DISCOVERY
T R A I N I N G   S E R V I C E S

2012 Course List

Following is a list of courses to build transformative computer and database skills, while learning the industry best practices. Bundle topics together, or train deeper in skill sets. See below to design your own class and customize the curriculum & exercises to specific workplace or performance goals and needs. Visit our website at **www.discoverytrain.com**.

Computer Systems Windows – All Versions

- **Microsoft Windows**
  - File Management
  - Archiving & Windows Literacy
- **Apple Macintosh**
- **Internet, Social Media & Technology Use**
  - Etiquette/ Communication Use
  - How to monetize/ build revenue
  - The Raiser's Edge® NetCommunity
- **SharePoint –** 2010, 2007

Email

- **Microsoft Office Outlook** – 2010, 2007, 2003
  - Level I, II or III
  - Advanced & Archiving
  - Outlook Combo –Email, Calendar +
- **Internet Based Webmail:**
  - Google (Gmail)
  - Yahoo/ MSN/ AOL/ Other

Word Processing & Form Development

- **Microsoft Office Word** – 2010, 2007, 2003
  - Basics & Formatting Techniques
  - Intermediate including Tabs, Tables, Templates, Forms & Styles
  - Advanced including Merging Documents, Envelopes & Labels and Graphics

- **Google Word** Processing Application
- **Adobe Acrobat –** all versions

Spreadsheet, Data Entry, Analysis & Calculations

- **Microsoft Office Excel**
  - Basics – Data Entry & Formatting
  - Formula Building (Level I, II, III)
  - Charting Data
  - Database Analysis
  - Protecting and Automating Worksheets
  - Excel Pivot Tables
  - Custom Class Design
  - Integrating with Raiser's Edge®
- **Crystal Reports** – All Versions
- **Google Spreadsheet Apps**

Database Courses – includes Basics, Data Entry, Import/ Export, Query, Reports and Custom Classes for each:

- **Microsoft Office Access** - Level I, II, III
- **FileMaker Pro -** - Level I, II
- The Raiser's Edge® - all versions
- Custom Database Clean-up

Presentation, Publishing & Project Skills

- **Microsoft PowerPoint** – 2010, 2007, 2003
  - Level I, II or III
  - Custom Design/Public Speaking
- **Microsoft Publisher -**2010, 2007 or 2003
  - Level I, II or III
- **Microsoft Project** – 2010, 2007, 2003
  - Level I, II or III
- **Adobe Captivate –** all versions
- **Adobe Pagemaker –** all versions

Discovery Training Services is an award- winning, women-owned, independent training and management consulting company since 1993.