



Microsoft Access Introduction

Our introductory course will provide you with an excellent overview of the product and allow you to build a database with tables, data entry forms, filters, and reports. You will learn and apply the elements needed for a good design / plan in a database that you build from scratch. This course covers all of the fundamentals thoroughly and is good for users, designers, and self taught individuals. You will use the wizards briefly, but more importantly you will build your own elements for full control of them.

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Database Concepts

- * What is a Database? & Why use Access?
- * Microsoft Database File (MDB)
- * Planning and Determining database needs

Using Microsoft Access

- * The Access Window
- * Tool and Menu Bars
- * The Database Window & Database Objects

Tables

- * Creating Tables using the Wizard
- * Creating Tables in Design View
- * Fields, Field Properties and Data Types
- * The Primary Key
- * Adding Data
- * Sorting, Filtering and Searching in the Datasheet View

Queries

- * Sorting and Filtering using a Query
- * Using a Parameter to filter a Query
- * Calculations using Queries

Forms

- * Setting up a Data Entry Form for Ease of Use
- * Navigating, Adding and Deleting from Form
- * Using Form Design for Modifying Format and Layout
- * Adding Form controls to enhance the Form

Reports

- * Report Wizard
- * Grouping Report
- * Reports from Queries
- * Summary Reports
- * Mailing Labels

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows



Microsoft Access Intermediate

This course is geared to designers who need to learn how to create more complex data entry forms, filters, and reports. You will learn how to relate data from different tables to eliminate redundancy and combine their elements on a single form, query, and report. You will modify the database for others to use and incorporate "user friendly" and "bullet proof" techniques via buttons on forms, calculated variables, update queries, and security. Macros will also be introduced to demonstrate the automation available for users.

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Planning

- * When do I use Microsoft Access as a Solution?
- * What are Relationships and when must I use them?

Tables

- * Creating Tables in Design View
- * Creating a Lookup Table & Setting Data Types and Field Properties
- * Importing information from Excel to an Access Table

Relationships

- * Relationship options (Referential Integrity and Join Types)
- * Relationship types (one to one, one to many and many to many)

Queries

- * Select query using related tables
- * Using Crosstab, Make table and Update queries
- * Using an Append query and Delete query to move information

Forms

- * Creating a Form with a Subform, Changing Form and Field Properties
- * Form Controls (Labels, Search Box and Command Buttons)
- * Creating a Menu Form in Design View

Macros

- * Creating a Macro & Adding it to a Form

Reports

- * Creating a Report with Related Tables
- * Report Design and Properties
- * Adding Calculations to a Report using the Count Function
- * Adding Controls to a Report

Security

- * Setting a Password on the Database
- * Customizing the way the Program Starts & Limiting Options

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Access Introduction



Microsoft Access Advanced

This product is vast and you will gain even more skill as a designer in this class. Take the knowledge gained from the Introduction and Intermediate classes and then expand on that to manipulate data more intricately. Once data is combined from multiple sources, create calculations with them for mathematical reporting. Setup forms to "lookup" data from multiple tables based on a known piece of information, and incorporate the other packages within the Office Suite (eg. Excel & Word) for data sharing and reporting. Automate processes with macros and code for better performance and pull a complete system together!

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Tables

- * Importing and Linking Tables
- * Using a Split Database
- * Updating Linked Tables
- * Table Relationships

Queries

- * Advance Summary Queries
- * Crosstab Queries
- * Join Types - Equi, Right Outer and Left Outer Joins
- * Creating Queries to be used by Forms

Forms

- * Advanced Form Layout
- * Calculations on a Form
- * Auto Populating Lookup
- * Advanced Controls
- * Using Macros with Events

Reports

- * Advanced Report Layout
- * Calculations on a Report
- * Advanced Controls on a Report
- * Snaking (Multi-Columned) Reports

Extras

- * Sending a Table to Merge with Word
- * Compact and Repair
- * Database Backup

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Access Intermediate



Microsoft Excel Introduction

This is the introductory level for first time users, and for those of you that are self taught - you would be surprised at how hard you're working! After your tour of the Excel product and window, you will learn how to build any formulae, understand the mathematical order of operations, use built-in Excel functions, explore formatting, and then page setup for printing. Did you know that many formulae can be copied, but that you must always check your work?! We will show you how to "group" worksheets together to eliminate repeated tasks.

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Getting Started

- * Workbooks and Worksheet Introduction
- * Using the Mouse and Shortcut Keys
- * Text and Number Formatting
- * Using the Autofill feature
- * Data Entry Techniques

Formulas

- * Creating Basic Formulas & understanding how to build them
- * Using the Autosum Tool for Quick Totals
- * Using Functions (Average, Max and Min)
- * Mathematical order of operations and brackets
- * Copying formulas with Relative references

Formatting and Printing

- * Cell Formatting
- * Inserting Rows and Columns
- * Borders, Background Colour and Sizing
- * Print Preview and Page Setup Features
- * Printing

Linking Worksheets

- * Calculations between Worksheets
- * Using Cut, Copy and Paste
- * Grouping Worksheets

Charts

- * Creating a simple Line Graph
- * Changing Chart Properties
- * Other Chart Types (Column and Pie)
- * Customizing the Chart

Internet Features

- * Emailing as HTML or as an Attachment and Saving as a Web Page

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows



Microsoft Excel Intermediate

In this course you will learn how to build formulae using values from separate Excel workbookss to provide summary and total information. You will address the issues of copying, formatting, securing a worksheet for others to use, and building documentation for ease of use. Did you know that Excel will repeat your work for you by "grouping" a series of sheets before performing the actions?! You will learn more functions, how to chart data for varied emphasis, and how to manage long lists (databases) for quick summaries and other manipulation.

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Formulas and Functions

- * Creating Formulas in a worksheet
- * Using Functions with Multiple Arguments
- * Absolute Referencing in a Formula
- * Vlookup Function
- * IF Function

Formatting

- * Hiding Columns and Rows
- * Using the Format Paste
- * Using Cell Properties

Grouping Workbookss

- * Calculating between Separate Workbookss
- * Using Paste Link

Templates

- * Creating a Template
- * Saving and Using your Template

Database Techniques

- * Freezing Columns and Rows on Screen and for Print
- * Splitting the Screen
- * Find and Replace Feature
- * Sorting a Data List
- * Using Filters
- * Creating Subtotals using Data Subtotals
- * Pivot Tables

Charts

- * Creating a Chart With a Secondary Axis
- * Advanced Chart Formatting

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Introduction to Excel



Microsoft Excel Advanced

The philosophy behind these courses is to work smarter, not harder! Build forms for others to use that contain graphics / company logos, check boxes, drop down lists, and buttons that link to macros you've made for them. Lock these forms to prevent them from destroying formulae that should remain fixed, and save them in the Templates folder for everyone to use! Learn more about Excel functions and how, for example, traditionally you may specify a loan / lease total, interest rate, and term to calculate a payment amount, but what if you only know how much you can afford / budget for the payment? Well, Excel can calculate backwards for you! Learn more functions, perform a "what-if" analysis on data, and automate repetitive tasks with macros. Be sure you meet the prerequisites for this one!

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Advanced Functions

- * Financial Functions
- * Lookup and Reference Functions
- * Database Functions (Dsum, Dmax, Dmin and Dcount)
- * Formula Auditing

Scenarios and Goal Seek

- * Creating Scenarios
- * Scenario Summary and Pivot Table Reports
- * Using Goal Seek

Graphics

- * Adding, Moving and Sizing Logos
- * Using Text Boxes
- * Using Drawing Tools

Templates and Protection

- * Creating a Template
- * Using Protection to Prevent Changes to Cells
- * Hiding Worksheets

Macros

- * Creating a Macro for a Repetitive Task
- * Running Macros
- * Assigning a Macro to a Toolbar or Menu

Forms

- * Using Form Controls
- * Customizing Forms
- * Control Properties
- * Assigning a Macro to a Form Button

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Intermediate Excel



Microsoft Outlook Introduction

Microsoft Outlook is a great tool for organization and communication (locally or across the miles!). With electronic mail (email) you can send your message whenever it's convenient for you, and your recipient will get it the next time they use their email. You can keep contact information, schedule appointments, keep a journal and effectively organize your email. Set reminders to ring when an important event is taking place. Send files to others electronically - forget about diskettes and paper! Create groups of contacts or email addresses for mailing information. Import and Export this information for use with other software packages.

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Outlook Overview

- * The Outlook Window
- * Using Outlook Today
- * Outlook Shortcuts and Folder List

Email with Outlook

- * Viewing, Printing and Creating Emails
- * Reply, Reply to All and Forward
- * Using Carbon Copy and Blind Carbon Copy
- * Adding File Attachments
- * Outbox, Sent Items and Deleted Folders

Email Formatting and Organization

- * Email Formatting, Stationary and Signatures
- * Filters and Views
- * Creating Folders and Moving Mail
- * Using Rules to Colour and/or Move Emails Automatically
- * Using the Find Feature

Outlook Calendar

- * Adding and Editing Appointments
- * Using Reminders and Recurring Appointments
- * Inviting Attendees to a Meeting using Email

Contacts

- * Creating and Editing Contacts
- * Creating a Distribution List
- * Organizing and Sharing Contacts

Other Features

- * Using Tasks
- * Using the Journal
- * Using Notes

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows



Microsoft PowerPoint Introduction

Microsoft PowerPoint is used to create computerized presentations for meetings, kiosks and even the web. You can create professional presentations quickly and easily with multimedia features like sound and video and print handout notes for your audience. Learn how to convey your message with lists, tables, graphics & pictures, and charts - even animate them to make them more interesting. Bring information into PowerPoint from your wordprocessor or spreadsheet, insert graphics from the built-in library or from scanned images, and make your "point" with PowerPoint!

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Introduction to PowerPoint

- * Presentation Templates
- * Auto Content Wizard
- * Using Different Views (Normal, Outline and Slide Sorter)
- * Running a Slide Show and controlling the presentation
- * Using a Pen during the show and jumping to specific slides

Slide Design

- * Slide Operations (Duplicate, Delete, Find and Replace)
- * Using Auto Layout
- * Applying a Design to a Slide Show
- * Formatting Text

Slide Types

- * Title, Bullet, Multi Column Bullet and Table Slides
- * Column Charts and Organizational Charts
- * Clip Art and Media Clip Slides
- * Using Object Slides

Advanced Features

- * Using Drawing Tools (Autoshapes, Text Boxes, Graphics and Word Art)
- * Colour Schemes and Fill Effects
- * Slide Transitions and Animation
- * Pacing Slide information to appear incrementally during the show
- * Printing Options for Speaker Notes and Handouts
- * Packing the Presentation to be used on another Computer

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows



Microsoft PowerPoint Advanced

This course is all about the “cool” stuff that this product can do! You will learn how to build a template with “master” slide settings that contain your corporate logos, colours, and other default settings – this will eliminate the repetition in building new shows. You will import slides from other shows and bring information from Word & Excel into your slideshow. Your presentations will come alive with automatic timing, animation effects including motion of graphics, sound and music! Do you need to link your presentation to the web – it’s easy! What about other special features for printing handouts for the audience, emailing shows, and “pack ‘n go”. You’ll do it all!

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Importing and Linking

- * Inserting Slides from Other Presentations
- * Creating a Slide Show from Word
- * Importing and Linking Objects

Master Slides

- * Using the Slide and Title Master
- * Title, Handout and Note Master Settings
- * Headers and Footers
- * Using Different Backgrounds and Omitting Graphics from Master

Animation and Effects

- * Animation and Design Templates
- * Advanced Graphics
- * Advanced Charting
- * Using Special Effects
- * Background Music

Extras

- * Action Settings
- * Slide Show Timing and Narration
- * Advanced Slide Show Setup
- * Advanced Page Setup
- * Using Comments

Other Features

- * Working with Photo Albums
- * Creating Templates & Custom Themes
- * Creating Hyperlinks
- * Emailing Presentations

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Intro. PowerPoint



Microsoft Project Introduction

In our introductory course you will learn the concepts of project management and the phases involved. You will understand how to include and manipulate the tasks required as well as the resources available to complete these tasks. You will build basic projects and problem solve them as delays and other incidences occur. This course is entirely hands on and the tracking and reporting capabilities will be explored giving you the skill to return to work and begin building your own projects with Microsoft Project.

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Project Management Basics

- * What is Project Management?
- * Defining, Building, Tracking and Managing a Project
- * Planning Tasks and Resources

Building a Project in Microsoft Project

- * The Project Environment
- * The Gantt Chart
- * Setting a Start or Finish Date

Task

- * Adding and Grouping Tasks
- * Durations and Milestones
- * Linking Tasks
- * Link Types, Constraints and Lag

Resources

- * Using the Resource Sheet to define Resources
- * Resource Properties
- * Changing Working Times and Costs
- * Assigning Resources to Tasks

Reports

- * Standard and Custom Reports
- * Printing and Page Setup

Tracking and Managing

- * Saving a Baseline
- * Entering Actual Information
- * Marking Completed Tasks and Adjusting Timeline

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows



Microsoft Project Advanced

In this course we will take your skills of creating a project and expand them to include building templates for any new project, setting company calendars for holidays and vacations, building a MASTER project by combining multiple project files into one for overall co-ordination, and sharing resources within multiple (or simultaneous) projects. Also addressed are financial concerns for budgeting and cost tracking. You will create your own fields including one for US Exchange on costs, and you will be able to use various techniques for problem solving time / resource delays. You will see how to customize your environment and push Project to see its capabilities.

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Advanced Features

- * Project Properties
- * Creating a Snapshot
- * Creating Recurring Tasks
- * Progress Lines
- * Splitting Screen to Change Information like Overtime

Customizing Project

- * Creating Customized Calendars
- * Customizing the Gantt Chart
- * Using Drawing Tools
- * Adding and Removing Columns
- * Creating Custom Columns for Information and Calculations

Project Sharing

- * Sharing Resources between Projects
- * Linking Projects and Tasks from Separate Projects
- * Using a Master Project

Web and Email Features

- * Emailing Assignments
- * Team Updates and Status Emails
- * Using Hyperlinks
- * Saving a Project as a Web Page

Extras

- * Importing and Exporting Information using Mapping
- * Using a Macro in Project

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Introduction to Project



Microsoft Publisher Introduction

Microsoft Publisher desktop publishing program gives you the tools to make a lasting impression. Professionally designed templates, and flexible customization make creating professional-quality publications for print and the Web easier than ever. Whether you're creating a newsletter, brochure, website, or catalog, Publisher makes it a snap. Create, customize, and publish distinctive business publications—with less effort and better results than using a word processor!

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Getting Started

- * Using the Publisher Catalog
- * Exploring Publications by Wizard, Design and Blank
- * Publisher Toolbars and Window

Creating Publications

- * Quick Publications, Calendars, Brochures, Flyers and More
- * Changing Publication Layout
- * Changing Colour Schemes
- * Editing Publications, Fonts, Sizing etc.
- * Creating and Editing Information Sets

Adding Pizzazz

- * Using Objects in Publisher like Text Box, Graphics and Word Art
- * Using Frames
- * Grouping and Ordering
- * Adding Design Gallery Objects

Newsletters

- * Setting up a Newsletter
- * Using Autoflow and Linking Text Boxes
- * Importing a Story from Microsoft Word
- * Adding, Ordering and Deleting Pages
- * Using Spell Check

Printing and Merging

- * Printer Settings and Options
- * Printing Different Publications
- * Using a List of Data to Merge with a Publication

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Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows



Microsoft Windows Introduction

If you're new to computers, Microsoft Windows is the starting point in your learning. Windows is like a menu system for running your computer. It operates your components like hard drives, scanners and video. You'll learn new terms, how to find things, manage your files, control the setup of your computer, and personalize it for your use. Another aspect to using your computer is accessing the Internet and sending e-mails. These topics will also be touched on in this course.

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Orientation to the Computer

- * Parts of the Computer
- * Basic Terminology
- * What is an Operating System?

Getting Started with Windows

- * Using the Mouse
- * The Windows Desktop
- * What is a Window?
- * Using Minimize, Maximize, Restore and Close
- * Using The Start Menu
- * Using the Task Bar and Multi-Tasking

Customize Your PC

- * Personalizing your display settings
- * Controlling your Mouse and other devices

File Management

- * Using the "My Documents" and "My Pictures" Folder
- * Using Storage Devices
- * Saving, Renaming, Copying, Moving and Deleting Files
- * File Organization
- * Adding Shortcuts

Internet Basics

- * Basic Introduction to "Surfing" the Web
- * Different Search Engines
- * Setting Favourites
- * Introduction to Email

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Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	No Prerequisite



Microsoft Word Introduction

At the introductory level you will learn how to build letters, memos, and reports. You will format documents to make them look better and we will show you how to setup your pages for printing. Quick tricks for formatting, document navigation, and use of common tools will be emphasized for maximum productivity! You will be able to control the alignment of columns of information by using tabs and tables and see how to dress up documents for appeal to your reader. You will also work with multiple documents (at the same time) to cut, copy, and paste information from one document to another - totally cool stuff!

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Microsoft Word Basics

- * Starting Word, The Word Window and Toolbars
- * Using the Mouse and Keyboard
- * Creating, Opening and Saving Documents
- * Using Different Views
- * Undo, Redo and the Repeat Commands
- * Using the Wizard to Create Documents

Editing a Document

- * Selecting, Revising and Editing a Document
- * Inserting Dates, Page Numbers and Symbols
- * Using Spell Check and Thesaurus
- * Using Cut, Copy and Paste tools for managing text

Printing

- * Learn about Print Preview to View a Document before Printing
- * Changing Page Settings (Margins and Orientation)
- * Printer Settings and Print Options

Formatting

- * Character Fonts, Sizes, Styles, Effects, Spacing and more
- * Paragraph Formatting - Alignment, Line Spacing, Indents and more
- * Using Borders and Shading
- * Using Automatic Numbering and Bullets
- * Copying Formatting to other areas within a document

Text Alignment with Tabs and Tables

- * Using Default Tabs
- * Setting up Custom Tabs using Ruler and Menu
- * Creating Tables
- * Editing Table Sizes, Borders and Shading

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows



Microsoft Word Intermediate

The philosophy behind this course is control! Learn how to control the flow of text when using pictures and with an in-depth use of tables and even newspaper columns (for newsletters). Control the automatic page numbering within a document or long letter and see how to vary the results. Control the appearance & placement of automatic numbers including multi-level / sub numbering of points - watch how they automatically number when you edit them! When you need to do a mailing of standard information (or even just envelopes or labels), control the mail merge process to include only that information which fits your criteria. And finally, control where your files are and get them organized!

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Tables and Calculations

- * Creating and Editing Tables
- * Changing Column and Row Settings and Alignment
- * Using Automatic Numbering and Tabbing in a Table
- * Inserting, Deleting, Merging and Splitting Cells
- * Using Mathematical Functions in Tables
- * Sorting information in a Table
- * Converting Text to Tables

Graphics and Columns

- * Creating Newspaper Columns in a Document
- * Using Page Borders and Drop Cap
- * Adding, Sizing and Formatting Graphics

Word Features

- * Using Outlined Numbering (Promoting and Demoting)
- * Using the Auto Correct and Auto Formatting Feature
- * Using, Creating, Editing and Deleting Auto Text
- * Using Headers and Footers

Letters and Merge

- * Making Envelopes and Labels
- * Using the Mail Merge
- * Creating a Form Letter and Envelopes with Mail Merge
- * Using Excel Lists with Word Mail Merge
- * Querying Data to Filter what is Merged

File Management

- * Saving Options (Backups and Auto Save)
- * Password Protecting for Open and/or Read Only
- * Retrieving, Viewing and Sorting Files

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Introduction to Word



Microsoft Word Advanced

This course teaches you how to work smarter within Word. Manage large documents (like manuals) and learn how to consolidate your text formatting with Styles. See how two mouse clicks can standardize the appearance of all the headings within the document! Use different document views to build a long document yourself or as part of a network group of users. Eliminate retyping a standard document by building forms for standard letters, memos, wills and other documents. Save them as templates and protect them from accidental damage by other users. You will also create a library of macros for repetitive functions and customize your toolbars with buttons that run your macros! Finally, see how to link data from other products within a Word document for reporting purposes!

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Graphics

- * Using and Formatting Drawing Objects
- * Clipart, Text Boxes, Word Art, etc.
- * Fill Effects, Shading and 3D Effects
- * Ordering and Grouping Objects

Macros

- * Planning and Recording a Macro
- * Executing a Macro
- * Creating a Custom Toolbar and Adding a Macro to a Toolbar

Templates and Forms

- * Form Controls - Text Box, Check Box and Drop Down
- * Protecting a Document and Sections
- * Saving and Using a Template

Large Document Features

- * Adding and Editing Styles
- * Making a Table of Contents
- * Using Outline View to manipulate the Document

Sharing Information

- * Embedding objects like Excel Charts
- * Linking to other programs
- * Using Screen Captures

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	One day 9:00 am - 4:30 pm (maximum 15 students per class)
Prerequisite:	We recommend a good knowledge of Windows & Intermediate Word

Simply Accounting®

Sage 50 (Simply Accounting) - User Introduction

Sage 50 (Simply Accounting) was designed for fast moving businesses just like yours. It's easy to use, yet powerful enough to keep up with all your accounting needs. Whether you sell services or products, Simply Accounting has all you need to run your business. It automates everything from making purchases to making sales and everything in between. Simply Accounting is your key to growth and profits.

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Where to Start

- * Working with existing data for a company
- * Reviewing setup options for familiarity
- * Financial Statements - Balance Sheet & Income Statement

Managing your Chart of Accounts

- * Creating, editing and deleting accounts
- * Multiple bank accounts
- * Credit card accounts and setup

Using the Payables Module

- * Managing vendor information
- * Recording and adjusting vendor invoices and payments

Using the Receivables Module

- * Managing customer information
- * Recording and adjusting customer sales and deposits

Printing Reports

- * Reports of vendor and customer information and activity
- * Using the journal reports for review
- * Using general ledger and trial balance reports

Using the Payroll Module

- * Managing employee data
- * Processing payroll individually & grouped

Period End Procedures

- * Backups and their importance
- * Recording monthly transactions (ie. bank charges)
- * Reconciling bank accounts
- * Completing Source Deductions remittance
- * Completing GST & PST remittance

Cost:	\$1,299/day (+ HST) includes certificates, (workbooks extra)
Duration:	Two day(s) 9:00 am - 4:30 pm
Prerequisite:	We recommend a good knowledge of Windows, bookkeeping an asset