

## 2017 Course List

*Customized Onsite Courses, Free Project Consulting, & Free Post – Class Email Support*

### **Computer Systems Windows – All Versions**

- ◆ **Microsoft Windows 10, 8, 7 & Office 2007+**
  - Office 365/ SharePoint
  - File Management
  - Archiving & Windows Literacy
- ◆ **Apple Macintosh**
- ◆ **Internet, Social Media & Technology Use**
  - Etiquette/ Communication Use
  - How to monetize/ build revenue
  - Raiser's Edge® NetCommunity
- ◆ **SharePoint – 2016, 2013, 2010, 2007**

### **Communications & Performance**

- ◆ **Time Management Strategies & Workshop**
- ◆ **Change Management Best Practices**
- ◆ **Microsoft Office Outlook – 2013, 2010, 2007, 2003**
  - Level I, II or III
  - Advanced & Archiving
  - Outlook Combo –Email, Calendar +
- ◆ **Microsoft Office Lync**
- ◆ **Internet Based Webmail:**
  - ShareFile
  - Google (Gmail)
  - Yahoo/ MSN/ AOL/ Other

### **Word Processing & Form Development**

- ◆ **Microsoft Office Word – 2007+ & Office 365**
- ◆ **Google Docs**
- ◆ **Adobe Acrobat, Adobe Captivate, Adobe InDesign – all versions**

### **Project & Performance Management**

- ◆ **Microsoft Project – 2007+ & Office 365**
  - Traditional & Agile Methodologies
- ◆ **Lean Six Sigma Black Belt ~ Best Practices**
- ◆ **Project Management Consulting**

### **Spreadsheet, Data Entry, Analysis & Calculations**

- ◆ **Microsoft Office Excel**
  - Basics – Data Entry & Formatting
  - Formula Building (Level I, II, III)
  - Charting Data
  - Database Analysis
  - Excel Pivot Tables
  - Custom Class Design
  - Integrating with Databases
- ◆ **Google Sheets**
- ◆ **Domo**
- ◆ **Crystal Reports – All Versions**

### **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**
- ◆ **Donor Perfect**
- ◆ **Abila Millennium**
- ◆ **The Raiser's Edge® - all versions**
  - Data Entry / Foundation
  - Queries / Reports
  - Exports / Imports inks: Crystal, Merge
  - Mail / NetCommunity / Events
  - Tributes / Honor/Memorial
  - Patrons Edge / Actions/Communications
  - Database Management
  - Executive/Consulting
  - Custom Database Clean-up

### **Presentation, Publishing & Project Skills**

- ◆ **Microsoft PowerPoint – 2007+ & Office 365**
  - Custom Design/Public Speaking Courses
  - Coaching Sessions Available
- ◆ **Microsoft Publisher -2007+ & Office 365**
- ◆ **Google Presentation/ Slides**

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