



REC Training Services

COURSE DESCRIPTIONS

Microsoft Access® 2003

Access Level 1 covers the basics of building and working with tables, as well as creating select queries, forms and reports; managing data; and establishing relationships.

Access Level 2 covers the principles of planning a database, controlling data entry and creating flexible queries. How to improve forms, customize reports and work with data Access pages will also be covered.

Access Level 3 covers how to import data, create junction tables, write advanced queries, and maintain a database. Advanced form and report techniques and using Macros to automate tasks will also be covered.

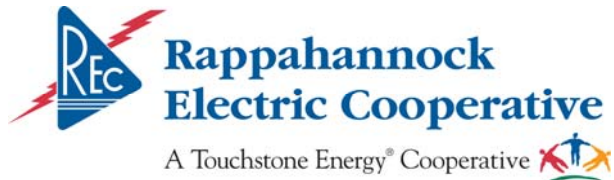
Access Level 4 covers creating a Switchboard and setting startup options, distributing and securing a database and creating a standard module using VBA.

Microsoft Excel® 2003

Excel Level 1 covers the basics of creating and modifying a spreadsheet, including how to use auto-fill, move and copy data, create basic formulas, format and print a spreadsheet, and develop a workbook.

Excel Level 2 covers how to create and work with templates, create hyperlinks, build and format charts, work with graphic objects and use financial, statistical and logical functions. Sorting and filtering data will also be covered.

Excel Level 3 covers importing and exporting data, auditing worksheets, collaborating with others and protecting worksheets and workbooks; using Pivot tables and Pivot charts; working with multiple workbooks; and consolidating and analyzing data. Macros will also be discussed.



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Microsoft Outlook® 2003

Outlook Level 1 covers the basics of composing and sending messages, as well as how to add attachments, manage mail, schedule appointments and meetings, organize contacts and manage tasks and create notes.

Microsoft PowerPoint® 2003

PowerPoint Level 1 covers the basics of developing and formatting a presentation. How to add tables and charts, insert clip art, WordArt and shapes, and prepare for delivery of presentation will also be covered.

PowerPoint Level 2 covers ways to create and customize templates, import organization charts and diagrams, add special effects, hyperlinks and action buttons, and set up a custom slide show.

Microsoft Word® 2003

Word Level 1 covers the basics of entering text and navigating in a document; editing techniques, and formatting characters and paragraphs. Tabs, tables, controlling page appearance and printing a document will also be covered.

Word Level 2 covers working with the Mail Merge function; customizing tables and charts; working with custom styles, creating customized graphic elements, developing and running Macros, constructing and modifying templates, and managing lists.

Word Level 3 covers how to use Word with other programs, collaborate on documents, secure a document, create forms, and add reference marks and notes like Bookmarks, Footnotes and Endnotes.



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Additional Courses

Introduction to Computers and Windows covers computer basics, including hardware, software, data storage, computer terminology, working with Windows, using a menu and dialog box, application basics, creating files and folders, moving and copying files, and using the recycle bin. This is a one-day class.

Shortcuts - Tips and Tricks features a variety of tips and tricks on how to use Excel, Word, PowerPoint, Access, and Microsoft Office more efficiently. This is a half-day class.

QuickBooks Pro® 2009

Level 1 covers accounting terms, setting up a company with a chart of accounts, writing checks, setting up customers, creating invoices, receiving funds, setting up vendors, entering and paying bills, creating reports and more.

Level 2 covers how to handle payroll, inventory, use credit cards and class tracking. Also covered – in-depth discussions concerning reports, how to set up, collect and pay sales tax, and more.