

Express Computer Training

JUNE & OCTOBER 2009



CLASS TIMES & PRICING

Getting Started Classes

- 9 am - 4 pm
- \$109 per Microsoft Office class
- \$149 for QuickBooks

Beyond the Basics & Fine Tuning:

- AM: 9 am - 12 Noon
- PM: 1 pm - 4 pm
- \$55 per Microsoft Office class
- \$75 per QuickBooks class

Complete course descriptions are located on the back of this schedule.

BILLING:

Express Training courses will be billed upon completion of training. Accepted forms of payment are MasterCard, Visa, or company issued check.

TO ENROLL:

Call Jill O'Hagan
1-860-412-7300 or E-Mail
johagan@qvcc.commnet.edu



Getting Started	Danielson	Willimantic
Getting Started with Excel	Jun. 3 Sep. 29	Oct. 20
Getting Started with Word	Jun. 4 Oct. 1	Oct. 21
Getting Started with Access	Jun. 9 Oct. 8	_____
Getting Started with QuickBooks	Jun. 10 Oct. 2	Oct. 19
Getting Started with Publisher New	Jun. 26 Oct. 7	Oct. 14
Beyond the Basics (Half-Day)	Danielson	Willimantic
Beyond the Basics Excel	Jun. 11 AM Oct. 6 AM	Oct. 27 AM
Beyond the Basics Word	Jun. 11 PM Oct. 6 PM	Oct. 28 AM
Beyond the Basics Access	Jun. 15 PM Oct. 15 AM	_____
Beyond the Basics QuickBooks	Jun. 17 AM Oct. 9 AM	Oct. 26 AM
Fine Tuning (Half-Day)	Danielson	Willimantic
Fine Tuning Excel	Jun. 19 AM Oct. 13 AM	Oct. 27 PM
Fine Tuning Word	Jun. 23 AM Oct. 13 PM	Oct. 28 PM
Fine Tuning Access	Jun. 24 PM Oct. 22 AM	_____
Fine Tuning QuickBooks	Jun. 17 PM Oct. 9 PM	Oct. 26 PM
Advanced	Danielson	Willimantic
Advanced Excel	Jun. 24 AM Oct. 15 PM	_____
Automating Your Access Database	Jun. 30 AM Oct. 22 PM	_____
Transition to Office 2007	Jun. 23 PM	_____



**QUINEBAUG VALLEY
COMMUNITY COLLEGE**

742 Upper Maple Street • Danielson, CT 06239
729 Main Street • Willimantic, CT 06226

ACCESS

Getting Started with Access

- Definitions and Uses
- Creating a database
- Designing tables and field properties
- Working with data
- Finding data with queries and filters
- Printing

Beyond the Basics Access

- Creating forms using the wizard
- Entering data within a form
- Modifying the form design and its objects
- Creating reports using the wizard
- Modifying the report in design view
- Printing

Fine Tuning Access

- Relating tables
- Action Queries (updates, make table, append, delete and totals)
- Working with expressions
- Exporting data to Excel and Word
- Importing data from Excel and Access

Automating Access

- Basic macros
- Lookup fields
- Hyperlinks and OLE fields
- Parameter queries
- Creating switchboards and using command buttons

EXCEL

Getting Started with Excel

- Screens, navigating, uses
- Enter and edit data
- Selecting ranges
- Formatting (columns, numbers, text, borders, cells)
- Working with formulas
- Copying and Autofill
- Freeze and split
- Views and printing

Beyond the Basics Excel

- Working with multiple sheets (inserting, renaming, grouping, 3-D formulas)
- Formulas (relative vs. absolute, functions)
- Charting your data (column charts and pie charts)
- Protecting ranges

Fine Tuning Excel

- Database features (sort, filter, subtotal)
- More functions (Logical, Math, Financial, Statistical, Lookups)

Advanced Excel

- Creating and using macros
- More charting features
- Data Analysis (pivot tables, goal seeker, scenario manager)
- Data validation
- Templates

WORD

Getting Started with Word

- Screens and navigating
- Changing text (copy, cut, insert, delete)
- Margins and page formats
- Fonts and text formats
- Tabs and alignment
- Printing

Beyond the Basics Word

- Page and section breaks
- Headers and footers
- Working with columns
- Working with tables and borders
- Bullet and numbered lists
- Creating and applying styles
- Using and creating templates

Fine Tuning Word

- Creating a mail merge (letters, labels, envelopes)
- Using lists from Excel and Word for mail merge(s)
- Adding art to documents (WordArt, clipart, drawing, text boxes)

Transition to Office 2007

- Using and customizing the ribbon
- Finding where features are
- Formatting data and text
- New styles and themes

QUICKBOOKS

Getting Started with QuickBooks

- Setting up a company
- Working with lists
- Setting up inventory
- Creating invoices
- Processing payments
- Making payments
- Working with bank accounts

Beyond the Basics QuickBooks

- Customizing forms
- Using QuickBooks accounts
- Creating reports
- Creating QuickReports
- Exporting reports to Microsoft Excel
- Creating QuickBooks graphs
- Customizing and printing graphs

Fine Tuning QuickBooks

- Setting up employee payroll information
- Using payroll tracking
- Writing a payroll check
- Paying payroll taxes
- Using sales tax in QuickBooks
- Tracking your tax liabilities
- Creating job estimates

PUBLISHER

Getting Started with Publisher

- Starting a basic publication with templates
- Modifying layout with pages and columns
- Adding elements like text boxes, tables, and pictures
- Formatting with design sets and color schemes
- Controlling text and paragraph flow
- Emailing a publication

New

POWERPOINT

Getting Started with PowerPoint

- Slide layouts and views
- Working with text, bullet lists and tables
- Artwork (clipart, WordArt, drawing)
- Manipulating art
- Printing
- Presenting a slide show

Beyond the Basics PowerPoint

- Creating graphs on slides
- Using the slide sorter for transitions
- Working with Masters to change templates
- Hyperlinks
- Music and video clips