

APRIL – JULY 2012

# Computer Training Class Schedule

DAY CLASS: 9 AM - 4 PM EVENING CLASS: (\*) 6 PM - 9 PM SATURDAY CLASS: (\*\*) 9 AM - 12 PM  
Class Outlines Are Available By Request Or On The Web ([www.computersenseonline.com](http://www.computersenseonline.com))

## Upgrade/New Feature Classes (Half Day)

Windows 7 New Features	Apr 18, May 8, Jun 18, Jul 13
Office 2010 New Features	Apr 24, May 16, Jun 8, Jul 19
Access 2010 New Features	Apr 5, May 7, Jun 29, Jul 17
Excel 2010 New Features	Apr 2, May 17, Jun 20, Jul 24
Outlook 2010 New Features	Apr 26, May 21, Jun 12, Jul 6
PowerPoint 2010 New Features	Apr 20, May 14, Jun 21, Jul 10
Publisher 2010 New Features	Apr 16, May 31, Jun 15, Jul 18
Word 2010 New Features	Apr 16, May 25, Jun 26, Jul 25

*Note: New Features classes are still available for Office 2007 programs!*

## Specialized Classes (Half Day)

Creative Charting In MS Office	Apr 23, May 11, Jun 6, **Jul 7
Office Tips & Tricks	Apr 12, **May 5, Jun 13, Jul 24
Understanding Your Computer	Apr 9, May 2, Jun 7, **Jul 14

## Windows & General Computing

Windows Basics	Apr 11, May 15, Jun 4, Jul 13
Windows Advanced	Apr 27, May 29, Jun 21, Jul 25
Windows File Management (half)	Apr 23, **May 26, Jun 14, Jul 3

## Spreadsheets

Excel Basics	Apr 3, May 2, Jun 7, Jul 2 **Part 1 Apr 14/**Part 2 Apr 21 *Part 1 Jun 12/*Part 2 Jun 14
Excel Intermediate	Apr 13, May 10, Jun 13, Jul 10
Excel Advanced	Apr 20, May 21, Jun 19, Jul 19
<u>Excel Macros Using VBA</u>	Apr 26, May 29, Jun 27, Jul 30
Excel – Data Tools (half)	Apr 30, May 22, Jun 22, Jul 18
Excel – Analysis Tools (half)	Apr 4, May 25, **Jun 30, Jul 12
Excel Tips & Tricks (half)	Apr 11, May 22, Jun 11, Jul 13
<u>Excel Calculations</u>	Apr 17, May 18, Jun 27, Jul 16

## Graphics & Desktop Publishing

PowerPoint Basics/Intermediate	Apr 10, May 3, Jun 1, Jul 11 **Part 1 May 12/**Part 2 May 19 *Part 1 Jul 17/*Part 2 Jul 19
PowerPoint Intermediate/Advanced	Apr 25, May 15, Jun 11, Jul 27
Power Packed PowerPoint (half)	Apr 5, May 9, Jun 26, Jul 30
PowerPoint Tips & Tricks (half)	Apr 17, May 24, Jun 13, Jul 9
<u>Publisher</u>	Apr 30, May 16, Jun 19, Jul 12
<u>Acrobat Basics</u>	Apr 3, May 7, Jun 1, Jul 5
<u>Acrobat Advanced</u>	Apr 24, May 31, Jun 29, Jul 18
<u>Photoshop</u>	<i>available by request</i>
<u>InDesign</u>	<i>available by request</i>

## Financial Software

<u>QuickBooks Basics</u>	Apr 6, May 8, Jun 4, Jul 12
<u>QuickBooks Advanced</u>	Apr 25, May 24, Jun 22, Jul 23
<u>Peachtree Accounting</u>	<i>available by request</i>

## Word Processing

Word Basics	Apr 4, May 1, Jun 4, Jul 6 *Part 1 May 15/*Part 2 May 17 **Part 1 Jun 9/**Part 2 Jun 16
Word Intermediate	Apr 9, May 11, Jun 14, Jul 17
Word Advanced	Apr 24, May 23, Jun 22, Jul 26
Word Whiz (half)	**Apr 7, May 10, Jun 6, Jul 9
Word Tips & Tricks (half)	**Apr 28, May 18, Jun 12, Jul 25
Word Labels and Mail Merge (half)	Apr 10, May 4, **Jun 23, Jul 26
WordPerfect	<i>available by request</i>

## Data Management

<u>Crystal Reports</u> (2 Day Class) Class fee \$390	Part 1 Apr 13/Part 2 Apr 20 Part 1 May 1/Part 2 May 8 Part 1 Jun 20/Part 2 Jun 27 Part 1 Jul 9/Part 2 Jul 16
Access Basics	Apr 2, May 4, Jun 6, Jul 5 *Part 1 Apr 17/*Part 2 Apr 19 **Part 1 Jul 21/**Part 2 Jul 28
Access Intermediate	Apr 12, May 14, Jun 15, Jul 11
Access Advanced	Apr 18, May 22, Jun 21, Jul 20
<u>Access Application Writing</u>	Apr 27, May 30, Jun 28, Jul 31
<u>ACT!</u>	<i>available by request</i>
<u>MS Query</u>	<i>available by request</i>

## Electronic Communications & Organization

Outlook Basics (half)	Apr 11, May 3, Jun 8, Jul 3
Outlook Intermediate (half)	Apr 19, May 18, Jun 19, Jul 16
Outlook Advanced (half)	Apr 27, May 30, Jun 25, Jul 24
Outlook Tips & Tricks (half)	Apr 13, May 9, Jun 5, Jul 23
Time Management Using Outlook (half)	<i>available by request</i>
<u>Lotus Notes</u>	<i>available by request</i>

## Web Site Design & Internet Usage

<u>Expression Web Basics</u>	Apr 6, May 10, Jun 5, Jul 2
<u>Expression Web Advanced</u>	Apr 30, May 23, Jun 28, Jul 20
Internet Savvy (half)	Apr 4, May 11, **Jun 2, Jul 3
<u>Dreamweaver</u>	<i>available by request</i>
<u>SharePoint Services/Foundation</u>	<i>available by request</i>
<u>SharePoint Designer</u>	<i>available by request</i>
<u>FrontPage</u>	<i>available by request</i>
<u>HTML</u>	<i>available by request</i>

## Project Management

<u>MS Project</u> (2 Day Class) Class fee \$390	Part 1 Apr 12/Part 2 Apr 19 Part 1 May 16/Part 2 May 23 Part 1 Jun 18/Part 2 Jun 25 Part 1 Jul 20/Part 2 Jul 27
<u>Visio Basics</u>	Apr 2, May 1, Jun 8, Jul 5
<u>Visio Advanced</u>	Apr 18, May 17, Jun 25, Jul 31

**We Train In All Versions of Software – Simply Specify Which Version You Need When You Register For Class!**

### PLEASE NOTE:

- Each Monthly Session Is A Separate Class Offering, Unless Otherwise Noted
- Class Names In **Bold** Are New Class Offerings
- "Premium" Class Names Are Underlined; Special Pricing May Apply
- We Reserve The Right To Cancel Or Reschedule Classes That Do Not Meet Minimum Seating Requirements



# computer Sense, LLC

## Computer Training Class Schedule

April – July 2012

# We'll Help You Face



# the Computer World

# computer Sense, LLC

Portage Centre I  
2098 Portage Road, Suite 200  
Wooster, OH 44691  
330-262-2343 or 877-244-0683 (fax)  
[www.computersenseonline.com](http://www.computersenseonline.com)

Catch the Wave  
Of Technology

Please route to: Human Resources, IT, or Training Manager

### WHY CHOOSE COMPUTER SENSE?

- ☞ Convenient Training Locations in Wooster, Akron/Cleveland, and Canton/Massillon OR We Can Come On-Site To Your Location!
- ☞ We Have a "Traveling Classroom"!
- ☞ Professional Certified Instructors with Proven Technical Knowledge and High Caliber Training Skills!
- ☞ We Offer Flexible Scheduling!
- ☞ Class Content Can Be Customized!
- ☞ Tips, Tricks and Techniques That Can Be Put To Use Immediately!
- ☞ Free Follow-Up Technical Support For Your Questions!
- ☞ Absolutely, Positively 100% Satisfaction Guaranteed!
- ☞ We Are Microsoft® Office Certified and a Member of the Microsoft® Partner Program!

**Weekday Classes:** 9 am – 4 pm  
**Evening Classes:** 6 pm – 9 pm  
**Saturday Classes:** 9 am – 12 pm

**Standard Class:** \$175.00 per person  
**Premium Class:** \$195.00 per person  
**Half Day Class:** \$90.00 per person  
**Evening/Saturday Class:** Rates Vary  
**Volume Rate Discounts Available...  
Call For Details!**

*Visa, MasterCard & Discover Are Accepted!*

**Classes Include:** Hands-On Training, Professional Instructors, Exercise Files, User Friendly Courseware, Certificate of Completion

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