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## **Software Training Course Descriptions**

# Resource Training and Solutions

## Software Training Course Descriptions

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### Table of Contents

<b>PCs Using Windows</b> .....	5
Computer Skills Foundation.....	5
File Management Lost and Found.....	5
Optimizing Your PC for Efficiency and Speed.....	6
Customizing and Maintaining PCs.....	6
<b>World Wide Web</b> .....	7
Microsoft FrontPage Level I.....	7
Microsoft FrontPage Level II.....	7
Microsoft FrontPage Level III.....	7
<b>Microsoft Office: Word</b> .....	8
Microsoft Word Level I.....	8
Microsoft Word Level II.....	8
Microsoft Word Level III.....	8
Microsoft Word: Mail Merge.....	9
Microsoft Word: Working with Graphics.....	9
<b>Microsoft Office: Excel</b> .....	10
Microsoft Excel Level I.....	10
Microsoft Excel Level II.....	10
Microsoft Excel Level III.....	11
Microsoft Excel: Working with Charts and Graphs.....	11
Microsoft Excel: Working with Macros.....	11
Microsoft Excel: Data Analysis & Collaboration.....	12
<b>Microsoft Office: Access</b> .....	13
Microsoft Access Level I.....	13
Microsoft Access Level II.....	13
Microsoft Access Level III.....	14
<b>Microsoft Office: PowerPoint</b> .....	15
Microsoft PowerPoint Level I.....	15
Microsoft PowerPoint Level II.....	15
Microsoft PowerPoint Level III.....	15

## Table of Contents, continued

<b>Information Management</b> .....	16
Microsoft Outlook Level I.....	16
Microsoft Outlook Level II.....	16
Microsoft Outlook Level III.....	17
Microsoft Project: Task and Resource Management.....	17
Microsoft Project: Tracking and Analysis.....	18
<b>Finance</b> .....	19
QuickBooks Pro Level 1.....	19
QuickBooks Pro Level 2.....	19



# Using Your PC

## **Computer Skills Foundation**

**Length:** 3 hours

**Prerequisite:** Basic keyboarding and mousing

The essential preparatory course for anyone wanting to gain or improve their PC skills. Before learning application programs such as Word, PowerPoint, Excel, FrontPage, Access, or even QuickBooks, there are some basic “operating system” skills that must first be learned, and that’s what this dynamic, rapid-paced 3-hour course is all about. This class is also a prerequisite for mastering the most-neglected PC skill even amongst higher-level PC users, file management.

People taking this course should be familiar at least in the basic sense with the keyboard and mouse, and be able to interpret what is shown on screen.

### ***Skills You Will Learn:***

- ◆ Logging on to Windows and launching programs
- ◆ Moving, sizing, minimizing, maximizing, switching between and closing windows
- ◆ Learning to use “the right tool for the right job”
- ◆ Using menus, toolbars, and dialog boxes in productivity software programs
- ◆ Saving and opening files
- ◆ Basic text editing including cut/copy and paste
- ◆ Basic text formatting (font, size, style) using the toolbar

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## **File Management Lost and Found**

**Length:** 3 hours

**Prerequisite:** Computer Skills Foundation or equivalent knowledge

The basic unit of information stored and processed in a PC is a File. Every document, spreadsheet, graphic, database, web page, presentation, or sound byte is a file. Yet, file management is the single most neglected of all PC-related skills. Don’t be left out! Learn essential file management skills including how to locate “lost” files with this beginning-level 3-hour course. With a focus on locating information, this class also includes basic instruction on how this is done on the Internet as well as your own computer’s hard drive.

People taking this course should have taken Computer Skills Foundation or have equivalent knowledge.

### ***Skills You Will Learn:***

- ◆ How information storage works and how applications work with Windows to open and save files
- ◆ Creating folders to organize information
- ◆ Copying and moving files and folders
- ◆ Deleting files and folders and how to restore them from the Recycle Bin
- ◆ Finding your “lost” (misplaced) files
- ◆ Locating information on the Internet with web browsing and searching

## **Optimizing your PC for Efficiency and Speed**

**Length:** 6 hours

**Prerequisite:** File Management Lost and Found or equivalent knowledge

The Windows operating system is not a rigid, inflexible system that forces you to do your work only a certain way; rather, it's a versatile and powerful tool that can be customized to make everything you do more efficient and thus increase productivity. Learn how to customize the content and appearance of the Windows desktop and Start Menu, create and use shortcuts, and "tweak" your PC using the Control Panels for maximum performance. Also learn how to install and uninstall software, add hardware devices to your system, and clean out the junk from your hard drive.

### ***Skills You Will Learn:***

- ◆ Changing the appearance and behavior of the Windows Task Bar
- ◆ Add, organize, and use shortcuts in the Start Menu, Desktop, and other places
- ◆ Set up "autorun" programs
- ◆ Basic Control Panels and view options
- ◆ Installation and removal of application software and Windows components
- ◆ Installing and setting up printers and print drivers, and other hardware
- ◆ Safe hard drive cleanup techniques

People taking this class should at least have computer skills equivalent to the class [File Management Lost and Found](#).

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## **Customizing and Maintaining PCs**

**Length:** 6 hours

**Prerequisite:** Windows Level II or equivalent knowledge

What can you do to keep your PC running properly day in and day out? What do you do when something goes wrong? Though you'll never eliminate the need for technical support, this class goes a long way toward making it less frequent. Learn how to perform routine maintenance operations to enhance your PC's performance and prevent problems from occurring or make it easier to recover from them. Customize the operation of the computer to be most efficient for how you use it. Gain an understanding of how to diagnose typical problems which in most cases are fixable by the end user!

### ***Skills You Will Learn:***

- ◆ Disk maintenance: error detection, backup, cleanup
- ◆ Review of installing and removing software and Windows components
- ◆ Updating Windows / Installing Service Packs
- ◆ Enabling, setting up, and using a LAN for file sharing
- ◆ Third-party maintenance utilities
- ◆ Understanding the Windows Registry

People taking this class should have computer skills equivalent to the class [Optimizing Your PC for Efficiency and Speed](#). **This class is offered on a limited (every 3 to 4 months) or custom basis only.**

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# World Wide Web

## **Microsoft FrontPage Level 1**

**Length:** 6 hours

**Prerequisite:** Windows File Management Lost & Found or equivalent knowledge

Design and build a new web site or learn what it takes to maintain an existing one with Microsoft's easy-to-use web design tool, FrontPage. This course addresses both the technical aspects of working with web pages and web sites as well as the planning process that goes into it. Learn essential terminology and FrontPage's tools for web design, and avoid common pitfalls in web site maintenance.

People taking this class should have basic computer and Internet skills equivalent to the class Windows File Management Lost & Found.

### ***Skills You Will Learn:***

- ◆ Web site basics: structure, pages, hardware and software requirements, essential terminology
- ◆ Site planning, construction and interconnectivity
- ◆ Text layout, editing, and formatting
- ◆ Hyperlinks
- ◆ Management of web pages
- ◆ Basic graphics
- ◆ Publishing web pages to a server or Internet Service Provider

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## **Microsoft FrontPage Level 2**

**Length:** 4 hours

**Prerequisite:** FrontPage Level I or equivalent knowledge

Make more attractive web pages that are easier for your visitors to read and navigate while also making it easier for you to create and maintain them! These intermediate-level FrontPage tools include features for working with graphic hyperlinks, "automatic" navigation bars, and tables.

For people who have taken FrontPage Level I or have equivalent skills.

### ***Skills You Will Learn:***

- ◆ Thumbnails, alternative text, and other graphic image features
- ◆ Graphical hyperlinks (two different kinds)
- ◆ Creating a navigational structure for visitors to use
- ◆ Using tables as a layout tool
- ◆ Shared borders and themes

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## **Microsoft FrontPage Level 3**

**Length:** 4 hours

**Prerequisite:** FrontPage Level II or equivalent knowledge

Bring your web design skills to the highest level using the combination of FrontPage tools and HTML found in this course. Add frames and cascading style sheets (CSS) to your skills list for better page layout. Make your web site interactive with fill-in-the-blank forms and links to databases such as Access. Then, put it all together with an advanced understanding of the foundational language of the web, HyperText Markup Language (html).

For people who have taken FrontPage Level II or have equivalent skills.

### ***Skills You Will Learn:***

- ◆ Using Frames
- ◆ Cascading Style Sheets
- ◆ Making pages interactive with fill-in-the-blank forms
- ◆ HyperText Markup Language
- ◆ JavaScript (basics)

# Microsoft Office: Word

## Microsoft Word Level 1

**Length:** 3 hours

**Prerequisite:** File Management Lost and Found or equivalent knowledge

Everyone needs to create some kinds of documents and this is what Microsoft Word is about. This class will give you the tools you need to create professional looking documents of all kinds. This is also an ideal class for persons making the transition from WordPerfect to Word.

People taking this class should have computer skills equivalent to Windows File Management Lost and Found and be familiar with the keyboard.

### **Skills You Will Learn:**

- ◆ Word menus, toolbars, and main document screen
- ◆ Basic document editing tools
- ◆ Special characters
- ◆ Spell checking and spell check options
- ◆ Previewing and printing documents, envelopes, and labels
- ◆ Working with the three different kinds of formatting in Word: Character, Paragraph, Document

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## Microsoft Word Level 2

**Length:** 4 hours

**Prerequisite:** Word 2002 Level I or equivalent knowledge

Take the next step in document creation: increase your speed and efficiency using tools that make documents both easier to create as well as more visually attractive. The techniques taught here work with all types of documents, from simple business letters to publishable books and manuals.

For people who have taken Word Level 1 or have equivalent skills, or for people with intermediate-level skills in other word processing programs such as WordPerfect.

### **Skills You Will Learn:**

- ◆ Many more paragraph formatting techniques (tab stops, indents, numbered and bulleted lists)
- ◆ Section formatting (section breaks, formatting of each section)
- ◆ Headers and Footers
- ◆ Basic template concepts, creating and editing templates, using wizards
- ◆ Setting/storing AutoCorrect options, creating/using AutoText ("boilerplate") entries, and setting and storing Word options (in templates)

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## Microsoft Word Level 3

**Length:** 4 hours

**Prerequisite:** Word Level 2 or equivalent knowledge

Learn how to use Microsoft Word to create documents that are as functional as they are visually attractive, using tables for text (and graphic) layout and fill-in-the-blank data forms.

People taking this class should have taken the class Word Level 2 or have equivalent skills, especially in the areas of templates and section formatting.

### **Skills You Will Learn:**

- ◆ Find and replace, word count, and the Thesaurus
- ◆ Basic creation and use of tables
- ◆ Inserting rows/columns, rotating text, merging/splitting cells, and defining table headings
- ◆ Table formatting options including borders and shading
- ◆ Sorting data in tables
- ◆ Using formulas in tables for spreadsheet-like functionality
- ◆ Creating and using fill-in-the-blanks Data Forms

## **Microsoft Word: Mail Merge**

**Length:** 3 hours

**Prerequisite:** Word Level 3 or equivalent knowledge

Learn this specialized Microsoft Word skill for people who create form letters, mailing labels, envelopes, and other documents that would be typical of administrative assistants, secretaries, mail-desk personnel, etc.

People taking this class should have taken the class Word Level 3 or have equivalent skills, especially regarding tables.

### ***Skills You Will Learn:***

- ◆ Setting up a mail merge
- ◆ Linking your main document to a data source
- ◆ Setup for mailing labels
- ◆ Conditional editing of form letters
- ◆ Other tools for using Word with other parts of Office

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## **Microsoft Word: Working with Graphics**

**Length:** 3 hours

**Prerequisite:** Word Level 2 or equivalent knowledge

Enhance your Word documents with pictures and turn ordinary word processing into desktop publishing. This class also includes the use of the Office drawing tools and Microsoft Graph for creating statistical charts within Word documents.

People taking this class should have taken the class Word Level 2 or have equivalent skills.

**This class is offered on a limited (every 3 to 4 months) or custom basis only.**

### ***Skills You Will Learn:***

- ◆ Inserting and positioning office clip art and other pictures
- ◆ WordArt, watermarks, and other picture formatting tools
- ◆ Sizing, positioning, and cropping graphics of various types
- ◆ Using the drawing tools to create lines, filled objects, and autoshapes
- ◆ Moving, resizing, layering, and creating 3D effects with drawn objects
- ◆ Using Microsoft Graph to create statistical charts

# Microsoft Office: Excel

## Microsoft Excel Level 1

**Length:** 6 hours

**Prerequisite:** File Management Lost & Found or equivalent knowledge

Microsoft Excel is designed to calculate, store, and manage numerical information. It's also great for any kind of information that needs to be formatted according to a ledger-style grid, a table format for sorting, or managing lists. You'll get all the basics for turning simple spreadsheets into professional-quality reports.

People taking this class should at least have basic computer skills equivalent to the class [File Management Lost and Found](#). This is also an ideal class for persons making the transition from Lotus 1-2-3 or Quattro Pro to Excel.

### **Skills You Will Learn:**

- ◆ Excel menus, toolbars, and main document screen
- ◆ Opening, closing and saving workbooks
- ◆ Selecting cells, ranges and basic data entry
- ◆ Simple arithmetic formulas, and functions and function tools
- ◆ Cut/copy/paste, fill, drag and drop, and other tools for copying and moving data
- ◆ Printing and previewing worksheets and page setup
- ◆ Basic number formatting: general, currency, percent, comma, and simple data formats
- ◆ Text formatting: font, size, style, color, rotate, wrap, shrink to fit, cell merge, and indents
- ◆ Formatting row height, column width, inserting/deleting, ranges of cells
- ◆ More cell formatting: alignment, borders, fill color

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## Microsoft Excel Level 2

**Length:** 6 hours

**Prerequisite:** Excel Level 1 or equivalent knowledge

Here is the next step up in spreadsheet proficiency! Make use of more tools and methods for the efficient creation of worksheets, learn Excel's security features, and assemble well-structured workbooks that contain multiple, linked sheets.

For people who have taken [Excel Level 1](#) or have equivalent skills, or for people with intermediate-level skills in other spreadsheet programs such as Lotus 1-2-3 or Quattro Pro.

### **Skills You Will Learn:**

- ◆ Paste Special and associated options for formats and special math operations
  - ◆ "Automatic" formatting features
  - ◆ Selecting, navigating, inserting, deleting, copying, moving, and grouping multiple worksheets
  - ◆ Linking worksheets together to form 3D spreadsheets
  - ◆ Print options for all worksheets
  - ◆ Creating and using Excel Templates
  - ◆ Protecting worksheet and cell contents
  - ◆ Jumping to, assigning, creating, applying, and deleting range names
  - ◆ Shortcut methods of specifying and using range names in formulas
  - ◆ Work with logic functions, financial functions, lookup functions, and fixing function errors
  - ◆ Explore the function library
-

## **Microsoft Excel Level 3**

**Length:** 4 hours

**Prerequisite:** Excel Level II or equivalent knowledge

Using Excel as a database management system gives you the dual benefit of a spreadsheet program for crunching the numbers along with the ability to sort, filter, and otherwise manage information in a database format. This intermediate-level 4-hour session will show you how.

People taking this class should have taken the class Excel Level II or have equivalent skills.

### ***Skills You Will Learn:***

- ◆ Sorting lists, using find/replace in lists
- ◆ Setting up and modifying a database structure in a worksheet
- ◆ Data validation options and automatic subtotaling
- ◆ Applying, expanding, collapsing, and clearing outlines, and using AutoOutline
- ◆ Using Autofilter and advanced filter options on a database
- ◆ Database-specific Excel functions
- ◆ Importing and exporting data to/from text files, other database formats, and using Microsoft Query

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## **Microsoft Excel: Working with Charts and Graphs**

**Length:** 3 hours

**Prerequisite:** Excel Level II or equivalent knowledge

This session focuses on the skill of turning numerical data in a spreadsheet into a meaningful statistical chart. Instruction includes examples of column/bar, line, and pie-type charts, and formatting options to control the appearance of charts.

People taking this class should have taken Excel Level II or have equivalent skills. **This class is offered on a limited (every 3 to 4 months) or custom basis only.**

### ***Skills You Will Learn:***

- ◆ Planning and creating a chart with the Chart Wizard
- ◆ Moving, sizing, printing, deleting, and identifying the parts of a chart
- ◆ Changing chart type, data sources, titles, legend, chart location
- ◆ Formatting axis and gridlines, adding a secondary axis, making 3D adjustments
- ◆ Enhancing charts and spreadsheets with drawn graphic images and clip art

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## **Microsoft Excel: Working with Macros**

**Length:** 3 hours

**Prerequisite:** Excel Level II or equivalent knowledge

Excel's capabilities as a spreadsheet program can be expanded through the use of macros - small programs embedded in workbooks that automate step-by-step processes. This class goes over everything from the basics of planning and recording macros to editing a simple to complex macro using Visual Basic. This class also covers the customization of toolbars and macro buttons .

People taking this class should have taken Excel Level II or have equivalent skills. This class is important for persons converting from Lotus 1-2-3 or Quattro Pro. **This class is offered on a limited (every 3 to 4 months) or custom basis only.**

### ***Skills You Will Learn:***

- ◆ Defining and running macros
- ◆ Basic to advanced Visual Basic tools
- ◆ Planning and recording macros and assigning shortcut keys
- ◆ Editing and enhancing macros in the VBA code window
- ◆ Customizing toolbars and assigning macros to buttons
- ◆ Command buttons programmed with macros

## **Microsoft Excel: Data Analysis & Collaboration**

**Length:** 4 hours

**Prerequisite:** Excel Level 3 or equivalent knowledge

Learn how to collect, compare, consolidate, and calculate data from multiple sources and draw meaningful conclusions from the raw data using Excel's powerful data analysis tools. Useful in budgeting, forecasting, and reporting of all types, the tools taught in this class allow you to make use of past data to predict future trends, enabling you to better plan for the future. Tap Excel's power to calculate even the most complex multi-variable problems with scenarios, multi-input tables, PivotTables, the Solver, and much more, and work it all into a complete user-friendly office system.

People taking this class should have basic spreadsheet skills including using databases/lists, or have taken [Excel Level III](#).

### ***Skills You Will Learn:***

- ◆ Consolidating information from multiple sheets
- ◆ Linking workbooks together with web-page-like hyperlinks.
- ◆ Creating and revising a PivotTable (crosstab) for advanced analysis
- ◆ Using the Scenario Manager add-in
- ◆ Creating and using "what-if" scenarios using Goal Seeking
- ◆ Creating and using one- and two-input data tables
- ◆ Using the Solver add-in
- ◆ Distributing a multi-user workbook to track changes and merge into a unified whole
- ◆ Combining Excel with other parts of Office to report the data in a readable, meaningful format

# Microsoft Office: Access

## Microsoft Access Level 1

**Length:** 6 hours

**Prerequisite:** Windows File Management Lost & Found or equivalent knowledge

Microsoft Access is a stand-alone relational database management system. This class will acquaint you with the interface of Access and teach you how to set up and use a simple database. You will also learn basic concepts of tables, queries, forms, reports, and simple relationships in a database system.

People taking this class should at least have basic computer skills or Windows File Management Lost and Found.

### **Skills You Will Learn:**

- ◆ Access menus, toolbars, main database window, database objects
  - ◆ Creating tables using the design view and wizards
  - ◆ The "completion backwards principle" for database creation
  - ◆ Basic data entry, editing, and printing using the datasheet view
  - ◆ Datasheet formatting and tools
  - ◆ Finding, filtering, and sorting data
  - ◆ Understanding, creating, and using basic relationships between tables
  - ◆ Creating and using simple one- and two-table (joined) queries with design view and the wizards
  - ◆ Creating basic forms with the Form Wizard
  - ◆ Creating basic reports with the Report Wizard
- 

## Microsoft Access Level 2

**Length:** 6 hours

**Prerequisite:** Access Level I or equivalent knowledge

Unlock the real power in your Access databases to analyze and retrieve data from large and/or complex data structures. Learn how to create and use many different kinds of queries, including queries that update data in tables on a large scale. Go beyond the capabilities of the Form and Report Wizards to improve both the appearance and functionality of your database's interface.

For people who have taken Access Level I or have equivalent skills, or for people with intermediate-level skills in other database programs such as FileMaker Pro, Paradox, or Lotus Approach.

### **Skills You Will Learn:**

- ◆ Table design tools for greater efficiency
  - ◆ Field properties in tables
  - ◆ Adding sort keys and filter criteria to query designs
  - ◆ Logic operators in queries (<, >, AND, OR, Between/And)
  - ◆ Advanced query design with top values, calculations, summary functions, parameters, and concatenation
  - ◆ Action queries: make-table, update, append, and delete queries
  - ◆ Basic selecting, deleting, sizing, and moving of controls on forms and reports
  - ◆ Linking and importing data from outside files
-

## **Microsoft Access Level 3**

**Length:** 6 hours

**Prerequisite:** Access Level II or equivalent knowledge

The goal of this third-level Access training is to automate your database and make it user-friendly. Learn more about creating forms and reports that add functionality to your database system. Explore charting capabilities that allow an entirely different view of your data. Especially helpful for people working in Help Desk settings or IS/MIS personnel.

For people who have taken Access Level II or have equivalent skills, or for people with advanced skills in other database programs such as FileMaker Pro, Paradox, or Lotus Approach.

### ***Skills You Will Learn:***

- ◆ Utilities for backing up, compacting, and converting Access databases
  - ◆ Setting tab order and using form headers and footers
  - ◆ Calculated controls on reports
  - ◆ Grouping, page setup options and special controls on reports
  - ◆ The Label Wizard
  - ◆ Chart controls on forms and reports
  - ◆ Subforms and Subreports
  - ◆ Setting object properties, logic controls, command buttons, combo boxes, list boxes, etc.
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# Microsoft Office: PowerPoint

## Microsoft PowerPoint Level 1

**Length:** 4 hours

**Prerequisite:** File Management Lost and Found or equivalent knowledge

Microsoft PowerPoint is a dynamic visual-presentation program that produces slide shows containing text, charts and graphics. In this class you will explore the basic skills need to create professional looking presentations with readable text and audience-grabbing graphics for meetings, trade shows, speeches, and more.

For people who have taken Windows File Management Lost and Found or have equivalent skills.

### **Skills You Will Learn:**

- ◆ PowerPoint screens
- ◆ Creating new presentations and slides, from scratch and with templates
- ◆ Text editing, spell checking, and formatting
- ◆ Slide formatting using Masters and changing templates
- ◆ Using Office ClipArt or other graphic images
- ◆ Ordering, duplicating, and deleting slides in Slide Show view
- ◆ Basic transition effects, speaker/action notes, pen annotation, and other basic slide show tools

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## Microsoft PowerPoint Level 2

**Length:** 4 hours

**Prerequisite:** PowerPoint Level 1 or equivalent knowledge

Expand your capabilities with these intermediate-level text, graphics and multimedia skills in PowerPoint. Instruction includes hands-on experience in creating slide shows with animation, action buttons for interactive presentations, and more attractive graphics.

For people who have taken PowerPoint Level 1 or have equivalent skills.

### **Skills You Will Learn:**

- ◆ More text formatting options
- ◆ Using draw tools to create/edit simple images
- ◆ Aligning, grouping, rotating, stacking, and scaling
- ◆ Adding transitions, simple animation, build effects, chart animation, and inserting sound and video in slides, plus animated GIFs
- ◆ Automatic slide timings, slide hiding, slide timing rehearsal
- ◆ Creating multiple custom shows within a presentation file
- ◆ Hyperlinks and action buttons

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## Microsoft PowerPoint Level 3

**Length:** 4 hours

**Prerequisite:** PowerPoint Level 2 or equivalent knowledge

Acquire advanced-level skills in chart creation including Organization Charts, make it easier to create slides and layout text and graphics, and work with other parts of Office (Word, Excel, Access) to expand your toolbox and thus make the best possible use of this versatile program.

For people who have taken PowerPoint Level 2 or have equivalent skills.

### **Skills You Will Learn:**

- ◆ Using tables to position text and graphics on slides
  - ◆ Creating, editing and formatting of graphs (statistical charts) and component parts such as gridlines, axes, drawing objects, plus 3-d effects
  - ◆ Importing charts from Excel
  - ◆ Creating and editing Organization Charts
  - ◆ Using Word text to create slides
  - ◆ Deivering you presentation via the Web
-

# Information Management

## Microsoft Outlook Level 1

**Length:** 6 hours

**Prerequisite:** File Management Lost & Found or equivalent knowledge

Use this class to learn the basics of all the important features of this Personal Information Management system (PIM.) Learn how to create, send, receive, and read email with Outlook's messaging features. Maintain contact by email and other means with your most important people using the Contact List. Keep your life on schedule with the Calendar and maintain a date-stamped list of things to do with the Tasks. And, keep those sticky notes off your monitor for good by using Outlook's built-in electronic Notes.

People taking this class should at least have basic computer skills equivalent to the class Windows File Management Lost & Found and be able to type at a reasonable rate. Note: instruction in the use of Outlook Express is not covered as part of this class,

### **Skills You Will Learn:**

- ◆ Outlook menus, interface, toolbars, Outlook Shortcut Bar, folder list
- ◆ Basic setup and entry into the program
- ◆ Preparing, sending, receiving, reading, replying to, forwarding, flagging, navigating among, deleting, organizing, and sorting email
- ◆ Using signatures and file attachments in email
- ◆ Using the address books and Contacts with email
- ◆ Navigating and scheduling appointments and events, recurring items in the calendar
- ◆ Adding and editing tasks in the calendar and Tasks views
- ◆ Marking tasks as complete
- ◆ Creating, coloring, formatting, organizing, and sending electronic sticky notes

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## Microsoft Outlook Level 2

**Length:** 6 hours

**Prerequisite:** Outlook Level I or equivalent knowledge

Set up Outlook as your complete personal information management system, use more advanced calendar and task tools, and customize and tweak the options of Outlook. Learn additional methods of preparing, sending and tracking email. Turn appointments into meetings and assign tasks to other Outlook users. Create a set of rules for Outlook to follow that will help you avoid junk email and information overload. Organize Outlook items of all types using categories and rules. Plus, track your Outlook activity with the Journal. Customize the appearance and function of nearly every detail of Outlook's information screens.

People taking this class should at least have basic computer skills equivalent to the class Outlook Level I. Note: instruction in the use of Outlook Express is not covered as part of this class.

### **Skills You Will Learn:**

- ◆ Review of main components: email, contacts, calendar, tasks, notes
- ◆ Getting the address book(s) to work with the Contact List and the differences between them
- ◆ Using Journal Entries
- ◆ Organizing the Outlook database including the use of categories
- ◆ Advanced email features: tracking and recalling messages, voting buttons, message templates, incoming mail rules
- ◆ Managing incoming email with rules
- ◆ Organizing and managing meetings
- ◆ Assigning tasks
- ◆ Customizing the layout and content of Outlook screens

### **Microsoft Outlook Level 3**

**Length:** 4 hours

**Prerequisite:** Outlook Level II or equivalent knowledge

Take the final steps towards mastery of Microsoft's Personal Information Management system, especially in getting and keeping information organized for both individuals and groups. Go beyond the basics in finding, categorizing, and organizing info in all areas of Outlook. Share information and collaborate with your workgroup, securely and easily. Perform advanced group and individual setup operations. Learn how to import data into, export data from, and synchronize data with Outlook's database.

**Skills You Will Learn:**

- ◆ Advanced find, filter, category, and organizing techniques
- ◆ Group collaboration options, setting permissions, delegates, and opening other calendars
- ◆ Advanced setup operations
- ◆ Importing, exporting, and synchronizing data

People taking this class should at least have computer skills equivalent to the class [Outlook Level II](#). Note: instruction in the use of Outlook Express is not covered as part of this class.

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### **Microsoft Project Level 1: Task and Resource Management**

**Length:** 8 hours

**Prerequisite:** Windows Level I or equivalent knowledge

Microsoft Project is a sophisticated project management database system that provides numerous tools for planning and tracking the tasks and resources of your project. MS-Project has what is needed to enter tasks, create dependencies between them, assign resources (people, equipment, supplies) to the tasks, and then track the actual performance against the plan. It is flexible enough for projects large-scale or small, involving a large group of people or an individual and measured in months or hours. Bring ideas for a project to start building during class.

**Skills You Will Learn:**

- ◆ Basic concepts of project management
- ◆ Starting and setting up a project
- ◆ Entering tasks and durations
- ◆ Outlining and summarizing tasks, creating a Work Breakdown Structure
- ◆ Assigning and changing task relationships, constraints, deadlines
- ◆ Basic creation and use of resources, assigning resources to tasks
- ◆ Resource cost accounting in Project
- ◆ Basics of finding resource overallocations and dealing with them
- ◆ Leveling and contouring
- ◆ Viewing, sorting, and filtering data, and basic reports

People taking this class should at least have basic computer skills equivalent to the class [Windows File Management Lost & Found](#). Knowledge of Microsoft Office components (Excel, Outlook) helpful, but not necessary.

## **Microsoft Project Level 2: Tracking and Analysis**

**Length:** 8 hours

**Prerequisite:** Project Level 1 or equivalent knowledge

At the second level, our Microsoft Project training focuses on the “implementation” or “tracking” phase of a project, as well as the issues related to managing multiple projects simultaneously that share a common resource pool. Begin by learning how a baseline is saved, and start tracking actual start and finish data for tasks. Make intelligent adjustments to both the task schedule and resource calendars to work around problems and delays, then create custom views and reports so that you and your entire team can analyze the information. Learn how to make Project work with your other Office software such as Word and Excel, and then explore the implementation and use of a Resource Pool and how this allows you to effectively manage multiple projects.

People taking this class should have skills equivalent to the class Project Level I: Task and Resource Management.

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### ***Skills You Will Learn:***

- ◆ Creating a baseline in preparation for project tracking
- ◆ Marking tasks completed according to their status
- ◆ Tracking tasks in progress
- ◆ Making schedule adjustments and viewing interim plan(s)
- ◆ Reconciling resource calendars and task constraints
- ◆ Customizing Project with more views, settings, and macros
- ◆ Importing and Exporting Project data
- ◆ Creating and using a resource pool
- ◆ Managing multiple projects with a Master and Sub projects and resource pool(s)

# Finance

## **QuickBooks Pro 2003 Level 1**

**Length:** 8 Hours

**Prerequisite:** Windows Level I or equivalent skills

Intuit's QuickBooks Pro has become the industry standard in finance software for small and medium-sized business. Learn how to set up and use this powerful piece of software for your business. Included are the basics of getting into and around the program, setting up a company, and using the various lists, forms, and registers. Even if you have little or no prior background in accounting or bookkeeping, this training along with the QuickBooks software will have you making purchase orders, invoices (for both products and services), statements and checks in no time. Learn how to reconcile the check register with your bank, track product inventory, match cash receipts with receivables, pay the bills, and print reports of all kinds.

People taking this class should have the skills equivalent to Windows File Management Lost & Found.

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### ***Skills You Will Learn:***

- ◆ Basic interface options: screens, menus, buttons
- ◆ Setting up a new company, modifying the Chart of Accounts
- ◆ QuickBooks lists: customer, job, employee, vendor, item
- ◆ List customization options
- ◆ Making purchase orders and tracking inventory
- ◆ Invoices and cash receipts processing
- ◆ Writing checks and using the register
- ◆ Reconciling the bank's statement with your check register
- ◆ Online banking
- ◆ Printing lists and registers

## **QuickBooks Pro 2003 Level 2**

**Length:** 8 Hours

**Prerequisite:** QuickBooks Pro 2003 Level 1 or equivalent knowledge

Attain a mastery of QuickBooks Pro with these advanced features that will make your business much more productive. Learn how to customize your forms, reports and letters to meet your specific needs. Create meaningful reports that will help you make decisions based on an understanding of the numbers.

People taking this class should have the skills equivalent to QuickBooks Pro Level I.

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### ***Skills You Will Learn:***

- ◆ Customizing Forms
- ◆ Creating Reports
- ◆ Creating Graphs
- ◆ Tracking and Paying Sales Tax
- ◆ Doing Payroll with QuickBooks
- ◆ Estimating, Time Tracking and Job Costing
- ◆ Writing Letters
- ◆ Synchronizing with Outlook or ACT