



Excel, Word, PowerPoint, and Access 2007 and QuickBooks 2008



Central Florida Chapter

Office 2007 class	Date	Start Time	End Time	Day	Fee	QuickBooks Pro 2008				
Access Basic	4/22/10	8:30 a	4:30 p	Th	\$99					
Access Intermediate	2/22/10	8:30 a	4:30 p	M	\$99	Level 2	2/20 – 3/6/10	9:00 a	4:00 p	\$200
Access Advanced	3/23/10	8:30 a	4:30 p	Tu	\$99					
Excel Basic	4/20/10	8:30 a	4:30 p	Tu	\$99					
Excel Advanced	4/7/10	8:30 a	4:30 p	W	\$99					
Excel PivotTables & Charts	4/9/10	8:30 a	4:30 p	F	\$99					
Office New Features	3/19/10	8:30 a	4:30 p	F	\$99					
Outlook Basic	4/6/10	8:30 a	4:30 p	Tu	\$99					
PowerPoint Basic	4/17/10	8:30 a	4:30 p	Sa	\$99					
PowerPoint Advanced	3/3/10	8:30a	4:30 p	W	\$99					
Word Basic	4/10/10	8:30 a	4:30 p	Sa	\$99					
Word Intermediate	3/16/10	8:30a	4:30p	Tu	\$99					
Word Advanced	4/8/10	8:30 a	4:30 p	Th	\$99					

QuickBooks Pro 2008, Level 2 - Discover all the steps you need to properly set up your payroll system, troubleshoot common problems, and avoid mistakes.

Office New Features - Office 2007 interface and XML file format. New features of Word, Excel, PPT, Outlook & Access

Outlook Basic - Basic functions and features. Manage emails, contacts, tasks, and meeting requests and customize Outlook.

- Access Basic** - Design and create databases. This 7-hour course covers the basic functions and features of Access 2007.
- Access Intermediate** - Broaden your understanding of relational databases and their design, optimization and utilization.
- Access Advanced** - Advanced-Level functions and features: queries including SQL; macros, database objects, XML and Windows SharePoint Services
- Excel Basic** - Basic functions including getting started; entering and editing data, modifying a worksheet; using functions; formatting worksheets; printing; creating charts; managing large workbooks.
- Excel Intermediate** - Builds on skills and concepts taught in Basic including using multiple worksheets and workbooks efficiently and working with more advanced formatting options including styles, themes, backgrounds, and watermarks.
- Excel PivotTables & Charts** - Read & group information easier. Important when you need to analyze, summarize or present.
- Office New Features** - Office 2007 interface and XML file format. New features of Word, Excel, PPT, Outlook & Access
- Outlook Basic** - Basic functions and features. Manage emails, contacts, tasks, and meeting requests and customize Outlook.
- PowerPoint Basic** - Create new presentations including text, graphics, WordArt, tables, charts, and diagrams and edit and format slide contents and apply transition effects.
- PowerPoint Advanced** - Customize by modifying the Quick Access Toolbar and create macros and apply themes and templates.
- Word Basic** - Basics including navigating, editing and formatting text; tables; page layout; proofing and printing; and graphics
- Word Intermediate** - Create and modify styles and sections; work with columns, format tables, and print labels and envelopes. Learn to use templates and building blocks and work with graphics and web features such as hyperlinks.
- Word Advanced** - Objects and backgrounds, forms and macros. Customize Quick Access toolbar and keyboard shortcuts and long document features.



WHERE: <u>Valencia Community College</u> , 2411 Sand Lake Road, Orlando 32809: Located between Orange Blossom Trail and John Young Parkway on the north side of Sand Lake Road between President's Drive and Chancellor Drive.	COST: ABC CFL Members – see above fees \$115 Nonmembers (prepay required) – MS Office \$235 Nonmembers (prepay required) - QuickBooks Includes workbook, disk, & quick reference guide - www.abccentralflorida.com or - Fax completed registration to: (407) 629-0144
INFO: Contact ABC: (407) 628-2070	REGISTER:

Company: _____ ABC CFL Member CFBE Member Nonmember (prepay required)

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Student(s): (1) _____ (2) _____

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 Check enclosed Sending check Bill me (\$7 charge – ABC CFL members only)
P.O. # _____

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| <input type="checkbox"/> Access Basic | <input type="checkbox"/> Outlook Basic |
| <input type="checkbox"/> Access Intermed | <input type="checkbox"/> PP Basic |
| <input type="checkbox"/> Access Advanced | <input type="checkbox"/> PP Advanced |
| <input type="checkbox"/> Excel Basic | <input type="checkbox"/> Word Basic |
| <input type="checkbox"/> Excel Advanced | <input type="checkbox"/> Word Intermed |
| <input type="checkbox"/> Excel Pivot Tables | <input type="checkbox"/> Word Advanced |
| <input type="checkbox"/> Office New Features | <input type="checkbox"/> QuickBooks Level 2 |

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Cancellation/Refund Policy: Cancellations received seven (7) business days (168 hours) before the date of the class will be accepted and a full refund will be issued. No refunds will be given for cancellations received later than seven business days (168 hours) prior to the seminar; please send a substitute. No shows will be billed. Coupons do not apply to these classes.