

summer 2010

training schedule



get **clickin'** Computer



right from
the comfort
of your own
desktop!



educators' series

Using a Smartboard
29-Jul 9 - 11 a Archbold \$50

Creating a Classroom Wiki
5-Aug 9 - 11 a Archbold \$50

Lessons on Video with Camtasia
12-Aug 9 - 11 a Archbold \$50

Using a Smartboard
23-Jun 9 - 11 a Toledo \$50

Creating a Classroom Wiki
30-Jun 9 - 11 a Toledo \$50

Lessons on Video with Camtasia
7-Jul 9 - 11 a Toledo \$50



**1-hour
classes!**

how-to series

Find & Organize Files
17-Jun 9 - 10 a Archbold \$30

Work with Email Attachments
24-Jun 9 - 10 a Archbold \$30

Create Envelopes and Mailing Labels
1-Jul 9 - 10 a Archbold \$30

Take an Online Class
8-Jul 9 - 10 a Archbold \$30

Create a Blog
15-Jul 9 - 10 a Archbold \$30

Use Skype
22-Jul 9 - 10 a Archbold \$30

Find & Organize Files
15-Jun 7 - 8 p Perrysburg \$30

Work with Email Attachments
22-Jun 7 - 8 p Perrysburg \$30

Create Envelopes and Mailing Labels
29-Jun 7 - 8 p Perrysburg \$30

Take an Online Class
6-Jul 7 - 8 p Perrysburg \$30

Create a Blog
13-Jul 7 - 8 p Perrysburg \$30

Use Skype
20-Jul 7 - 8 p Perrysburg \$30

Office @ your desk



Beginning Excel Charts
17-Jun 1 - 2 p Online \$25

Brochures and Newsletters Made Easy
24-Jun 1 - 2 p Online \$25

Excel Pivot Tables
1-Jul 1 - 2 p Online \$25

Word Mail Merges
8-Jul 1 - 2 p Online \$25

Creating a Facebook Page for your Business
15-Jul 1 - 2 p Online \$25

Purposeful PowerPoint Presentations
22-Jul 1 - 2 p Online \$25

Twitter: I Just Don't Get it?!
29-Jul 1 - 2 p Online \$25

Microsoft/Business

Excel Introduction
29-Jun 8:30 a - 4 p Toledo \$135

Excel Introduction
13-Jul 8:30 a - 4 p Archbold \$135

Excel Intermediate
13-Jul 8:30 a - 4 p Toledo \$135

Excel Intermediate
20-Jul 8:30 a - 4 p Archbold \$135

Excel Advanced
20-Jul 8:30 a - 4 p Toledo \$135

Excel Advanced
27-Jul 8:30 a - 4 p Archbold \$135

Project 2007 Intro
18-Jun 8:30 a - 4 p Toledo \$185

Project 2007 Intermediate
25-Jun 8:30 a - 4 p Toledo \$185

Moving to Windows 7
28-Jun 9 - 11 a Toledo \$50

Expression Web Introduction
9-Jul 8:30 a - 4 p Toledo \$150

Quickbooks Intro
8-Jul 8:30 a - 4 p Archbold \$135

Quickbooks Intro
16-Jul 8:30 a - 4 p Toledo \$135

Quickbooks Intermediate
15-Jul 8:30 a - 4 p Archbold \$135

Quickbooks Intermediate
30-Jul 8:30 a - 4 p Toledo \$135

Go Google!
30-Jul 9 a - 12 p Toledo \$75

Access Introduction
27-Jul 8:30 a - 4 p Toledo \$135

Access 2007 Introduction
10-Aug 8:30 a - 4 p Archbold \$135

Access Intermediate
10-Aug 8:30 a - 4 p Toledo \$135

Access 2007 Intermediate
17-Aug 8:30 a - 4 p Archbold \$135

Crystal Reports Introduction
4-Aug 8:30 a - 4 p Toledo \$185

Crystal Reports Intermediate
18-Aug 8:30 a - 4 p Toledo \$185

Moving to Windows 7
6-Aug 9 - 11 a Archbold \$50



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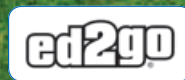
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Located in Archbold, Bryan and at UT's Scott Park Campus

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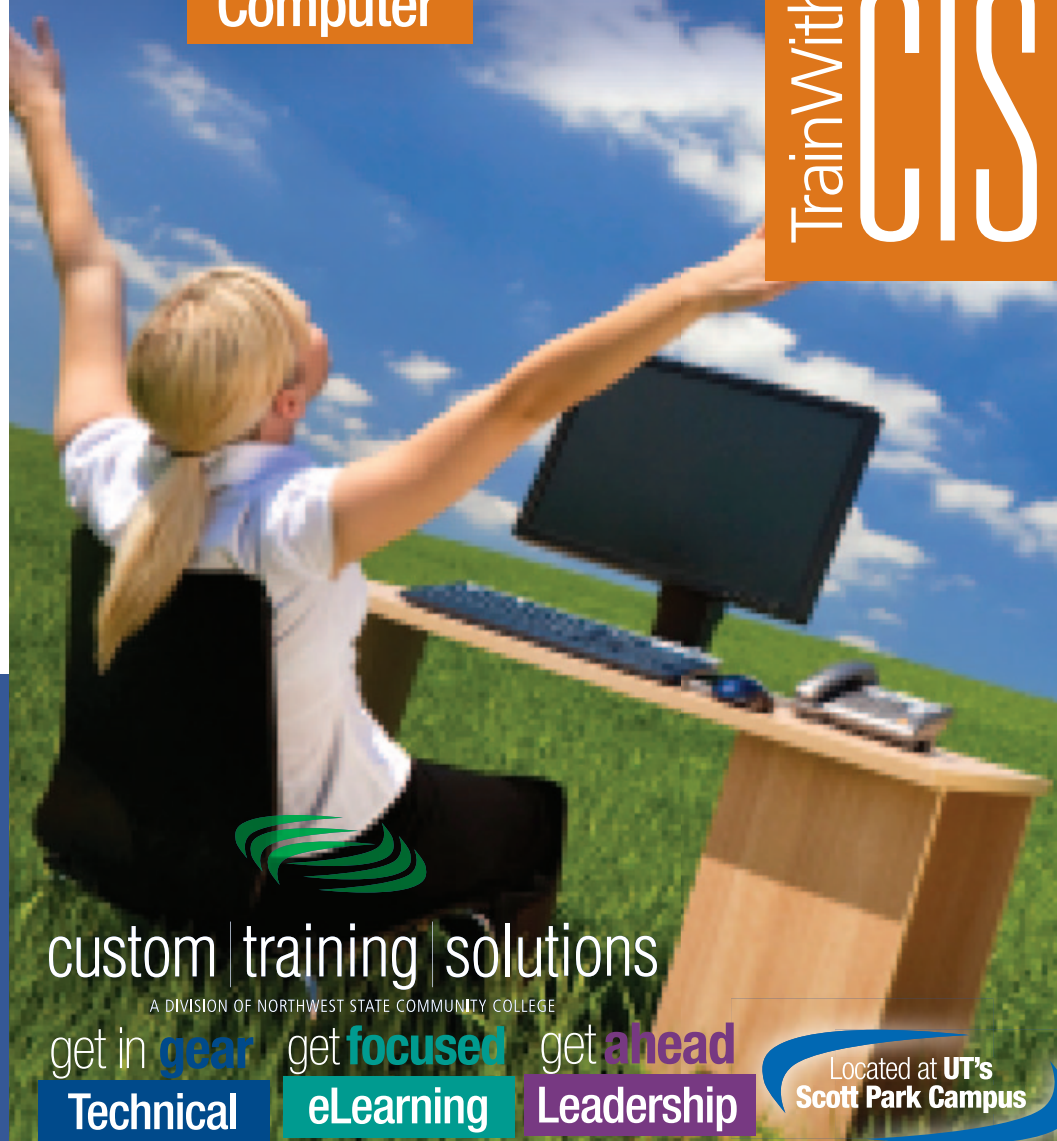
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