outline levels
- Entering resources
- Assigning resources
- Working with cost
- Printing
- Reports

Registration information—see page 29

**Part 3 - Intermediate  
Managing a Plan**

**Prerequisites:** Microsoft Project Parts 1 and 2 or equivalent experience.

- Baselining
- Adjusting tasks and resource assignments
- Entering actuals
- Customizing tables
- Using the Organizer

**Part 4 - Intermediate  
Sharing Plans and Creating  
Master Plans**

**Prerequisites:** Microsoft Project Parts 1, 2, and 3 or equivalent experience.

- Resolving resource allocation problems
- Filtering
- Importing and exporting data to other programs
- Subprojects
- Sharing resources across plans

Registration information—see page 29

<b>Project</b>			
PR1-Part 1	Tue Sep 11	8-11:45 am	\$159
PR1-Part 2	Tue Sep 11	1-4:45 pm	\$159
PR1-Part 1	Thu Oct 18	8-11:45 am	\$159
PR1-Part 2	Thu Oct 18	1-4:45 pm	\$159
PR1-Part 3	Thu Oct 25	8-11:45 am	\$159
PR1-Part 4	Thu Oct 25	1-4:45 pm	\$159
PR1-Part 1	Mon Dec 03	8-11:45 am	\$159
PR1-Part 2	Mon Dec 03	1-4:45 pm	\$159
PR1-Part 3	Wed Dec 19	8-11:45 am	\$159
PR1-Part 4	Wed Dec 19	1-4:45 pm	\$159

# SPREADSHEETS

## Excel

Use Excel to better collect, organize, and utilize your data. Excel quickly and simply calculates totals, finds averages, creates charts, and more.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016,** and **365**.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Navigating the worksheet
- Entering and editing data
- Manipulating cells, columns, and rows
- Basic formatting
- Using formulas and functions
- Working with AutoFill

### Intermediate

**Prerequisites:** Excel Introduction or experience developing spreadsheets from scratch, creating formulas, working with functions, and knowledge of the AutoFill tool.

- Advanced formatting
- Basic styles
- Using multiple worksheets
- IF statements
- 3-D cell referencing

### Advanced

**Prerequisites:** Excel Introduction and Intermediate or equivalent experience.

- Customizing the program
- Advanced linking
- Consolidating data
- Outlining
- Protecting your work

Registration information—see page 29

## Charting

**Prerequisites:** Excel Introduction or equivalent experience.

- Making the following types of charts: area, line, bar, column, pie
- Adjusting data: axis and scale
- Editing text: fonts, sizes, and color
- Placing charts in other programs

### PivotTables & Database Features

**Prerequisites:** Excel Introduction and Intermediate or equivalent experience.

- Creating and editing lists
- Sorting lists
- Extracting data
- PivotTables
- VLOOKUP

### Functions: Beyond the Basics

**Prerequisites:** Excel Introduction and Intermediate or equivalent experience. Also requires experience building formulas with basic functions, using AutoFill and absolute/relative cell addressing.

- Using functions for sophisticated summing, averaging, and counting
- Advanced uses of VLOOKUP, HLOOKUP, INDEX and MATCH functions
- Cleaning up data using text functions

## Macros

**Prerequisites:** Excel Introduction and Intermediate or equivalent experience.

- Macro concepts
- Macro commands and tools
- Recording and writing macros
- Documenting macros
- Adding macros to menus and buttons
- Command macros and function (user-defined) macros

Registration information—see page 29

## Excel

EX1-Intro	Wed Sep 12	8-11:45 am	\$149
EX1-Inter	Wed Sep 12	1-4:45 pm	\$149
EX1-Intro	Thu Sep 20	8-11:45 am	\$149
EX1-Inter	Thu Sep 20	1-4:45 pm	\$149
EX1-Chart	Tue Sep 25	8-11:45 am	\$149
EX1-Pivot/Data	Tue Sep 25	1-4:45 pm	\$149
EX1-Adv	Thu Sep 27	8-11:45 am	\$159
EX1-Macro	Thu Sep 27	1-4:45 pm	\$159
EX1-Intro	Mon Oct 01	8-11:45 am	\$149
EX1-Inter	Mon Oct 01	1-4:45 pm	\$149
EX1-Functions	Mon Oct 15	8-11:45 am	\$149
EX1-Intro	Tue Oct 16	8-11:45 am	\$149
EX1-Inter	Tue Oct 16	1-4:45 pm	\$149
EX1-Pivot/Data	Thu Oct 18	8-11:45 am	\$149
EX1-Intro	Tue Oct 23	8-11:45 am	\$149
EX1-Inter	Tue Oct 23	1-4:45 pm	\$149
EX1-Pivot/Data	Mon Oct 29	8-11:45 am	\$149
EX1-Intro	Mon Oct 29	8-11:45 am	\$149
EX1-Inter	Mon Oct 29	1-4:45 pm	\$149
EX1-Adv	Tue Oct 30	8-11:45 am	\$159
EX1-Macro	Tue Oct 30	1-4:45 pm	\$159
EX1-Chart	Thu Nov 08	8-11:45 am	\$149
EX1-Pivot/Data	Thu Nov 08	1-4:45 pm	\$149
EX1-Functions	Wed Nov 14	8-11:45 am	\$149
EX1-Intro	Thu Nov 15	8-11:45 am	\$149
EX1-Inter	Thu Nov 15	1-4:45 pm	\$149
EX1-Pivot/Data	Mon Nov 19	1-4:45 pm	\$149
EX1-Intro	Tue Nov 20	8-11:45 am	\$149
EX1-Inter	Tue Nov 20	1-4:45 pm	\$149
EX1-Intro	Mon Nov 26	8-11:45 am	\$149
EX1-Inter	Mon Nov 26	1-4:45 pm	\$149
EX1-Pivot/Data	Mon Dec 03	1-4:45 pm	\$149
EX1-Intro	Thu Dec 06	8-11:45 am	\$149
EX1-Inter	Thu Dec 06	1-4:45 pm	\$149
EX1-Functions	Wed Dec 12	8-11:45 am	\$149
EX1-Adv	Thu Dec 13	8-11:45 am	\$159
EX1-Macro	Thu Dec 13	1-4:45 pm	\$159
EX1-Intro	Tue Dec 18	8-11:45 am	\$149
EX1-Inter	Tue Dec 18	1-4:45 pm	\$149
EX1-Chart	Wed Dec 19	8-11:45 am	\$149
EX1-Pivot/Data	Wed Dec 19	1-4:45 pm	\$149



## Excel FastTrack

In the FastTrack classes, the pace is much quicker than our standard classes. We will cover most of the material taught in Excel Introduction and Intermediate. To decide if the FastTrack class is right for you, answer yes or no to the following statements:

When using a computer, I'm...

- one of the first to understand new concepts.
- skilled using the mouse, menus, toolbars, etc.
- able to easily highlight text, cut, copy, and paste.
- experienced with saving, moving, copying, and deleting files.

If you answered yes to these statements, our FastTrack class is for you. If you are unsure, take our standard classes. The FastTrack classes will not slow down for slow students.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016, and 365.**

Students will be working in Windows. Most topics discussed also apply to Macintosh.

## Excel FastTrack

**Prerequisites:** Yes answers to the above four statements.

- Formulas and functions
- Working with AutoFill
- Using multiple worksheets
- IF statements
- 3-D cell referencing

Registration information—see page 29

### Excel FastTrack

EF1-FT	Tue Sep 04	8-11:45 am	\$199
EF1-FT	Mon Oct 22	8-11:45 am	\$199
EF1-FT	Wed Nov 28	8-11:45 am	\$199

## Excel: Working the Workbook

Do you feel like your data is trapped in Excel? Is it time to move beyond simple rows and columns and into more specialized and stylized formats? Take control of your workbook. Utilize PivotTables and PivotChart reports. Learn more efficient ways to mine your data. Taking this class will ensure that your spreadsheets don't become "dreadsheets"!

**Prerequisites:** Experience with Excel.

- Creating functional and effective data
- Advanced data functions
- Basic PivotTables and PivotCharts

Registration information—see page 29

### Excel: Working the Workbook

EWK-Workbook	Tue Sep 18	9-11 am	\$95
EWK-Workbook	Tue Nov 27	9-11 am	\$95

## Visio

Visio allows you to design sophisticated diagrams for organizational charts, floor plans, process flow management, and more.

**Note:** Topics taught in these classes apply to versions **2010, 2013, and 2016.**

### Part 1 - Introduction

**Prerequisites:** Windows Introduction or equivalent experience.

- Fundamentals of the program
- Basic text and shape formatting
- Creating process flow drawings

### Part 2 - Intermediate

**Prerequisites:** Visio Part 1 or equivalent experience.

- Creating templates, stencils, and customized shapes
- Organizational charts
- Working with layers
- Background pages

Registration information—see page 29

### Visio

VIS-Part 1	Mon Oct 15	8-11:45 am	\$149
VIS-Part 2	Mon Oct 15	1-4:45 pm	\$149
VIS-Part 1	Wed Dec 12	8-11:45 am	\$149
VIS-Part 2	Wed Dec 12	1-4:45 pm	\$149

# WORD PROCESSING

## Word

Word allows users to create, edit, and quickly format text documents of all types. Produce letters, labels, multicolumn layouts, and more.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016,** and **365**.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Working with text: entering, selecting, editing, cut, copy, and paste
- Basic formatting: margins, paragraphs, fonts, and type sizes
- Creating bulleted and numbered lists

### Part 2 - Intermediate

**Prerequisites:** Word Part 1 or equivalent experience.

- Find and Replace
- Format Painter
- Headers and footers
- Customizing bullets and numbers
- Tabs: setting, moving, and changing
- Working with tables
- Setting up columns

### Part 3 - Advanced

**Prerequisites:** Word Parts 1 and 2 or equivalent experience.

- Customizing AutoCorrect and AutoFormat
- Adding graphics
- Using styles
- Table of Contents
- Working with section breaks

### Part 4 - Mail Merge, Macros, and More

**Prerequisites:** Word Parts 1 and 2 or equivalent experience.

- Using mail merge
- Mailing labels
- Printing envelopes
- Tracking revisions
- Macro basics
- Working with templates
- Introduction to basic forms and content controls

Registration information—see page 29

## Part 5 - Word Accessibility and PDFs

Using Word, it is now possible to create documents that are accessible and will retain accessibility when exporting to a PDF. In this class you will learn the features and steps for creating accessible files.

**Prerequisites:** Word Parts 1, 2, and 3 or equivalent experience.

- Accessibility features and issues
- Understanding structure and language
- Working with styles and tags
- Alternate text and order
- Converting Word documents into accessible PDFs

Registration information—see page 29

#### Word

WD1-Part 1	Wed Sep 19	8-11:45 am	\$149
WD1-Part 2	Wed Sep 19	1-4:45 pm	\$149
WD1-Part 3	Mon Oct 01	8-11:45 am	\$149
WD1-Part 4	Mon Oct 01	1-4:45 pm	\$149
WD1-Part 5	Mon Oct 08	8-11:45 am	\$149
WD1-Part 1	Mon Oct 22	8-11:45 am	\$149
WD1-Part 2	Mon Oct 22	1-4:45 pm	\$149
WD1-Part 5	Mon Dec 10	8-11:45 am	\$149
WD1-Part 1	Wed Nov 28	8-11:45 am	\$149
WD1-Part 2	Wed Nov 28	1-4:45 pm	\$149
WD1-Part 3	Mon Dec 17	8-11:45 am	\$149
WD1-Part 4	Mon Dec 17	1-4:45 pm	\$149

## Word FastTrack

In the FastTrack classes, the pace is much quicker than our standard classes. We will cover most of the material taught in Word Parts 1 and 2. To decide if the FastTrack class is right for you, answer yes or no to the following statements: When using a computer, I'm...

- one of the first to understand new concepts.
- skilled using the mouse, menus, toolbars, etc.
- able to easily highlight text, cut, copy, and paste.
- experienced with saving, moving, copying, and deleting files.

If you answered yes to these statements, our FastTrack class is for you. If you are unsure, take our standard classes. The FastTrack classes will not slow down for slow students.

**Note:** Topics taught in these classes apply to versions **2010, 2013, 2016,** and **365**.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Word FastTrack

**Prerequisites:** Yes answers to the above four statements.

- Formatting paragraphs and documents
- Find and Replace
- Text selection shortcuts
- Tabs, columns, and tables
- Headers and footers

Registration information—see page 29

#### Word FastTrack

WF1-FT	Mon Sep 10	8-11:45 am	\$199
WF1-FT	Mon Nov 19	8-11:45 am	\$199

**Internet and E-Mail Introduction**

Internet and e-mail skills are critical to communication. The Internet is filled with useful information for those who can make sense of the maze and e-mail has become the typical method for business communication. This class will take you through the ins and outs of browsing the Internet as well as writing and sending an e-mail.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

**Prerequisites:** Experience using a computer.

- Feeling comfortable with the Internet
- Searching for the information you want
- Returning to your favorite places
- Sending and receiving e-mail
- E-mail attachments
- Deleting unwanted e-mail

Registration information—see page 29

**Internet and E-Mail Introduction**

IEM-Inter/E-mail	Thu Oct 25	1-4 pm	\$95
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**Job Hunting Online (Free Seminar)**

The Internet is filled with websites dedicated to helping you find a job, but which site is right for you? This class cuts through the clutter and focuses on the best places to find jobs, post resumes, and search for new careers.

This seminar is free, but registration is required.

This class is taught in seminar format.

**Prerequisites:** Experience with web browsing and searching.

- Online tools for a job search
- Finding quality job sites
- Best job search methods
- Submitting resumes online

Registration information—see page 29

**Job Hunting Online (Free Seminar)**

JHO-Job	Wed Sep 05	1-4 pm	Free
JHO-Job	Mon Nov 05	1-4 pm	Free

**Website Basics (Seminar)**

Are you interested in learning what is necessary to create your own website? Not sure where to start? This seminar will demonstrate what's needed to build and maintain a website.

This class is taught in seminar format.

**Prerequisites:** None.

- Essential design considerations
- Choosing a hosting service
- Navigation and layout
- Selecting the right tool to build your site

Registration information—see page 29

**Website Basics (Seminar)**

WSB-Website	Thu Sep 06	8-11 am	\$95
WSB-Website	Tue Nov 06	1-4 pm	\$95

## WEB DEVELOPMENT AND DESIGN

### Acrobat - PDF Accessibility

Does your company have PDF files on your website? Do you know if these files are accessible to your entire audience? This class will focus on creating PDF files that are accessible to all users.

**Note:** These classes are the final classes in our Acrobat series. If you are new to Acrobat, please see page 8 for the complete class series.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Part 3 - PDF Accessibility Introduction

**Prerequisites:** Adobe Acrobat Parts 1 and 2 or equivalent experience.

- Accessibility issues
- Understanding document structure and tags
- Checking current PDFs for accessibility
- Working with reading order
- Creating new Word documents with a focus on accessibility

### Part 4 - PDF Accessibility: Beyond the Basics

**Prerequisites:** Acrobat Part 3 - PDF Accessibility Introduction or equivalent experience.

- Resolving accessibility issues in existing Word documents
- Defining table scope - row and column headers
- Setting table span
- Tables and ID attributes
- Customized styles and tags
- Excel and PowerPoint accessibility

Registration information—see page 29

**Additional Acrobat classes - see page 8.**

### Part 5 - Accessible Forms

In this class you will learn the features used to create accessible forms in both Microsoft Word and Adobe Acrobat.

**Prerequisites:** Acrobat Part 3 - PDF Accessibility Introduction or equivalent experience.

- Word forms - Developer tab
- Legacy form fields
- Bookmarks and Help Text
- Restrict editing
- Acrobat forms - Prepare form
- Form fields
- Field names and Tooltips
- Security

Registration information—see page 29

#### Acrobat - PDF Accessibility

ADC-Part 3	Wed Oct 17	8-11:45 am	\$149
ADC-Part 4	Wed Oct 17	1-4:45 pm	\$149
ADC-Part 5	Wed Oct 24	8-11:45 am	\$149
ADC-Part 3	Wed Dec 12	8-11:45 am	\$149
ADC-Part 4	Wed Dec 12	1-4:45 pm	\$149
ADC-Part 5	Wed Dec 19	8-11:45 am	\$149

**Additional Acrobat classes - see page 8.**

### Word - PDF Accessibility

Using Word, it is now possible to create documents that are accessible and will retain accessibility when exporting to a PDF. In this class you will learn the features and steps for creating accessible files.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Part 5 - Word Accessibility and PDFs

**Prerequisites:** Word Parts 1, 2, and 3 or equivalent experience.

- Accessibility features and issues
- Understanding structure and language
- Working with styles and tags
- Alternate text and order
- Converting Word documents into accessible PDFs

Registration information—see page 29

#### Word Part 5 - PDF Accessibility

WD1-Part 5	Mon Oct 08	8-11:45 am	\$149
WD1-Part 5	Mon Dec 10	8-11:45 am	\$149

**Additional Word classes - see page 20.**

## InDesign - PDF Accessibility

InDesign can now create documents that retain their accessibility features, even when exported to a PDF. The majority of the PDF workflow can be executed in InDesign, with only a few final steps required in Acrobat. This class will focus on creating PDF files that are accessible to all users.

Features taught in this class apply to InDesign CS6 or higher.

## Part 5 - InDesign PDF Accessibility

**Prerequisites:** InDesign Parts 1, 2, 3, 4 or equivalent experience.

- Paragraph Styles and Tags
- Images - Alt text and Anchoring
- Content order/Articles panel
- Working with Bookmarks, Links, TOC
- Export options and Acrobat steps

Registration information—see page 29

### InDesign Part 5 - PDF Accessibility

INDC-Part 5- PDF Mon Oct 08 1-4:45 pm \$159

INDC-Part 5- PDF Tue Dec 18 8-11:45 am \$159

**Additional InDesign classes - see page 12.**

## WordPress - Designing Your Website

You can use WordPress to quickly and easily set up and manage your own website or blog. This class will show you how to get a site up and running quickly, and give you the tools to take control of the look and feel of your site.

### Part 1 - Introduction

**Prerequisites:** Familiarity with the web. HTML and CSS knowledge helpful.

- Creating blog posts and web pages
- Working with links and images
- Customizing your home page
- Creating a main menu
- Using widgets to modify the side bar
- Adding plug-ins to enhance site features

### Part 2 - Intermediate

**Prerequisites:** WordPress Part 1 or equivalent experience.

- Customize your site
- Choose a theme framework
- Set up your page layout
- Change the look and feel

Registration information—see page 29

### WordPress - Designing Your Website

WPR-Part 1 Wed Sep 05 8-11:45 am \$149

WPR-Part 2 Wed Sep 05 1-4:45 pm \$149

WPR-Part 1 Tue Nov 13 8-11:45 am \$149

WPR-Part 2 Tue Nov 13 1-4:45 pm \$149



# WEB DEVELOPMENT AND DESIGN

## HTML

HyperText Markup Language (HTML) is the code used to create web pages and control how text, images, and links will be displayed in a web browser.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

**Recommended:** Website Basics Seminar or equivalent experience.

- Basic HTML tags
- Lists
- Adding titles for search engines
- Creating hyperlinks
- Adding images

### Part 2 - Intermediate

**Prerequisites:** HTML Part 1 or equivalent experience.

- Standards for effective page formatting
- Background color
- Publishing
- External styles

### Part 3 - Cascading Style Sheets Introduction

**Prerequisites:** HTML Parts 1 and 2 or equivalent experience.

- Local styles
- Internal styles
- External styles
- Creating classes

### Part 4 - Cascading Style Sheets Intermediate

**Prerequisites:** HTML Parts 1, 2, and 3 or equivalent experience.

- Creating rollover buttons
- Drop-down menus with lists
- Layout using CSS
- Positioning
- Fixing layout problems

Registration information—see page 29

## HTML

HTL-Part 1	Thu Sep 13	8-11:45 am	\$149
HTL-Part 2	Thu Sep 13	1-4:45 pm	\$149
HTL-Part 1	Tue Oct 16	8-11:45 am	\$149
HTL-Part 2	Tue Oct 16	1-4:45 pm	\$149
HTL-Part 3	Tue Oct 23	8-11:45 am	\$149
HTL-Part 4	Tue Oct 23	1-4:45 pm	\$149
HTL-Part 1	Thu Nov 29	8-11:45 am	\$149
HTL-Part 2	Thu Nov 29	1-4:45 pm	\$149
HTL-Part 3	Thu Dec 06	8-11:45 am	\$149
HTL-Part 4	Thu Dec 06	1-4:45 pm	\$149

## Dreamweaver

Dreamweaver allows users to create and manage a professional website without the need to learn any complex programming or code.

Features taught in these classes apply to most versions of Dreamweaver.

Students will be working in Windows. Most topics discussed also apply to Macintosh.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

**Recommended:** HTML Parts 1 & 2, and Website Basics Seminar or equivalent experience.

- Creating basic web pages
- Standards for formatting text
- Adding titles for search engines
- Working with images and image maps
- Creating links

### Part 2 - Intermediate

**Prerequisites:** Dreamweaver Part 1 or equivalent experience.

- Page properties
- Site management: local and remote
- External, internal, and inline style sheets
- Tag and class styles
- Formatting text and images with CSS

Registration information—see page 29

# WEB DEVELOPMENT AND DESIGN

## Part 3 - Layout with Tables

**Prerequisites:** Dreamweaver Parts 1 and 2 or equivalent experience.

- Using tables for layout
- Inserting rollover images
- Creating navigation bars
- Creating and managing templates

## Part 4 - Layout with Cascading Style Sheets (CSS)

**Prerequisites:** Dreamweaver Parts 1, 2, and 3 or equivalent experience.

- External, internal, and inline style sheets
- Tag and class styles
- Box model and properties
- Using CSS and div tag for layout
- Positioning: static, relative, absolute, fixed
- Changing Z-index

Registration information—see page 29

### Dreamweaver

DRM-Part 1	Tue Oct 02	8-11:45 am	\$159
DRM-Part 2	Tue Oct 02	1-4:45 pm	\$159
DRM-Part 3	Tue Oct 09	8-11:45 am	\$159
DRM-Part 4	Tue Oct 09	1-4:45 pm	\$159
DRM-Part 1	Tue Dec 04	8-11:45 am	\$159
DRM-Part 2	Tue Dec 04	1-4:45 pm	\$159
DRM-Part 3	Tue Dec 11	8-11:45 am	\$159
DRM-Part 4	Tue Dec 11	1-4:45 pm	\$159

## Search Engine Optimization (Seminar)

Scoring high in search engine results can determine the success of your website and can mean more visitors, customers, and revenue. This seminar teaches you the basics of Search Engine Optimization (SEO) and how to help your website become search engine friendly. You will learn how search engines work, the criteria used, and proven techniques to raise your website's search ranking.

This class is taught in seminar format.

**Prerequisites:** None.

- Search engine overview
- Site design and set up issues
- Selecting keywords and search phrases
- Using tags wisely
- Good copywriting

Registration information—see page 29

### Search Engine Optimization (Seminar)

SEO-Search	Thu Sep 20	8-11 am	\$95
SEO-Search	Wed Dec 05	8-11 am	\$95

## Captivate

Captivate lets you create software simulations, quizzes, and tutorials with ease. Options include adding audio, captions, and importing movie files. Projects made with Captivate can be used in e-learning applications or on a website.

### Part 1 - Introduction

**Prerequisites:** Macintosh or Windows Introduction or equivalent experience.

- Master slides
- Importing video and PowerPoint files
- Inserting buttons and other interactive elements
- Branching view
- Inserting quizzes

### Part 2 - Intermediate

**Prerequisites:** Captivate Part 1 or equivalent experience.

- Recording a software simulation
- Using different recording modes
- Editing timeline objects
- Adding sound
- Exporting options
- Learning interactions, variables, and advanced actions

Registration information—see page 29

#### Captivate

CAT-Part 1	Tue Oct 09	8-11:45 am	\$159
CAT-Part 2	Tue Oct 09	1-4:45 pm	\$159
CAT-Part 1	Mon Nov 19	8-11:45 am	\$159
CAT-Part 2	Mon Nov 19	1-4:45 pm	\$159

## Premiere Pro

Adobe Premiere Pro is a powerful software allowing you to edit video, audio, and still images on your computer. Completed movies can then be optimized and uploaded to the Internet.

**Note:** Premiere Pro and Premiere Elements are different software products. Though they share similar concepts, some class topics focus on features found exclusively in Premiere Pro.

### Part 1 - Introduction

**Prerequisites:** Windows Introduction or equivalent experience.

- Importing, managing, and organizing video clips
- Timeline editing
- Multiple track editing
- Exporting options

### Part 2 - Introduction

**Prerequisites:** Premiere Pro Part 1 or equivalent experience.

- Advanced editing features
- Adding transitions
- Creating and animating titles
- Using keyframes to customize effects

Registration information—see page 29

#### Premiere Pro

PRM-Part 1	Wed Sep 26	8-11:45 am	\$159
PRM-Part 2	Wed Sep 26	1-4:45 pm	\$159
PRM-Part 1	Wed Dec 05	8-11:45 am	\$159
PRM-Part 2	Wed Dec 05	1-4:45 pm	\$159

## JavaScript

JavaScript is a scripting language used to add dynamic content to web pages. While JavaScript uses programming concepts, it is not Java programming.

**Note:** This class does not cover Java programming.

### Part 1 - Introduction

**Prerequisites:** Significant experience with HTML and CSS.

- Object model
- JavaScript syntax
- Images swapping
- Introduction to conditionals (IF statements)
- Passing parameters

### Part 2 - Introduction

**Prerequisites:** JavaScript Part 1 or equivalent experience.

- For loops
- Arrays
- Introduction to form validation
- Date to a page

Registration information—see page 29

#### JavaScript

JAV-Part 1	Tue Oct 30	8-11:45 am	\$159
JAV-Part 2	Tue Oct 30	1-4:45 pm	\$159

## WHY US...

### Why use the Science Museum as your Computer Trainer?

At the Science Museum's Adult Computer Education Center, we believe in active learning. We make every minute of training relevant to the student. Classes are small. Training is interactive. Instructors bring real-world experience to the classroom and use everyday language, even humor, to help students cut through the techno-jargon and get a full hands-on experience. As a result, students learn faster and retain more!

### TOP 10 BENEFITS

- 1. One-stop shopping**  
From Windows to Macintosh, we offer more than 150 courses covering more than 60 subjects. Over 2,000 classes are conveniently scheduled during the year with a broad range of the most popular products.
- 2. Company-wide training solutions**  
We are specialists in Microsoft Office, SharePoint, Databases, PDF Accessibility, QuickBooks, Desktop Publishing & Digital Imaging, and Web Development & Design.
- 3. Interactive teaching style**  
We accelerate your learning with instructor-led, focused, hands-on classes. Our class size provides a low student-to-teacher ratio.
- 4. Convenient half-day classes**  
Our half-day classes are designed to fit your busy schedule. You can attend one half-day class and immediately apply what you learned back on the job or take two half-day sessions on the same day for more intensive learning.
- 5. Education is our only mission**  
The Science Museum Computer Education Center is the oldest computer training center in the Twin Cities, using effective learning methods that are time tested. Plus, all proceeds go directly to supporting children's programs, new exhibits, and other educational opportunities.
- 6. Science Museum of Minnesota - a name you know and trust**  
We have a solid reputation for providing quality training. We focus on features that make you more efficient, giving you greater value for your training dollars.
- 7. Get training when and where you need it**  
We offer a large selection of computer classes, with a variety of dates and times, and provide training in St. Paul or at your location.
- 8. Customized training saves time and money**  
Our group classes, client-site options, and portable laptop lab allow you to select the training that matches your needs. We'll even tailor classes to your needs and schedule.
- 9. Your satisfaction is guaranteed**  
Our class format ensures quick learning and outstanding results. In addition, we offer free refresher classes.
- 10. Enjoy the museum atmosphere**  
You will receive a complimentary Exhibit Pass for use on the day of your class.



## Everything You Like in Computer Training

The most popular classes

Convenient dates and times

Small, hands-on classes

Free refresher classes

Portable lab

Customized classes

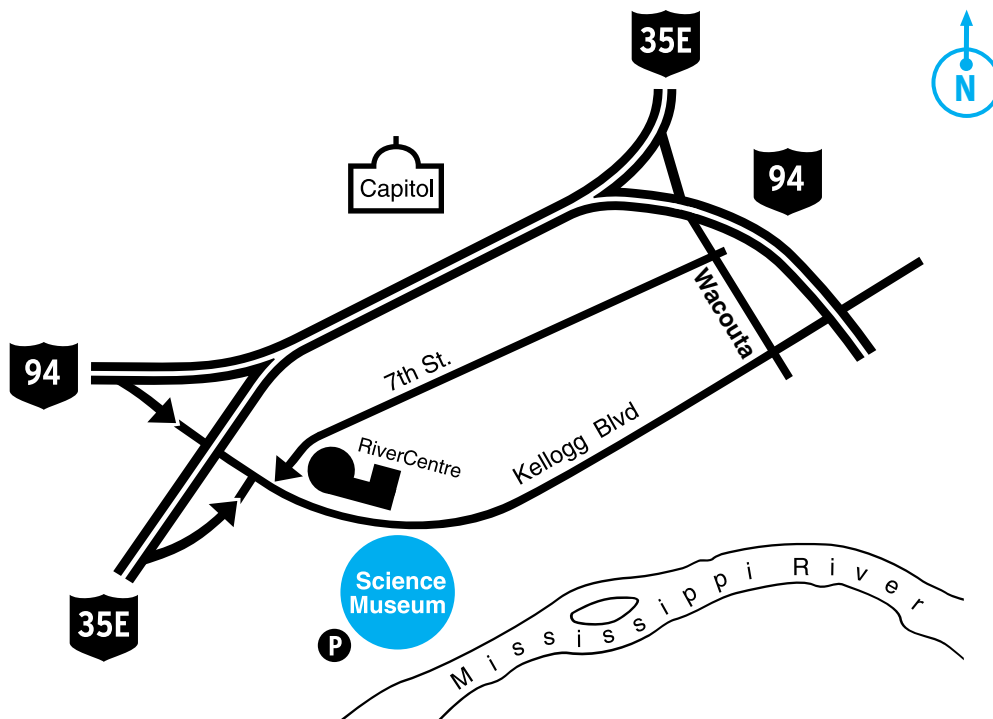
## MAP AND DIRECTIONS - ST. PAUL

### Computer Education Center – St. Paul



Located at:

Science Museum of Minnesota  
120 West Kellogg Boulevard  
Saint Paul, Minnesota 55102



The above map shows the general location of the Science Museum of Minnesota. Your confirmation letter will have detailed instructions for getting to the Science Museum's parking ramp. For more complete directions, call our main phone at 651.221.4722 or visit our website at [comped.smm.org](http://comped.smm.org).



## REGISTRATION

### How to Register:

#### Online [comped.smm.org](http://comped.smm.org)

Our entire course catalog is available online and you may register using our secure system. Check our website often, as we frequently add new class dates due to strong student demand.

#### Fax 651.224.5092

Complete the registration form on page 31 and be sure to include a method of payment. If your business will be invoiced for the class, check the "Invoice" box and write in your purchase order number. You must fax a copy of the purchase order with the registration form to complete and secure your registration.

**We are unable to invoice private individuals.**

#### Mail

Complete the registration form on page 31 and include a method of payment—enclose a check, fill in a major credit card number, or select invoice. If your business will be invoiced for the class, check the "Invoice" box and write in your purchase order number. You must send a copy of the purchase order with the registration form to complete and secure your registration.

**We are unable to invoice private individuals.**

#### General Information

**E-mail - [comped@smm.org](mailto:comped@smm.org)**

**Phone - 651.221.4722**

For your convenience, general questions can either be directed to our e-mail address or call the Computer Education Center.

#### Custom Classes

We can teach any of our classes as described in this catalog, or we can customize the training to meet the needs of your employees. We will provide the instructor, equipment, and materials.

#### Client-Site Training

If you would like to train at your workplace, we can bring our training to you. We will provide the instructor, materials, and even computers, if none are available at your site.

## FEES & PARKING

### Class Fees

Fees are listed at the end of each class description. Please check these carefully when registering. No reservations may be made without full payment in advance or arrangement to invoice.

Your registration can be secured with a check, credit card, or purchase order number.

#### Payment by Credit Card

Class fees may be charged to your VISA, MasterCard, American Express, or Discover Card by providing the credit card number and expiration date.

#### Payment by Invoice

Class fees may be invoiced by providing a purchase order number. You must send a copy of the purchase order with the registration form to complete and secure your registration.

**We are unable to invoice private individuals.**

#### Payment by Check

Please enclose your check with registration form. Make checks payable to: Science Museum of Minnesota.

### Confirmations

Once you are registered for classes, you will receive a class confirmation. Please call 651.221.4722 at least one business day before your class (or even sooner) if you don't get a prompt confirmation.

### Parking - St. Paul

Class fees do not include parking costs.

Your class confirmation will have detailed instructions for finding the Science Museum's parking ramp.

See general map on page 28.

**Rate: \$12**

Rate is subject to change.

## POLICIES

### Rescheduling

Individuals needing to reschedule from one class to another may do so with no penalty up to five (5) business days before a class begins. The full fee is due for a class rescheduled five or fewer days in advance, but there will be no additional fee for the rescheduled class. To reschedule a class, please call 651.221.4722 to speak with a customer service representative.

### Cancellations

If an individual cancels at least five (5) business days before a class begins, class fees will be refunded in full. The full class fee remains due for a class canceled five (5) or fewer business days in advance. If a class must be canceled, please call 651.221.4722 to speak with a customer service representative.

### Missed Your Class

Full class fees are due for any missed class. Please call 651.221.4722 to speak with a representative to determine if we can reschedule your class.

### Late Arrivals

We reserve the right to reschedule anyone arriving more than 30 minutes late to class. Full class fees are due for late arrivals. If you anticipate being late for class, call 651.221.4722.

### Guarantee

All classes are offered with a money-back satisfaction guarantee.

### Refresher Classes

We offer free refresher classes for students who have taken the regular adult computer classes from the Science Museum. This refresher policy does not apply to custom or group classes. Your refresher class must be on the same software version, taken within six months of the original class date. Each refresher class can be taken only one time. All refresher classes are subject to space availability. If a registered student fails to attend a refresher class without giving the required five (5) business days notice, we reserve the right to limit registration for future refresher classes.

Please sign up for refresher classes by calling 651.221.4722.

## CLASS INDEX

### A

Absolutely Terrified of Computers	4
Access	6
Adobe Acrobat	8
Adobe Acrobat - PDF Accessibility	8
Adobe Captivate	9
Adobe Dreamweaver	24
Adobe Illustrator	10
Adobe InDesign	12
Adobe InDesign - PDF Accessibility	12
Adobe InDesign - FastTrack	13
Adobe Photoshop	10
Adobe Premiere Pro	11

### C

Captivate	9
Crystal Reports	8

### D

Database Design Basics (Seminar)	6
Dreamweaver	24

### E

Essential Computer Skills	4
Excel	18
Excel - FastTrack	19
Excel - Working the Workbook	19

### G

Google: Gmail and Calendar	5
Google: Drive and Collaboration	5

### H

HTML	24
------	----

### I

Illustrator	10
InDesign	12
InDesign - PDF Accessibility	12
InDesign - FastTrack	13
Internet and E-Mail Introduction	21
iPad/iPhone for Business (Seminar)	5

### J

JavaScript	26
Job Hunting Online (Free Seminar)	21

### M

Macintosh OS X Introduction	5
Microsoft Access	6
Microsoft Excel	18
Microsoft OneNote	15
Microsoft Outlook	15
Microsoft PowerPoint	14
Microsoft Project	17
Microsoft Publisher	13
Microsoft SharePoint	16
Microsoft SharePoint Designer	17
Microsoft Surface Tablet	4
Microsoft Visio	19
Microsoft Word	20

### O

Office 2016 - What's New (Seminar)	5
Office 365 - What's New (Seminar)	5
OneNote	15
Outlook	15

### P

PDF Accessibility	22
Photoshop	10
PowerPoint	14
PowerPoint - FastTrack	14
PowerPoint Pizzazz (Seminar)	14
Premiere Pro	11
Project	17
Publisher	13

### Q

QuickBooks	6
------------	---

### S

Search Engine Optimization (Seminar)	25
SharePoint	16
SharePoint Designer	17
Skype for Business	15
SQL Language	7
Surface Tablet	4

### V

Visio	19
-------	----

### W

Website Basics (Seminar)	21
Windows 10	4
Windows 10 - What's New (Seminar)	4
Word	20
Word - Accessibility and PDFs	20
Word - FastTrack	20
WordPress - Designing Your Website	23





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**YEARS**  
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- Job Hunting Online • Macintosh • Office 2016—What’s
- New • OneNote • Outlook • Photoshop • PowerPoint
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- Business • SQL Language • “Terrified” of Computers
- Visio • Website Basics • Windows 10 •
- Windows 10—What’s New • Word • WordPress