Acrobat Professional Level I

Learn how to use Adobe Acrobat to **create pdf files** from MS Word, Excel & Publisher. Use basic Text and Object Editing tools to **make minor changes to a pdf document**. Use the Properties panel and **add Stamps** and **Watermarks** then learn how to **Password Protect your document**. Also covered: **Convert Word pdf** files back to their original state enabling more extensive editing of the document.

Acrobat Professional II

Learn how to use Adobe's Markup tools to prepare a document for Review. After sending the documents to the reviewers learn how to manage the comments when the documents are returned to you. Using Adobe Live Cycle Designer create Live-Fill-in Forms from existing documents or from scratch. Learn how to email the forms and then collect and compile the data from the forms when they are emailed back to you.

Basic Bookkeeping

Still struggling with your understanding of proper bookkeeping techniques? This program covers the theory behind the processes, explaining debits, credits and providing hands-on practice doing manual entries. Participants will post journal entries, understand and create balance sheets, income and expense sheets. Recommended for anyone doing their home business bookkeeping or as a beginning point for anyone wanting to complete our Office Bookkeeping Certificate program.

Data Backup/Desktop Security

Protecting your data is critical to functioning effectively and efficiently on a computer. This program will discuss the **Who, What, Where, When, Why & How** to backup your data. Hands on practice with **burning a CD/DVD**, working with **Memory Sticks** and using **Windows Backup and Restore** utilities will be completed. Then learn how to prevent virus and hacker attacks, the best way to password protect your data as well as understanding phishing, worms, cookies, spyware and more.

DreamWeaver Level I

In this hands-on class we will examine all of the basic elements associated with the creation and management of web sites using DreamWeaver. Topics include: Plan your Website, Creating Pages, Formatting the pages with CSS Styles, Publishing Your Website as well as how to Manage the site once it is up and running.

DreamWeaver Level II

Take your understanding of web design a step further by utilizing advanced tools in DreamWeaver. Learn how to incorporate Sound and Video into web pages and use Flash to add active elements.

Expression Web Level I

If you are a beginner or have some experience, building web sites with Expression Web will be faster and easier. You will create new pages and sites from scratch or by using a template. Add links to your Home page, import graphics and styles from existing text, use tables and cascading style sheets. Once the website is published, learn how to edit existing pages using drag and drop technology.

Expression Web Level II

Fine tuning your website becomes a focus in this level of Expression Web. Exploring your options regarding e-commerce, interactive forms as well as increasing traffic to your website.

In Design Level I

Using this professional design and page layout program will assist you in creating effective print material. Learn how to work with frames, import and edit text and control typography within your document.

Illustrator Level I

Using this powerful graphics program, participants will utilize a menu bar, the tools panel and the control panel to create several projects which can then be incorporated into print material.

Illustrator Level II

Advanced topics covered will include Working with Type and Layers, Blending Colors, and working with Symbols as well as how to use Illustrator graphics with other applications

Introduction to Computers

Just getting started with computers? Participants will learn how to turn on a computer; know what programs come with a computer, what programs have to be bought extra and what the programs are used for. Hands on practice will include Navigating Windows, Word Processing, and an Introduction to Internet Searches and Send/Receive Email and Email Attachments..

Intro to Flash Animation

Further enhance your website by adding animation elements. Using Adobe Flash participants will create animation clips which can be used in movies and web sites

Intro to HTML

Using code when creating web pages gives participants a greater degree of control over the final product. Participants will learn how program your web page using HTML code as well as edit existing code on current web sites.

Introduction to Web Design

This 2-day program introduces the participants to the basics of building a web site. Participants will begin by exploring good and bad websites, recognizing web site components and software requirements. Using a variety of templates participants will have completed a basic website and will be ready to upload to a hosting site.

Microsoft Access Level I

Microsoft Access is the perfect program to organize large amounts of data from household inventory to customer data bases or equipment maintenance lists. Learn how to work with Tables, change Field Properties, create Input Masks, and Default Values. Create Forms to speed up data entry. When looking up data use Queries with multiple criteria and wildcards to expedite searches. Create professional looking Reports using Wizards.

Microsoft Access Level II

Did you know that you can use data from other files (including Excel) by **Importing** or linking it into Access? And further enhance the functionality of your database by creating **Relationships** between **multiple tables**. Participants will create new **calculation fields** in both Queries and Forms. Forms will be modified in the Design View by adding **unbound controls**, **combo/list boxes, or toggle buttons** and **Option groups**. Reports will be produced using **Grouping Levels**, new controls for **Calculations** and **Headers & Footers**. **Printing** and **Pagination** will be covered as well.

Microsoft Access Level III

After mastering the basics of the Access program participants will create **Advanced Queries** including: **Make-Table, Update, Append, Delete, Crosstab**; using **Inner**, **Outer** or **Self joins**. A brief introduction to using **SQL** to change queries; practice creating **Multi-table Forms** and **Creating Hyperlinks** to other files will also be covered. This course will also give you an introduction to programming by using the **Immediate IF Function**. **Macros and Switchboards** will be created to make your database more user-friendly.

Microsoft Access Level IV

Learn how to use Access to create a Directory or a Catalogue by utilizing Memo and OLE fields. Modify existing fields to display data in a format that works in your reports. Then learn how to create a report from 2 data sources, set up proper page formats including margins, orientation, headers/footers and use the grouping function to keep data from splitting over pages/columns.

Microsoft Excel Level I

Participants will create a simple spreadsheet by entering labels, data and basic formulas. Efficient ways of formatting and editing will include using Cut/Copy and Paste and the Fill Series option. Modifying the spreadsheet by using Insert, Delete and Clear commands and Page Setup & Printing tips will be covered. Rounding out the course, participants will be introduced to simple Charts (pie charts, column charts, etc) and working with lists of data. Sorting, Filtering and Subtotals will be introduced.

Microsoft Excel Level II

Working with **large worksheets, multiple worksheets and linking worksheets** are topics covered in Level II. Formulas using Excel's **built-in functions** and **named cells** will be entered. To round out the course participants will learn how to **protect data, worksheets and workbooks** from unwanted changes as well as how to track changes. Added features of this course will cover **auto-format, conditional formatting**, and adding **comments**.

Microsoft Excel Level III

Advanced users of Microsoft Excel will learn to use Excel's productivity tools such as Goal Seek, Macros, Pivot Tables, Scenarios, Group & Outline and Consolidation. Participants will also learn to customize toolbars by adding buttons to existing toolbars or creating new project-specific toolbars and setting options.

Microsoft Excel Level IV

Participants will explore more advanced **Data Base Features** of the Excel program including: using a **Data Form** to enter data, **Data Validation**, **Custom Sorts & Advanced Filters** as well as how to **Import and Export** data in the Excel program. Learn how to **create your own Forms** using **Drop Lists**, **Check Boxes**, **Radio buttons**, & **Spinners** then incorporate formulas into the form, Format it and save it as a **Template**.

Microsoft Excel Level V Charting

Learn how to create more Detailed Charts appropriate for any presentation. Add text, graphic elements, titles, trend lines, then create layered charts and use advanced formatting options to further enhance your charts.

Microsoft One Note

With so much information coming your way - and in so many forms- you need one place to keep it all and a tool that is flexible enough to capture it. Learn how to use OneNote to organize notes, images, documents, files, etc.; take meeting notes; capture details of customer calls and meetings, etc. When the information is stored in one location, use OneNote to search and sort your data.

Microsoft Outlook Level I

Learn to use Outlook to better manage your **Contacts** by entering names, phone numbers, email addresses and mailing addresses. Organize your contacts by Company, Phone List, Categories then arrange in groups making it easier to find anyone. Setup your **Email** in Outlook and take advantage of more organizing tools to help manage your email more efficiently. Use the **Calendar** feature to input appointments, schedule meetings and important to-do items and set up Outlook to automatically remind you of upcoming events. Use a **Task list** for the items you need completed then learn how to printout your email, calendars and contact lists if needed.

Microsoft Outlook Level II

In this program participants will learn to **set up multiple calendars**, organize their contact list into **distribution lists/categories** and learn how to **track detailed activities** with contacts Use **rules & folders** to control your email. Learn how to **assign a task** to someone and how to **use Voting Buttons** to arrange an activity. **Save and backup** your contact list, emails and attachments by using the import/export feature.

Microsoft PowerPoint Level I

Impress your peers at your next meeting with a professional presentation. Or impress family members at the next reunion with a slide show of your family history. Incorporate graphics, clip art, pictures, effects, sounds, graphs and charts to enhance your text. Add backgrounds, templates and transitions. Complete your presentation by printing audience handouts, creating speaker notes and viewing your slide show presentation right on the computer screen

Microsoft Power Point-Level II

Further enhance your presentation by including **video clips, Music sound tracks, narration, & advanced animation**. Use Slide Master to **add headers, footers & Logos** and easily change formats for the entire presentation. Incorporate **slides from other presentations**, create **custom shows** and run a continuous presentation by adding slide timings. Learn how to share your presentation by **burning onto a CD or sharing on-line.**

Microsoft Publisher Level I

Using Quick Publications explore how Publisher uses frames and text boxes to help you control the layout of a document. With a wide variety of templates to choose from participants can easily create awards, calendars, greeting cards, invitations & post cards. If you wish to create a project from scratch you will learn how to add text boxes, photos, clip art, word art and other shapes to enhance your finished product. Page setup and printing options will also be covered.

Microsoft Publisher Level II

In Level II participants will create & work with multiple page documents such as newsletters, booklets, programs and resumes. Add page #'s, use Master Pages and create and use design gallery objects to create your own templates. Data can be imported from other programs and documents can be mass mailed out using Publishers mail merge feature. Learn how to share your document with others by making it into a pdf file and emailing it out to your client list.

Microsoft Word Level I

Upon completion participants will be able to enter text and perform basic formatting to create letters and memos. Emphasis will be placed on using the program more efficiently—Toolbars and Shortcut keys will be used and participants will enhance documents by adding page numbers, special characters, bullets and numbered lists. Paragraph formatting, spell checking, page setup, print preview and printing options will also be covered.

Microsoft Word Level II

Participants completing Word Level II will **create form letters, envelopes and labels** using the mail merge process and **create tables** using Insert Table and Draw Table. You will also be shown how to **create fill-in forms** in Word as well as how to save the form as a **template**. An introduction to Word Art and Clip Art will be presented.

Microsoft Word Level III

Working with **long documents** requires some special considerations. This course will cover creating and using **Styles, Table of Contents, Indexes**, and **Outline** features of Word. Learn how to format text with **columns** and **section breaks**, add **headers and footers**, **endnotes, and footnotes**. Participants will learn how to **efficiently edit longer documents** by using the **Find & Replace** features to clean up existing text as well as how to **protect** your document from unwanted changes.

Microsoft Word Level IV

Working with Themes and Advanced Page Layouts participants will learn how to create newsletters, brochures and flyers using MS Word. Formatting backgrounds including watermarks, Themes and Frames; inserting and controlling graphics & diagrams, setting column breaks and applying text wrap will be some of the features covered.

Microsoft Word Level V

Updating documents can be a major job and Word has some great tools to help you manage it. Tracking Changes, Comparing and Protecting documents, using Markup, Bookmarks and Navigation tools are just some of the features covered in this level. Creating Forms using MS Word by using advanced Content controls, Inserting Fields and Customized Tables are included. Prepare the form for distribution and protect it from unwanted changes.

Photoshop Elements Level I

Participants will be taught the basic skills needed in order to work with photos in this popular program. Learn how to fix faded pictures, straighten a crooked picture, fix red eyes & crop pictures. After an introduction to color and layers learn how to color a portion of a picture, how to erase a background and how to save a "Photoshoped" picture in a variety of formats. Participants will learn a variety of tools in the toolbox including the drawing tools, fill options, text tools, paint brushes and the Cookie cutter tool

Photoshop Elements Level II

After exploring Photoshop preferences, participants will use advanced marquee tools including the Magic Wand and Magic Eraser tools. Learn how to cut out an object from a picture and place into another. Using the Type Mask tool cut out letters from background patterns and place them onto other photos. With the use of Advanced Layering and the Advanced Brush Tools participants will learn how to touch up a photo and create some special effects

Photoshop Elements Level III

In this third level of Photoshop participants will explore more of the Photoshop program by putting previous lessons to use to create a variety of projects. Creating Photo Collages, a Greeting Card, a Photo Calendar and a Photo Book and Slide Show will further build confidence and skills in this program. In order to share your projects you will be shown how to burn the project onto a CD and receive some printing tips to get the best results.

Print Planning—3 Hours

Before embarking on a large print project participants need to understand the basics of design and layout. Using examples and projects participants will plan a print project using techniques presented.

Sage - Simply Accounting Level I

In Sage - Simply Accounting Level I you will learn how to quickly create a set of Books and then learn how to customize the accounts to handle your unique business. By filling out the on-screen forms you will see how Sage - Simply Accounting completes the accounting entries for you. You will be shown how to enter purchases and payments, sales and receipts. Bank deposits and account reconciliation will also be covered. You will have an opportunity to see how to complete GST returns using reports that are available in Sage - Simply Accounting. You will be instructed on how to create backups of your data and how to complete period ending transactions.

Sage - Simply Accounting Level II

Prerequisite: Simply Accounting I or equivalent
Learn how to **setup other Users** with restricted access, **setup budgets** and **create reports** comparing budgeted amounts to actual values, **setup & enter Inventory** and use reports to track inventory. **Create Projects,** allocate income and expenses to different projects and produce reports showing profit/loss per project. Set up to **use credit cards** when making sales and purchases. With the new **customize forms** feature in Sage - Simply Accounting you will be shown how to add a company logo and modify the columns on a form. Learn how to **clean up your chart of accounts**, as well as your customer and vendor lists. Also learn how to **start a new year and produce an Accountants copy** of your books.

Sage - Simply Accounting Level III

Prerequisite: Simply Accounting II or equivalent
This level of Sage - Simply Accounting covers all aspects of Payroll including: **Setting up** and linking **payroll accounts**, setting up **Payroll additions/deductions**, **customizing payroll settings** and **entering Employees**. You will learn how to **enter pay advances**, **time slips**, **billable time**, and **produce a payroll cheque run**. Payroll remittance report will be produced as will **T4's** and **Record of Employment** documents.

Sage - Simply Accounting Level IV

Exporting data from Simply Accounting and using it in Excel is a very powerful option to further enhance the reports available in Simply. Participants will go through the steps of exporting and then learn Excel functions to Format, Filter and Summarize the data

QuickBooks – Level I

Learn how to setup your company by working through the Easy-Step Interview. You will enter company information, define start dates, create & modify your chart of accounts, enter opening balances & historical transactions. When the Easy Step Interview is complete participants will then continue by creating invoices, entering sales receipts, updating customer and vendor information, entering bills, paying bills, completing bank deposits and account reconciliations. Wrapping up the course we will cover GST reports and Backup of your data.

QuickBooks Level II

Prerequisite: QuickBooks I or equivalent
Editing and deleting accounts, entering general journal transactions, canceling/voiding a sale, issuing a credit memo, entering an NSF cheque & dealing with Bad debts and discounts are included. Learn how to manage customer information, view accounts payable history & memorize recurring transactions, work with direct disbursements; write checks; track ATM transactions, work with credit cards including entering credit card account charges & reconciling the credit card bill; customizing forms, and configuring classes.

QuickBooks Level III

Prerequisite: QuickBooks II or equivalent
Creating a payroll schedule, setting up new employees, and creating payroll deductions are where you start with level III. Setting up Payroll Schedules, issuing Advances and creating Vacation Pay checks are also covered. Using time sheets to create pay cheques and invoices, creating payroll entries and adjustments, producing payroll liability reports are also covered. Producing a Record of Employment for terminated employees as well as T4's are covered. Understanding and recording an Owner's draw, paying subcontractors and owners for work done and producing a variety of payroll reports wraps up this level.

QuickBooks Level IV

Learn how to manage inventory within QuickBooks. **Import inventory** from Excel spreadsheets, setup **multiple price levels**, create **Builds and Assemblies** and use **Purchase Orders, Estimates and Sales Orders** to add to and remove inventory items.

Web Planning—3 Hours

Creating a web site can be a daunting task without a solid plan in place. Through examples and projects participants will explore what goes into a great web site layout.

Windows - Level I

With hands-on practice participants will learn the fundamentals of the Windows Operating system. Topics covered include: Familiarization with the computer keyboard, Desktop, Task bar, Start menu/Tiles, Documents, Utilities and Cloud Computing. After a discussion regarding the various types of software programs, participants will use a word processing program to create files to put into folders. Emphasis will be on saving, copying/moving and deleting files. File management and storage methods will be discussed and participants will be introduced to various Windows Accessories.

Windows Level II

Learn to optimize computer performance and manage programs by **installing/removing software**, **add new hardware**, **create shortcuts** and **remove old desktop items**. Understand and use Windows Utilities such as **Disk Cleanup, Disk De-fragmentation** and setup **Maintenance Schedules**. Learn how to give your computer a **general cleanup** including keyboard, monitor, mouse and internal components.

Windows Level III

In this advanced level of using the Windows Operating System participants will learn how to **setup a basic home network**, activate **Remote Desktop Assistance**, **Customize toolbars and the Task Bar**, use the **Run command**, display **hidden files**, use **Windows Backup and Restore** feature, add **tasks** to the task scheduler and explore some of Windows accessories (**Speech Recognition, Windows Movie Maker, Media Player and Sound Recorder, Windows Fax**)