



DVHT, DVWCT and DVPLT Training Announcement

Seminar 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 for more details.

Training Provider: DVT Information Technology Staff

Schedule: See attached 2019 schedule

Location: Delaware Valley Trusts Computer Training Room
719 Dresher Road, Horsham, PA 19044

Eligibility/Cost: Open to DVHT, DVWCT and DVPLT members.
\$25 member co-pay to cover the cost of training manual

Class Size: 10

Deadline: Registration closes seven (7) working days prior to training date

Seminar Inquiries: Email cbigham@dvtrusts.com or call 215-706-0101.

Please register the following individuals: Specify the session(s) to attend.

Name _____ Date & Session _____

Name _____ Date & Session _____

Name _____ Date & Session _____

Person completing form: _____ Email: _____

Name of municipality: _____ Phone: _____

Registration options:

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

REGISTER BY FAX
Complete this form and fax
to 215-706-0895

REGISTER BY EMAIL
Complete this form
and email to:
cbigham@dvtrusts.com



Microsoft Office Applications - Training Schedule 2019

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Course Title</u>
03/14/2019	Thurs	9:00am to 3:00pm	Microsoft Word 2016 Core
03/21/2019	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Core
03/28/2019	Thurs	9:00am to 12:30pm	Microsoft Word 2016 Intermediate Class
04/04/2019	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
04/11/2019	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2016 Core
04/18/2019	Thurs	9:00am to 12:30pm	Microsoft OneNote 2016 Core
04/25/2019	Thurs	9:00am to 3:00pm	Microsoft Publisher 2016 Foundation
05/02/2019	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Core
05/09/2019	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2016 Core
05/16/2019	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
05/23/2019	Thurs	9:00am to 3:00pm	Microsoft Word 2016 Core
05/30/2019	Thurs	9:00am to 12:30pm	Microsoft Word 2016 Intermediate Class
*No scheduled courses in June, July or August. Arrangements can be made for group programs in any topics offered.			
09/05/2019	Thurs	9:00am to 3:00pm	Microsoft Word 2016 Core
09/12/2019	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Core
09/19/2019	Thurs	9:00am to 12:30pm	Microsoft Word 2016 Intermediate Class
09/26/2019	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
10/17/2019	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2016 Core
10/24/2019	Thurs	9:00am to 3:00pm	Microsoft Publisher 2016 Foundation
10/31/2019	Thurs	9:00am to 3:00pm	Microsoft Outlook 2016 Core

**“Call-to-Schedule” Seminars
Computer Skills - Microsoft Applications
Held at DVT Computer Training Room**

Available to DVHT, DVWCT and DVPLT members



Title/Duration	Program Description
<p>Microsoft Access 2016 – Core Three (3) day course</p> <p>Each day will build on the previous day’s content. Participants must attend all three sessions to obtain completion certificate.</p> <p align="right">Duration: 18 hrs (6 hrs each day)</p>	<p><u>Core Class Day #1</u> Lesson 1: Getting Started with Access Lesson 2: Working with Table Data Lesson 3: Querying a Database Lesson 4: Creating Intermediate Queries</p> <p><u>Core Class Day #2</u> Lesson 5: Generating Reports Lesson 6: Customizing the Access Environment Lesson 7: Designing a Relational Database Lesson 8: Joining Tables Lesson 9: Organizing a Database for Efficiency</p> <p><u>Intermediate Class Day #3</u> Lesson 10: Sharing Data Across Applications Lesson 1: Implementing Intermediate Form Design Lesson 2: Using Data Validation Lesson 3: Using Macros to Improve User Interface Design (Not covered due to time constraints) Lesson 4: Using Advanced Database Management (Not covered due to time constraints) Lesson 5: Distributing and Securing a Database Lesson 6: Managing Switchboards</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft Office Excel 2016 - Core Class</p> <p align="right">Duration: 6 hrs</p>	<p>Lesson 1: Getting Started with Microsoft Excel 2016 Lesson 2: Performing Calculations (Limited use of Excel Functions) Lesson 3: Modifying a Worksheet Lesson 4: Formatting a Worksheet Lesson 5: Printing Workbook Contents Lesson 6: Managing Large Workbooks</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft Office Excel 2016 – Intermediate</p> <p align="right">Duration: 3.5 hrs</p>	<p>Lesson 1: Creating Intermediate Formulas using Functions Lesson 2: Analyzing Data with Logical and Lookup Functions Lesson 3: Organizing Worksheet Data with Tables Lesson 4: Visualizing Data with Basic Charts Lesson 5: Analyzing Data with PivotTables Lesson 6: Inserting Graphics</p> <p>Limited to 10 students; \$25/person copay</p>

Computer Skills - Microsoft Applications (cont.)

Available to DVHT, DVWCT and DVPLT members



Title/Duration	Program Description
<p>Microsoft Outlook 2016 - Core</p> <p style="text-align: right;"><i>Duration: 6 hrs</i></p>	<p>Lesson 1: Getting Started with Outlook 2016 Lesson 2: Composing Messages Lesson 3: Reading and Responding to Messages Lesson 4: Managing Your Messages Lesson 5: Managing Your Calendar Lesson 6: Managing Your Contacts Lesson 7: Working with Tasks and Notes Lesson 8: Customizing the Outlook Environment (time permitting)</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft Outlook 2016 – Intermediate</p> <p style="text-align: right;"><i>Duration: 3.5 hrs</i></p>	<p>Lesson 1: Configuring Intermediate Message Options Lesson 2: Intermediate Message Management Lesson 3: Intermediate Calendar and Task Management Lesson 4: Intermediate Contact Management Lesson 5: Sharing Workspaces with Others Lesson 6: Managing Outlook Data Files (time permitting) Lesson 7: Managing E-mail Security (time permitting)</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft PowerPoint 2016 - Core</p> <p style="text-align: right;"><i>Duration: 6 hrs</i></p>	<p>Lesson 1: Getting Started with PowerPoint Lesson 2: Developing a PowerPoint Presentation Lesson 3: Performing Intermediate Text Editing Lesson 4: Adding Graphical Elements to Your Presentation Lesson 5: Modifying Objects in Your Presentation Lesson 6: Adding Tables to Your Presentation Lesson 7: Adding Charts to Your Presentation Lesson 8: Preparing to Deliver Your Presentation (time permitting)</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft PowerPoint 2016 - Intermediate</p> <p style="text-align: right;"><i>Duration: 3.5 hrs</i></p>	<p>Lesson 1: Modifying the PowerPoint Environment Lesson 2: Customizing Design Templates Lesson 3: Adding SmartArt to a Presentation (Not covered due to time constraints) Lesson 4: Working with Media and Animations Lesson 6: Customizing a Slide Show Lesson 7: Securing and Distributing a Presentation (time permitting)</p> <p>Limited to 10 students; \$25/person copay</p>

Computer Skills - Microsoft Applications (cont.)



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Title/Duration	Program Description
<p>Microsoft Word 2016 - Core</p> <p style="text-align: right;">Duration: 6 hrs</p>	<p>Lesson 1: Getting Started with Word Lesson 2: Editing a Document Lesson 3: Formatting Text and Paragraphs Lesson 4: Adding Tables Lesson 5: Managing Lists Lesson 6: Inserting Graphic Objects Lesson 7: Controlling Page Appearance (Not covered due to time constraints) Lesson 8: Proofing a Document Lesson 9: Customizing the Word Environment (time permitting)</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft Word 2016 – Intermediate</p> <p style="text-align: right;">Duration: 3.5 hrs</p>	<p>Lesson 1: Working with Tables and Charts Lesson 2: Customizing Formats Using Styles and Themes* Lesson 3: Using Images in a Document Lesson 4: Creating Custom Graphic Elements* Lesson 5: Inserting Content Using Quick Parts* Lesson 6: Controlling Text Flow Lesson 7: Using Templates* Lesson 8: Using Mail Merge Lesson 9: Using Macros* *Not covered due to time constraints</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft Publisher 2016 – Core</p> <p style="text-align: right;">Duration: 6 hrs</p>	<p>Lesson 1: Getting Started with Microsoft Publisher 2016 Lesson 2: Adding Content to a Publication Lesson 3: Formatting Text in a Publication Lesson 4: Editing Text in a Publication Lesson 5: Adding and Formatting Graphics in a Publication Lesson 6: Preparing a Publication for Printing and Sharing</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft Windows Computer Operations</p> <p style="text-align: right;">Duration: 3.5 hrs</p>	<p>Scheduled on an a Call to Order Basis</p> <p>Limited to 10 students; \$25/person copay</p>
<p>Microsoft OneNote 2016 – Core</p> <p style="text-align: right;">Duration: 3.5 hrs</p>	<p>Lesson 1: Exploring Notebook Structure Lesson 2: Adding Content and Formats to a OneNote Notebook Lesson 3: Managing OneNote Notebooks, History, and Backups Lesson 4: Working with Embedded Files Lesson 5: Sharing and Collaborating with Notebooks (time permitting) Lesson 6: Finalizing a Notebook (time permitting)</p> <p>Limited to 10 students; \$25/person copay</p>