

Inspired Learning with Digital Office Productivity Series

Using tools to better your productivity skills allowing you to save time and money.



Register online at:

<http://sites.placercoe.k12.ca.us/power/events.aspx>



Workshop Name	Dates Available
Office 2007 Introduction	Jan 5 [1-3 PM]; Feb 11 [1-3 PM]; Mar 11 [1-3 PM]; Apr 1 [1-3 PM] May 11 [2-4 PM]
Excel 2007 Basics	Jan 3 [8-Noon]; Jan 10 & 12 [4-6 PM]; Jan 18 [8-Noon] Feb 14 & 16 [1-3 PM]; Mar 2 [8-Noon]; Mar 28 [8-Noon] Apr 1 [8-Noon]; Apr 12 & 14 [4-6 PM]; May 3 & 5 [1-3 PM] May 13 [8-Noon]
Excel 2007 Formulas and Functions	Jan 19 [8-Noon]; Feb 16 [8-Noon]; Feb 28 [1-5 PM] Mar 7 & 9 [4-6 PM]; Mar 11 [8-Noon]; Apr 5 [8-Noon] Apr 13 [12-4 PM]; May 9 [8-Noon]; May 17 [8-Noon]
Excel 2007 Advanced Formulas & Functions	Jan 27 [8-Noon]; Feb 8 & 9 [1-3 PM]; Mar 14 [1-5 PM] Mar 28 & 30 [1-3 PM]; Apr 12 & 14 [1-3 PM] Apr 25 & 27 [4-6 PM]; May 9 [1-5 PM]; May 19 [8-Noon]
Excel 2007 Charts	Jan 18 & 20 [1-3 PM]; Feb 11 [8-Noon]; Mar 15 & 17 [1-3 PM] Mar 21 & 23 [4-6 PM]; Apr 25 [8-Noon]; May 16 & 18 [4-6 PM] May 23 [8-Noon]
Word 2007 Basics	Jan 4 [8-Noon]; Jan 10 & 12 [1-3 PM]; Jan 31 [8-Noon] Mar 4 [8-Noon]; Mar 30 [8-Noon]; Apr 5 & 6 [1-3 PM] May 2 [8-Noon]; May 23 [1-5 PM]
Word 2007 Intermediate	Jan 20 [8-Noon]; Feb 14 & 16 [4-6 PM]; Mar 8 [8-Noon] Mar 16 [8-Noon]; Apr 8 [8-Noon]; Apr 29 [1-5 PM] May 3 & 5 [4-6 PM]; May 24 & 26 [1-3 PM]
Word 2007 Advanced	Jan 28 [8-Noon]; Feb 15 [8-Noon]; Mar 21 [8-Noon] Apr 25 & 27 [1-3 PM]; May 10 [8-Noon]; May 31 [8-Noon]
PowerPoint 2007 Basics	Jan 6 [8-Noon]; Jan 11 & 13 [1-3 PM]; Jan 31 & Feb 2 [1-3 PM] Mar 14 [8-Noon]; Mar 30 & Apr 1 [4-6 PM]; Apr 4 [8-Noon] May 4 [8-Noon]; May 25 [8-Noon]
PowerPoint 2007 Intermediate	Jan 19 [1-5 PM]; Feb 28 [8-Noon]; Mar 1 & 3 [4-6 PM] Mar 22 [1-5 PM]; Apr 8 [1-5 PM]; Apr 27 [8-Noon] May 24 & 26 [4-6 PM]; May 27 [8-Noon]
Outlook 2007 Basics	Jan 5 [8-Noon]; Feb 2 [8-Noon]; Mar 7 & 9 [1-3 PM]; Apr 4 [1-5 PM] May 2 [1-5 PM]
Outlook 2007 Intermediate	Jan 25 [8-Noon]; Mar 18 [8-Noon]; Apr 6 [8-Noon] May 11 [8-Noon]; Jun 1 [8-Noon]
Publisher 2007	Jan 4 & 6 [4-6 PM]; Jan 11 [8-Noon]; Mar 1 & 3 [1-3 PM]; Mar 15 & 17 [4-6 PM]; Apr 11 [8-Noon]; May 12 [8-Noon]; Jun 2 [8-Noon]
Access 2007 Basics	Jan 13 [8-Noon]; Feb 8 [8-Noon]; Mar 8 [1-5 PM]; Apr 15 [8-Noon] May 12 [1-5 PM]
Access 2007 Intermediate	Jan 25 & 27 [1-3 PM]; Feb 9 [8-Noon]; Mar 22 [8-Noon] Apr 29 [8-Noon]; May 16 & 18 [1-3 PM]
Video and Audio Capture	Jan 14 [8-11 AM]; Feb 4 [8-11 AM]; Mar 4 [1-4 PM] Mar 23 [12-3 PM]; Apr 13 [8-11 AM]; May 17 [1-4 PM]

Workshop Cost:

2 Hour Workshop: \$35.00*

3 Hour Workshop: \$45.00*

4 Hour Workshop: \$55.00*

** Discounts available to school district employees.*

For **custom classes** contact **Allen Jarrett** for pricing and availability. We can train in our location or come to your site, ask for details. Call for group pricing.

For PCOE employees taking a class use the account string:
01.0300.0.5757.000.6308.2140.300.20

Location:

Placer County Office of Education
ROP Building
364 Nevada Street
Auburn, CA 95603
Contact: Allen Jarrett
530-889-5936

ajarrett@placercoe.k12.ca.us

Workshop Name	Description
Office 2007 Introduction	How to navigate the new look, customize the quick access toolbar, what is the ribbon, using the tabs in the ribbon, keyboard shortcuts for the ribbon, Office button for save and save as.
Excel 2007 Basics	Formatting, working with worksheets, data types, data entry, editing data, number formatting, printing, page layout, selecting options, inserting and deleting rows and columns. Learning basic formula rules like adding, subtracting, multiplying, and using AutoSum.
Excel 2007 Formulas and Functions	Go deeper into formula creation, averaging, counting numbers, MAX, MIN and text functions, date functions, status bar functions for checking formulas, what-if analysis, creating subtotals and copying formulas using absolute and relative references.
Excel 2007 Advanced Formulas and Functions	Using more functions like IF (to add logic to your formula), PMT, SUMIF, COUNTIF, AND, OR, VLOOKUP and creating 3D formulas.
Excel 2007 Charts	Creating column, pie, line and other types of charts, Pivot Tables and Pivot Charts, modify default colors, and formatting charts. Export to PowerPoint and Word.
Word 2007 Basics	Control formatting, page layout, print options, save as older versions, inserting graphics, text wrapping, selecting text, viewing formatting marks, cut, copy, paste options, shortcut keys, working with tabs and indents, spelling and grammar checker, bullets and numbering.
Word 2007 Intermediate	Using Autocorrect, find and replace, creating headers and footers, page numbering, multi-level bullets and outlines, mail merge, using styles, inserting an Excel spreadsheet, creating columns, and understanding sections.
Word 2007 Advanced	We will go over creating forms, inserting table of contents, inserting indexes, create bibliographies, footnotes, endnotes, send a Word document to PowerPoint to create slides automatically, compare and combine documents, and password protecting your file.
PowerPoint 2007 Basics	An introduction to creating presentation, adding slides, understanding slide types, adding transitions, adding charts, adding basic animations, inserting graphics, adding headers, footers, backgrounds, and using themes.
PowerPoint 2007 intermediate	Creating more complex slide animations, adding video and audio, setting timings of slides, insert SmartArt, package your presentation to send, working with master slides, and creating custom slide layouts.
Outlook 2007 Basics	Understanding different views, sending, receiving, replying, and forwarding email, making attachments, using Calendar, organizing Email with folders, using Tasks, using Notes.
Outlook 2007 Intermediate	Creating rules to organize Email automatically, Using the Out of Office rule, create meetings and invite participants, sharing your Calendar, archiving your old Email, Email options, assigning Tasks, using the Journal.
Publisher 2007	Learn to create a flyer with formatting, text boxes, inserting graphics, using different layouts, drawing objects using shapes and adding hyperlinks.
Access 2007 Basics	Learn what a database is all about; create basic tables, forms, reports, and queries.
Access 2007 Intermediate	Go beyond the basics and create more complex tables, forms, queries, and reports with relationships, import data from Excel.
Video and Audio Capture	This class will show you how to capture what you do on your computer screen and record what you're saying to create a video that you can use for the class. You can capture the PowerPoint presentation and with a MIC, you can have audio with the video. After the capture, we will use video editing software. We will use CamStudio recording and Windows Movie Maker for editing, CamStudio is Open Source (FREE) software and Windows Movie Maker comes with Windows.