



### 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™, Publisher™, OneNote™ 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 2020 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](mailto:cbigham@dvtrusts.com) or call 215-706-0101.

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**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](http://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](mailto:cbigham@dvtrusts.com)

## Microsoft Office Applications - Training Schedule 2020

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Course Title</u>
03/12/2020	Thurs	9:00am to 3:00pm	Microsoft Word 2016 Core
03/19/2020	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Core
03/26/2020	Thurs	9:00am to 12:30pm	Microsoft Word 2016 Intermediate Class
04/02/2020	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
04/09/2020	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2016 Core
04/16/2020	Thurs	9:00am to 12:30pm	Microsoft OneNote 2016 Core
04/23/2020	Thurs	9:00am to 3:00pm	Microsoft Publisher 2016 Foundation
04/30/2020	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Core
05/07/2020	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2016 Core
05/14/2020	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
05/21/2020	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Core
05/28/2020	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
<b>*No scheduled courses in June, July or August. Arrangements can be made for group programs in any topics offered.</b>			
09/03/2020	Thurs	9:00am to 3:00pm	Microsoft Word 2016 Core
09/10/2020	Thurs	9:00am to 3:00pm	Microsoft Excel 2016 Core
09/17/2020	Thurs	9:00am to 12:30pm	Microsoft Word 2016 Intermediate Class
09/24/2020	Thurs	9:00am to 12:30pm	Microsoft Excel 2016 Intermediate Class
10/15/2020	Thurs	9:00am to 3:00pm	Microsoft PowerPoint 2016 Core
10/22/2020	Thurs	9:00am to 3:00pm	Microsoft Publisher 2016 Foundation
10/29/2020	Thurs	9:00am to 3:00pm	Microsoft Excel 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><b>Microsoft Access 2016 – Core</b> <b>Three (3) day course</b></p> <p><b>Each day will build on the previous day’s content. Participants must attend all three sessions to obtain completion certificate.</b></p> <p align="right"><b>Duration: 18 hrs (6 hrs each day)</b></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><b>Microsoft Office Excel 2016 - Core Class</b></p> <p align="right"><b>Duration: 6 hrs</b></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><b>Microsoft Office Excel 2016 – Intermediate</b></p> <p align="right"><b>Duration: 3.5 hrs</b></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><b><i>Microsoft Outlook 2016 - Core</i></b></p> <p style="text-align: right;"><b><i>Duration: 6 hrs</i></b></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><b><i>Microsoft Outlook 2016 – Intermediate</i></b></p> <p style="text-align: right;"><b><i>Duration: 3.5 hrs</i></b></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><b><i>Microsoft PowerPoint 2016 - Core</i></b></p> <p style="text-align: right;"><b><i>Duration: 6 hrs</i></b></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><b><i>Microsoft PowerPoint 2016 - Intermediate</i></b></p> <p style="text-align: right;"><b><i>Duration: 3.5 hrs</i></b></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.)



Available to DVHT, DVWCT and DVPLT members

Title/Duration	Program Description
<p><b>Microsoft Word 2016 - Core</b></p> <p style="text-align: right;"><b>Duration: 6 hrs</b></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><b>Microsoft Word 2016 – Intermediate</b></p> <p style="text-align: right;"><b>Duration: 3.5 hrs</b></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><b>Microsoft Publisher 2016 – Core</b></p> <p style="text-align: right;"><b>Duration: 6 hrs</b></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><b>Microsoft Windows Computer Operations</b></p> <p style="text-align: right;"><b>Duration: 3.5 hrs</b></p>	<p>Scheduled on an a Call to Order Basis</p> <p>Limited to 10 students; \$25/person copay</p>
<p><b>Microsoft OneNote 2016 – Core</b></p> <p style="text-align: right;"><b>Duration: 3.5 hrs</b></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>