

Discovery Training Services

PC Training Class Schedule

January, February and March 2012

Detailed descriptions of all courses, a registration form plus other information regarding classes can be found at Discovery Training Services' web site at <http://www.discoverytrain.com/> .

COURSE NAME AND DESCRIPTION (All courses are MS 2003 and 3 hours long unless otherwise noted.)
<p>EXCEL INTRODUCTION - THE BASICS: For anyone new to spreadsheets or for those who need a refresher of the basics. You will learn how to build a worksheet from scratch. Discover the easiest ways to enter data, change data, format your spreadsheets, save and print them.</p> <p>Tuesday, January 10, 9:00 to 12:00</p>
<p>EXCEL INTRODUCTION – FORMULA BUILDING: Recommended for anyone who uses Excel on an introductory level, but needs help with creating formulas and using functions. Course begins with simple formulas and develops more complex ones using multiple operations and functions. Gives participants a solid foundation in spreadsheet formulas.</p> <p>Thursday, January 19, 1:00 to 4:00</p>
<p>EXCEL INTERMEDIATE – CHARTING DATA: “A picture is worth a thousand words” and Excel charts are no exception! Learn to represent your data graphically to make it easier to understand. Discover how to create charts and then make changes to them. Learn to use various chart types including bars, pies, columns and more.</p> <p>Friday, January 27, 1:00 to 4:00</p>
<p>EXCEL INTERMEDIATE – DATABASE FEATURES: Do you have lists of information in Excel and need to find data within those lists quickly? Excel's database features will help you do that. You will learn how to find specific records quickly, make data entry easier, use subtotals, sort your data on multiple levels, query your data in a variety of ways and more.</p> <p>Thursday, February 2, 1:00 to 4:00</p>
<p>EXCEL ADVANCED – PIVOT TABLES: Excel Pivot Tables are a great analysis and reporting tool! Learn to create and work with Pivot Tables to look at your data in a variety of ways. Discover how to perform a variety of calculations with Pivot Table Data. Understand how to find the underlying data that supports a figure. Learn to save time by re-using Pivot Table Reports as templates.</p> <p>Thursday, March 15, 1:00 to 4:00</p>
<p>FILE MANAGEMENT: Recommended for all users of Windows-based applications who are ready to get organized! Anyone who is not sure where their files are should take this class. Master your electronic filing system at last!</p> <p>Wednesday, February 29, 9:00 to 12:00</p>

COURSE NAME AND DESCRIPTION
(All courses are MS 2003 and 3 hours long unless otherwise noted.)

POWERPOINT INTRODUCTION – THE BASICS: For anyone new to presentation software or for those who need a refresher on the basics of PowerPoint. You will create a presentation from beginning to end. Learn to use the preset slide layouts, work with text boxes and clip art and apply professional looking designs. Discover how to run a slide show and what your printing options are.

Thursday, February 2, 9:00 to 12:00

POWERPOINT INTERMEDIATE - ADDING A PROFESSIONAL LOOK: Anyone who knows the basics of PowerPoint but needs to enhance their presentations should take this class. Participants will learn to use the tools on the Drawing toolbar. They will use Graph to chart data and import a chart from Excel. Students will also work with templates, Master Slides and special effects.

Monday, March 5, 9:00 to 12:00

QUICKBOOKS: - This course is for anyone who is just starting out with QuickBooks and needs to set up or maintain a company's finances. Covered topics include using the Chart of Accounts, dealing with inventory, creating invoices and statements, processing payments and paying bills.

Thursday, January 6, 1:00 to 4:00

WINDOWS BASICS: This course is for anyone new to computers and Windows or for those who are self-taught and are not confident of their skills.

Wednesday, February 29, 1:00 to 4:00

WORD INTRODUCTION – THE BASICS: For anyone new to word processing or for those who taught themselves and wish to learn easier ways of doing things in Word. You will discover the easiest ways to correct text, set margins, save, print and more.

Thursday, January 19, 9:00 to 12:00

WORD INTERMEDIATE –TABLES: Improve the appearance of your documents with tables! Participants will master the intricacies of tables and discover why tables don't always behave the way you expect. Learn to sort table data, use formulas in tables, apply borders, center tables on a page, merge cells and tables, and more. This class is recommended for all Word users because information so often needs to be presented in columns.

Monday, March 5, 1:00 to 4:00

WORD COMBO: This class is geared for supervisors or administrators working with long documents regularly but pressed for time. This course briefly reviews Word processing basics to create and modify a document. This course reviews tables and templates and necessary tools such as multiple headers and footers, page numbering options, table of contents and graphics. Also covered is how to create forms.

Tuesday, January 10, 1:00 to 4:00

WORD ADVANCED – STYLES, GRAPHICS AND MORE! Give your documents a polished look! Learn to use styles so that your documents have a consistent look throughout. Need to include pictures to illustrate your text? This course takes the mystery out of manipulating graphics in your documents. Discover how to create multiple headers and footers for a finished appearance; and how easy it is to create a table of contents.

Wednesday, March 15, 9:00 to 12:00

2007/2010 CLASSES

MICROSOFT 2010 CONVERSION CLASS- - This class will discuss the differences between Microsoft Word/Excel/PowerPoint 2003 and Microsoft Word/Excel/PowerPoint 2007.

Friday, March 16, 9:00 to 12:00

2007/2010 EXCEL INTRODUCTION - THE BASICS: For anyone new to 2007 Excel, spreadsheets or for those who need a refresher of the basics. Students will explore the new 2007 Excel interface, including the "Ribbon" and "Office Button". Participants will learn how to build a worksheet from beginning to end. Discover the easiest ways to enter data, change data, format your worksheets, save and print them.

Friday, January 6, 9:00 to 12:00

OUTLOOK 2007/2010 COMBO, EMAIL & CALENDAR: This class teaches the e-mail and calendar function of Outlook. Learn to send and respond to mail. Discover shortcuts for addressing messages, how to create and use distribution lists. Manage your mail by creating and using folders. Discover how to attach files, how to create auto-signatures, and how to use the auto-reply feature. Creating appointments, recurring appointments, scheduling meetings, sharing calendars and printing calendars. It also covers the Contacts and Tasks modules and how they interrelate with e-mail and the calendar.

Friday, February 10, 1:00 to 4:00

2007/2010 POWERPOINT INTRODUCTION – THE BASICS: Explore the new 2007 Powerpoint interface and features, including the "Ribbon" and the "Button". For anyone new to presentation software or for those who need a refresher on the basics of PowerPoint. You will create a presentation from beginning to end. Learn to use the preset slide layouts, work with text boxes and clip art and apply professional looking designs. Discover how to run a slide show and what your printing options are.

Friday, February 10, 9:00 to 12:00

2007/2010 WORD INTRODUCTION – THE BASICS: For anyone new to word processing or for those who taught themselves and wish to learn easier ways of doing things in Word. Explore the new 2007 Word interface and features, including the "Ribbon" and "Office Button". You will discover the easiest ways to enter and correct text, set margins, save, print and more. Students will create, save, proof and print a basic document in Word.

Friday, January 27, 9:00 to 12:00