



DVHT, DVWCT and DVPLT Training Announcement

- Title:** Computer Skills – Microsoft Office Applications
- Description:** The Trust's computer workshops are intensive, hands-on programs covering Microsoft Word™, Excel™, Powerpoint™, Outlook™, and Access™ and several other applications. Basic, intermediate and advanced programs are available. See attached program descriptions.
- Instructor:** DVT Information Technology Staff
- Schedule:** See attached 2018 schedule
- Location:** Delaware Valley Trusts, 719 Dresher Road, Horsham, PA 19044
- Eligibility:** Open to DVHT, DVWCT and DVPLT members.
- Cost:** \$25 member co-pay to cover the cost of training manual
- Class Size:** 10
- Deadline:** Registration closes 7 working days prior to training date
- Questions:** Contact cbigham@dvtrusts.com or (267) 803-5720 or contact the Risk Control Department at (215) 706-0101.

Please register the following individuals:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Person completing form: _____ Email: _____

Name of municipality: _____ Phone: _____

Registration options:

REGISTER ONLINE
Go to www.dvtrusts.com
Click on Training & Events

REGISTER BY FAX
Fax completed form to:
215-706-0895

REGISTER BY EMAIL
Email completed form to:
cbigham@dvit.com



Microsoft Office Applications - Training Schedule 2018

Date	Day	Time	Course Title
03/15/2018	Thurs	9:00am to 3:00pm	Microsoft Word 2013 Core Essentials for Business Professionals
03/22/2018	Thurs	9:00am to 3:00pm	Microsoft Excel 2013 Core Essentials for Business Professionals
03/29/2018	Thurs	9:00am to 12:30pm	Microsoft Word 2013 Intermediate Class
04/05/2018	Thurs	9:00am to 12:30pm	Microsoft Excel 2013 Intermediate Class
04/12/2018	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2013 Core Essentials for Business Professionals
04/17/2018	Tues	9:00am to 3:00pm	Part 1 Microsoft Access 2013 Core Essentials for Business Professionals
04/19/2018	Thurs	9:00am to 3:00pm	Part 2 Microsoft Access 2013 Core Essentials for Business Professionals
04/26/2018	Thurs	9:00am to 3:00pm	Microsoft Publisher 2013 Foundation
05/03/2018	Thurs	9:00am to 3:00pm	Microsoft Excel 2013 Core Essentials for Business Professionals
05/10/2018	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2013 Core Essentials for Business Professionals
05/17/2018	Thurs	9:00am to 12:30pm	Microsoft Excel 2013 Intermediate Class
05/24/2018	Thurs	9:00am to 3:00pm	Microsoft Word 2013 Core Essentials for Business Professionals
05/31/2018	Thurs	9:00am to 12:30pm	Microsoft Word 2013 Intermediate Class
* No scheduled courses in June, July, or August. Arrangements can be made for group programs in any topics offered.			
09/06/2018	Thurs	9:00am to 3:00pm	Microsoft Word 2013 Core Essentials for Business Professionals
09/13/2018	Thurs	9:00am to 3:00pm	Microsoft Excel 2013 Core Essentials for Business Professionals
09/20/2018	Thurs	9:00am to 12:30pm	Microsoft Word 2013 Intermediate
09/27/2018	Thurs	9:00am to 12:30pm	Microsoft Excel 2013 Intermediate Class
10/04/2018	Thurs	9:00am to 12:30pm	Microsoft Windows Computer Operations Class
10/09/2018	Tues	9:00am to 3:00pm	Part 1 Microsoft Access 2013 Core Essentials for Business Professionals
10/11/2018	Thurs	9:00am to 3:00pm	Part 2 Microsoft Access 2013 Core Essentials for Business Professionals
10/18/2018	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2013 Core Essentials for Business Professionals
10/25/2018	Thurs	9:00am to 3:00pm	Microsoft Publisher 2013 Foundation
11/01/2018	Thurs	9:00am to 3:00pm	Microsoft Outlook 2013 Core Essentials for Business Professionals

Directions to:

DVT Computer Training Room

**719 Dresher Road
Horsham PA 19044
215-706-0101**

Training Participants: Please park and enter in the rear of the building.

From Points North (Doylestown Area)

- Take 611 South.
- Make right onto Dresher Road.
- Cross Horsham Road (Rt. 463) and continue on Dresher Road.
- After passing Walnut Grove Drive, DVMMA Office will appear on your left.
- Training room entrance is at rear of building.

From Points South (Cheltenham Area)

- Take Rt. 611 North.
- Cross under Pa. Turnpike.
- Make left on Blair Mill Road.
- Make right on Witmer Road.
- Make left on Dresher Road.
- After passing Walnut Grove Drive, DVMMA Office will appear on your left.
- Training room entrance is at rear of building.

From Points East (Bensalem Area)

- Take Pa. Turnpike West.
- Exit Pa. Turnpike at Jenkintown - Willow Grove – Rt. 611.
- After tolls, follow ramp to Rt. 611 North.
- Continue on Rt. 611 North.
- Make left on Blair Mill Road.
- Make right on Witmer Road.
- Make left on Dresher Road.
- After passing Walnut Grove Drive, DVMMA Office will appear on your left.
- Training room entrance is at rear of building.

From Points West (King of Prussia Area)

- Pa. Turnpike East
- Exit Pa. Turnpike at Jenkintown - Willow Grove – Rt. 611.
- After tolls, follow ramp to Rt. 611 North.
- Continue on Rt. 611 North.
- Make left on Blair Mill Road.
- Make right on Witmer Road.
- Make left on Dresher Road.
- After passing Walnut Grove Drive, DVMMA Office will appear on your left.
- Training room entrance is at rear of building.

Computer Seminar Descriptions

Title/Duration	Program Description
<p><i>Microsoft Access 2013 Core Essentials for Business Professionals – 2 day course</i></p> <p>Day 1 will build on content which will be delivered on Day 2. Participants must attend both sessions to obtain completion certificate.</p> <p style="text-align: right;">Duration: 12-hrs (6 hrs each day)</p>	<p>This two-day course will provide the basics and progress through several modules to cover:</p> <ul style="list-style-type: none"> • An introduction to Access databases • Tables • Reports • Forms • Queries • Much More <p>Limited to 10 students; \$25/person copay</p>
<p><i>Microsoft Excel 2013 Core Essentials for Business Professionals</i></p> <p style="text-align: right;">Duration: 6-hrs</p>	<p>Topics covered:</p> <ul style="list-style-type: none"> • The Basics • Working With Data • Basic Excel Tools • Basic Formatting Tools • Advanced Formatting Tools • Advanced Elements • Viewing and Printing <p>Limited to 10 students; \$25/person copay</p>
<p><i>Microsoft Excel 2013 – Intermediate</i></p> <p style="text-align: right;">Duration: 3.5-hrs</p>	<p>Topics covered:</p> <ul style="list-style-type: none"> • Viewing worksheets • More formatting techniques • More formulas and functions • Using charts • Drawing and picture objects <p>Limited to 10 students; \$25/person copay</p>
<p><i>Microsoft Outlook 2013 Core Essentials for Business Professionals</i></p> <p style="text-align: right;">Duration: 6-hrs</p>	<p>Topics covered:</p> <ul style="list-style-type: none"> • The Basics • Setting up a Mail Account • Creating a Message • Advanced Message Tasks • Working with the Calendar and Tasks • Working with Contacts • Common Tasks <p>Limited to 10 students; \$25/person copay</p>

Computer Seminar Descriptions (cont.)

Title/Duration	Program Description
<p><i>Microsoft PowerPoint 2013 Core Essentials for Business Professionals</i></p> <p style="text-align: right;">Duration: 6-hrs</p>	<p>Topics covered:</p> <ul style="list-style-type: none"> • The Basics • Working with Slides • Working with Text and Paragraphs • Formatting Text • Adding Art and Objects • Advanced Slide Tasks <p>Limited to 10 students; \$25/person copay</p>
<p><i>Microsoft Word 2013 Core Essentials for Business Professionals</i></p> <p style="text-align: right;">Duration: 6-hrs</p>	<p>Topics covered:</p> <ul style="list-style-type: none"> • The Basics • Working with Text and Paragraphs • Formatting Text • Formatting the Page • Adding Art and Objects • The Finishing Touches • Viewing and Printing <p>Limited to 10 students; \$25/person copay</p>
<p><i>Microsoft Word 2013 – Intermediate</i></p> <p style="text-align: right;">Duration: 3.5-hrs</p>	<p>Topics covered:</p> <ul style="list-style-type: none"> • Creating and using forms • Creating documents and labels via mail merge • Tracking document changes • Creating web pages with Microsoft Word <p>Limited to 10 students; \$25/person copay</p>
<p><i>Microsoft Publisher 2013 – Foundation</i></p> <p style="text-align: right;">Duration: 6-hrs</p>	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Overview of Command Tabs • Creating Publications • Doing more with text • Working with objects • Printing and viewing your publication <p>Limited to 10 students; \$25/person copay</p>
<p><i>Microsoft Windows Computer Operations</i></p> <p style="text-align: right;">Duration: 3.5-hrs</p>	<p>Topics covered:</p> <ul style="list-style-type: none"> • Windows Basics • Working with Windows • Using Applications and Getting Help • Advanced Tools • The Control Panel • Multimedia Features <p>Limited to 10 students; \$25/person copay</p>