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Computer Education

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Winter

2019

Classes

January–April >>>



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Dorsey & Whitney
Eagle Brook Church
Ecolab, Inc.
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Faegre Baker Daniels
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LeJeune Steel Company
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Minneapolis Star Tribune
Minnesota Historical Society
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Minnesota State Senate
Northern Star Council
Park Nicollet Health Services
Ramsey County
Seward Co-op and Deli
St. Jude Medical
St. Olaf College
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State of Minnesota
Target Corporation
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The McKnight Foundation
The Mosaic Company
Thomson Reuters Corporation
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Class options: Hands-on or Seminar format
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Table of Contents

Introductory Classes

Absolutely Terrified of Computers.....	4
Essential Computer Skills.....	4
Google: Gmail and Calendar.....	5
Google: Drive and Collaboration.....	5
iPad/iPhone for Business (Seminar).....	5
Microsoft Surface Tablet.....	4
Office 2016 - What's New (Seminar).....	4
Office 365: Teams & Collaboration.....	5
Office 365: OneDrive & Skype.....	5
Windows 10: Beyond the Basics.....	4

Accounting

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

Database Management

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

Desktop Publishing and Digital Imaging

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

Information Management

OneNote.....	12
Outlook.....	12
SharePoint.....	13
SharePoint Designer.....	13

Presentation Graphics

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

Process Management

Visio.....	12
------------	----

Project Planning

Project.....	11
--------------	----

Spreadsheets

Excel.....	15
Excel - FastTrack.....	15
Excel - Working the Workbook.....	15

Word Processing

Word.....	16
Word - Accessibility and PDFs.....	16
Word - FastTrack.....	16

Web Development and Design

Acrobat - PDF Accessibility.....	17
Captivate.....	10
Dreamweaver.....	18
HTML.....	18
InDesign - PDF Accessibility.....	17
JavaScript.....	19
Job Hunting Online.....	17
PDF Accessibility.....	17
Premiere Pro.....	9
Search Engine Optimization (Seminar).....	19
Word - PDF Accessibility.....	17
WordPress - Designing Your Website.....	18

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

Office 365 - Teams & Collaboration

Office 365 - OneDrive & Skype

Premiere Pro

SharePoint for End Users

SharePoint for Site Owners

Windows 10 - Beyond the Basics

Word Accessibility and PDFs

Registration

General Information.....	21
Registration Form.....	23

Map and Directions

Map and Directions.....	20
-------------------------	----

Free Public Service Class

Job Hunting Online.....	17
-------------------------	----

Index

Index of Classes.....	22
-----------------------	----

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 21

Absolutely Terrified of Computers

ABS-Computer	Mon Jan 07	8-11 am	\$95
ABS-Computer	Thu Mar 14	8-11 am	\$95

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 21

Essential Computer Skills for Business

ECS-Essential	Thu Jan 10	9-11 am	\$75
ECS-Essential	Mon Feb 25	9-11 am	\$75
ECS-Essential	Mon Apr 01	9-11 am	\$75

Windows 10: Beyond the Basics

This course is designed for people who are using Windows 10, but have never had any formal training. Learn features that will help you feel more comfortable navigating and working in the windows environment.

Prerequisites: Experience using a computer.

- Using the Start menu and programs
- Managing files/File Explorer
- Working with the clipboard; cut, copy, and paste
- Searching options
- Creating a custom look

Registration information—see page 21

Windows 10: Beyond the Basics

W1B-Beyond Basics	Tue Jan 15	8-11:45 am	\$139
W1B-Beyond Basics	Mon Mar 18	8-11:45 am	\$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: Beyond the Basics class.

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 21

Microsoft Office 2016 - What's New (Seminar)

MO6-What's New	Tue Jan 15	1-3 pm	\$95
MO6-What's New	Mon Mar 18	1-3 pm	\$95

INTRODUCTORY CLASSES

Office 365: Teams & Collaboration

Office 365 Teams are designed to help your staff organize projects. Teams bring chat, content, and people together all in one location.

Prerequisites: Windows experience.

- Create a Team
- Invite members
- Share files and add comments
- Team conversations
- Chat with members
- Team meetings

Registration information—see page 21

Office 365: Teams & Collaboration

OTC-Teams & Coll	Thu Jan 24	8-11 am	\$95
OTC-Teams & Coll	Tue Mar 12	1-4 pm	\$95

Office 365: OneDrive & Skype

Office 365 OneDrive allows you to connect to your files anytime, anywhere. Share, edit, and manage all your documents in one location. With the addition of Skype, you can collaborate and communicate with your coworkers. Talk, share and work together in real time.

Prerequisites: Windows experience.

- OneDrive online
- Creating documents and syncing
- File sharing and version history
- Skype action buttons
- Chat, voice, and video calls
- Set up meetings

Registration information—see page 21

Office 365: OneDrive & Skype

ODS-OneDrive/Skype	Thu Jan 31	8-11 am	\$95
ODS-OneDrive/Skype	Tue Mar 19	1-4 pm	\$95

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 responses)
- Google Calendar: changing events and adding messages
- Event options for guests
- Multiple calendars and sharing
- Calendar reminders

Registration information—see page 21

Google: Gmail and Calendar - Beyond the Basics

GMC-Gmail/Calendar	Tue Feb 05	1-3 pm	\$95
GMC-Gmail/Calendar	Mon Apr 01	1-3 pm	\$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 specific people
- Working with version history
- Controlling access - edit/comment/view

Registration information—see page 21

Google: Drive and Document Collaboration

GDC-GDrive	Mon Feb 11	1-3 pm	\$95
GDC-GDrive	Mon Apr 08	1-3 pm	\$95

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 21

iPad/iPhone for Business Introduction (Seminar)

IPA-iPad/iPhone	Tue Feb 26	8-11 am	\$95
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ACCOUNTING

QuickBooks

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

Note: In class you will be using the desktop version of QuickBooks. If you have the Online version the concepts taught will apply, but the features, menus, and screens will look very different.

Part 1 - Introduction

Prerequisites: Experience using a computer.

- QuickBooks and accounting basics
- Understanding QuickBooks - lists, forms, reports
- Chart of accounts and 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 21

QuickBooks

QBK-Part 1	Tue Jan 22	8-11:45 am	\$149
QBK-Part 2	Tue Jan 22	1-4:45 pm	\$149
QBK-Part 3	Tue Jan 29	8-11:45 am	\$149
QBK-Part 4	Tue Jan 29	1-4:45 pm	\$149
QBK-Part 1	Tue Mar 12	8-11:45 am	\$149
QBK-Part 2	Tue Mar 12	1-4:45 pm	\$149
QBK-Part 3	Tue Mar 26	8-11:45 am	\$149
QBK-Part 4	Tue Mar 26	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 21

Database Design Basics (Seminar)

DBS-Data Basics	Tue Jan 08	8-11 am	\$95
DBS-Data Basics	Wed Mar 06	8-11 am	\$95

Access

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

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

Introduction

Prerequisites: Experience using a computer.

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, 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 21

Access

AC1-Intro	Tue Jan 22	8-11:45 am	\$159
AC1-Queries	Tue Jan 22	1-4:45 pm	\$159
AC1-FR1	Tue Jan 29	8-11:45 am	\$159
AC1-FR2	Tue Jan 29	1-4:45 pm	\$159
AC1-Intro	Mon Feb 11	8-11:45 am	\$159
AC1-Queries	Mon Feb 11	1-4:45 pm	\$159
AC1-FR1	Wed Feb 20	8-11:45 am	\$159
AC1-FR2	Wed Feb 20	1-4:45 pm	\$159
AC1-Intro	Tue Mar 12	8-11:45 am	\$159
AC1-Queries	Tue Mar 12	1-4:45 pm	\$159
AC1-Intro	Thu Apr 11	8-11:45 am	\$159
AC1-Queries	Thu Apr 11	1-4:45 pm	\$159
AC1-FR1	Wed Apr 17	8-11:45 am	\$159
AC1-FR2	Wed Apr 17	1-4:45 pm	\$159

DATABASE MANAGEMENT

Crystal Reports

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

Part 1 - Introduction

Prerequisites: Experience using a computer.

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 21

Crystal Reports

CRY-Part 1	Wed Jan 16	8-11:45 am	\$159
CRY-Part 2	Wed Jan 16	1-4:45 pm	\$159
CRY-Part 3	Wed Jan 30	8-11:45 am	\$159
CRY-Part 4	Wed Jan 30	1-4:45 pm	\$159
CRY-Part 1	Tue Mar 12	8-11:45 am	\$159
CRY-Part 2	Tue Mar 12	1-4:45 pm	\$159
CRY-Part 3	Tue Mar 19	8-11:45 am	\$159
CRY-Part 4	Tue Mar 19	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 21

SQL Language

SQL-Part 1	Wed Jan 09	8-11:45 am	\$159
SQL-Part 2	Wed Jan 09	1-4:45 pm	\$159
SQL-Part 1	Tue Feb 05	8-11:45 am	\$159
SQL-Part 2	Tue Feb 05	1-4:45 pm	\$159
SQL-Part 1	Wed Mar 13	8-11:45 am	\$159
SQL-Part 2	Wed Mar 13	1-4:45 pm	\$159
SQL-Part 1	Wed Apr 03	8-11:45 am	\$159
SQL-Part 2	Wed Apr 03	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: Experience using a computer.

- 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 21

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 21

InDesign

INDC-Part 1	Tue Jan 08	8-11:45 am	\$159
INDC-Part 2	Tue Jan 08	1-4:45 pm	\$159
INDC-Part 3	Wed Jan 16	8-11:45 am	\$159
INDC-Part 4	Wed Jan 16	1-4:45 pm	\$159
INDC-Part 1	Wed Jan 30	8-11:45 am	\$159
INDC-Part 2	Wed Jan 30	1-4:45 pm	\$159
INDC-Part 1	Mon Feb 25	8-11:45 am	\$159
INDC-Part 2	Mon Feb 25	1-4:45 pm	\$159
INDC-Part 3	Mon Mar 04	8-11:45 am	\$159
INDC-Part 4	Mon Mar 04	1-4:45 pm	\$159
INDC-Part 5	Wed Mar 13	8-11:45 am	\$159
INDC-Part 1	Mon Apr 01	8-11:45 am	\$159
INDC-Part 2	Mon Apr 01	1-4:45 pm	\$159
INDC-Part 3	Mon Apr 15	8-11:45 am	\$159
INDC-Part 4	Mon Apr 15	1-4:45 pm	\$159
INDC-Part 5	Wed Apr 17	8-11:45 am	\$159

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.

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 21

InDesign - FastTrack

INF-FT	Wed Jan 23	8-11:45 am	\$229
INF-FT	Mon Mar 25	1-4:45 pm	\$229

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.

Part 1 - Introduction

Prerequisites: Experience using a computer.

- 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 - Color Adjustments & Special Effects

Prerequisites: Photoshop Parts 1 and 2 or equivalent experience.

- Color enhancement options
- Levels and Curves
- Using adjustment layers
- Filters and lighting effects
- Merging multiple images

Registration information—see page 21

Photoshop

PHO-Part 1	Wed Jan 09	8-11:45 am	\$159
PHO-Part 2	Wed Jan 09	1-4:45 pm	\$159
PHO-Part 1	Mon Feb 04	8-11:45 am	\$159
PHO-Part 2	Mon Feb 04	1-4:45 pm	\$159
PHO-Part 3	Mon Feb 11	8-11:45 am	\$159
PHO-Part 4	Mon Feb 11	1-4:45 pm	\$159
PHO-Part 1	Wed Mar 06	8-11:45 am	\$159
PHO-Part 2	Wed Mar 06	1-4:45 pm	\$159
PHO-Part 1	Wed Apr 03	8-11:45 am	\$159
PHO-Part 2	Wed Apr 03	1-4:45 pm	\$159
PHO-Part 3	Wed Apr 10	8-11:45 am	\$159
PHO-Part 4	Wed Apr 10	1-4:45 pm	\$159

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: Experience using a computer.

- 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 21

Illustrator

ILL-Part 1	Thu Jan 10	8-11:45 am	\$159
ILL-Part 2	Thu Jan 10	1-4:45 pm	\$159
ILL-Part 3	Mon Jan 14	8-11:45 am	\$159
ILL-Part 4	Mon Jan 14	1-4:45 pm	\$159
ILL-Part 1	Thu Mar 07	8-11:45 am	\$159
ILL-Part 2	Thu Mar 07	1-4:45 pm	\$159
ILL-Part 3	Mon Mar 11	8-11:45 am	\$159
ILL-Part 4	Mon Mar 11	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: Experience using a computer.

- 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 21

Premiere Pro

PRM-Part 1	Mon Jan 14	8-11:45 am	\$159
PRM-Part 2	Mon Jan 14	1-4:45 pm	\$159
PRM-Part 1	Wed Mar 27	8-11:45 am	\$159
PRM-Part 2	Wed Mar 27	1-4:45 pm	\$159

DESKTOP PUBLISHING AND DIGITAL IMAGING

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: Experience using a computer.

- 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

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

Registration information—see page 21

Part 4 - PDF Accessibility: Beyond the Basics

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

- Resolving accessibility issues in existing Word documents
- Defining table scope - 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 Parts 1, 2, and 3 or equivalent experience.

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

Registration information—see page 21

Acrobat			
ADC-Part 1	Wed Jan 16	8-11:45 am	\$149
ADC-Part 2	Wed Jan 16	1-4:45 pm	\$149
ADC-Part 3	Mon Jan 28	8-11:45 am	\$149
ADC-Part 4	Mon Jan 28	1-4:45 pm	\$149
ADC-Part 5	Mon Feb 04	8-11:45 am	\$149
ADC-Part 1	Tue Feb 19	8-11:45 am	\$149
ADC-Part 2	Tue Feb 19	1-4:45 pm	\$149
ADC-Part 1	Mon Mar 11	8-11:45 am	\$149
ADC-Part 2	Mon Mar 11	1-4:45 pm	\$149
ADC-Part 3	Mon Mar 18	8-11:45 am	\$149
ADC-Part 4	Mon Mar 18	1-4:45 pm	\$149
ADC-Part 5	Mon Mar 25	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: Experience using a computer.

- 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 and closed captioning
- Exporting options
- Learning interactions, variables, and advanced actions

Registration information—see page 21

Captivate			
CAT-Part 1	Thu Jan 10	8-11:45 am	\$159
CAT-Part 2	Thu Jan 10	1-4:45 pm	\$159
CAT-Part 1	Tue Mar 26	8-11:45 am	\$159
CAT-Part 2	Tue Mar 26	1-4:45 pm	\$159

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: Experience using a computer.

- 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 21

Publisher			
PUB-Part 1	Tue Feb 12	8-11:45 am	\$149
PUB-Part 2	Tue Feb 12	1-4:45 pm	\$149
PUB-Part 1	Thu Apr 11	8-11:45 am	\$149
PUB-Part 2	Thu Apr 11	1-4:45 pm	\$149

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: Experience using a computer.

- 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 21

**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 21

Project			
PR1-Part 1	Tue Jan 15	8-11:45 am	\$159
PR1-Part 2	Tue Jan 15	1-4:45 pm	\$159
PR1-Part 1	Tue Feb 12	8-11:45 am	\$159
PR1-Part 2	Tue Feb 12	1-4:45 pm	\$159
PR1-Part 3	Tue Feb 26	8-11:45 am	\$159
PR1-Part 4	Tue Feb 26	1-4:45 pm	\$159
PR1-Part 1	Tue Apr 02	8-11:45 am	\$159
PR1-Part 2	Tue Apr 02	1-4:45 pm	\$159
PR1-Part 3	Tue Apr 09	8-11:45 am	\$159
PR1-Part 4	Tue Apr 09	1-4:45 pm	\$159

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: Experience using a computer.

- 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 21

Visio			
VIS-Part 1	Tue Jan 29	8-11:45 am	\$149
VIS-Part 2	Tue Jan 29	1-4:45 pm	\$149
VIS-Part 1	Wed Mar 27	8-11:45 am	\$149
VIS-Part 2	Wed Mar 27	1-4:45 pm	\$149

Outlook

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

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: Experience using a computer.

- 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 21

Outlook			
OL1-Part 1	Wed Feb 13	8-11:45 am	\$149
OL1-Part 2	Wed Feb 13	1-4:45 pm	\$149
OL1-Part 1	Wed Apr 17	8-11:45 am	\$149
OL1-Part 2	Wed Apr 17	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: Experience using a computer.

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

Registration information—see page 21

OneNote Introduction			
ONT-OneNote	Tue Jan 22	1-4 pm	\$95
ONT-OneNote	Tue Mar 26	1-4 pm	\$95

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: Experience using a computer.

- 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 21

SharePoint - End Users

SE7-End User	Wed Jan 23	1-4 pm	\$149
SE7-End User	Wed Mar 13	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: Experience using a computer.

- 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

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

Registration information—see page 21

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 21

SharePoint - Site Owners

SHO-Part 1	Mon Jan 07	8-11:45 am	\$159
SHO-Part 2	Mon Jan 07	1-4:45 pm	\$159
SHO-Part 1	Tue Jan 15	8-11:45 am	\$159
SHO-Part 2	Tue Jan 15	1-4:45 pm	\$159
SHO-Part 3	Tue Jan 29	8-11:45 am	\$159
SHO-Part 4	Tue Jan 29	1-4:45 pm	\$159
SHO-Part 1	Thu Feb 07	8-11:45 am	\$159
SHO-Part 2	Thu Feb 07	1-4:45 pm	\$159
SHO-Part 3	Tue Feb 12	8-11:45 am	\$159
SHO-Part 4	Tue Feb 12	1-4:45 pm	\$159
SHO-Part 1	Wed Feb 20	8-11:45 am	\$159
SHO-Part 2	Wed Feb 20	1-4:45 pm	\$159
SHO-Part 1	Mon Mar 04	8-11:45 am	\$159
SHO-Part 2	Mon Mar 04	1-4:45 pm	\$159
SHO-Part 3	Mon Mar 11	8-11:45 am	\$159
SHO-Part 4	Mon Mar 11	1-4:45 pm	\$159
SHO-Part 1	Wed Mar 20	8-11:45 am	\$159
SHO-Part 2	Wed Mar 20	1-4:45 pm	\$159
SHO-Part 1	Thu Apr 04	8-11:45 am	\$159
SHO-Part 2	Thu Apr 04	1-4:45 pm	\$159
SHO-Part 1	Thu Apr 11	8-11:45 am	\$159
SHO-Part 2	Thu Apr 11	1-4:45 pm	\$159
SHO-Part 3	Tue Apr 16	8-11:45 am	\$159
SHO-Part 4	Tue Apr 16	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.

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: Experience using a computer.

- 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 21

PowerPoint

PP1-Part 1	Mon Jan 07	8-11:45 am	\$149
PP1-Part 2	Mon Jan 07	1-4:45 pm	\$149
PP1-Part 1	Thu Feb 14	8-11:45 am	\$149
PP1-Part 2	Thu Feb 14	1-4:45 pm	\$149
PP1-Part 1	Tue Mar 19	8-11:45 am	\$149
PP1-Part 2	Tue Mar 19	1-4:45 pm	\$149
PP1-Part 1	Mon Apr 15	8-11:45 am	\$149
PP1-Part 2	Mon Apr 15	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.

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 21

PowerPoint FastTrack

PF1-FT	Thu Jan 31	8-11:45 am	\$199
PF1-FT	Tue Mar 26	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 21

PowerPoint with Pizzazz (Seminar)

PPZ-Pizzazz	Tue Feb 05	9-11 am	\$95
PPZ-Pizzazz	Tue Apr 16	9-11 am	\$95

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.**

Introduction

Prerequisites: Experience using a computer.

- 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

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

Registration information—see page 21

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, commands, and tools
- Recording and writing macros
- Documenting macros
- Adding macros to menus and buttons
- Command macros & user-defined macros

Registration information—see page 21

Excel

EX1-Intro	Tue Jan 08	8-11:45 am	\$149
EX1-Inter	Tue Jan 08	1-4:45 pm	\$149
EX1-Pivot/Data	Thu Jan 10	1-4:45 pm	\$149
EX1-Intro	Mon Jan 14	8-11:45 am	\$149
EX1-Inter	Mon Jan 14	1-4:45 pm	\$149
EX1-Chart	Thu Jan 24	1-4:45 pm	\$149
EX1-Intro	Wed Jan 30	8-11:45 am	\$149
EX1-Inter	Wed Jan 30	1-4:45 pm	\$149
EX1-Pivot/Data	Thu Jan 31	1-4:45 pm	\$149
EX1-Adv	Mon Feb 04	8-11:45 am	\$159
EX1-Macro	Mon Feb 04	1-4:45 pm	\$159
EX1-Intro	Thu Feb 07	8-11:45 am	\$149
EX1-Inter	Thu Feb 07	1-4:45 pm	\$149
EX1-Pivot/Data	Mon Feb 11	8-11:45 am	\$149
EX1-Functions	Wed Feb 13	8-11:45 am	\$149
EX1-Intro	Tue Feb 19	8-11:45 am	\$149
EX1-Inter	Tue Feb 19	1-4:45 pm	\$149
EX1-Chart	Wed Feb 20	8-11:45 am	\$149
EX1-Pivot/Data	Wed Feb 20	1-4:45 pm	\$149
EX1-Intro	Tue Feb 26	8-11:45 am	\$149
EX1-Inter	Tue Feb 26	1-4:45 pm	\$149
EX1-Intro	Thu Mar 07	8-11:45 am	\$149
EX1-Inter	Thu Mar 07	1-4:45 pm	\$149
EX1-Adv	Mon Mar 11	8-11:45 am	\$159
EX1-Macro	Mon Mar 11	1-4:45 pm	\$159
EX1-Intro	Wed Mar 13	8-11:45 am	\$149
EX1-Inter	Wed Mar 13	1-4:45 pm	\$149
EX1-Pivot/Data	Tue Mar 19	8-11:45 am	\$149
EX1-Functions	Wed Mar 20	8-11:45 am	\$149
EX1-Intro	Thu Mar 21	8-11:45 am	\$149
EX1-Inter	Thu Mar 21	1-4:45 pm	\$149
EX1-Chart	Thu Mar 28	8-11:45 am	\$149
EX1-Pivot/Data	Thu Mar 28	1-4:45 pm	\$149
EX1-Intro	Wed Apr 03	8-11:45 am	\$149
EX1-Inter	Wed Apr 03	1-4:45 pm	\$149
EX1-Intro	Mon Apr 08	8-11:45 am	\$149
EX1-Inter	Mon Apr 08	1-4:45 pm	\$149
EX1-Pivot/Data	Wed Apr 10	8-11:45 am	\$149
EX1-Adv	Tue Apr 16	8-11:45 am	\$159
EX1-Macro	Tue Apr 16	1-4:45 pm	\$159
EX1-Functions	Wed Apr 17	8-11:45 am	\$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 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.**

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 21

Excel FastTrack

EF1-FT	Wed Jan 16	8-11:45 am	\$199
EF1-FT	Mon Feb 25	1-4:45 pm	\$199
EF1-FT	Wed Apr 03	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 21

Excel: Working the Workbook

EWK-Workbook	Thu Jan 17	9-11 am	\$95
EWK-Workbook	Mon Mar 25	9-11 am	\$95

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: Experience using a computer.

- 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 21

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 21

Word

WD1-Part 1	Tue Jan 08	8-11:45 am	\$149
WD1-Part 2	Tue Jan 08	1-4:45 pm	\$149
WD1-Part 1	Thu Feb 14	8-11:45 am	\$149
WD1-Part 2	Thu Feb 14	1-4:45 pm	\$149
WD1-Part 3	Thu Feb 21	8-11:45 am	\$149
WD1-Part 4	Thu Feb 21	1-4:45 pm	\$149
WD1-Part 5	Wed Feb 27	8-11:45 am	\$149
WD1-Part 1	Tue Apr 02	8-11:45 am	\$149
WD1-Part 2	Tue Apr 02	1-4:45 pm	\$149
WD1-Part 3	Tue Apr 09	8-11:45 am	\$149
WD1-Part 4	Tue Apr 09	1-4:45 pm	\$149
WD1-Part 5	Wed Apr 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.

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 21

Word FastTrack

WF1-FT	Tue Jan 22	8-11:45 am	\$199
WF1-FT	Wed Mar 13	8-11:45 am	\$199

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 21

Job Hunting Online (Free Seminar)

JHO-Job	Mon Jan 07	1-4 pm	Free
JHO-Job	Thu Mar 14	1-4 pm	Free

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 10 for the complete class series.

Part 3 - PDF Accessibility Introduction

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

- Accessibility issues
- Understanding document/structure/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 Parts 1, 2, and 3 or equivalent experience.

- Resolving accessibility issues in existing Word documents
- Defining table scope - 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 Parts 1, 2, and 3 or equivalent experience.

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

Registration information—see page 21

Acrobat - PDF Accessibility

ADC-Part 3	Mon Jan 28	8-11:45 am	\$149
ADC-Part 4	Mon Jan 28	1-4:45 pm	\$149
ADC-Part 5	Mon Feb 04	8-11:45 am	\$149
ADC-Part 3	Mon Mar 18	8-11:45 am	\$149
ADC-Part 4	Mon Mar 18	1-4:45 pm	\$149
ADC-Part 5	Mon Mar 25	8-11:45 am	\$149

Additional Acrobat classes - see page 10.

Word Part 5 - 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.

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

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 21

Word Part 5 - PDF Accessibility

WD1-Part 5	Wed Feb 27	8-11:45 am	\$149
WD1-Part 5	Wed Apr 17	1-4:45 pm	\$149

Additional Word classes - see page 16.

InDesign Part 5 - 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.

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 21

InDesign Part 5 - PDF Accessibility

INDC-Part 5- PDF	Wed Mar 13	8-11:45 am	\$159
INDC-Part 5- PDF	Wed Apr 17	8-11:45 am	\$159

Additional InDesign classes - see page 8.

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
- Adding plug-ins to enhance site features

Part 2 - Intermediate

Prerequisites: WordPress Part 1 or equivalent experience.

- Using widgets to modify the side bar
- Working with multiple site admins
- Choose a theme framework
- Set up your page layout
- Change the look and feel

Registration information—see page 21

WordPress - Designing Your Website

WPR-Part 1	Wed Jan 23	8-11:45 am	\$149
WPR-Part 2	Wed Jan 23	1-4:45 pm	\$149
WPR-Part 1	Thu Feb 21	8-11:45 am	\$149
WPR-Part 2	Thu Feb 28	8-11:45 am	\$149
WPR-Part 1	Thu Apr 04	8-11:45 am	\$149
WPR-Part 2	Thu Apr 04	1-4:45 pm	\$149

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: Experience using a computer.

- 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 21

HTML

HTL-Part 1	Wed Feb 06	8-11:45 am	\$149
HTL-Part 2	Wed Feb 06	1-4:45 pm	\$149
HTL-Part 3	Wed Feb 13	8-11:45 am	\$149
HTL-Part 4	Wed Feb 13	1-4:45 pm	\$149
HTL-Part 1	Wed Mar 20	8-11:45 am	\$149
HTL-Part 2	Wed Mar 20	1-4:45 pm	\$149
HTL-Part 3	Wed Mar 27	8-11:45 am	\$149
HTL-Part 4	Wed Mar 27	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: Experience using a computer.

Recommended: HTML Parts 1 & 2 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 21

Dreamweaver

DRM-Part 1	Thu Jan 17	8-11:45 am	\$159
DRM-Part 2	Thu Jan 17	1-4:45 pm	\$159
DRM-Part 1	Thu Mar 21	8-11:45 am	\$159
DRM-Part 2	Thu Mar 21	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 21

Search Engine Optimization (Seminar)

SEO-Search	Tue Jan 08	1-4 pm	\$95
SEO-Search	Tue Mar 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.

Captivate classes - see page 10.

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.

Premiere Pro classes - see page 9.

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 21

JavaScript

JAV-Part 1	Tue Feb 19	8-11:45 am	\$159
JAV-Part 2	Tue Feb 19	1-4:45 pm	\$159

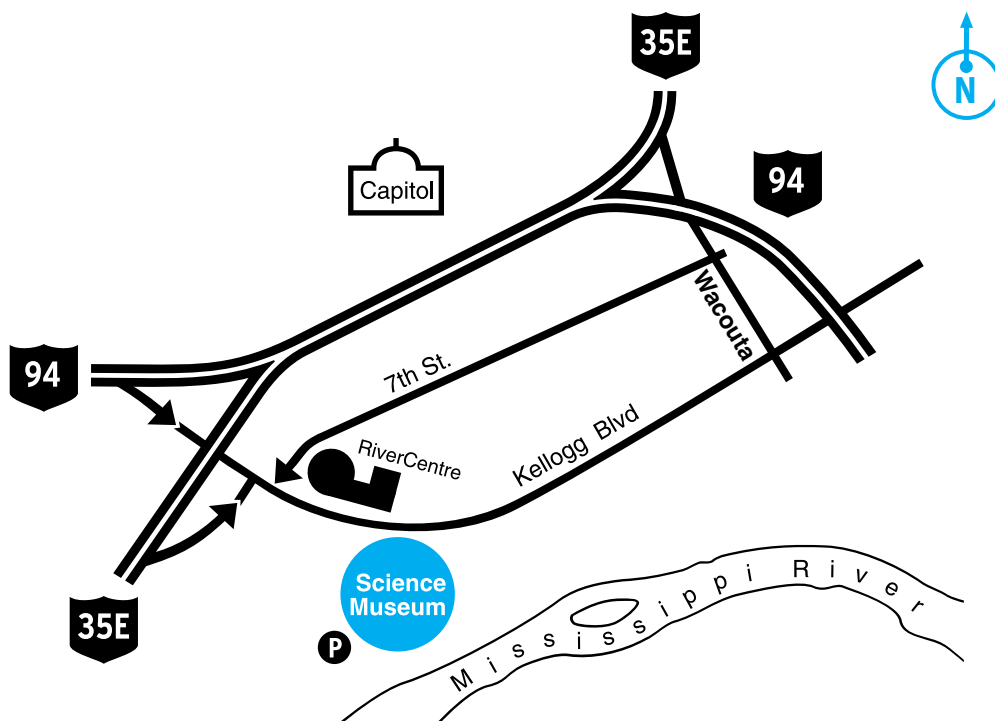
MAP AND DIRECTIONS - ST. PAUL

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.

REGISTRATION

How to Register:

Online 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 23 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 23 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

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 either email a PDF or fax a copy of the purchase order, 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	10
Adobe Acrobat - PDF Accessibility	10
Adobe Captivate	10
Adobe Dreamweaver	18
Adobe Illustrator	9
Adobe InDesign	8
Adobe InDesign - PDF Accessibility	8
Adobe InDesign - FastTrack	8
Adobe Photoshop	9
Adobe Premiere Pro	9

C

Captivate	10
Crystal Reports	7

D

Database Design Basics (Seminar)	6
Dreamweaver	18

E

Essential Computer Skills	4
Excel	15
Excel - FastTrack	15
Excel - Working the Workbook	15

G

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

H

HTML	18
------	----

I

Illustrator	9
InDesign	8
InDesign - PDF Accessibility	8
InDesign - FastTrack	8
iPad/iPhone for Business (Seminar)	5

J

JavaScript	19
Job Hunting Online (Free Seminar)	17

M

Microsoft Access	6
Microsoft Excel	15
Microsoft OneNote	12
Microsoft Outlook	12
Microsoft PowerPoint	14
Microsoft Project	11
Microsoft Publisher	11
Microsoft SharePoint	13
Microsoft SharePoint Designer	13
Microsoft Surface Tablet	4
Microsoft Visio	12
Microsoft Word	16

O

Office 2016 - What's New (Seminar)	4
Office 365: Teams & Collaboration	5
Office 365: OneDrive & Skype	5
OneNote	12
Outlook	12

P

PDF Accessibility	17
Photoshop	9
PowerPoint	14
PowerPoint - FastTrack	14
PowerPoint Pizzazz (Seminar)	14
Premiere Pro	9
Project	11
Publisher	11

Q

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

S

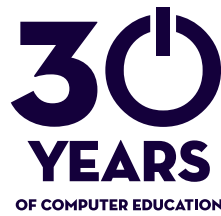
Search Engine Optimization (Seminar)	19
SharePoint	13
SharePoint Designer	13
SQL Language	7
Surface Tablet	4

V

Visio	12
-------	----

W

Windows 10: Beyond the Basics	4
Word	16
Word - Accessibility and PDFs	16
Word - FastTrack	16
WordPress - Designing Your Website	18



Winter

2019

Classes

30 Years of Computer Education



Access • Acrobat • Captivate • Crystal Reports
• Database Basics • Dreamweaver • Essential Computer Skills •
Excel • Google – Gmail & Calendar • Google – Drive & Collaboration
• HTML • Illustrator • InDesign • iPad • iPhone •
JavaScript • Job Hunting Online • Office 2016 – What’s New
• Office 365 – Teams & Collaboration • Office 365 –
OneDrive & Skype • OneNote • Outlook • Photoshop
• PowerPoint • Premiere Pro • Project • Publisher •
QuickBooks • Search Engine Optimization • SharePoint
• SQL Language • “Terrified” of Computers • Visio •
Windows 10 – Beyond the Basics • Word • WordPress