

Introduction

OfCourse Consulting is a turnkey software training organization providing Microsoft, Intuit, and Adobe classes to corporations and small businesses either on or offsite. Using best-



in-class training materials and an online learning infrastructure combined with an experienced team of instructors, ofCourse offers effective training solutions. Offsite, we offer a professional yet comfortable training environment, which we believe helps optimize the effectiveness of our learning process.

Each class is run in four hour sessions. Each session consists of approximately 1 hour in lecture and 3 hours of hands-on guided work. The average price per session is \$240. Optionally, students can sign up for the online learning program for their class and have 24/7 access to it.

Courses

Microsoft Windows XP. The Windows XP class is typically for beginners in the Window XP Environment. The class consists of two four-hour sessions. The topics range from starting up the Windows XP environment, working with the mouse/keyboard, menu systems, keyboard shortcuts, understanding windows, using files and folders, and exploring the internet. We will discuss managing popup windows and working with security, as well as personalizing Windows XP.



Managing your digital photographs. This class is for students who have digital cameras or have digital photographs and would like to organize them, print them, email them, share them*, and slightly enhance them. The class consists of one four-hour session.



Topics include transferring pictures from your camera's digital film to your computer, organizing them on your computer, printing them on your color inkjet printer, emailing them to friends and relatives, and slightly enhancing them with your graphics editing program. Please specify which graphical editing program came with your camera if you know. *Also, we can discuss sharing albums over the web if you are interested.

Microsoft Outlook. The Outlook class is for users who are comfortable with Windows XP. The Outlook class consists of four four-hour sessions. Topics include fundamentals of the Outlook application including understanding the Outlook screen; creating, receiving,



and replying to email, using the address book, managing contact information. Also we will cover using calendars, task lists, and journals, organizing and finding information, and online collaboration with others. We will cover other important topics such as the handling of junk mail, setting reminders for appointments, and synchronizing with Personal Informational Managers (PIMs) like Blackberrys and Treos.

Microsoft Word. The Word class is for users who are comfortable with Windows XP. The class consists of four four-hour sessions. Topics range from launching Word and understanding the word screen through creating Word macros which significantly automate word processing processes. Other topics include working with and editing text, formatting characters and paragraphs, formatting pages, working with tables, templates, and styles. Additionally, the class will cover drawing and working with graphics, performing a mail merge, document collaboration, working with outlines and long documents. Also, the class will cover working with WordArt and Charts, Working with forms, and creating simple Web pages with Word.



Microsoft Excel. The Excel class is for users who are familiar with Windows XP. The class consists of five four-hour sessions. Topics range from starting Excel and understanding the Excel screen through performing what-if analyses and modifying Excel's toolbars and its options. Other topics in the Excel class include Editing a workbook and formatting a worksheet, creating and working with charts, managing workbooks, and working with functions and formulas. Additional topics include working with lists, automating tasks with Excel macros, and integrating with other programs and with the Internet. Additionally the class covers pivot tables, data analysis, and grouping and outlining functions.



Microsoft PowerPoint. The PowerPoint class is for users who are familiar with Windows XP. The class consists of three four-hour sessions. Topics range from starting PowerPoint through recording commands and saving them as macros which can be replayed to automate repetitive tasks. Other topics include creating and editing presentations, formatting presentations, and drawing and working with graphics. Additionally, class topics include working with tables and WordArt, working with graphs and organizational charts, presentation delivery, working with other applications and the internet, and working with multimedia.



Microsoft Access. The Access class is for users who have experience with Windows XP, and have a basic knowledge of information management including managing data in Excel or Word. The Access class removes the intimidation factor of learning and using Microsoft Access and is comprised on six four-hour sessions. Topics range from starting Access and opening a database all the way through mail merging records to Microsoft Word. Topics also include creating a database, including tables, queries, and forms. Additionally, topics such as finding, filtering, and formatting data, working with tables and table fields, creating relational databases, working with the Autoform commands, and formatting forms and reports graphically will be covered.



Microsoft Project. The Project class is for students who have experience with Windows XP and have a good understanding of the roles and responsibilities of a Project Manager. The Project class consists of eight fairly intense four-hour sessions. Topics include Project fundamentals, entering task lists and resources, viewing the project in various ways, and working with tasks and resources. Additionally, the course consists of entering costs, "balancing" the project, and updating and monitoring project progress. Also, we will cover working with project reports as well as managing multiple projects.



Intuit QuickBooks. The QuickBooks class is for students who have basic accounting experience. The class consists of eight four-hour sessions. Topics include understanding the QuickBooks screen, invoicing sales, and receiving customer payments. Other topics include making purchases and entering bills, paying bills, working with inventory, and working with cash and bank accounts. Additionally we will discuss working with payroll, working with reports and journal entries, working with budgets, and managing QuickBooks.



Adobe Photoshop. The Photoshop class is for those who have experience with Windows XP. The class consists of six four-hour sessions. Topics include Photoshop introduction, managing Photoshop files, and understanding the selection tools. Also covered are working with pixels, understanding and working with color, layer concepts and working with layers, channels and masks, and retouching images. Additionally we will cover drawing and painting, advanced color techniques, working with filters, printing, and using ImageReady.

