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[www.businesswaresolutions.com](http://www.businesswaresolutions.com)

3-Hour Class (Internet/Email Basics): \$50  
 6-Hour Class: \$95  
 7-Hour Class (Access Classes, Excel 3): \$115

**BUSINESSWARE**  
 SOLUTIONS

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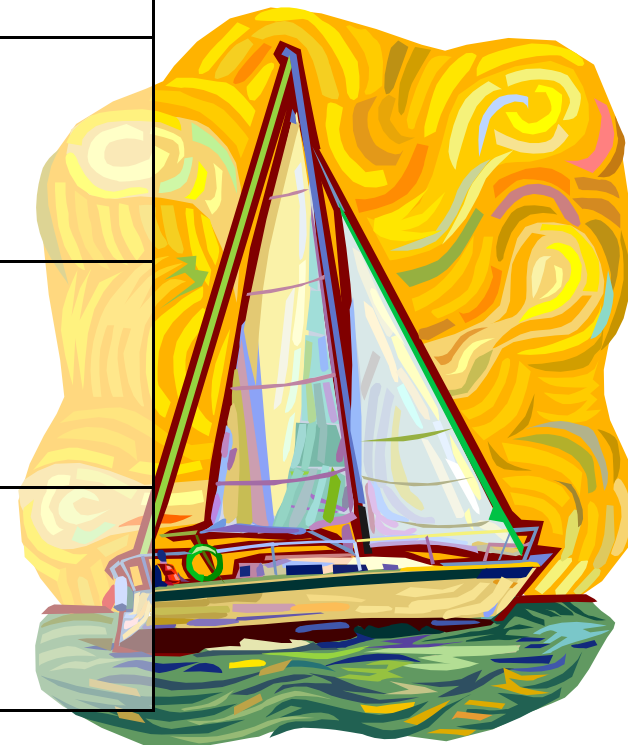
*Other classes & dates available upon request  
 ...let us know your needs!*

**BUSINESSWARE TRAINING CENTER**  
 555 THIRD AVE NW  
 HUTCHINSON, MN

Monday	Tuesday	Wednesday	Thursday	Friday
3 <b>Intro to Computers (9AM to 4PM)</b> Introduction to computers & the Windows XP Operating System!	4 <b>Internet Basics (9AM to 12PM)</b> Intro to Internet using Internet Explorer <b>Email Basics (1PM to 4PM)</b> Intro to Email using Outlook Express	5	6 <b>Microsoft® Word 2007 Level 1 (9AM to 4PM)</b> Create & edit documents, format text & paragraphs, graphics, and tables.	7
10 <b>Microsoft® Excel 2007 Level 1 (9AM to 4PM)</b> Create spreadsheets, move & copy data, calculations, & format cells & worksheets.	11 <b>Microsoft® Excel 2003 Level 1 (9AM to 4PM)</b> Create spreadsheets, move & copy data, calculations, and format cells.	12 <b>Microsoft® Word 2007 Level 1 (9AM to 4PM)</b> Create & edit documents, format text & paragraphs, graphics, and tables.	13 <b>Microsoft® Access 2007 Part 1 (8:30AM to 4:30PM)</b> Design, create, and manage a relational database.	14
17 <b>Microsoft® Word 2007 Level 2 (9AM to 4PM)</b> Templates, custom graphics, advanced formatting, and Mail Merge!	18 <b>Intuit QuickBooks—Part 1 (9AM to 4PM)</b> Learn the basics of working with QuickBooks.	19 <b>Microsoft® Excel 2007 Level 1 (9AM to 4PM)</b> Create spreadsheets, move & copy data, calculations, & format cells & worksheets.	20 <b>Microsoft® Excel 2007 Level 2 (9AM TO 4PM)</b> Advanced formulas, analyze data with charts, pivot tables, and pivot charts.	21
24 <b>Intuit QuickBooks—Part 2 (9AM to 4PM)</b> Continue to track income & expenses and other accounting tasks!	25 <b>Microsoft® Access 2007 Part 2 (8:30AM to 4:30PM)</b> Advanced queries, control data entry, customize forms & reports.	26 <b>Microsoft® Excel 2007 Level 2 (9AM to 4PM)</b> Advanced formulas, analyze data with charts, pivot tables, and pivot charts.	27 <b>Microsoft® Word 2007 Level 2 (9AM to 4PM)</b> Templates, custom graphics, advanced formatting, and Mail Merge!	28
31 <b>Microsoft® Excel 2007 Level 3 (8:30AM to 4:30PM)</b> Macros, protect & share workbooks, advanced analysis of data				

**Microsoft®**  
**GOLD CERTIFIED**  
 Partner

Hutchinson	(320) 587-2940 (800) 424-5566
Chanhassen	(952) 975-0081 (888) 233-2977
Owatonna	(507) 455-2338 (888) 455-2338
Willmar	(320) 235-2007



# Training Courses with BusinessWare Solutions

## **Introduction to Computers/Windows XP**

Students will be introduced to basic computer concepts and Microsoft® Windows XP.

- Using the mouse & keyboard
- Working with the Windows environment
- Saving and organizing documents
- Customizing & maintaining your computer

## **Internet Basics**

Students will be introduced to basic skills for searching the Internet and using Internet Explorer.

- Viewing websites & browsing the web
- Searching for information
- Organizing favorite websites
- Cookies, History & Temporary Files
- Internet safety & security

## **Email Basics**

Students will be introduced to basic skills for working with email using Outlook Express.

- Reading & creating messages
- Selecting & typing addresses
- Forwarding & replying to messages
- Attachments
- Email safety & security

## **Microsoft® Word Level I**

This course will provide students with the concepts required to create basic business documents and efficiently edit and format those documents.

- Create documents & edit text
- Navigate in documents & format text
- Change the appearance of text & paragraphs
- Insert clip art & pictures
- Work with page display & printing options

## **Microsoft® Word Level II**

In this course, students will gain the skills necessary to enhance documents by adding customized formatting, columns, and tables. In addition, students will work with mail merges and templates.

- Custom formatting of text & paragraphs
- Insert columns & section breaks
- Mail merges for labels & letters
- Add & customize tables

## **Microsoft® Excel Level I**

Students will gain the skills necessary to create, edit, format, and print basic spreadsheets. In addition, students will learn to perform calculations using formulas and functions.

- Navigate in Excel
- Enter, select, move, & copy data
- Modify worksheets
- Perform calculations
- Format, develop, & print worksheets

## **Microsoft® Excel Level II**

Learn how to streamline and enhance spreadsheets with templates, charts, and advanced formulas. Students will also work with sorting and filtering options to organize and manipulate data.

- Create & apply templates
- Create & modify charts
- Calculate with advanced formulas
- Sort & filter data

## **Microsoft® Excel Level III**

Automate some common Excel tasks, work with advanced data analysis and auditing tools, incorporate multiple data sources and import or export data.

- Customize workbooks using macros, conditional formatting, & data validation
- Protect & share workbooks
- Audit worksheets
- Analyze data using PivotTables, Pivot Charts, trendlines, & scenarios

## **Microsoft® PowerPoint Level I**

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft® PowerPoint presentations.

- Create a new presentation using design templates
- Navigate through a presentation
- Edit and format slide text
- Add charts, tables, images & drawing objects, animations, & transitions

## **Microsoft® PowerPoint Level II**

Students will enhance presentations with features that will transform basic presentations into a powerful means of communication.

- Customize design templates
- Work with slide & notes masters
- Add special effects, hyperlinks, & action buttons
- Enhance presentation delivery

## **Microsoft® Publisher**

Learn this easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, and other publications.

- Create a basic publication using a template
- Modify a publication's layout & structure
- Format text, paragraphs, & pictures
- Prepare a publication for distribution

## **Microsoft® Access Part I**

Students will be introduced to the concepts of the Microsoft® Access relational database. Designed for the student who wishes to learn the basic operations of Access to perform day-to-day responsibilities.

- Create and work with tables, forms, select queries, & reports

## **Microsoft® Access Part II**

Designed for the student who wishes to learn intermediate-level operations of the Access database.

- Create table relationships & maintain data integrity
- Create flexible queries to add, update, & delete data
- Enhance the appearance of forms & reports
- Use Access data in Microsoft® Word & Excel

## **Get Going with Intuit® QuickBooks Part I**

This course will give students a good idea of how QuickBooks can save time and help organize business finances. Students will learn about the types of information they may need to track in business and how to enter and track that information.

- Set up a company
- Work with lists, inventory, & invoices
- Process payments & pay bills

## **Keep Going with Intuit® QuickBooks Part II**

Increase your knowledge of basic QuickBooks.

- Customize forms
- Use other QuickBooks accounts
- Create reports & graphs
- Track and pay sales tax
- Do payroll with QuickBooks
- Estimate, time track, & job cost
- Write letters