

TRAINING SCHEDULE through June 2019

NEW CLASS OFFERINGS!



Now offering training in Tableau and Microsoft Power BI. Enroll today!



Turn data into
interactive dashboards!



Create compelling
visuals that bring your
data to life!

Power BI



C O N T E N T S

- | | |
|--|--|
| <ul style="list-style-type: none"> 3 <i>Data Analytics and Business Intelligence</i>
<i>Microsoft Power BI, Tableau</i> 3 <i>Microsoft SharePoint Courses</i> 4 <i>SQL Queries Courses</i> 4 <i>Adobe Courses</i>
<i>Acrobat, Illustrator, InDesign,</i>
<i>Photoshop</i> 5 <i>Crystal Reports Courses</i> | <ul style="list-style-type: none"> 6 <i>Microsoft Office Courses</i>
<i>Access, Excel, OneNote, Outlook,</i>
<i>PowerPoint, Project, Publisher,</i>
<i>Visio, Word</i> 12 <i>Microsoft Windows Courses</i> 12 <i>Workshops</i> 14 <i>Course Information</i> 14 <i>Our Technology Center</i> 15 <i>Registration and Pricing</i> |
|--|--|

DATA ANALYTICS AND BUSINESS INTELLIGENCE COURSES

Microsoft Power BI

This 2-day course is for new users of Microsoft Power BI, a suite of tools which allows you to connect to a wide range of data sources to build a data model, and then build visuals and collections of visuals that you can share as reports. Power BI's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing you to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action. You will learn the essentials of Power BI and Power BI Desktop, and how to work with CSV, TXT, and Excel Worksheets. You will learn how to connect to databases, and how to merge, group, summarize, and calculate data. You will also learn about the reporting capabilities and Power BI Online. Course Prerequisite: To ensure success in this class you should first attend Microsoft Excel Level 3 or have equivalent experience managing data in Excel. Course Price: \$1195

Jan 15-16	Tue-Wed	Portland	8:30 - 4:00
Mar 26-27	Tue-Wed	Portland	8:30 - 4:00
May 20-21	Mon-Tue	Portland	8:30 - 4:00

Tableau Desktop Level 1

This 2-day course is for new users of Tableau, a product which allows you to connect to a wide range of data sources, and quickly create visualizations of connected data to gain insights, show trends, and create reports. Tableau's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing you to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action. You will learn how to identify and configure basic functions of Tableau; connect to data sources, import data into Tableau, and save Tableau files; create views and customize data in visualizations; manage, sort, and group data; save and share data sources and workbooks; filter data in views; customize visualizations with annotations, highlights, and advanced features; and create maps, dashboards, and stories. Course Prerequisite: To ensure success in this class you should first attend Microsoft Excel Level 3 or have equivalent experience managing data in Excel. Course Price: \$1195

Feb 25-26	Mon-Tue	Portland	8:30 - 4:00
Apr 16-17	Tue-Wed	Portland	8:30 - 4:00

Tableau Desktop Level 2

This 2-day course is designed for those using Tableau to perform numerical or general data analysis, visualization, and reporting, who now need to provide data visualizations from multiple data sources, or combine data to show comparisons, manipulate data through calculations, create interactive visualizations, or create visualizations that showcase insights from statistical analysis. You will learn how to perform advanced data visualization and data blending with Tableau, including how to: blend data to visualize relationships; join data; access data in PDFs; refine visualizations with sets and parameters; manipulate data with calculations; visualize data

with advanced calculations; perform statistical analysis and forecasting; and enrich visualizations, dashboards, and maps. Course Prerequisite: Tableau Desktop Level 1. Optionally, having experience with other data analytics tools, such as Google Analytics or Customer Relationship Management (CRM) tools, as well as an understanding of database design concepts or a background in statistical analysis, will help you get even more out of Tableau. Course Price: \$1195

Apr 2-3	Tue-Wed	Portland	8:30 - 4:00
May 6-7	Mon-Tue	Portland	8:30 - 4:00

MICROSOFT SHAREPOINT COURSES

SharePoint 2013 for Business Users Level 1

This 2-day course is intended for new or self-taught SharePoint users, new site owners, and anyone who wants to experience SharePoint from the business user's perspective. You will learn the concepts of SharePoint 2013 for collaborating with others on your work team, learn how to access content in SharePoint sites, and learn how to perform essential functions as a site owner. You will learn how to contribute to SharePoint lists and libraries, manage content, leverage views, and integrate SharePoint with Microsoft Office. You will learn how to set up site navigation, customize a homepage to include meaningful content and web parts, and manage user permissions. You will also learn how to create, modify, and manage lists and sites. Course Preparation: Experience using a web browser as well as Microsoft Office applications. Course Price: \$795

Jan 7-8	Mon-Tue	Portland	8:30 - 4:00
Feb 26-27	Tue-Wed	Portland	8:30 - 4:00
Apr 23-24	Tue-Wed	Portland	8:30 - 4:00
Jun 17-18	Mon-Tue	Portland	8:30 - 4:00

SharePoint 2013 for Business Users Level 2

This 2-day course is intended for site owners and power users who are looking to discover new tools and methods for enhancing SharePoint sites. You will learn how to deploy special web parts to display data in useful ways. You will learn how to develop and apply content types for gathering and retrieving relevant information. You will explore additional list and site templates. You will learn how to implement various tools for managing content approval, such as user alerts and approval workflows. You will learn how to develop custom workflow solutions in SharePoint Designer. You will also learn additional methods for analyzing and managing SharePoint site content. Prerequisite Course: SharePoint 2013 Level 1 or equivalent experience. Course Price: \$795

Dec 10-11	Mon-Tue	Portland	8:30 - 4:00
Mar 4-5	Mon-Tue	Portland	8:30 - 4:00
May 13-14	Mon-Tue	Portland	8:30 - 4:00
Jul 9-10	Tue-Wed	Portland	8:30 - 4:00

Enroll Today!

503.520.0555
www.KineticTraining.com

SharePoint 2010 for Business Users Level 1

This 2-day course is intended for new or self-taught SharePoint users, new site owners, and anyone who wants to experience SharePoint from the business user's perspective. You will learn the concepts of SharePoint 2010 for collaborating with others on your work team, learn how to access content in SharePoint sites, and learn how to perform essential functions as a site owner. You will learn how to contribute to SharePoint lists and libraries, manage content, leverage views, and integrate SharePoint with Microsoft Office. You will learn how to set up site navigation, customize a homepage to include meaningful content and web parts, and manage user permissions. You will also learn how to create, modify, and manage lists. Course Preparation: Experience using a web browser as well as Microsoft Office applications. Course Price: \$795

Dec 27-28	Thu-Fri	Portland	8:30 - 4:00
Feb 12-13	Tue-Wed	Portland	8:30 - 4:00
Apr 1-2	Mon-Tue	Portland	8:30 - 4:00
May 27-28	Mon-Tue	Portland	8:30 - 4:00

SharePoint 2010 for Business Users Level 2

This 2-day course is intended for site owners and power users who are looking to discover new tools and methods for enhancing SharePoint sites. You will learn how to deploy special web parts to display data in useful ways. You will learn how to develop and apply content types for gathering and retrieving relevant information. You will explore additional list and site templates. You will learn how to implement various tools for managing content approval, such as user alerts and approval workflows. You will also learn how to develop custom workflow solutions in SharePoint Designer. You will learn more methods for analyzing and managing SharePoint site content. Prerequisite Course: SharePoint 2010 Level 1 or equivalent experience. Course Price: \$795

Jan 28-29	Mon-Tue	Portland	8:30 - 4:00
Mar 19-20	Tue-Wed	Portland	8:30 - 4:00
May 6-7	Mon-Tue	Portland	8:30 - 4:00
Jul 1-2	Mon-Tue	Portland	8:30 - 4:00

SQL QUERIES COURSES

SQL Queries

In this 2-day course, you will learn how to generate reports using the SQL language and how to recognize proper syntax for an SQL statement. You will review relational database structure and key data types used in tables. You will learn how to explore a database using the SELECT query. You will learn how to search for specific character strings, dates or numeric data in a database. You will use math, date and string functions to locate or adjust your data display for business reports. You will learn how to use column aliases and mathematical expressions. You will learn how to sort, gather and apply additional filters to your final results. Finally, you will learn how to write queries that use data from many tables simultaneously. Prerequisite Course: A level 1 course in any database application. Course Price: \$795

Dec 19-20	Wed-Thu	Portland	8:30 - 4:00
Feb 12-13	Tue-Wed	Portland	8:30 - 4:00
Apr 8-9	Mon-Tue	Portland	8:30 - 4:00
Jun 5-6	Wed-Thu	Portland	8:30 - 4:00

ADOBE COURSES

Acrobat Pro DC Level 1

In this 1-day course, you will be introduced to Adobe Acrobat Pro DC, a tool that allows you to make your documents more portable, accessible, and useful to meet the needs of your target audience. You will learn how to access information in a PDF document, create and save PDF documents, navigate content in a PDF document, modify PDF documents, review PDF documents, and convert PDF documents. Prerequisite Course: Microsoft Windows Level 1 or equivalent experience. Course Price: \$350 or 1 voucher.

Jan 3	Thu	Portland	8:30 - 4:00
Mar 11	Mon	Portland	8:30 - 4:00
May 15	Wed	Portland	8:30 - 4:00
Jun 25	Tue	Portland	8:30 - 4:00

Acrobat Pro DC Level 2

This 1-day course is designed for office professionals who want to learn the advanced productivity and creative features of Adobe Acrobat Pro DC. You will learn how to customize the Acrobat workspace by creating custom tools sets and customizing the toolbars. You will also learn how to create PDFs from technical documents, how to enhance PDF documents, how to create interactive PDF forms, how to finalize PDF files for commercial printing, and how to export PDF documents to other formats. Prerequisite Course: Acrobat Level 1. Course Price: \$350 or 1 voucher.

Dec 20	Thu	Portland	8:30 - 4:00
Feb 4	Mon	Portland	8:30 - 4:00
Apr 23	Tue	Portland	8:30 - 4:00
Jul 17	Wed	Portland	8:30 - 4:00

Illustrator CC/CS6 Level 1

In this 2-day course, you will learn the essentials of Adobe Illustrator. You will learn how to navigate in the Adobe Illustrator environment and setup a new document. You will learn how to create a custom workspace and how to draw basic shapes with the Shape tools, and how to draw paths with the Pencil tool. You will also learn how to insert, format, and thread text. You will learn how to enhance documents by formatting and manipulating objects, applying gradients, and importing graphics. You will also learn how to proof documents and save images. Prerequisite Course: Windows Level 1 or equivalent experience. Familiarity with basic design terminology, such as palettes, color modes, shapes, text, and paths is recommended. Course Price: \$795

Dec 18-19	Tue-Wed	Portland	8:30 - 4:00
Feb 18-19	Mon-Tue	Portland	8:30 - 4:00
Apr 17-18	Wed-Thu	Portland	8:30 - 4:00
Jun 10-11	Mon-Tue	Portland	8:30 - 4:00

Illustrator CC/CS6 Level 2

In this 1-day course, you will learn how to create complex illustrations, manage color across a range of devices, work with graphs and variables, control how illustrations appear on print and the web, and preview them on mobile devices. Specifically, you will learn how to create compound paths, apply effects,

create symbols, create custom pattern brushes and modify global colors. You will learn how to create a vector version of a raster graphic by manually tracing raster images, automatically tracing artwork, adjusting the results of a tracing, applying a custom preset and converting a tracing object to paths. You will create special effects by creating masks, blends, and 3-D effects. You will learn how to create and format graphs as well as create variables. Lastly, you will learn how to output documents and export graphics for the web and mobile devices. Prerequisite Course: Illustrator Level 1 or equivalent experience. Course Price: \$395

Jan 22	Tue	Portland	8:30 - 4:00
Mar 5	Tue	Portland	8:30 - 4:00
Jun 26	Wed	Portland	8:30 - 4:00

InDesign CC/CS6 Level 1

In this 2-day course, you will learn the essentials of using InDesign for creating professionally-designed documents. Following an overview of the InDesign environment and workspace you will learn how to create a new document, add text and graphics, add threaded text frames and how to convert other application files to InDesign. You will also learn how to enhance documents by applying colors and swatches; applying fills, gradients and strokes; formatting characters and paragraphs; creating and applying styles; developing layers; and applying transparency and transparency flattener presets. You will learn how to arrange, align, transform and edit objects. You will learn how to create, modify, and format tables. You will learn how to finalize a document, check a document for problems, package files, prepare PDF files for web distribution, and export PDF files for printing. Prerequisite Course: Windows Level 1 or equivalent experience, and experience with a word processing program. Course Price: \$795

Jan 14-15	Mon-Tue	Portland	8:30 - 4:00
Mar 6-7	Wed-Thu	Portland	8:30 - 4:00
May 8-9	Wed-Thu	Portland	8:30 - 4:00
Jul 8-9	Mon-Tue	Portland	8:30 - 4:00

InDesign CC/CS6 Level 2

In this 1-day class, you will learn the more advanced features of Adobe InDesign. You will learn how to create duplicate items, handle text layout, and create transparency. You will learn how to manage styles, including style overrides, applying styles in a sequence, importing styles from Microsoft Word and redefining styles. You will learn how to develop complex paths, including Bézier paths, compound paths, clipping paths and type outlines. You will learn how to administer external files by merging data and importing layered files. You will also learn how to manage long documents by creating hyperlinks, inserting footnotes, inserting text variables, creating a table of contents, generating an index creating document sections and creating a book. You will also learn how to export InDesign files into other formats. Finally, you will learn how to adjust print settings by creating print presets and previewing print output. Prerequisite Course: InDesign Level 1 or equivalent experience. Course Price: \$395

Dec 10	Mon	Portland	8:30 - 4:00
Jan 31	Thu	Portland	8:30 - 4:00
Mar 12	Tue	Portland	8:30 - 4:00
Apr 25	Thu	Portland	8:30 - 4:00
Jul 15	Mon	Portland	8:30 - 4:00

Photoshop CC/CS6 Level 1

In this 2-day course, you will be introduced to the image editing capabilities of Adobe Photoshop. You will begin by exploring the Adobe Photoshop environment. You will learn to determine resolution and graphic types. You will also learn to use several tools for selecting parts of images, and move, duplicate and resize images. You will learn several techniques for adjusting and enhancing an image, including changing an image size and resolution, as well as techniques for retouching an image. You will learn to use layers, and to apply layer effects and filters to create special effects, including lighting and texture effects. Additionally, you will learn how to use the painting tools and blending modes to create shading effects and make adjustments to contrast and color balance. You will also learn how to save images in formats for print and Web use. Prerequisite Course: Windows Level 1 or equivalent experience. It is recommended that you have some experience with digital photography, and graphics working with Microsoft PowerPoint, Adobe InDesign, or Microsoft Publisher. Course Price: \$795

Jan 8-9	Tue-Wed	Portland	8:30 - 4:00
Feb 27-28	Wed-Thu	Portland	8:30 - 4:00
May 13-14	Mon-Tue	Portland	8:30 - 4:00
Jul 10-11	Wed-Thu	Portland	8:30 - 4:00

Photoshop CC/CS6 Level 2

In this 1-day course, you will learn the more advanced tools in Photoshop to enhance images and work with videos. You will learn how to create and edit vector paths, how to work with layers, and how to automate tasks in Photoshop. You will also learn how to use the video tools available in Photoshop to edit and export video files. Finally, you will learn how to work with other Adobe applications. Prerequisite Course: Photoshop Level 1 or equivalent experience. Course Price: \$395

Mar 13	Wed	Portland	8:30 - 4:00
Jun 20	Thu	Portland	8:30 - 4:00

CRYSTAL REPORTS COURSES

Crystal Reports 2013 Level 1

In this 2-day course, you will learn the essentials of creating reports in Crystal Reports 2013 (also applicable to versions 2008 and XI). Following an overview of the Crystal Reports environment, you will learn how to create a new report. This will include placing fields on the report, sizing, moving, and aligning objects, creating extra text objects, previewing a report, and refreshing data. You will also learn how to select specific records from the tables using filtering techniques on text and numbers. Additionally, you will learn how to group and sort data, including how to create multiple groups, counting or summing data within each group. You will learn how to group by date intervals, calculate percentages, and sort groups based on their summary data. You will also learn how to format reports with both static and dynamic formatting. This will include formatting text objects, drawing lines and boxes, inserting graphics, changing margins, turning pages sideways (landscape), and adding page breaks. Additionally, you will learn how to link multiple tables together to create a single unit of data for a report. You will also create custom formulas to calculate numbers and dates, and manipulate text strings. Finally, you will

learn how to export data to HTML and Excel, set default options, and use the Report Wizard to create a report. Prerequisite Course: Windows Level 1 or equivalent experience. Course Price: \$795

Jan 16-17	Wed-Thu	Portland	8:30 - 4:00
Apr 24-25	Wed-Thu	Portland	8:30 - 4:00

Crystal Reports 2013 Level 2

In this 2-day course, you will learn the more advanced features of Crystal Reports 2013 (also applicable to versions 2008 and XI). You will learn how to insert multiple sections of the same type to show information that should only display if certain conditions are met. Additionally, you will learn how to compute running totals that accumulate results from previous subtotals, working up to a grand total of all your data. You will learn how to create parameters that prompt for user-entered input each time you preview a report. You will then learn how to use that input to filter records, display conditional messages, and select top values. You will learn how to place one report onto another, creating a subreport to show additional information not available on the original report. Additionally, you will learn how to define custom groups that cannot be directly created from the fields in a table. You will also learn how to set search criteria to select only certain groups, leaving other groups off the report. You will learn how to create a cross-tab to display multiple levels of calculations in a criss-cross fashion. You will then learn how to alter the appearance of the cross-tab to add formatting, repeat headers across multiple pages, and hide items that you don't want to see. Additionally, you will learn how to create alerts for a report. An alert will notify you if your report data meets the condition specified by the alert. You will also learn how to add dynamic text and formatting to a report based on whether an alert is triggered. Finally, you will learn how to create expandable drill-down reports that display data at a high level, while hiding the detailed data and showing it only when requested. With drill-down reports, you will also learn how to create charts that expand to show more details. Prerequisite Course: Crystal Reports Level 1 or equivalent experience. Course Price: \$795

Feb 6-7	Wed-Thu	Portland	8:30 - 4:00
Jul 8-9	Mon-Tue	Portland	8:30 - 4:00

Vouchers for Volume Discounts

If your organization has at least a few people who need to learn Microsoft Office applications or Adobe Acrobat, you should consider our voucher program for volume discounts. A distinct advantage of Kinetic training vouchers is that they **never expire**. Many of our courses are voucher-eligible and are indicated under 'Course Price' with each course in this schedule. Please see page 15 for details.



MICROSOFT OFFICE COURSES

Microsoft Access Level 1

In this 2-day course, you will receive a comprehensive introduction to the Microsoft Access program. You will begin by adding data to a table, followed by basic sorting, filtering, and arrangement of the table. Additionally, you will learn how to create a new table, including the concepts of single and multiple-field Primary Keys. You will also learn about the three types of table relationships, including the concept of Referential Integrity. You will create basic queries to select data from multiple tables, including setting criteria to view only the data you want. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will also search for records in one table that have no matching records in another table. You will use Layout View to create a report that displays grouped data with subtotals, formatted text, and headers and footers. You will then view the report using both Report View and Print Preview. You will also create a two column report. Finally, you will use Design View to modify a report. Prerequisite Course: Windows Level 1 or equivalent experience. Excel experience is a plus. Course Price: \$595 or 2 vouchers.

Feb 4-5	Mon-Tue	Portland or Online	8:30 - 4:00
Apr 3-4	Wed-Thu	Portland	8:30 - 4:00
Jun 17-18	Mon-Tue	Portland	8:30 - 4:00

Microsoft Access Level 2

In this 2-day course, you will learn advanced techniques for designing tables and working with queries, and you will also create basic forms. First, you will learn how to make modifications to the design of a table, including setting data entry restrictions. Then, you will review the three types of table relationships: One-to-Many, Many-to-Many, and One-to-One. You will then learn how to enhance these relationships to provide automatic data updates and deletes. You will learn how to approach the task of designing a system of related tables by learning the formal rules of table design. These rules (called Normal Forms) must be applied in order to create well-designed tables. You will use query wizards to find erroneous data. You will also import and export data into and out of an Access database. Additionally, you will learn how to use Action queries to modify data on a mass scale. You will also split one table into several tables to fix data duplication problems. You will use functions to perform advanced calculations in queries. You will create basic a form to add and edit data in a table. Finally, you will begin to develop user-friendly forms by adding dropdown lists (combo boxes), radio buttons (option groups), tabs, and calculations. Prerequisite Course: Access Level 1. Course Price: \$595 or 2 vouchers.

Dec 27-28	Thu-Fri	Portland	8:30 - 4:00
Feb 18-19	Mon-Tue	Portland or Online	8:30 - 4:00
May 8-9	Wed-Thu	Portland	8:30 - 4:00
Jul 2-3	Tue-Wed	Portland	8:30 - 4:00

Microsoft Access Level 3

In this 2-day course, you will learn how to create a user-friendly interface for an Access database so that end-users who do not know the Access program can easily use your database. To do so, you will explore the SQL language behind queries. You will also create a friendly form so users can select the criteria they want for a report. You will create data-entry forms based on multiple tables, providing an easy interface for tables with One-to-Many, Many-to-Many, and One-to-One relationships. Additionally, you will use the Visual Basic for Applications (VBA) programming language to automate many processes including creating intuitive search boxes. You will also use Visual Basic to open forms and reports filtered by certain criteria simply by clicking a button. You will hide the back-end Access environment and replace it with user-friendly forms and reports. Additionally, this course will discuss distributing your application in a multi-user environment. Prerequisite Course: Access Level 2. Course Price: \$595 or 2 vouchers.

Mar 6-7	Wed-Thu	Portland	8:30 - 4:00
Jun 11-12	Tue-Wed	Portland	8:30 - 4:00

Microsoft Access Level 4

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language to customize an Access database. Through a series of exercises and examples, you will write VBA code to enhance forms, queries, and reports, making it easier for non-Access users to use your database. You will also create custom functions that can be used throughout your database. You will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will learn about For Each, For Next, and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error-trapping code so your processes end gracefully if there is a problem. This is a programming class for the experienced Access user who is not a programmer. Prerequisite Course: Access Level 3. Course Price: \$595 or 2 vouchers.

Feb 20-21	Wed-Thu	Portland	8:30 - 4:00
Jun 25-26	Tue-Wed	Portland	8:30 - 4:00

Microsoft Excel 2016 / 2013 Level 1

In this 1-day course, you will learn the essentials of Excel for creating and formatting spreadsheets. You will learn how to navigate through a worksheet and select cells, rows, and columns. You will learn Excel terminology and use the Help system. You will also learn to insert, move, rename, and delete worksheets. You will learn to enter and edit text and numbers. Additionally, you will learn how to copy and rearrange data, including data entry techniques to save time such as FlashFill. You will learn to create mathematical formulas that add, subtract, multiply, and divide. You will also learn the difference between absolute and relative cell references within the formulas. You will perform more calculations using functions that sum, average, count, and find high or low values from a large set of data. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and

preview your spreadsheet using Page Layout view. Prerequisite Course: Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Dec 20	Thu	Portland	8:30 - 4:00
Jan 2	Wed	Portland	8:30 - 4:00
Jan 28	Mon	Portland or Online	8:30 - 4:00
Feb 13	Wed	Portland or Online	8:30 - 4:00
Mar 1	Fri	Portland	8:30 - 4:00
Mar 25	Mon	Portland or Online	8:30 - 4:00
Apr 15	Mon	Portland	8:30 - 4:00
May 8	Wed	Portland or Online	8:30 - 4:00
May 28	Tue	Portland	8:30 - 4:00
Jun 17	Mon	Portland or Online	8:30 - 4:00
Jul 11	Thu	Portland	8:30 - 4:00

Microsoft Excel 2016 / 2013 Level 2

In this 1-day intermediate-level course, you will learn skills and techniques that go beyond the basics. You will learn how to format several worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate-level mathematical functions and learn how to nest functions inside other functions. You will also learn how to filter, sort, and subtotal a list of data. You will learn various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn how to create and modify charts, including column, bar, and pie charts. Prerequisite Course: Excel Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Dec 10	Mon	Portland or Online	8:30 - 4:00
Jan 9	Wed	Portland	8:30 - 4:00
Jan 15	Tue	Portland or Online	8:30 - 4:00
Jan 31	Thu	Portland	8:30 - 4:00
Feb 11	Mon	Portland	8:30 - 4:00
Mar 6	Wed	Portland or Online	8:30 - 4:00
Apr 1	Mon	Portland or Online	8:30 - 4:00
Apr 23	Tue	Portland or Online	8:30 - 4:00
May 16	Thu	Portland	8:30 - 4:00
Jun 4	Tue	Portland or Online	8:30 - 4:00
Jun 24	Mon	Portland	8:30 - 4:00

Microsoft Excel 2016 / 2013 Level 3

In this 2-day course, you will learn the more advanced features of Microsoft Excel. For example, you will learn how to apply and use range names. You will learn how to use the VLOOKUP function to retrieve data from a list, and what to do if your formula returns an error. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (Future Value) function and Goal Seek. You will learn how to create a simple form using Excel's set of form controls. Also, you will learn how to record macros for automating repetitive tasks and procedures. You will learn how to link and consolidate multiple workbooks. You will learn how to turn a list into a Table to work with the list more easily. You will also learn to use Advanced Filters to find data in a list or copy it to another location. You will also learn how to create Pivot Tables to efficiently summarize and rearrange data. And finally, you will learn about the Excel Data Model, a feature that allows you to compile data

from multiple data sources into Excel to perform powerful data analysis. You will learn how to add data to the Data Model, and then create PivotTables to summarize the collection of data. Prerequisite Course: Excel Level 2 or equivalent experience. Course Price: \$595 or 2 vouchers.

Dec 18-19	Tue-Wed	Portland or Online	8:30 - 4:00
Jan 21-22	Mon-Tue	Portland	8:30 - 4:00
Feb 19-20	Tue-Wed	Portland	8:30 - 4:00
Mar 11-12	Mon-Tue	Portland or Online	8:30 - 4:00
Apr 9-10	Tue-Wed	Portland	8:30 - 4:00
May 20-21	Mon-Tue	Portland or Online	8:30 - 4:00
Jun 25-26	Tue-Wed	Portland or Online	8:30 - 4:00

Microsoft Excel 2016 / 2013 Level 4

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language in Excel. Specifically, you will learn about objects, events, properties, and methods. You will also write sub procedures and functions to perform custom processes. Additionally, you will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will use For Next and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error-handling code so your processes end gracefully if there is a problem. This is a programming class for the experienced Excel user who is not a programmer. Prerequisite Course: Excel Level 2 or equivalent experience. You should come to this class with a working knowledge of creating basic worksheets, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating formulas, applying formulas, using functions, and using absolute and relative cell references in formulas. Course Price: \$595 or 2 vouchers.

Jan 7-8	Mon-Tue	Portland	8:30 - 4:00
Feb 26-27	Tue-Wed	Portland	8:30 - 4:00
Apr 29-30	Mon-Tue	Portland	8:30 - 4:00
Jul 15-16	Mon-Tue	Portland	8:30 - 4:00

Microsoft Excel 2016 / 2013-Power Pivot

Do you need to analyze large amounts of data quickly? Excel provides Power Pivot, an add-in that comes with Microsoft Office Professional Plus suites (not available in the standard suites or non-plus suites). Power Pivot helps you organize, manipulate, and report on your data in the best way possible. In this 1-day course you will learn how to use Power Pivot along with Excel 2016 or 2013 to analyze data from a variety of sources. Following a review of the Excel Data Model, you will learn how to enable and navigate Power Pivot, manage data relationships, visualize data, create a report, create calculations, work with the advanced functionality in Power Pivot, create a Key Performance Indicator, work with dates and times, and also how to use some commonly used DAX functions. Prerequisite Course: Excel Level 3 or equivalent experience. Course Price: \$350 or 1 voucher.

Dec 17	Mon	Portland	8:30 - 4:00
Feb 18	Mon	Portland	8:30 - 4:00
Apr 17	Wed	Portland or Online	8:30 - 4:00
Jun 10	Mon	Portland	8:30 - 4:00

Microsoft Excel 2010 Level 1

In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. You will learn how to navigate through a worksheet and select cells, rows, and columns. You will learn Excel terminology and use the Help system. You will also learn to insert, move, rename, and delete worksheets. You will learn to enter and edit text and numbers. Additionally, you will learn how to copy and rearrange data, including data entry techniques to save time. You will learn to create mathematical formulas that add, subtract, multiply, and divide. You will also learn the difference between absolute and relative cell references within the formulas. You will perform more calculations using functions that sum, average, count, and find high or low values from a large set of data. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and preview your spreadsheet using Page Layout view. Prerequisite Course: Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Dec 14	Fri	Portland	8:30 - 4:00
Jan 7	Mon	Portland or Online	8:30 - 4:00
Feb 7	Thu	Portland	8:30 - 4:00
Apr 22	Mon	Portland or Online	8:30 - 4:00
Jun 18	Tue	Portland	8:30 - 4:00

Microsoft Excel 2010 Level 2

In this 1-day intermediate-level course, you will learn skills and techniques that go beyond the basics. You will learn how to format several worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate-level mathematical functions and learn how to nest functions inside other functions. You will also learn to filter, sort, and subtotal a list of data. You will use various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn to create and modify charts, including column, bar, and pie charts. Prerequisite Course: Excel Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Dec 17	Mon	Portland	8:30 - 4:00
Jan 24	Thu	Portland	8:30 - 4:00
Feb 25	Mon	Portland or Online	8:30 - 4:00
May 1	Wed	Portland or Online	8:30 - 4:00
Jun 27	Thu	Portland	8:30 - 4:00

Microsoft Excel 2010 Level 3

In this 2-day course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will also learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and apply different themes to change how the styles look. You will create outlines to easily show and hide data. You will also create views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (Future Value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will also learn to use Advanced Filters to find data in a list

or copy it to another location. You will learn how to turn a list into a Table to work with the list more easily. You will also learn how to create Pivot Tables to efficiently summarize and rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures. Prerequisite Course: Excel Level 2 or equivalent experience. Course Price: \$595 or 2 vouchers.

Dec 12-13	Wed-Thu	Portland	8:30 - 4:00
Feb 4-5	Mon-Tue	Portland	8:30 - 4:00
May 22-23	Wed-Thu	Portland	8:30 - 4:00
Jul 8-9	Mon-Tue	Portland	8:30 - 4:00

Microsoft Excel 2010 Level 4

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language in Excel. Specifically, you will learn about objects, events, properties, and methods. You will also write sub procedures and functions to perform custom processes. Additionally, you will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will use For Next and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error-handling code so your processes end gracefully if there is a problem. This is a programming class for the experienced Excel user who is not a programmer. Prerequisite Course: Excel Level 2 or equivalent experience. You should come to this class with a working knowledge of creating basic worksheets, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating formulas, applying formulas, using functions, and using absolute and relative cell references in formulas. Course Price: \$595 or 2 vouchers.

Jan 7-8	Mon-Tue	Portland	8:30 - 4:00
Feb 26-27	Tue-Wed	Portland	8:30 - 4:00
Apr 29-30	Mon-Tue	Portland	8:30 - 4:00
Jul 15-16	Mon-Tue	Portland	8:30 - 4:00

Microsoft Excel 2010-Power Pivot

In this 1-day course, you will learn how to use the Power Pivot add-in to import data from various sources and create a dynamic report. This is an add-in product available for Excel version 2010. Specifically, following an introduction to the Power Pivot application, you will learn how to import data, manipulate data in a Power Pivot worksheet, create reports using Power Pivot data, use DAX functions in Power Pivot, and distribute Power Pivot data. Prerequisite Course: Excel 2010 Level 3 or equivalent experience. Course Price: \$350 or 1 voucher.

Dec 12	Wed	Portland	8:30 - 4:00
Feb 25	Mon	Portland	8:30 - 4:00
Apr 30	Tue	Portland or Online	8:30 - 4:00
May 29	Wed	Portland	8:30 - 4:00

Microsoft OneNote 2016 / 2013 / 2010

In this 1-day course you will learn the essentials of Microsoft OneNote, an application for free-form information gathering, and multi-user collaboration. In this course, you will develop digital note-taking, note-collaboration, and note-synchronizing skills which will allow you to create and update notes; manage lists and outlines; search; add content including voice memos,

pictures, and video; take notes in online meetings; and interact with other Microsoft software programs. Specifically, you will explore the structure of a OneNote notebook, add content to and organize a OneNote notebook, manage OneNote notebooks, history, and backups, work with Excel spreadsheets and embedded files, share and collaborate with notebooks, and finalize a notebook. Prerequisite Course: Experience with Office 2013 or 2010. Course Price: \$350 or 1 voucher.

Jan 24	Thu	Portland	8:30 - 4:00
Mar 20	Wed	Portland	8:30 - 4:00
May 2	Thu	Portland	8:30 - 4:00
Jul 2	Tue	Portland	8:30 - 4:00

Microsoft Outlook 2016 / 2013 Level 1

In this course, you will learn the essentials of Microsoft Outlook 2016 and 2013 to manage your electronic mail, appointments, meetings, contacts, and notes. You will learn how to send and receive email messages. You will learn how to spell check your messages, mark them important, and attach files to them. You will also learn how to automatically notify senders when you are out of the office. You will learn how to create electronic business cards called Contacts. You will also learn how to create Contact Groups to easily send messages to groups of people. You will learn how to schedule appointments for yourself and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn how to create electronic "sticky notes." Finally, you will learn how to view and retrieve deleted items. Prerequisite Course: Microsoft Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Feb 20	Wed	Portland	8:30 - 4:00
Apr 8	Mon	Portland	8:30 - 4:00
Jun 6	Thu	Portland	8:30 - 4:00

Microsoft Outlook 2016 / 2013 Level 2

In this 1-day course, you will learn the more advanced features of Outlook 2016 and 2013. You will learn options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate the organization. Additionally, you will learn how to use updated email features such as Instant Search, removing names from the AutoComplete list, viewing only your unread messages, and Quick Steps for shortcuts. You will make a template from which to create standard email messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the automatic archive feature to manually control the archiving process yourself. Prerequisite Course: Outlook Level 1 or equivalent experience. Course Price: \$350 or 1 voucher.

Dec 13	Thu	Portland	8:30 - 4:00
Feb 25	Mon	Portland	8:30 - 4:00
May 1	Wed	Portland	8:30 - 4:00
Jun 25	Tue	Portland	8:30 - 4:00

Microsoft Outlook 2010 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook 2010 to manage your electronic mail, appointments, meetings, contacts, and notes. You will learn how to send and receive email messages. You will learn how to spell check your messages, mark them important, and attach files to them. You will also learn how to automatically notify coworkers when you are out of the office. You will learn how to create electronic business cards called Contacts. You will also learn how to create Contact Groups to easily send messages to groups of people. You will learn how to schedule appointments for yourself and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn how to create electronic "sticky notes." Finally, you will learn how to view and retrieve deleted items. Prerequisite Course: Microsoft Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Jan 23	Wed	Portland	8:30 - 4:00
Mar 19	Tue	Portland	8:30 - 4:00
May 30	Thu	Portland	8:30 - 4:00

Microsoft Outlook 2010 Level 2

In this 1-day course, you will learn advanced options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate organization. Additionally, you will make a template from which to create standard email messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the automatic archive feature to manually control the archiving process yourself. Prerequisite Course: Outlook 2010 Level 1 or equivalent experience. Course Price: \$350 or 1 voucher.

Feb 11	Mon	Portland	8:30 - 4:00
Apr 8	Mon	Portland	8:30 - 4:00
Jun 5	Wed	Portland	8:30 - 4:00

Microsoft PowerPoint 2016 / 2013 Level 1

In this 1-day course, you will learn the essentials of the PowerPoint program for creating presentation visuals. You will start by creating a presentation and exploring the PowerPoint environment, including using various views to examine and edit your slides. You will also learn tips for presenting your slides to an audience. You will learn how to add new slides with various formats and how to move, copy, and delete slides. Additionally, you will learn to create and modify bulleted lists. You will learn how to create and format shapes, such as rectangles, ovals, and arrows, and work with multiple shapes as a single unit. You will learn to add graphical elements such as Clip Art, photos, and SmartArt. You will learn to work with the structure of PowerPoint to make your slides consistent, such as using Slide Masters, Themes, Background Styles, and Shape Styles. Finally, you will learn how to preview and print your slides in various ways. Prerequisite Course: Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Jan 11	Fri	Portland	8:30 - 4:00
Mar 28	Thu	Portland	8:30 - 4:00
May 13	Mon	Portland or Online	8:30 - 4:00

Microsoft PowerPoint 2016 / 2013 Level 2

In this 1-day course, you will learn how to enhance audience experience and presentation delivery by using advanced PowerPoint features. You will learn how to differentiate your presentations by selecting and modifying a Theme and saving it as a template, creating custom colors and using text objects, shapes, tables and organization charts. You will also learn how to deliver complex content using clip art, photographs, and advanced drawing and animation techniques. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks. You will also learn how to add and modify charts. Prerequisite Course: PowerPoint Level 1 or equivalent experience. Course Price: \$350 or 1 voucher.

Dec 11	Tue	Portland or Online	8:30 - 4:00
Feb 11	Mon	Portland	8:30 - 4:00
Apr 29	Mon	Portland or Online	8:30 - 4:00
Jun 13	Thu	Portland	8:30 - 4:00

Microsoft PowerPoint 2010 Level 1

In this 1-day course, you will learn the basics of the PowerPoint program. You will start by creating a new presentation and exploring the PowerPoint environment, including using various views to examine and edit your slides. You will also learn tips for presenting your slides to an audience. You will learn how to add new slides with various formats and how to move, copy, and delete slides. Additionally, you will learn to create and modify bulleted lists. You will learn how to create and format shapes, such as squares, circles, and arrows, and work with multiple shapes as a single unit. Additionally, you will learn to add graphical elements such as Clip Art, pictures, and SmartArt. You will learn to work with the structure of PowerPoint to make your slides consistent, such as using Slide Masters, Themes, Background Styles, and Shape Styles. Finally, you will learn how to preview and print your slides in various ways. Prerequisite Course: Microsoft Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Jan 9	Wed	Portland or Online	8:30 - 4:00
Mar 21	Thu	Portland	8:30 - 4:00
May 27	Mon	Portland or Online	8:30 - 4:00

Microsoft PowerPoint 2010 Level 2

In this 1-day course, you will learn how to enhance audience experience and presentation delivery by using advanced PowerPoint features. You will learn how to differentiate your presentations by selecting and modifying a Theme and saving it as a template, creating custom colors and using text objects, shapes, tables and organization charts. You will also learn how to deliver complex content using clip art, photographs, and advanced drawing and animation techniques. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks. You will also learn how to add and modify charts. Prerequisite Course: PowerPoint Level 1 or equivalent experience. Course Price: \$350 or 1 voucher.

Feb 6	Wed	Portland	8:30 - 4:00
Apr 11	Thu	Portland	8:30 - 4:00
Jun 12	Wed	Portland	8:30 - 4:00

Microsoft Project

In this 2-day course, you will learn how to set up and manage a project file to track tasks and the resources required to do those tasks. You will start by learning about the overall Project environment. You will then learn how to build a preliminary project schedule from project goals and estimated tasks. Additionally, you will learn how to refine the schedule by organizing and linking tasks and using top-level down project planning. You will also learn how to adjust and control timelines by using task relationships, task constraints, and task deadlines. You will learn how to add resources to your project to track materials, costs, and task assignments. You will also learn how to manage calendar exceptions for holidays, unusual working days, and vacation time. Additionally, you will learn how to enter costs for resources, tasks, and material items. You will learn how to analyze and manage assignment changes, inactivating tasks and adjusting task types to solve schedule problems. Additionally, you will learn how to view and print your project using sorting, filtering, tables, and views. Finally, you will learn how to set a baseline to archive important task data before you enter actual information which may differ from your original plan. Prerequisite Course: Windows Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel would be helpful but is not required. Course Price: \$595 or 2 vouchers.

Jan 22-23	Tue-Wed	Portland	8:30 - 4:00
Mar 13-14	Wed-Thu	Portland	8:30 - 4:00
May 29-30	Wed-Thu	Portland	8:30 - 4:00

Microsoft Publisher

In this 1-day course you will learn how to use Microsoft Publisher, a desktop publishing application for producing newsletters, flyers, brochures, certificates, and other printed publications. You will learn how to use Publisher's large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. While creating publications you will learn how to add content, format text, edit the contents, add and format graphics, and print and share a publication. Prerequisite Course: Microsoft Word Level 1 or equivalent experience. Course Price: \$350 or 1 voucher.

Feb 7	Thu	Portland	8:30 - 4:00
Apr 15	Mon	Portland	8:30 - 4:00
Jun 4	Tue	Portland	8:30 - 4:00

Microsoft Visio Level 1

In this 1-day course, you will learn the essentials of Microsoft Visio to create workflow diagrams, floor plans, organization charts, and cross-functional flowcharts. After learning how to navigate through the Visio program you will be introduced to the essentials for creating diagrams and how to use and customize the tools to easily create professional-looking visual products. This will include the use of drawing components, shapes, layers, shape styles, connector styles, themes, variants, and containers. Prerequisite Course: Windows Level 1 or equivalent experience. Experience with Word, PowerPoint, or Excel is recommended. Course Price: \$350 or 1 voucher.

Jan 16	Wed	Portland or Online	8:30 - 4:00
Mar 14	Thu	Portland	8:30 - 4:00
May 7	Tue	Portland	8:30 - 4:00

Microsoft Visio Level 2

In this 1-day course, you will learn the more advanced features of Visio - making you a more efficient and effective Visio user. You will learn how to enhance the look of drawings. You will learn how to create shapes, stencils, and templates. You will also learn how to connect drawings to external data (Excel, Project, and Access), how to leverage development tools (macros, ShapeSheets, and advanced shapes), and how to share drawings. Prerequisite Course: Visio Level 1 or equivalent experience. Course Price: \$350 or 1 voucher.

Jan 30	Wed	Portland	8:30 - 4:00
Apr 3	Wed	Portland	8:30 - 4:00
Jun 11	Tue	Portland	8:30 - 4:00

Microsoft Word 2016 / 2013 Level 1

In this 1-day course, you will learn the essentials of the Word program. You will start by creating a document and entering text. You will learn to edit, move, and copy text. You will also learn many different formatting techniques to make the text in a document look the way you want. Additionally, you will set and use tabs. You will learn to view a document using three different views. You will also learn to modify print settings before you print on paper. You will learn to check for spelling errors and also learn how to add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Prerequisite Course: Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Jan 14	Mon	Portland	8:30 - 4:00
Mar 28	Thu	Portland	8:30 - 4:00
May 1	Wed	Portland	8:30 - 4:00

Microsoft Word 2016 / 2013 Level 2

In this 2-day course, you will learn the intermediate to advanced features of Microsoft Word. You will learn advanced editing techniques to improve productivity. You will also learn to create styles to store and reuse collections of formats. You will learn how to create and modify tables. Additionally, you will learn how to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters and labels. You will work with templates to speed your use of standard documents. You will also add graphics to a document. You will learn how to collaborate with others by adding comments, tracking changes, comparing two versions of a document, and reviewing tracked changes. You will also learn to create and customize a form. Additionally, you will learn how to secure a document. You will learn to manage long documents by creating a master document, adding an index, generating a table of contents, and adding a table of figures. You will also learn how to insert bookmarks, footnotes, captions, hyperlinks, and cross-references. Finally, you will learn how to embed and link Excel data in a Word document. Prerequisite Course: Microsoft Word Level 1 or equivalent experience. Course Price: \$595 or 2 vouchers.

Feb 14-15	Thu-Fri	Portland	8:30 - 4:00
Apr 9-10	Tue-Wed	Portland or Online	8:30 - 4:00
Jun 19-20	Wed-Thu	Portland	8:30 - 4:00

Microsoft Word 2010 Level 1

In this 1-day course, you will learn the essentials of the Word program. You will start by creating a document and entering text. You will learn to edit, move, and copy text. You will also learn many different formatting techniques to make the text in a document look the way you want. Additionally, you will set and use tabs. You will learn to view a document using three different views. You will also learn to modify print settings before you print on paper. You will learn to check for spelling errors and also learn how to add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Prerequisite Course: Windows Level 1 or equivalent experience. Course Price: \$295 or 1 voucher.

Jan 16	Wed	Portland	8:30 - 4:00
Mar 18	Mon	Portland	8:30 - 4:00
May 3	Fri	Portland	8:30 - 4:00

Microsoft Word 2010 Level 2

In this 2-day course, you will learn the intermediate to advanced features of Microsoft Word. You will learn advanced editing techniques to improve productivity. You will also learn to create styles to store and reuse collections of formats. You will learn how to create and modify tables. Additionally, you will learn how to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters and labels. You will work with templates to speed your use of standard documents. You will also add graphics to a document. You will learn how to collaborate with others by adding comments, tracking changes, comparing two versions of a document, and reviewing tracked changes. You will also learn to create and customize a form. Additionally, you will learn how to secure a document. You will learn to manage long documents by creating a master document, adding an index, generating a table of contents, and adding a table of figures. You will also learn how to insert bookmarks, footnotes, captions, hyperlinks, and cross-references. Finally, you will learn how to embed and link Excel data in a Word document. Prerequisite Course: Microsoft Word Level 1 or equivalent experience. Course Price: \$595 or 2 vouchers.

Dec 18-19	Tue-Wed	Portland	8:30 - 4:00
Feb 4-5	Mon-Tue	Portland	8:30 - 4:00
Apr 2-3	Tue-Wed	Portland	8:30 - 4:00
Jun 3-4	Mon-Tue	Portland	8:30 - 4:00

Custom Group Classes

Do employees in your organization need to get up to speed on a custom application, proprietary system or even work procedures and processes? We have designed and delivered many custom training programs - it's actually our forte. Please give us a call to see how we can help.



MICROSOFT WINDOWS COURSES

Microsoft Windows 10 Level 1

This 1-day course is designed to help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. You will learn how to access Windows 10, explore its interface, identify the various components in the interface, customize the Windows 10 environment, manage files and folders, and use the common tools and programs available in Windows 10. Prerequisite Course: none. Course Price: \$295 or 1 voucher.

Jan 28	Mon	Portland	8:30 - 4:00
Apr 10	Wed	Portland	8:30 - 4:00

Microsoft Windows 10 - Transitioning from 7

In this 1-day course, you will learn how to make the transition from the Windows 7 operating system to the new Windows 10 OS. Once you've gained a foundational understanding of how to operate within the Windows 10 environment from your PC, you'll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 10 operating system. Specifically, you will learn how to navigate the Windows 10 environment (log in to Windows 10, and navigate the desktop), how to work with apps and desktop applications (customize the Start menu and Taskbar, use Windows 10 apps and desktop applications, multitask with apps and desktop applications, and use File Explorer). You will also learn how to use Cortana and Edge (explore Cortana, use Cortana as a Personal Assistant, and browse the Web), how to manage Windows 10 (configure settings and use the desktop administrative tools), and how to secure your computer (set new password types, and use other security features). Prerequisite Course: experience with Windows 7. Course Price: \$295 or 1 voucher.

Feb 14	Thu	Portland	8:30 - 4:00
Apr 1	Mon	Portland	8:30 - 4:00
Jul 3	Wed	Portland	8:30 - 4:00

WORKSHOPS

Ensuring Website Accessibility

This hands-on, 4-hour workshop is designed for website content providers who need to incorporate accessible design features into their pages and documents. Participants will learn how to increase usability of web based materials and ensure that websites follow guidelines and standards (WCAG and Section 508 of the Rehabilitation Act) and are prepared for ADA laws coming this year. Course Price: \$295.

Jan 23	Wed	Portland	8:30 - 12:30
Mar 25	Mon	Portland	8:30 - 12:30
May 21	Tue	Portland	8:30 - 12:30

CLIENT FEEDBACK

an employee from the City of Portland who attended SQL Queries wrote:

The class was presented in a very logical, straightforward manner. I'm now going to streamline my query writing as the class gave me the foundation and the syntax I need. A big time saver for me.

an anonymous employee who attended Microsoft Excel Level 2 wrote:

I appreciate the training materials' usefulness and relevancy and the instructor's ease with class questions. Instructor promoted an overall class humor that kept things light in the room.

an employee from US Forest Service who attended Microsoft SharePoint Level 1 wrote:

The instructor was very helpful. He explained it in a way that made sense and wasn't confusing. He was very receptive to questions and provided answers for all of them. I am going to apply everything that was taught. This class was exactly what I needed.

an employee from the City of Portland who attended Microsoft Excel Level 3 wrote:

As an analyst I am often sifting through data, now I can be more efficient in how I analyze and present the information to others.

an employee from The Standard who attended Adobe InDesign Level 1 wrote:

I was self-taught and I was making my projects much more difficult than I needed to. Learning how to use layers, lock items, and use style sheets will save a lot of time and ensure consistency across projects.

an employee from Johnstone Supply who attended Microsoft Access Level 3 wrote:

I will now be able to create queries much faster. Before, I spent a lot of time reading help documentation to do the simplest things. Now I can move right on to making the queries I need.

an employee from Intel who attended Microsoft Excel Level 3 wrote:

You have thought of everything. Easy to sign up. Easy to follow along in class. Easy to review classes after course is completed. You are the gold standard!

an employee from Clackamas County who attended Microsoft Excel Level 1 wrote:

Having the knowledge about Flash Fill and new information on Formulas will be super quick and efficient for me. I've been using Excel for 20 years, but never had any formal training. This was SO helpful!

WE'RE HERE TO SUPPORT YOU

Free After-Class Support

Did you know that Kinetic's after-class support is free and has no time limit? Even a year or more down the road, if you're trying to bridge the class instruction to your work and have questions, give us a call. We're glad to help.



Free Retakes - Unlimited Timeframe

Did you know that you can retake any class for free *for as long we teach the course/version* that you attended? That's right, no time limit.



COURSE INFORMATION

PREREQUISITES The prerequisite classes listed with the courses in this catalog are recommended to maximize your learning experience, as the advanced level courses build on knowledge learned in the previous levels. If you have any questions about class prerequisites and which classes are best for you, please call us—we will be happy to assist you.

COURSE MATERIALS A complete procedural manual and class files are provided to each participant. Our manuals are excellent learning tools as well as reference guides, and include many graphics, tips, examples and practice exercises.

LEARNING GUARANTEE For all Kinetic-delivered classes, if you would like a refresher course, you may take the same course (same course and version) at no additional charge on a space-available basis, provided you bring your course materials with you.

PAYMENT FOR CLASSES Many of our corporate and government clients are billed monthly for training. We also accept VISA, Mastercard and American Express as well as money orders and company or personal checks.

DIRECTIONS AND PARKING Driving and parking information is available on our website and also emailed to you with your class confirmation. We have free parking at our facility. Please call us if you have any questions.

PREFER TO ATTEND ONLINE? There are several classes throughout our schedule with the location 'online'. These classes are instructor-led online classes and you can attend from anywhere. You can ask questions and interact with the instructor just as if you are in the classroom. So if you'd like to skip the commute and still get the same level of instruction, we've got you covered!

DAY OF CLASS Please arrive at least 15 minutes prior to class to check in and get situated in your classroom. Coffee, tea, juice and sodas will be available throughout the day. Snacks will be provided before class and at breaks. Restaurant maps are available to help you plan your lunch break. If you prefer to bring your lunch, a refrigerator is available as well as a place to eat and relax. Dress is casual and comfortable to allow for the optimum learning environment. Please bring a jacket or sweater as room temperatures may vary.

GETTING THE MOST OUT OF CLASS To make the learning experience as beneficial as possible, we encourage you to carefully review the course description, make a list of your specific objectives for the class as well as any questions you wish to ask the instructor. Feel free to bring examples of your work to class.

ONLINE CLASSES There are several classes throughout our schedule with the location 'online'. These classes are instructor-led online classes and you can attend from anywhere. You can ask questions and interact with the instructor just as if you are in the classroom. So if you'd like to skip the commute and still get the same level of instruction, online is for you!

RESCHEDULING AND CANCELING Please notify Kinetic at 503.520.0555 at least 5 business days prior to class if you need to cancel or reschedule. Late cancellations or no shows will result in a full charge. Late reschedules will result in a full charge, but you can attend the class at a later date with no additional fees. Substitutes are gladly accepted.

THE KINETIC TECHNOLOGY CENTER



15495 SW Sequoia Parkway, Suite 100, Portland, OR 97224
503.520.0555 KineticTraining.com

COURSE REGISTRATION

TO ENROLL:

- KineticTraining.com
- Call 503.520.0555
- Email:
register@KineticTraining.com

Training Plan - use this area to plan your training schedule:

COURSE TITLE/LEVEL	COURSE DATE	LOCATION (Portland or Online)

Programs and Prices

Course Prices

Prices are listed with each course in this schedule. Please call for corporate rates and information on discount programs.

Vouchers for Volume Discounts on Microsoft Office and Adobe Acrobat Classes

If your organization has at least a few people who need to enhance their skills in Microsoft Office or Adobe Acrobat, you should consider our voucher program for quantity discounts. A distinct advantage of Kinetic training vouchers is that they **never expire**. Many of our courses are voucher-eligible and are indicated under 'Course Price' with each course in this schedule.

More voucher details: One voucher is applicable to one day of training. If an organization purchases 50 vouchers the quantity discount rate would be \$219 each. Please see the table to the right for the prices of other quantities. Some examples of how vouchers are utilized:

- 1-day Excel Level 1 class (reg. \$295) = 1 voucher, a \$76 savings
- 1-day Acrobat Level 2 class (reg. \$350) = 1 voucher, a \$131 savings
- 2-day Project Level 1 class (reg. \$595) = 2 vouchers, a \$157 savings

Class Voucher Rates

Regular class rates are \$350-\$295 per day for Microsoft Office and Adobe Acrobat classes. By purchasing vouchers, you will receive the following discounts:

Quantity 10-24	\$239 each	19-32% discount
Quantity 25-49	\$229 each	22-35% discount
Quantity 50-99	\$219 each	26-37% discount
Quantity 100-149	\$209 each	29-40% discount
Quantity 150-199	\$199 each	33-43% discount
Quantity 200-299	\$189 each	36-46% discount
Quantity 300 up	\$179 each	39-49% discount

Vouchers for SharePoint classes!

Need SharePoint training? Kinetic's SharePoint vouchers are applicable to our public, two-day SharePoint classes and represent the most cost-effective way to train your staff on how to understand, navigate and manage sites in Microsoft SharePoint. Each SharePoint class is \$795 but you can purchase a block of vouchers at these discounted rates:

- Quantity 5-10: \$699 each
- Quantity 11-20: \$649 each
- Quantity 21-30: \$599 each

Kinetic vouchers are completely electronic - no physical voucher to present during class. When you order vouchers for your organization we work with you to determine the employee eligibility and enrollment procedures for classes, and provide monthly voucher utilization reports.

*Celebrating Over
30
Years*

Our goal is to provide an enriching, professional, memorable, and comfortable learning experience that improves your business performance through the effective and efficient use of technology.

**15495 SW Sequoia Parkway, Suite 100
Portland, OR 97224**

Course Offerings

Tableau, Microsoft Power BI, Microsoft SharePoint, Microsoft Office (Office 365, 2016, 2013, 2010), Adobe Creative Cloud, Crystal Reports, SQL Queries

Training Methods

Open enrollment and group classes in Kinetic's custom-designed training facility in SW Portland. Instructor-led online courses, group classes at client locations, consulting

Program Management Services

Training program design, needs and skills assessment, project management, custom curriculum development, administration, after-class support, custom application design