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eTraining classes have been developed based on hundreds of thousands of calls from people who called for help using software to accomplish business tasks. Their most common questions, and yours, are answered in half-hour sessions that will enable you to be more productive immediately. Unlike traditional software classes, you don't even need to leave your desk to attend. The course, complete with a live instructor, will come to you over the internet and a regular phone line. eTraining provides maximum impact for minimum disruption.

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Migration Assurance Program Classes

Windows 7/Office 2010 Classes

Getting Productive with Windows 7

Class ID M10

Description: Learn how to do the most common Windows tasks using the revised interface in Windows 7. Particular attention will be given to time saving new features such as the expanded file organizing and searching capabilities.

Getting Productive with Office 2010

Class ID: M101

Description: Master the new Office 2010 interface and learn how to unlock its productivity enhancing features. Understand the compatibility limitations with earlier versions of Office and how to make a compatible file. Please note that this class covers the differences between Office 2003 or earlier and Office 2010.

Getting Productive with Access 2010

Class ID M121

Description: Learn the key changes specific to Access 2010, such as multi-value fields and using Rich Text format in Memo fields.

"Getting Productive with Office 2010" should be taken prior to this course to gain familiarity with the changes common to all Office 2010 programs.

Please note that this class covers the differences between Office 2003 or earlier and Office 2010.

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Getting Productive with Excel 2010

Class ID: M112

Description: Learn the key changes specific to Excel 2010, such as increased capacities, additional formatting options and improved printing capabilities.
"Getting Productive with Office 2010" should be taken prior to this course to gain familiarity with the changes common to all Office 2010 programs.
Please note that this class covers the differences between Office 2003 or earlier and Office 2010.

Getting Productive with Internet Explorer 8

Class ID: M88

Description: Learn how to do the make use of the most common features of Internet Explorer 8 using the revised interface in Windows Vista. Particular attention will be given to time saving new features such as tabbed browsing and searching capabilities.
Taking "Getting Productive with Windows 7" prior to this course is advised to gain familiarity with the basic Windows 7 differences.

Getting Productive with Outlook 2010

Class ID: M105

Description: Learn the key changes specific to Outlook 2010, such as the "To-Do Bar", Instant Search and extended color coding options.
"Getting Productive with Office 2010" should be taken prior to this course to gain familiarity with the changes common to all Office 2010 programs.
Please note that this class covers the differences between Office 2003 or earlier and Office 2010.

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Getting Productive with PowerPoint 2010

Class ID: M118

Description: Learn the key changes specific to PowerPoint 2010, such as more extensive animation and multi-media capabilities, the change from Masters to Layouts and tools for creating photo albums.

"Getting Productive with Office 2010" should be taken prior to this course to gain familiarity with the changes common to all Office 2010 programs.

Please note that this class covers the differences between Office 2003 or earlier and Office 2010.

Getting Productive with Word 2010

Class ID: M115

Description: Learn the key changes specific to Word 2010, such as enhanced spelling and grammar checking, new formatting tools and improved graphics capabilities.

"Getting Productive with Office 2010" should be taken prior to this course to gain familiarity with the changes common to all Office 2010 programs.

Please note that this class covers the differences between Office 2003 or earlier and Office 2010.

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Windows 7/Office 2007 Classes

Getting Productive with Windows 7

Class ID M10

Description: Learn how to do the most common Windows tasks using the revised interface in Windows 7. Particular attention will be given to time saving new features such as the expanded file organizing and searching capabilities.

Getting Productive with Office 2007

Class ID: M26

Description: Master the new Office 2007 interface and learn how to unlock its productivity enhancement features. Also learn how to create files that can be used by people that don't have Office 2007.

Getting Productive with Access 2007

Class ID M76

Description: Learn the key changes specific to Access 2007, such as multi-value fields and using Rich Text format in Memo fields.

"Getting Productive with Office 2007" should be taken prior to this course to gain familiarity with the changes common to all Office 2007 programs.

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Getting Productive with Excel 2007

Class ID: M34

Description: Learn the key changes specific to Excel 2007, such as increased capacities, additional formatting options and improved printing capabilities.

"Getting Productive with Office 2007" should be taken prior to this course to gain familiarity with the changes common to all Office 2007 programs."

Getting Productive with Internet Explorer 7

Class ID: M84

Description: Learn how to do the make use of the most common features of Internet Explorer 7 using the revised interface in Windows Vista. Particular attention will be given to time saving new features such as tabbed browsing and searching capabilities.

"Getting Productive with Windows 7" should be taken prior to this course to gain familiarity with the basic Windows 7 differences."

Getting Productive with Outlook 2007

Class ID: M60

Description: Learn the key changes specific to Outlook 2007, such as the "To-Do Bar", Instant Search and extended color coding options.

"Getting Productive with Office 2007" should be taken prior to this course to gain familiarity with the changes common to all Office 2007 programs."

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Getting Productive with PowerPoint 2007

Class ID: M68

Description: Learn the key changes specific to PowerPoint 2007, such as more extensive animation and multi-media capabilities, the change from Masters to Layouts and tools for creating photo albums

"Getting Productive with Office 2007" should be taken prior to this course to gain familiarity with the changes common to all Office 2007 programs."

Getting Productive with Word 2007

Class ID: M52

Description: Learn the key changes specific to Word 2007, such as enhanced spelling and grammar checking, new formatting tools and improved graphics capabilities.

"Getting Productive with Office 2007" should be taken prior to this course to gain familiarity with the changes common to all Office 2007 programs.

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Productivity Classes

Excel Classes

Excel Basics

Class ID: E3

Description: Learn essential Excel skills including key terminology, navigating within Excel and how to format data. The course also includes tips that can prevent confusion and help you avoid some frustrating problems.

Formula Basics and Frequently Used Functions

Class ID: E12

Description: Learn the basics of how to create formulas in Excel, including the most frequently used functions. You will also learn how to have Excel help you find functions that will perform calculations you need.

Formatting Basics for Excel

Class ID: E8

Learn essential formatting skills for working with data in Excel, including how to deal with leading zeros, long text, and numeric data. The course also includes tips that can prevent confusion and help you avoid some frustrating problems.

Top Ten Tips for Excel Formulas

Class ID: E126

Ten simple yet powerful techniques that will help you create formulas more quickly and effectively with less frustration.

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Working with Dates and Times in Excel

Class ID: E48

Description: Working with dates and times can be frustrating, but gaining a few key understandings about how Excel deals with dates and times can eliminate the frustration. We will also cover doing basic calculations with dates and times.

Creating Charts

Class ID: E96

Description: Learn how to create and format the most common types of charts in Excel.

Advanced Charts

Class ID: E102

Description: This session covers advanced chart techniques that allow you to create charts such as a "floating bar" chart.

Summarizing Data

Class ID: E18

Description: You will learn how to use three Excel tools that can help you develop meaningful summaries of large quantities of data.

Introduction to Conditional Calculations

Class ID: E72

Description: Learn to create formulas that perform tests and provide different results depending on the outcome of the tests. Functions such as IF, AND, OR and NOT will be covered.

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Performing Conditional Counts and Sums

Class ID: E78

Description: The COUNTIF and SUMIF functions provide a simple yet powerful way to selectively summarize data.

Common Statistical Calculations

Class ID: E60

Description: Learn how to calculate Average (mean), Median, Standard Deviation and other common statistical measures in Excel.

Common Financial Calculations

Class ID: E66

Description: Learn how to calculate Present Value, Future Value, Internal Rate of Return and other common financial measures in Excel.

Working with Large Amounts of Data

Class ID: E30

Description: Excel provides several tools to allow you to quickly find or view the data you need within a large amount of data. You will learn to use the Find and Filter features, plus how to copy only the information you need.

Dealing with Error Returns in Calculations

Class ID: E114

Description: Learn how to prevent, intercept or make use of error messages in Excel calculations.

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Working with Imported Data

Class ID: E36

Description: Learn to use Excel's tools for working with data from other programs. This includes the Text Import Wizard, Text-to-columns and dealing with problems commonly encountered with imported data.

Excel : Printing Basics

Class ID: E54

Description: There are many print options in Excel that allow great flexibility. This session will cover page set-up, print areas, scaling, repeated information and other printing issues.

Simplifying Calculations with Named Ranges

Class ID: E84

Description: Learn how to use convenient names like "MonthlyTotal" in the place of cell references in calculations.

Using the Advanced Features of Named Ranges

Class ID: E90

Description: Named ranges can do more than simply represent a range or static data. Learn how to use advanced features such as performing calculations within named ranges.

Preparing Annual Summaries with Excel

Class ID: E120

Annual summaries require using techniques you may not need at any other time. This class will cover key techniques such as summing across multiple sheets, calculating percent increase/decrease, and creating lists of unique items.

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Word Classes

Top Ten Tips for Word

Class ID: W4

Ten simple yet powerful techniques that will help you produce better documents more efficiently.

Getting the Headers, Footers and Page Numbers You Want

Class ID: W12

Description: Headers, footers and page numbers have caused a lot of frustration for many people. A little coaching on header and footer basics can help you get the document you want without the frustration.

Mail Merges Made Easy

Class ID: W40

Description: Mail merging is a powerful tool, but creating customized letters and labels doesn't have to be difficult. This session will cover the how-to and what-not-to of mail merging with Word.

Formatting Documents Effectively

Class ID: W20

Description: This session will cover how to use formatting options for text and paragraphs to achieve the look you want. You will also learn how to combine formatting options into styles so they can be easily repeated within and between documents.

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Using Tables Effectively

Class ID: W32

Description: Tables can often help you arrange information in a way that communicates more clearly. Just a few tips can clarify how to get tables to do what you want.

Automating Document Creation

Class ID: W16

Description: Word includes powerful features to help you create documents with less typing. This session will cover how to use AutoText, AutoCorrect, AutoFormat and AutoSummarize to create document more quickly and easily.

Document Automation with Fields

Class ID: W44

Description: Many of Word's automation features work by creating fields for you. Learning how to work with fields directly will give you greater control over these features and allow you to access additional automations available only by working directly with fields.

Creating On-Screen Forms

Class ID: W8

Description: Learn to create reusable and distributable forms that can be filled out on-screen, saved or e-mailed.

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Using Word's Proofing Tools to Catch Mistakes

Class ID: W24

Description: Learn to use Word's proofing tools (spelling and grammar) more effectively to catch mistakes in your documents. We will also cover common problems that prevent the tools from working, what kinds of mistakes the tools can't catch and how to turn the tools off when you don't want them.

Working with Large Documents

Class ID: W28

Description: Learn how to use Word's tools for dealing with the challenges of large documents. This will include creating a table of contents, footnotes and cross references. You will also learn some ways to avoid having large documents slow your computer to a crawl

Working with Frequently Changed or Multi-editor Documents

Class ID: W36

Description: Keeping track of the changes made to a document over time and by various editors can be readily accomplished with tools such as Track Changes and Versions.

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PowerPoint Classes

PowerPoint Basics

Class ID: P3

Learn essential skills to create the slides you want, including slide layouts, adding objects, and trimming pictures. Also covered adding a summary slide.

Top Ten Tips for Working with PowerPoint

Class ID: P24

Description: Ten tips that can help you avoid frustration and get the presentation you want.

Creating a Custom Template for Your Presentations

Class ID: P6

Description: How to use the Title Master, Slide Master, backgrounds and other elements to create a standard presentation. Understanding these is also helpful when working on presentations created by others.

Making Clear Presentations Without a Degree in Graphic Design

Class ID: P27

Description: Learn the essential skills for making a good presentation and how to avoid the most common presentation pitfalls.

Using Animation in PowerPoint

Class ID: P9

Description: Learn how to use builds, actions and animations to add more interest and variety to your PowerPoint presentations.

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Printing from PowerPoint

Class ID: P21

Description: PowerPoint offers several unique printing options. Problems frequently encountered when printing from PowerPoint will also be covered.

New Features in PowerPoint 2002

Class ID: P30

Description: PowerPoint had the most significant changes of any of the Office XP (2002) applications. Learn about those that will affect you most.

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Access Classes

Access Basics

Class ID: A5

Description: A key to getting off on the right foot with Microsoft Access is learning what the various items within it are intended to do. This session provides an overview of the available objects and basic operations such as creating and renaming objects, accessing Wizards that make performing common tasks easy and using the specialized toolbars that are appropriate to each type of object.

Planning Your Database

Class ID: A10

Description: Tables laid out in a way that makes sense to people may not make sense to Access. This course will help you make tables that Access can work with.

Retrieving Data - Introduction

Class ID: A15

Description: Learn to create queries that retrieve the data you want. Mutli-table and the various types of queries will be covered.

Retrieving Data - Intermediate

Class ID: A35

Description: Learn more about joining tables, advanced criteria, creating calculated expressions and using parameters.

Retrieving Data - Advanced

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Class ID: A40

Description: This session will cover creating Union and SQL pass-through queries. Using a DSN to connect to a non-Access data source is also covered.

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Form Basics

Class ID: A25

Description: Learn the essentials for creating forms that work. Controls, Subforms, form properties and other topics critical to designing a working form will be covered.

Report Basics

Class ID: A30

Description: Learn the essentials for creating reports that work. Controls, Subreports, report properties, printing issues and other topics critical to designing a working report will be covered.

Using Forms to Select Data

Class ID: A20

Description: You can use selections made on a form to determine what data is selected. This course will cover the techniques needed to build such forms and their related queries.

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Outlook Classes

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Getting Started with Microsoft Outlook

Class ID: O63

Description: How to do the most common tasks and set the most commonly requested options in Outlook. This includes creating messages, calendar items, contacts, distribution lists and tasks. Options covered include message format, delayed sending and setting defaults.

Top Ten Tips for Microsoft Outlook

Class ID: O70

Description: Ten "I wish I'd known!" tips for using Outlook. When will message recall not work? How can I use Outlook to improve my follow-up? Why is my mailbox so huge when there is nothing in it? ... and seven more.

Dealing with Large Volumes of E-mail

Class ID: O14

Description: How to automatically organize your e-mails and easily find the e-mail you want. Also how to keep everything you want to and still avoid "your mailbox is full" errors.

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Getting the Most Out of Outlook Contacts

Class ID: O21

Description: Learn to use Outlook tools such as Categories, Filters and Views to make working with your Contacts list easier.

Getting the Most Out of Your Outlook Calendar

Class ID: O35

Description: Learn multiple ways to create appointments, coordinate schedules with other Outlook users, move around quickly and other topics to help you get your calendar to work for you.

Moving Around Efficiently in Outlook

Class ID: O28

Description: How to customize the Outlook bar and make use of features that allow you to move around conveniently in Outlook.

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Project Classes

Project Basics

Class ID: J5

Learn essential tools to get you started with Project. Key terms and ways to avoid frustrating problems are also covered.

How MS Project Uses Time

Class ID: J33

Description: How MS Project defines and uses time affects almost every aspect of the program. Sometimes "a day is not a day." This confuses both novice and advanced users. In this class, we will describe how MS Project defines "a day," how to configure Calendar and Sc

MS Project, Gantt Views, and Printing

Class ID: J40

Description: The Gantt View is MS Project's most popular feature. In this class, we will discuss how to print a Gantt View, including how to work with legends, footers, headers, timelines, navigate the Page Setup features, change paper size and settings, and much more

Top Ten Tips for MS Project

Class ID: J10

Description: Ten easy to use techniques to help unleash the power of MS Project. Topics such as resources, costing and views are covered.

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Visio Classes

Visio Basics

Class ID: V11

Learn essential tools to get you started with Visio. Also covered are key terminology and ways to avoid frustrating problems.

Top Ten Tips for Visio

Class ID: V22

Description: Learn ten time savers in Visio that are easy for someone who is new to Visio, but hard enough to find that even experienced Visio users don't know them all.

Visio Organization Charts Made Easy

Class ID: V33

Learn essential skills to build an Organization Chart. Gain an understanding of the Shapes, terminology, and the formatting option provided by Visio.

Creating Flow Charts in Visio

Class ID: V64

Description: With a proper understanding, you can create impressive flowcharts in Microsoft Visio. In this class we teach you the basic flowchart symbols and how to use them appropriately, how to create on-page references and off-page references with hyperlinks, how to print and save flowcharts.

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Notes Classes

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Importing and Exporting Data with Notes

Class ID: N32

Description: Learn to bring elements from other applications into Notes documents, import entire documents from other applications and export data from Notes for use in other applications. Importing information into your Address Book is included.

Making Notes Documents and E-Mails That Communicate More Clearly

Class ID: N35

Description: Learn to use Notes formatting options to improve the appearance and communication power of e-mails and other documents created in Notes, as well as some DOs and DON'Ts for communicating through electronic documents.

Finding the Information You Need in Notes

Class ID: N38

Description: Many Notes databases offer views and search features that allow you to quickly find the information you need. Learn how to find which features are available and how to use them.

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Getting the Most Out of Notes Mail

Class ID: N17

Description: This class covers setting preferences and options, working with the Address Book, delegation, using rules, archiving and the Out of Office Agent.

Getting Organized with Notes

Class ID: N20

Description: Learn to use the features of Notes Calendar and To Do list to help you get and stay organized. This includes setting preferences and options, scheduling resources, archiving and delegation.

Using Notes When You Aren't in the Office

Class ID: N23

Description: Demystify using locations and replicas to stay connected and productive while you are out of the office.

Customizing the Notes Interface

Class ID: N26

Description: Notes offers great flexibility in putting the information you need most within easy reach. Learn to customize the home page and use bookmarks.

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BlackBerry

Top Ten Tips for BlackBerry

Class ID: B8

Description: Ten Tips to make working with your BlackBerry easier.

BlackBerry Basics

Class ID: B10

Description: Learn essential tools to get you started with your BlackBerry. Also covered is key terminology and ways to avoid frustrating problems.

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