# Training Services Course Descriptions

**Descriptions of the courses available from Training Services**

## Access

**Access: Introduction** (1/2 day course)
This class introduces the Access database environment. Students learn how to open a database, enter and edit data in both tables and forms, find and replace data, and create simple queries.
Prerequisite: None

**Access: Creating Databases** (1/2 day course)
Students learn how to create a database, create tables, and create simple forms.
Prerequisite: Familiarity with the Office Environment

**Access: Creating Queries** (1/2 day course)
Students learns how to create queries using the query wizard and from scratch. Queries covered include Select Query, Cross-Tab Query, Make Table Query, and Update Query
Prerequisite: Access Introduction

**Access: Creating Forms and Reports** (1/2 day course)
Students learn how to create forms and reports from wizards and from scratch.
Prerequisite: Access Introduction

**Access 2002: Introduction** (all day course)
This all day classes guides the students through creating a database, tables, and simple queries. Students will create a database and corresponding tables and examine the steps of creating queries.
Prerequisite: None

**Access 2002: Intermediate** (two day course)
Students learn how to create queries, such as summary queries, forms and reports using wizards and from scratch. Students will create their own database with the assistance of the instructor.
Prerequisite: Introduction to Access

## Excel

**Excel: Introduction** (1/2 day course)
This class introduces Excel to the beginner. It includes entering data into a worksheet; navigating a worksheet; creating workbooks; inserting columns, rows, and worksheets; and basic formatting.
Prerequisite: None

**Excel: Intermediate** (1/2 day course)
This class covers intermediate formatting, viewing techniques, creating charts, object embedding and linking, drawing, inserting pictures, absolute cell referencing, and database management. The class briefly covers functions.
Prerequisite: Excel Introduction

**Excel: Formulas and Functions** (1/2 day course)
This class teaches students how to create basic formulas and use the Insert Function Wizard. Students are encouraged to bring a problem that they have from work or home to the class.
Prerequisite: Excel Introduction

**Excel: Pivot Tables** (1/2 day course)
This class explores the use of pivot tables. Topics covered include creating and modifying pivot table and creating pivot charts.

Prerequisite: Excel Intermediate or Excel Formulas and Functions

**Excel: Advanced** (1/2 day course)
This class explores the Excel topics of creating templates, importing data, what-if analysis, goal seeking, using Data Tables, and Scenario Manager.
Prerequisite: Excel Formulas and Functions

**Excel 2002: Introduction** (all day course)
This class, geared towards the beginner, examines how to create and format worksheets, how to create formulas.
Prerequisite: None

**Excel 2002: Intermediate** (all day course)
This class explores how to create functions, charts, and drawings, viewing techniques, and absolute references.
Prerequisite: Introduction to Excel

## FrontPage

**FrontPage 2002: Introduction** (all day course)
This class covers the basics of creating a web page, including entering and formatting text, inserting graphics, and creating links.
Prerequisite: None

## GroupWise

**GroupWise: Introduction** (1/2 day course)
This course provides an overview of the basic operations of GroupWise. Students will learn how to as send/receive mail, schedule meetings, and set up appointments and distribution lists.
Prerequisite: None; however, reasonable proficiency in the Windows environment is helpful.

**GroupWise: Advanced** (1/2 day course)
This course covers advanced features of GroupWise, such as filters and rules. Students learn how to share distribution lists and folders, and how to customize GroupWise.
Prerequisite: GroupWise Introduction

## PowerPoint

**PowerPoint: Introduction** (1/2 day course)
Students learn how to create a basic PowerPoint presentation using both wizards and from scratch. This course covers entering text and graphics, sorting slides, formatting, and running a simple slide show.
Prerequisite: None

**PowerPoint: Intermediate** (1/2 day course)
Students learn further formatting techniques, how to manipulate graphics, custom animation, using PowerPoint outlines, and intermediate slide show techniques.
Prerequisite: PowerPoint Introduction

**PowerPoint: Running a Slide Show** (1/2 day course)
This class covers how to run a slide show, including hyper linking slides, Meeting Minder and pointer options.
Prerequisite: None

**PowerPoint: Advanced** (1/2 day course)
Students learn how to hyperlink their slides, use master slides, create organizational charts, and create charts and tables.
Prerequisite: PowerPoint Intermediate

## PhotoShop

### PhotoShop 7.0: Introduction (all day course)
In this course, students learn to use several tools for selecting parts of images, and will move, duplicate, and resize images. Students learn to use layers, and to apply layer effects and filters to create special effects, including lighting and texture effects
Prerequisite: None

### PhotoShop 7.0: Intermediate (all day course)
Students further their understanding of isolating image areas by creating and saving masks with specialized tools, commands, modes, and layer elements
Prerequisite: PhotoShop Introduction

## Quickbooks

### Quickbooks 2002 (all day course)
Students learn how to set up a company, work with lists, set up inventory, sell products, create invoices, process payments, work with bank accounts, enter and pay bills, and use the EasyStep interview.
Prerequisite: None

## Word

### Word: Introduction (1/2 day course)
This class introduces students to Word. Students learn how to create documents, enter text, format text, use the paragraph features, page setup, and the print features.
Prerequisite: None

### Word: Intermediate (1/2 day course)
Students learn how to create styles, use Word templates, insert graphics, draw, use AutoText, and create tables
Prerequisite: Word Introduction

### Word: Advanced (1/2 day course)
Students learn how to create a template, create sections and headers and footers, create table of contents and indexes, and create forms
Prerequisite: Word Intermediate

### Word: Tips and Tricks (1/2 day course)
Students learn how to use the Document Map, create footnotes, create outlines, use Equation Editor, run macros, and merge documents
Prerequisite: Word Intermediate