

Description of Hands-On Workshops and Fees

Operating System is Windows XP and the software is Microsoft Office 2003. Also, QuickBooks 2007. (Instructional Book included and a certificate of attendance for each participant.)

Outlook Classes:



Intro Outlook 2003 (I) (\$90.00)

Learn how to use Outlook Email program, identify parts of the Outlook Window including scheduling, contacts, folders and tools. (Prerequisite: Familiarity with Windows or other email programs.)

Word Classes:

Intro Word 2003 (I) (\$90.00)

Learn the basics of MS Word including font, symbols, indentation, tabs, page settings, margins and printing. (Class is for beginners who want to use Word to create simple text-based documents like letter or flyers.)

Intermediate Word 2003 (II) (\$90.00)

Kick your Word skills up to a higher level using styles, tables, mail merge, macros, and templates. (Class is for those with a basic knowledge of Word.)

Access Classes:

Intro Access 2003 (I) (\$90.00)

Access is a powerful database management system that comes with Ms Office Professional. Learn how to create a database by constructing data tables, forms, queries and reports in Access. (Familiarity with Word or Excel and have good basic computer skills.)

MS Office Refresher Classes: (\$65.00)

PLUS 3-hour MS Office Refresher courses dealing with various MS office applications.

Description of Hands-On Workshops Cont.

Excel Classes:



Intro Excel 2003 (I) (\$90.00)

Learn how to set up a spreadsheet, create basic formulas, formats, and charts. (Class is for those with limited experience in Excel.)

Intermediate Excel 2003 (II) (\$90.00)

Expand on the basics. Explore data analysis tools, sorting, macros, filtering, functions, and helpful spreadsheet shortcuts. (Familiarity with Excel I.)

Advanced Excel 2003 (III) (\$90.00)

Go in depth with macros, Pivot Tables, charts, linking, scenarios, data consolidation and forms. (Familiarity of Excel II concepts.)

PowerPoint Classes:

Intro PowerPoint 2003 (I) (\$90.00)

Nail that next presentation by using PowerPoint. Learn how to construct, format, and arrange the slides and then how to add animation and sound to make your show come alive. (Familiarity with Word or Excel and good basic computer skills.)

Publisher Classes:

Intro Publisher 2003 (I) (\$90.00)

Workshop will teach you how to create flyers, brochures, business cards etc. Using templates & your own designs. (Familiarity with Word & Powerpoint.)

QuickBooks Classes:



Intro QuickBooks 2007 (I) (\$90.00)

Learn the basics of this popular accounting software including how to set up accounts, handle bookkeeping, process invoices, and manage payroll. Also, will review very basic accounting terms. (Pre-req: Must have good basic computer skills, familiarity with Windows, and Intro to Excel I.)

Hands-On Computer Training Workshops



(Jan-April 2009 Schedule)

Featuring: Outlook, Word, Excel, PowerPoint, Access, and QuickBooks.



In this competitive marketplace, busy professionals need to learn computer skills quickly and we can help...

Co-Sponsored by:



Classes held at :
Illinois workNet Center/IDES
723 W. Algonquin Road
Arlington Heights, IL 60005



Weeknight Schedule: two 3 hour classes - 6:30 p.m. to 9:30 p.m. (unless otherwise noted)

Weekday Schedule: two 3 hour classes - 9:30am-12:30pm OR 1:00pm-4:00pm

<u>Workshop</u>	<u>Weekday Schedule</u>	<u>Weeknight Schedule</u>
Excel I	Fri 1/9 & 1/16 (9:30am-12:30pm) Fri 2/20 & 2/27 (9:30am-12:30pm) Fri 4/17 & 4/24 (9:30am-12:30pm)	Weds 1/21 & 1/28 (6:30-9:30pm) Weds 3/11 & 3/18 (6:30-9:30pm)
Excel II	Fri 1/23 & 1/30 (9:30am-12:30pm) Fri 3/6 & 3/13 (9:30am-12:30pm)	Weds 2/18 & 2/25 (6:30-9:30pm) Weds 3/26 & 4/2 (6:30-9:30pm)
Excel III	Not Offered at This Time	Not Offered at Night
Word I	Fri 1/9 & 1/16 (1:00pm-4:00pm)	Not Offered at Night
Word II	Fri 1/23 & 1/30 (1:00pm-4:00pm)	
PowerPoint I	Fri 2/20 & 2/27 (1:00pm-4:00pm)	Not Offered at Night
Access I	Fri 3/6 & 3/13 (1:00pm-4:00pm)	Not Offered at Night
Publisher I	Not Offered at This Time	Not Offered at Night
Outlook I	Fri 4/3 (9:30am- 12:30pm)	Not Offered at Night
QuickBooks I	Fri 3/20 & 3/27 (9:30pm-12:30pm)	Weds 2/4 & 2/11 (6:30-9:30pm)

We need 8 people to conduct a class.

You will be notified 3-4 business days on the status of class being conducted or canceled.

If a class is sold out or not listed we will create a waiting list and schedule an additional class if warranted.

RESERVATION FORM

Mail form with payment to: Greater O'Hare Association, P. O. Box 1516, Elk Grove Village, IL 60009,
 fax to: 630-350-2979 or e-mail suez@greater-ohare.com - For more information please call 630-350-2944

Person attending: _____ Title: _____

Company: _____ Phone: _____

E-mail: _____ Fax: _____

Address: _____

Class: _____ Date: _____

Number of people attending _____ Amount Due \$ _____ [] Check enclosed [] Visa [] MasterCard [] AMEX [] Discover

Account Number: _____ Exp. Date: _____

Card issued to: _____

Due to the limited seating, no refunds will be given .