



Learning Solutions

Network Enhanced Training Microsoft Office 2007 Schedules

August 2009 – December 2009

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AUGUST 2009

Dates	Course Name	Days	Price	Description
8/10/2009	Microsoft Office 2007: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.
8/11/2009	Microsoft Office 2007: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format.
8/11/2009	Microsoft Office 2007: Access Level 1	1	\$175.00	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.
8/12/2009	Microsoft Office 2007: Word Level 2	1	\$175.00	In the first course in this series, Microsoft® Office Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools.



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8/12/2009	Microsoft Office 2007: Access Level 2	1	\$175.00	You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.
8/13/2009	Microsoft Office 2007: PowerPoint Level 1	1	\$175.00	In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations
8/14/2009	Microsoft Office 2007: Outlook Level 1	1	\$175.00	This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.
8/17/2009	Microsoft Office 2007: Excel Level 2	1	\$175.00	In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
8/23/2009	Microsoft Office 2007: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.



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8/24/2009	Microsoft Office 2007: Outlook Level 2	1	\$175.00	If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.
8/25 -8/26	Microsoft Office 2007: Excel VBA	2	\$350.00	This course is designed to give experienced Excel users proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.
8/27 - 8/28	Microsoft Office 2007: Access VBA	2	\$350.00	This course is designed for experienced Access 2007 users who want to learn ActiveX Data Objects, control structures, and the basics of VBA programming.
8/25/2009	Microsoft Office 2007: Access Level 3	1	\$175.00	Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.
8/26/2009	Microsoft Office 2007: Word Level 3	1	\$175.00	You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.
8/26/2009	Microsoft Office 2007: Access Level 4	1	\$175.00	In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.



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8/27/2009	Microsoft Office 2007: PowerPoint Level 2	1	\$175.00	As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.
8/28/2009	Microsoft Office 2007: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.



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9/15/2009	Microsoft Office 2007: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format.
9/15/2009	Microsoft Office 2007: Outlook Level 2	1	\$175.00	If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.
9/16/2009	Microsoft Office 2007: Access Level 1	1	\$175.00	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.



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9/21/2009	Microsoft Office 2007: Access Level 3	1	\$175.00	Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.
9/22/2009	Microsoft Office 2007: Excel Level 2	1	\$175.00	In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
9/22/2009	Microsoft Office 2007: Outlook Level 3	1	\$175.00	This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.
9/22/2009	Microsoft Office 2007: Access Level 4	1	\$175.00	In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.



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9/24/2009	Microsoft Office 2007: PowerPoint Level 1	1	\$175.00	<p>In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations</p>
9/25/2009	Microsoft Office 2007: Word Level 1	1	\$175.00	<p>Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.</p>
9/25/2009	Microsoft Office 2007: Excel Level 3	1	\$175.00	<p>Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications</p>



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OCTOBER 2009

10/5/2009	Microsoft Office 2007: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.
10/5/2009	Microsoft Office 2007: Outlook Level 1	1	\$175.00	This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.
10/6/2009	Microsoft Office 2007: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format.
10/6/2009	Microsoft Office 2007: Access Level 1	1	\$175.00	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.
10/7/2009	Microsoft Office 2007: Word Level 2	1	\$175.00	In the first course in this series, Microsoft® Office Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools.



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10/8/2009	Microsoft Office 2007: PowerPoint Level 1	1	\$175.00	In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations
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10/20/2009	Microsoft Office 2007: Excel Level 2	1	\$175.00	In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
10/20/2009	Microsoft Office 2007: Access Level 4	1	\$175.00	In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.



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11/18/2009	Microsoft Office 2007: Word Level 2	1	\$175.00	<p>In the first course in this series, Microsoft® Office Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools.</p>
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11/19/2009	Microsoft Office 2007: Access Level 4	1	\$175.00	In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.
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