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Webinars

KnowledgeWave Webinars are live training delivered over the web with video and sound. Webinars are your learning resource for concise, subject-specific learning.

An organization is only as good as its people, and the performance of an organization's people is improved through comprehensive, effective, and fun training (that's right, we said *fun*). Stay on the cutting edge of technology and save travel time & expenses with Webinars.

Webinar Schedule

See our website for the most current up-to-date schedule at <http://www.knowledgewave.com>.

Microsoft Project 2007 from the Beginning - Completing Projects On-Time and in Budget Doesn't Have to Seem Like Mission Impossible

Product(s): Microsoft Project 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Easily handle even the most impossible projects without the stress, frustration and worry. Learn how to unleash the power of Microsoft Project and complete all your projects, large and small, on time and on budget. This innovative webinar will walk you through many of the software's incredible, built-in features and you will learn how to use them to improve the way you manage tasks.

Just imagine, in one hour you will be able to build a project outline, create and modify task relationships, assign resources to tasks, work with different views and tables, create a baseline and track project progress, manage an active project, work with resource needs and communicate project information effectively.

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Google Analytics: Learn the Basics

Product(s): Google.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Google Analytics is a powerful, free service from Google that allows you to track and understand your website visitors. The more you know about your customers, the better you can market and sell your services online. You can see where your website visitors came from before they landed on your website, see what kind of search keywords they used to find you, see how they traveled through your website, and much more. This webinar introduces you to the concept of web analytics, covers the basics of setting up a Google Analytics account, and shows you how to place the tracking code into your web pages. Also covered is an overview of the dashboard as well as a review of basic reports showing tracking information.

Google Analytics: Referral Traffic & Visitor Info

Product(s): Google.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Once you've attended "Google Analytics: Getting to Know the Basics of Google Analytics", or you already have and use Google Analytics, the next step is to know how to get information about your website's visitors. Specifically, you want to know what other websites are linking to your website and sending you visitors. This helps you know who to network with, what sites to target for advertising, and know more overall information about your visitors. You also want to understand your visitors' technical data, such as what monitor resolution, operating system, and web browser that are they using. This helps you make better web design decisions so that you can best meet the needs of your customers, which leads to greater leads and sales. In this webinar, you'll learn how to do this and more.

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Google Analytics: Bounce Rate, Reporting, & Customization

Product(s): Google.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

In this webinar on Google Analytics, you'll come to understand the mysterious "Bounce Rate". What is it? What does it indicate? You will also learn how to extensively customize the Google Analytics dashboard and generate reports which can be automatically emailed as PDFs.

Google Analytics: Goal Tracking & AdWords Integration

Product(s): Google.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Goal tracking allows you to assign a dollar value to a user action, such as clicking on a buy button or a subscribe link. Then you can track specific goal clicks on your website. This also ties in with Google AdWords, which is Google's online advertising service. This allows you to run AdWords campaigns and gauge their effectiveness by connecting goals to ad click-throughs.

Google Docs: Overview & Basics

Product(s): Google Doc

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Google Docs is a great set of online tools designed to create and modify a variety of different types of documents. This workshop guides users through the Google Docs main interface, covers the differences between the Docs applications and discusses file management in an online environment. If you're looking at Google Docs for work or personal use, this is the place to start.

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Google Docs: Word Processing

Product(s): Google Documents.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Word processing the Google way! We cover the basics, from creating documents and identifying interface components, to formatting documents using styles. In addition we look at how to work offline in another word processing application and upload it into Google Documents later on. This is a valuable primer for anyone looking to Google Documents to solve their word processing needs.

Google Docs: Spreadsheets

Product(s): Google Spreadsheets

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Your spreadsheet application doesn't have to begin with the letter E. Google Spreadsheets is a fully functional spreadsheet program with a variety of helpful functions. This workshop covers the interface and navigation methods, entering data and adding formulas. We'll also define and insert Gadgets, add sheets to a spreadsheet and look at saving and deleting documents.

Introduction to Google Picasa

Product(s): Picasa.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

If you have a digital camera and your pictures are in a single folder on your computer, does a relative across the country see it? Well, if you're using Picasa they will. Picasa is a tool for managing, editing sharing your pictures. The simple interface enables users to easily upload photos from your computer to an online site that is accessible to you and your family (if you choose).

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Introduction to Google Mail (Gmail)

Product(s): Gmail

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Gmail is the program that started it all. It went from an invite only tool for the electronically hip, to one of the best mail clients available. Learn how to make Gmail function as your personal, or work mail service. Learn to compose and send email, sort and filter emails and import and manage contacts. Once you use Gmail, you'll wonder how you ever sent an email without it.

Google Calendar

Product(s): Google Calendar.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Whether you need help organizing your appointments or you're someone tethered to your Day Runner, this is a workshop for you. Google Calendar has the ability to track all of your appointments and meetings, but does so much more. You can share your calendar with workmates or family, view other shared calendars, search an extensive list of public calendars to view and even import your current Outlook calendar.

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Google Page Creator

Product(s): Page Creator

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Creating Web sites and intranet sites is easy with Page Creator. This highly functional application is a great tool for creating websites for a variety of purposes. This workshop is designed to give you a feel for the application environment and learn the skills to create a website, add pages, insert content, change layouts and publish your site. Discover this valuable tool whether you're looking to design a website for your small business, an intranet site for your department or workgroup or a site for the family to keep in touch.

Introduction to iGoogle

Product(s): iGoogle

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

iGoogle is your "window" to the Google world. It gives you access to your email, calendar, news, weather and so much more all on one page. The more you use Google, the more valuable iGoogle becomes. Learn how to add components to your page, add tabs for more functions, monitor your Google apps and move components to create a flow more conducive to your needs.

Google Docs: Forms

Product(s): Google Forms

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

The collection of information on any number of subjects is essential to business productivity and efficiency. Google Forms allows users to create forms online, distribute them and track responses. In this workshop we will cover the elements of the application's interface, how to create a form and how to add questions to your new form. We will also touch on distribution and analysis of your collected data.

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SEO: Getting to Know the Basics of Search Engine Optimization

Product(s): Google.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Search Engine Optimization (SEO) is the planning and process for increasing your website's visibility in search. There is intense competition for top of the first page in search results. In today's world, being found easily online via search means traffic and customers to your website. This seminar covers the basics of what SEO is, why it matters, what its rewards can add to the bottom line, and conducting keyword research.

SEO: On Page Optimization Factors: Link Structure & Content

Product(s): Google.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

What content is in your web pages and how those pages are named and organized has a significant effect on how customers find you online. This is the heart and soul of search optimization. This webinar focuses on how to structure your site, content at the page level, and create "search magnet" content.

SEO: Off Page Optimization Factors: Backlinks & PageRank

Product(s): Google.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

You can optimize on-page factors all you like, but if you want search engines to view your website's pages as authoritative, it needs to be linked to by other websites. These links are known as backlinks, and Google has a method for measuring their authority, called PageRank. Attaining and keeping a high PageRank is of primary concern to the long-term search optimization health of a website.

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Word Press: Introduction to Corporate Blogging

Product(s): WordPress.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Using a blog for online marketing has been gaining strength for years, now, and shows no signs of letting up. The phenomenon has been covered by every major business publication. Should your company have a blog? This webinar provides an overview of corporate blog marketing and addresses the concerns and benefits.

Learn to Love Microsoft Vista

Product(s): Microsoft Windows Vista.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Windows Vista has been the punching bag of the computer world since it came out. That's OK, it can handle the abuse. In fact, behind the rhetoric and high-priced ad campaigns by competitors, it is a very functional operating system with powerful new features. In fact, Vista will change how we use our computers. From file management and the Vista interface to operating an application and basic maintenance, this course is a great introduction to how your new Microsoft Windows Vista computer works. If that wasn't enough, we also cover basic operations of Microsoft Internet Explorer and some of the key new features of this now essential application.

Some of the things you will learn:

- New Components of Vista
- How to Manage Files in a Vista Environment
- The latest Features of Internet Explorer
- Basic Computer Maintenance

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Uncover the Secret Tips & Tricks in Microsoft Office 2003

Product(s): Microsoft Office 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Come with us on a journey into the secret depths of Microsoft Office and discover hidden ways to share data between Office programs. What you will see in this 60-minute webinar are tips and tricks that will allow you to work with less repetition and greater efficiency. Much of Microsoft Office's power is in hidden options, unknown features, and shortcuts that go unused and undiscovered by the majority of people that use the suite. In this webinar, we've compiled some of our favorite tips and tricks for Word, Excel, Outlook, and PowerPoint. These are tips that will make Microsoft Office more powerful, more productive, and even easier for you to use, and you will see how to customize the suite to work the way you want.

What's New? An In-Depth Look at the Microsoft Office 2007 Interface

Product(s): Microsoft Office 2007.

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

You have questions. We have answers... to where your favorite Office 2003 tools are now located on the Ribbon Bar in the Office 2007!

In this 30-minute webinar we will look closely at the new Office Interface (The Office Button, Ribbons, Quick Access Toolbar, Contextual Tabs and Dialog Box Launchers)!

While each application has new features, we will look at the common elements throughout the new interface. If you are new to Office 2007, this webinar is a must! Let us help you get up to speed on all of the upgrades and get comfortable with the new look.

- Office Button
- Ribbons Explained
- Quick Access Toolbar
- Contextual Tabs
- Dialog Box Launchers

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Embracing Change, Uncovering the New Features of Office 2007 (Word, Excel, & Outlook)

Product(s): Microsoft Office 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Change; Love or hate it, it's a way of life. Coming to understand can help you embrace it and the new possibilities that come along with that change. This is true of Microsoft Office 2007. Office 2007 has a whole new look and new features to go with it. This Webinar explores the new Office interface and the dynamic features of the Office Suite. While each application has new features, we will look at the common elements throughout the new interface. We will also go into Word, Excel and Outlook to point out some of the big changes. If you have Office 2007, this webinar is a must to get you on the path to embracing the change. Word has exciting new features to help you create, manage, and distribute documents. Excel has Smart Art, tables, and improved conditional formatting. Outlook's To Do Bar is a way to view dates, upcoming calendar appointments, and tasks all while looking at your email.

Some of the things you will learn:

- The Office Interface (The Office Button, Ribbons, Quick Access Toolbar, Contextual Tabs and Dialog Box Launchers)
- How to deal with documents from earlier versions of Office
- How to use SmartArt
- New distribution features in Word
- Improved conditional formatting in Excel
- Benefits of the To-Do Bar in Outlook
- Improved Calendar and Task features

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Insider Secrets to the Top Tips and Tricks in Microsoft Outlook 2003

Product(s): Microsoft Office Outlook 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This is a one-hour webinar with just one goal: To demonstrate the best features of Outlook's amazing inbox, calendar and appointment and meeting while saving you an incredible amount of time. We will show you the quickest way to organize incoming email, set up appointments, schedule meetings, synchronize your schedule with other people, manage your calendar—tips and goodies it would take you forever to figure out on your own.

First View of Windows 7: Change is Good!

Product(s): Microsoft Windows 7.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Windows 7 is new from the ground up. In this session we will uncover many of the new features that distinguish this version of Microsoft's operating System from its predecessors. Windows 7 offers new features to view and organize open windows, search for files and programs and even control the number of notifications we see. We'll demonstrate all this and much more as we reveal the workings of this eagerly awaited upgrade. Whether you're already using Windows 7 or planning on making the switch, let us guide you on your way.

- Windows Search
- Aero Peek, Snap and Shake
- Notification Control
- Improved Task Bar
- Internet Explorer 8 Web Slices
- User controls

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Office 2010: Preview the Future

Product(s): Microsoft Office 2010.

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

It seems like just yesterday Microsoft launched Office 2007. However, it's been three years and it's time for a new version of the application suite. Office 2010 is built off the Office 2007 design, but don't let that fool you. This is a new set of applications with new tools. If you're looking to make the move to 2010, have already purchased the suite, or just curious about the new features, let us be your guide to the future of Microsoft Office.

- Interface Changes
- What's New in Word
- What's New in Excel
- What's New in Outlook

Taming the Beast: An Introduction to Outlook and Unlocking the Power of Organizing and Managing Your Inbox (Outlook 2003)

Product(s): Microsoft Office Outlook 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Outlook is a messaging and personal information manager. Sending and receiving e-mail messages is the biggest reason people use Outlook. This short course explains everything you need to know about e-mail: how to compose, send, and receive e-mail messages, how to reply to and forward e-mails, how to spell-check an e-mail before sending it, sorting and filtering emails, and how to attach one or more files to an e-mail message. Learn to create and manage your emails using folders. You will even learn how Outlook can help you find a misplaced e-mail message.

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Where is that E-Mail? Stay Sane and Increase Your Productivity by Unleashing the Power of Using the Sort and Filter Functions in Microsoft Outlook 2003

Product(s): Microsoft Office Outlook 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Many of us are familiar with the look of Outlook's inbox. However, not many people fully utilize the application's flexibility to create a custom interface based on the user's specific needs. Here we cover how to do sorts of messages based on multiple criteria, discuss the existing View options of Outlook and then show users how to create a custom view based on their preferences. We also cover how to customize column headings in the Inbox.

Keep Up With Your Busy Life by Learning All the Bells and Whistles in Outlook's Calendar and Tasks (Outlook 2003)

Product(s): Microsoft Office Outlook 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Whether you still rely on some form of paper calendar to get you through the day or you just need a better way to keep track of your appointments, have we got a webinar for you. From the ancient Chinese to the Aztecs to the Romans, a time-keeping mechanism like a calendar has always been an essential part of life. Now, in the 21st century, a trusty calendar is more important than ever. Outlook's powerful yet user-friendly Calendar and Tasks list is the answer to staying organized.

Some of the things you will learn:

- Changes to the 2003 Environment
- How to create Appointments and Meetings
- How to create a recurring appointment
- Track responses to a Meeting Request
- Create Tasks
- Assign Tasks to other users
- Monitor your task list from throughout Outlook

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Conquer Your In-Box! Take Control and Unleash the Power of Outlook's Rules and Alerts. (Outlook 2003)

Product(s): Microsoft Office Outlook 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Outlook allows users to create Rules to automate certain processes that are done manually on a regular basis. Examples of these Rules include; moving messages to subfolders based on user defined criteria, deleting messages automatically, flagging messages from specific people and others. Beyond that, we show users how to add Rules in the Out-of-Office Assistant. These rules could include forwarding mail to co-workers while you are gone, filing mail in specific subfolders and more.

Learn to Manage Your Little Black Book: Use Your Outlook Contacts to Their Maximum Potential (Outlook 2003)

Product(s): Microsoft Office Outlook 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Whether sending e-mails to individual contacts or defined workgroups, having a grasp of your contact list saves time and ensures no one gets “left off the list”. In this workshop we cover how to create, edit and view individual contacts. In addition we show participants how to create distribution lists for easy input when composing e-mails.

Under the Hood: Dive into the New Features of Outlook 2007

Product(s): Microsoft Office 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Outlook 2007 is the Toyota Prius of the Office Suite. It's a hybrid. There are times when it feels like good old Office 2003 and times when it functions more like the racy new Office 2007. Get up to speed on this new version of Outlook. We will explore the new interface, send messages, explore calendars, task integration, and work with RSS feeds.

Some of the things you will learn:

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- New View options of the main interface
- New components of the Message/Calendar and Task windows
- Task integration with the Calendar
- How to apply and edit Categories
- How to add RSS feeds

Taming the Beast: An Introduction to Unlocking the Power of Organizing and Managing Your Inbox - (Outlook 2007)

Product(s): Microsoft Office Outlook 2007.

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Duration: 60 Minutes

Event Overview

Microsoft Outlook is a messaging and personal information manager. Sending and receiving e-mail messages is the biggest reason people use Outlook. This short course explains everything you need to know about e-mail: how to compose, send, and receive e-mail messages, how to reply to and forward e-mails, how to spell-check an e-mail before sending it, sorting and filtering emails, and how to attach one or more files to an e-mail message. Learn to create and manage your emails using folders. You will even learn how Outlook can help you find a misplaced e-mail message.

Microsoft Outlook: Advanced Message Options in Microsoft Outlook 2007

Product(s): Microsoft Office Outlook 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Once you start sending and receiving e-mails, it's time to learn some more advanced tools to aid in your productivity and enhance communications. In this workshop we show users how to add auto signatures to their e-mail, use the voting and tracking options when sending an e-mail and send files via e-mail directly from the files native application. We also cover sorting of messages in your Inbox and how to flag messages.

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Keep Up With Your Busy Life by Learning All the Bells and Whistles in Outlook's Calendar and Tasks (Outlook 2007)

Product(s): Microsoft Office Outlook 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

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Learn to Manage Your Little Black Book: Use Your Outlook Contacts to Their Maximum Potential (Outlook 2007)

Product(s): Microsoft Office Outlook 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

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Whether sending e-mails to individual contacts or defined workgroups, having a grasp of your contact list saves time and ensures no one gets “left off the list”. In this workshop we cover how to create, edit and view individual contacts. In addition we show participants how to create distribution lists for easy input when composing e-mails.

The Computer is Mightier than the Sword: A Beginning Guide to Microsoft Word 2003

Product(s): Microsoft Office Word 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop provides the adult beginner of Word 2003 with a strong foundation of knowledge and skills to use Word 2003 for basic tasks and to continue to learn intermediate-level features of Word 2003. You will be able to create, save, and print a Word 2003 document at the end of this workshop.

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Tables Uncovered: A Guide to Words Most Powerful Feature (Word 2003)

Product(s): Microsoft Office Word 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Tables just may be the single most important feature you can learn in Word to help create more compelling, interesting and relevant documents. Tables can help present information in a more clean, interesting and compelling fashion. In fact, you may hear someone say “you did that in Word?” after looking at your new super document complete with tables. While some table elements are simple, others get more complex; this webinar is designed for the moderately experienced Word user.

Some of the things you will learn:

- Creating tables
- Format tables using the galleries
- Add rows and columns to your tables
- Insert graphics within your tables
- Add or change borders
- Resize and combine cells in your tables
- Creating forms with the Table function

Learn to Unlock the Power of Mail Merge in Microsoft Word 2003

Product(s): Microsoft Office Word 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Creating Mail Merges can be an anxiety producing activity, but it doesn't have to be. This time-saving tool does so much, in so little time. The key is unlocking how it works and the extent of its potential. Once we do that we can create beautiful, simple merges and not need a meditation session to re-center our being.

This workshop is designed for the intermediate Word 2003 user who is already familiar with basic Word 2003 document creation, and who has a need to create multiple documents that contain data from an external data source.

Some of the things you will learn:

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- Creating a form letter
- Creating a data file
- The ins and outs of the Mailings tab
- How to edit individual letters in a merge
- Mailing labels

Give Your Document a Makeover: Using Styles to Format and Manage Your Word Documents (Word 2003)

Product(s): Microsoft Office Word 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop is for the advanced Word 2003 user who needs to introduce productivity into document creation and maintenance through the most efficient methods possible: styles. Styles dramatically cut down on the amount of time spent in ad-hoc formatting. Styles are globally editable and updatable throughout even the longest of documents. For example, with just a couple clicks, you can change major paragraph formatting in a document's headers while leaving the rest of the text alone. Learning advanced styles is also important for taking the next step in organizational productivity and efficiency: custom document templates.

Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Word 2003

Product(s): Microsoft Office Word 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Are you tired of performing the same repetitive steps on document after document? Do you wish Word had an "easy" button? Then macros may be the tool for you. Macros allow users to record a series of actions within Word to be "played back" later. From simple to complex strings, macros help make you a more efficient user. This 60-Minute Webinar will help you save time by automating your tasks.

This workshop is for the experienced Word 2003 user.

Some of the things you will learn:

- How Macros work
- How to record Macros

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- How to edit Macros
- Create Macros to be used in a single document
- Edit Macros
- Delete Macros

Under the Hood: Dive into the New Features of Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Word, the backbone of the Office Suite, and, for most of us, the application we spend most of our time in, no longer looks like Word. How dare they? Along with the new look comes some valuable and useful new functions. Many of the new features either save us time doing things we used to do, or help us share our documents with other users or applications in the Office Suite. This webinar explores the new user interface, galleries, review, prepare, and distribute documents.

Some of the things you will learn:

- What's where in the new interface
- How to use galleries
- New Distribute options
- How to prepare a document for distribution

The Computer is Mightier than the Sword: A Beginning Guide to Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop provides the adult beginner to Word 2007 with a strong foundation of knowledge and skills to use Word 2007 for basic tasks and to continue to learn intermediate-level features of Word 2007. You will be able to create, save, and print a Word 2007 document at the end of this workshop.

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Microsoft Word: An Introduction to Document Formatting in Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop is designed for the less experienced or self-taught Word user. Covered are topics such as: bulleted & numbered lists, page breaks, creating headers & footers, and changing page margins. You learn about these by creating a memo and an employee handbook for the Espresso Yourself chain of cafés.

- Bullets and Numbering
- Headers and Footers
- Changing Page Margins
- Inserting Page Breaks

Tables Uncovered: A Guide to Words Most Powerful Feature (Word 2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Tables just may be the single most important feature you can learn in Word to help create more compelling, interesting and relevant documents. Tables can help present information in a more clean, interesting and compelling fashion. In fact, you may hear someone say “you did that in word?” after looking at your new super document complete with tables. While some table elements are simple, others get more complex; this webinar is designed for the moderately experienced Word user.

Some of the things you will learn:

- Creating tables
- Format tables using the galleries
- Add rows and columns to your tables
- Insert graphics within your tables
- Add or change borders
- Resize and combining cells in your tables
- Creating forms with the table function

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Microsoft Word: Getting the Word Out – Revising and Distributing Documents in Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop is designed for the moderately experienced Word user. The topic of this workshop is revising and distributing Microsoft Word 2007 documents. Revising includes topics such as finding and replacing text, conducting a spell check, using a thesaurus, and adding comments. Distributing includes topics such as print preview and printing, and publishing to a document library on a Windows SharePoint Server document library.

Microsoft Word: Advanced Page Formatting and Introduction to Styles in Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop is designed for the moderately experienced Word user. The topics of this workshop are advanced formatting techniques and styles for Microsoft Word 2007 documents. Advanced Formatting includes topics such as paragraph indents and line spacing, plus themes. Styles include topics such as learning what styles are, how to use them, and how to create them. You will learn about these by working on a document for the Espresso Yourself chain of cafés.

Discovering the Secrets to Mastering Table of Contents and Other Crucial Word Tools for Long Documents (Word 2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Nothing is worse than being handed a long, confusing document with poor referencing, or worse, inaccurate referencing. The Table of Contents tool is a huge time-saver and a necessary tool for long documents. Along with foot notes and cross-references, these functions make up a nice bundle of features that will make navigating long documents a snap, and might even help you in the creation process.

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Some of the things you will learn:

- Introduction to styles
- Create a Table of Contents
- Use Table of Contents as a navigation tool within Word
- Update fields
- Create footnotes, endnotes and cross-references
- Convert note types

Learn to Unlock the Power of Mail Merge in Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Creating Mail Merges can be an anxiety producing activity, but it doesn't have to be. This time-saving tool does so much, in so little time. The key is unlocking how it works and the extent of its potential. Once we do that we can create beautiful, simple merges and not need a meditation session to re-center our being.

This workshop is designed for the intermediate Word 2007 user who is already familiar with basic Word 2007 document creation, and who has a need to create multiple documents that contain data from an external data source.

Some of the things you will learn:

- Creating a Form Letter
- Creating a Data File
- The ins and outs of the Mailings tab
- How to edit individual letters in a merge
- Mailing labels

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Microsoft Word: Diagrams, Charts and Advanced Graphics in Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop is designed for the intermediate Word 2007 user who is already familiar with basic Word 2007 document creation, and who has a need to enhance documents with visual displays of data, concepts, and images. Topics covered in this 60 minute webinar include:

- Inserting Pictures
- Using Picture Editing tools
- Inserting and Customizing Clip Art
- Creating and Modifying Shapes
- Smart Art – Many Diagrams to Choose From
- Charts – not just for Excel anymore
- Creating Word Art

Microsoft Word: Columns, Text Boxes and Advanced Document Layouts in Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop is designed for intermediate to advanced Word 2007 users who need to use advanced features such as columns and floating text boxes. In this workshop, you will learn how to work with columns and column breaks, create and control floating text boxes, and work with text wrapping features in order to produce the “Espresso Yourself” customer newsletter.

Give Your Document a Makeover: Using Styles to Format and Manage Your Word Documents (Word 2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

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This workshop is for the advanced Word 2007 user who needs to introduce productivity into document creation and maintenance through the most efficient methods possible: styles. Styles dramatically cut down on the amount of time spent in ad-hoc formatting. Styles are globally editable and updatable throughout even the longest of documents. For example, with just a couple clicks, you could change major paragraph formatting in a document's headers while leaving the rest of the text alone. Learning advanced styles is also important for taking the next step in organizational productivity and efficiency: custom document templates.

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Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Word 2007

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Are you tired of performing the same repetitive steps on document after document? Do you wish Word had an “easy” button? Then macros may be the tool for you. Macros allow users to record a series of actions within Word to be “played back” later. From simple to complex strings, macros help make you a more efficient user. This 60-Minute Webinar will help you save time by automating your tasks.

This workshop is for the advanced Word 2007 user.

Some of the things you will learn:

- How macros work
- How to record macros
- How to edit macros
- Create macros to be used in a single document
- Edit macros
- Delete macros

Microsoft Word: Creating and Using Documents Templates and Forms (Word 2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This workshop is for the Word users who need to create document templates in order to quickly produce similar documents. You will learn how to create a templates instead creating your work from scratch each time. In addition, users will learn to create time-saving forms with different field types for fast input and repetitive use.

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Microsoft Word: Working with Section Breaks and Multiple Page Formats (Word 2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Having trouble with section breaks, Header and footers? Look no further. This workshop covers both when to use and how to create section breaks. Troubleshooting tips are also included when working with odd and even page numbers.

Headers, Footers, & Page Numbering from Simple to Elaborate (Word 2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Format text so that it appears on every page, or create more elaborate ones that differ from page to page or document section to document section. Headers and footers are those little identifiers that run through the top and bottom of your document, providing important background information about it. They can include page numbering, title, author name, chapter number, and date. Headers and footers can greatly increase the usability of a long document as well as make it look much more professional.

Microsoft Word: Collaborating on Documents with a Team (Word 2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

One of these days you will need to create a document as part of a team. The folks at Microsoft realized that people often need to work together when creating documents, so they included some features in Word that enable several people to work together to create and update a document. This short course will explore various ways to collaborate with others to create a Word document.

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Microsoft Word 2007: Learn Bullets, Numbers, and Lists Inside and Out

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

Arranging information in lists can make it far easier to understand. You probably use lists in your documents every day but don't think about them until something gets complicated. Ever tried pasting one list into another, changing the indentation, or swapping bullet styles?

This webinar will teach you the ins and outs of bullets, numbers, and multilevel lists in Microsoft Office Word 2007.

Microsoft Word 2007: Using Teamwork to Increase your Productivity; Revise Documents with Track Changes and Comments

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

You have a document to review before it's sent to a group of employees, and you want to make revisions that your manager can see and then decide if they get accepted or rejected. Track Changes and Comments enables you to add revisions and comments for others to see, hide them so that others can't see them, and review changes before finalizing the document. This webinar will show you the power of using the track changes feature in Microsoft Word.

Microsoft Word: Working with Tabs and Advanced Paragraph Formatting (2007)

Product(s): Microsoft Office Word 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Why use tabs? This workshop will answer that question as well cover how to set, move, and remove them. Using the tabs dialog box allows you to create fancy leader. Need to keep a paragraph together or have a paragraph always remain at the top of a page. This workshop will cover this and more.

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Microsoft Excel Power Tips and Shortcuts

Product(s): Microsoft Office Excel (all versions).

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Proficient users in Excel can still discover new features and tools to accomplish more each day. In this 60-minute webinar, Excel expert Dennis Taylor will demonstrate numerous little-known features, and shortcuts that will save you time in your busy day. These must have Excel Skills for today's highly effective worker will help you stay more organized and on task with Excel. You will learn new shortcuts that will impress even the most experienced Excel users. This webinar will give you tips on mastering formats, commands, functions and formulas. You will learn new ways to make your spreadsheets communicate your message and look professional. You will feel more confident with how to develop clean presentations and you will learn navigation tips so you can effortlessly move through worksheets & workbooks. Join us to discover these essential Excel tips and techniques that will save you time, which will save you money.

Mastering Excel - Advanced Formulas and Functions

Product(s): Microsoft Office Excel (all versions).

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Excel has well over 300 functions - surely you don't need to know them all, but you might easily be overlooking significant analytical tools that give you tremendous capabilities to tackle a myriad of statistical, mathematical, and financial challenges.

This 60 minutes webinar gives you exposure to those "buried" functions and gives you new and powerful tools, such as array formulas, that will make your usage of Excel even more powerful and efficient.

Also included are some of those valuable formula and function tips that you may have picked up in the Excel Power Tips and Shortcuts webinar – quick formula copying methods, creative use of Ctrl to create formulas in multiple locations simultaneously, and a host of others.

Specific functions that will be covered include: IF, AND, OR, MATCH, INDEX, , FREQUENCY, TREND, GROWTH, TRANSPOSE, PROPER, UPPER, TRIM, LEFT, RIGHT, INDIRECT, OFFSET, MOD, WEEKDAY, NETWORKDAYS, and DATEDIF.

- Power Tips
 - Quick cell value changes without formulas
 - Displaying Formulas and selecting formula cells
 - Multiple cell formulas with the Ctrl key
 - Debugging tools and 3-D formulas
- Power Functions

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- Extended uses of the IF and VLOOKUP Functions using AND, OR, NOT
- MATCH and INDEX functions for complex 2-way lookups
- Array Formulas
 - Simple applications
 - Counting unique entries in a range
 - Condense long IF functions substantially
 - MATCH and VLOOKUP array formulas
- Special Array Functions
 - FREQUENCY
 - TEND and GROWTH
 - TRANSPOSE
- COUNTIF, SUMIF, AVERAGEIF and new 2007 functions
- Specialized Text Functions
 - PROPER, UPPER
 - TRIM, LEFT, RIGHT
 - Concatenation without CONCATENATE
- The INDIRECT Function
 - Used with Data Validation for multi-layered pick list scenario
- The OFFSET and MOD Functions
- Date Functions
 - WEEKDAY – extract day of the week
 - NETWORKDAYS – Calculate working days in a time frame
 - DATEDIF – Excel’s powerful (but undocumented) date calculator

Excel Database Tools

Product(s): Microsoft Office Excel (all versions).

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Although Excel is not typically described as database software, many Excel users maintain large lists of data and they need the tools to manage that data efficiently. This session focuses Excel’s many powerful and easy-to-use database commands and methods critical to anyone who maintains an Excel database. This session explores many of Excel’s techniques needed to modify, build, and manage an Excel database, including: validating data, using Excel’s Form feature, sorting, adding subtotals, filtering, and advanced filter.

Note: This session will use Excel 2007 as the primary platform for demonstrating these features, but will note the differences from Excel 2003 and will show some features in that version as well.

Topics include:

Data Validation - prevent bad data entry - keep out bad data before it ever gets into a database

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- Restrict cell content by forcing users to pick entries from a pick list
- Restrict cell content by value, text, or data/time
- Restrict cell content by formula
- Use auditing tools to check the validity of existing data

Sorting

- Use multiple-key sorts from the menu or from button commands
- Sort based on re-arranging rows or re-arranging columns
- Sort based on cell colors or in random order
- Sort data based on customized lists

Creating automatic subtotals with the Subtotals command

- Set up single and multiple-level subtotals
- Expand and collapse displays quickly with grouping and outlining symbols

Data Form - Build and maintain a database with the Form feature

Using the powerful Filter command to view just the data you want to see

- Set up filtering to see and print a subset of data
- Create compound selection criteria for filtering data
- Use Excel 2007 greatly expanded special filtering tools for Text, Number, and Date fields
- Use the Advanced filter for extended filtering needs

See Things Clearly: A Guide to Excel's Powerful Data Cleaning Tools

Product(s): Microsoft Office Excel (all versions).

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

These days, Excel users are doing less data entry and a lot more downloading data from other sources. Whether that data is coming from Access, some other data base software, or a poorly designed Excel worksheet, it isn't always in the best of shape.

Excel has a variety of functions, commands, and techniques that let you quickly re-structure data, remove unwanted characters, get rid of empty cells, rows, and columns, and prepare data for efficient analysis. This webinar will use Excel 2007, but will demonstrate techniques in Excel 2003 for those features that have been altered.

In this webinar, you will learn:

- The Text to Columns command – a powerful, yet simple command sequence that lets you quickly split data (improperly grouped into one column) into multiple columns; includes techniques for handling Julian dates another unusual groupings
- How to transpose data – a simple copy technique to convert data from a row/column into a column/row layout
- How to remove duplicate data - use either Excel's new 2007 command (Remove Duplicates) or the Advanced Filter in Excel 2003 to eliminate duplicate records
- The Find/Replace command sequence, including using special wild cards

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- Critical Text functions – (LEFT, RIGHT, and MID) for character extraction; REPLACE and SUBSTITUTE for character swapping; CLEAN and TRIM functions to remove unwanted characters; PROPER and UPPER for quick uppercase/lowercase conversion
- Concatenation techniques for pulling together data from different locations
- Sorting techniques to eliminate blank rows or columns from data
- Techniques for learning how to:
 - convert text data to values
 - remove trailing minus signs while converting data into negative values
 - fill in missing title data from columns containing first entries only
 - alter any kind of date data into a more useful computational form

What is a Spreadsheet and Why Do I Need One? An Introduction to the World of Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Would you like to move from the Calculator to a Spreadsheet? This workshop provides Excel 2003 novices with a working understanding of the Excel environment. Each area of the Excel window will be covered. In addition, you will learn to edit and save an Excel 2003 workbook at the end of this workshop.

Microsoft Excel: Planning and Creating Spreadsheets in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

A great course for newcomers to Excel who have used spreadsheets created by other users but have not yet created many of their own. The lessons guide you through the steps of creating a spreadsheet, from planning through formatting.

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Discover a Whole New Dimension to Your Spreadsheets with 3D Formulas and Worksheet Management (Excel 2003)

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Worksheets provide a logical and intuitive way to organize your data. Frequently, multiple worksheets are used to further separate data into categories such as date or product type. The ability to work with data in multiple worksheets is a necessary skill for Excel users. This course covers working with multiple worksheets including the creation of formulas that reference information from several different worksheets. It also covers viewing and zoom options and the freeze panes function.

Microsoft Excel: Graphics and Printing in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Excel has long been the geek of the Microsoft Office family. In 2003 Excel got a graphic upgrade. However, Excel is still not a “*what you see is what you get*” program. This course examines how to insert and manage graphics in Excel and covers the printing techniques to achieve the desired look when it comes out on the page.

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Stop Creating the Same Document Over and Over! Learn the Magic of Creating Excel Templates and Lose that Déjà Vu Feeling (Excel 2003)

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

When working with spreadsheets, you may want to use the same layout or design multiple times. Templates are a way to take a spreadsheet and reuse it over and over again without going through the time-consuming steps to make copies of existing files. Templates are perfect for spreadsheets that are repeatedly needed, such as on a weekly, monthly or quarterly basis.

Excel templates have the ".XLT" file extension and can contain formatting, text, graphics, styles, headers, footers, formulas and even macros. When templates are used to create a new spreadsheet, a copy is made, leaving the original template intact for future use.

You won't believe how easily templates can be used to improve productivity. Stop recreating the wheel! This webinar will walk you through the process of creating dynamic Excel Templates.

Microsoft Excel: Sorting and Filtering Data in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Data, Data everywhere but what does it all mean. Data tells a story and sorts and filters help define that story. This function-packed workshop covers how to sort your data by multiple criteria, filter data using auto filter and custom filters and use conditional formatting to make it look good.

- Single Level
- Multiple Level
- Data Form
- Auto Filter
- Advanced Filter
- Retrieve Data from Access Database
- Conditional Formatting

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Unlock the Power and Potential of Formulas and Functions in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Don't spend another day manually filtering information from your spreadsheets in order to find the answers to your most pertinent business questions. Utilize the built-in formulas that Excel has to offer and get accurate results in a snap! This Webinar focuses on how to work with formulas and functions in Excel worksheets. Formulas are equations that perform calculations on values in your Excel worksheet. Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure. Functions can be used to perform simple or complex calculations.

Learn formulas that will help you with specific business tasks, such as:

- Calculating loan repayment
- Creating amortization tables
- Identifying the potential future value of investments
- Using Excel's discounting functions to analyze cash flow values and rates of return

Tell Your Story Visually with Eye Catching Charts in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Almost everyone has seen or worked with a chart at one time or another--charts illustrate data, relationships, or trends, graphically. Like the saying "a picture is worth a thousand words" charts are often a better tool for presenting information than hard-to-read numbers. This Webinar covers just about everything there is to know about charts. The dazzling charts you will be able to create after you finish this course will impress both you and your colleagues.

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Be Ready for Anything: Use Excel Scenarios to Plan for the Future (Excel 2003)

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Although the Goal Seek and Solver commands are extremely useful, if you run several forecasts you can quickly forget the results for each forecast. More important, you have no real way to compare the results of the Goal Seek and Solver commands. Each time you change the data, the previous solution is lost. To address this limitation, the Scenario Manager helps you keep track of multiple what-if models. Using Scenario Manager, you can create new forecasting scenarios, view existing scenarios, run scenarios, and display scenario reports. We'll show you each technique in this Webinar.

Look at Your Data in a Whole New Way with PivotTables in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Grab a comfortable seat and we'll walk you through a one-hour Webinar on the basics of creating PivotTables. Find out what PivotTables are, how they work and how to create your own. Wondering how to change your PivotTable field settings? How to use PivotTable Wizard? How to understand the lingo used in PivotTable reports? We'll cover all that, too, in one mind-expanding hour. The next time you need to see comparisons, reveal patterns or analyze trends, you'll know exactly what to do.

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Reviewing and Sharing in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

If an Excel Spreadsheet is created in a vacuum and no one knows how it was created, does it make an impact? In this Webinar, we look at ways of sharing Excel files among multiple users and tracking changes made to individual Excel Worksheets. Topics covered include adding and editing comments, tracking changes and a review of auditing features.

Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Excel 2003

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Do you wish you could find a way to increase your accuracy in data manipulation and get it all done faster? These days, it seems there's more to do and less time in which to do it, so it's crucial to find ways to automate your every day tasks. Efficiency will help eliminate your daily grind. With so much information on your hands, it can be painstaking and time-consuming to sift through data and manipulate it to present exactly what you're looking for.

Macros are one of Microsoft Excel's most powerful, yet most underused, tools. Many users are familiar with the term but have never learned how to take advantage of all macros have to offer. They might sound complicated; within this one hour Webinar we will show you how to become a more proficient user with automating your tasks. You will be working smarter and faster than ever before!

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Hide and Seek with Data: Using Excel's Functionality to Pull Information from Databases and Lists (Excel 2003)

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Along with spreadsheet functionality, Excel can also keep track of information in lists or databases. Some examples of things you might track in a list include telephone numbers, clients, and employee rosters. Once you create a list in Excel, you can easily find, organize, and analyze its information with Excel's rich set of list-management features. In this short course, you will learn how to create a list, and then add, modify, delete, and find information in it. You'll also learn how you can use Excel's filter commands to display specific information.

Understanding the Numbers: Solve Real World Business Problems by Utilizing Microsoft Excel's Business Modeling Tools (Excel 2003)

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Excel is a powerful tool for analyzing business data. Because of the increasing demands on their time, business professionals need to learn efficient and effective data forecasting methods that give them the answers they need.

Whether you're running a small business or you work in a large corporation, you can use Excel to create worksheets for tracking and projecting sales. This Webinar will include the magic of using Excel, the best forecasting tool on the market and you will be introduced to the concepts of multiple case scenarios.

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Taking Your PivotTables and PivotCharts to the Next Level (Excel 2003)

Product(s): Microsoft Office Excel 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Discover the advanced features of creating and working with PivotTables and PivotCharts. This course is recommended for those who have attended Make Sense of Your Data with PivotTables and Pivot Charts in Microsoft Excel or have equivalent knowledge. Build PivotTables from external databases, customize PivotTables, work with subtotals, and use advanced PivotCharts features.

Under the Hood: Dive into the New Features of Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Excel manages numbers and other data. Users get comfortable with the certainty that comes from dealing with the concrete mathematical principles. It can get very unnerving when your comfortable world is discarded for a new unfamiliar one. Welcome to Excel 2007. All, or at least most, of our favorite functions are still there, but they may not be where we think. In addition, there are some great new features added to the Excel package. By the end of our webinar, you'll start to feel that comfortable feeling, again.

Some of the things you will learn:

- The elements of the Excel 2007 interface
- How to work with files from older versions of Excel
- Enhanced conditional formatting
- Galleries
- Formatting your spreadsheets as a table
- AutoFill for functions

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What is a Spreadsheet and Why Do I Need One? An Introduction to the World of Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Would you like to move from the Calculator to a Spreadsheet? This workshop provides Excel 2007 novices with a working understanding of the Excel environment. Each area of the Excel window will be covered. In addition, you will learn to edit and save an Excel 2007 workbook at the end of this workshop.

- Excel 2007 Environment
- Navigate within an existing spreadsheet
- Understand the cursor shapes
- Create and save a workbook
- Create formulas

Microsoft Excel: Planning and Creating Spreadsheets in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

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Discover a Whole New Dimension to Your Spreadsheets with 3D Formulas and Worksheet Management (Excel 2007)

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Worksheets provide a logical and intuitive way to organize your data. Frequently, multiple worksheets are used to further separate data into categories such as date or product type. The ability to work with data in multiple worksheets is a necessary skill for Excel users. This course covers working with multiple worksheets including the creation of formulas that reference information from several different worksheets. It also covers viewing and zoom options and the freeze panes function.

Creating Your First Budget Using Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Are you wondering where your money is going? Let Excel help you stay on track by creating a budget. Whether it is for home or work Excel has the right tools to keep you on budget. A budget helps you compare your income with your expenses and plan for long range financial goals.

Topics covered include track your income and expenses, create a spreadsheet, build formulas, and test your new budget.

- Budget Overview
- Setup of worksheet
- Build Formulas
- Test Budget

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Microsoft Excel: Graphics and Printing in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Excel has long been the geek of the Microsoft Office family. In 2007 Excel got a graphic upgrade. However, Excel is still not a “*what you see is what you get*” program. This course examines how to insert and manage graphics in Excel and covers the printing techniques to achieve the desired look when it comes out on the page.

Stop Creating the Same Document Over and Over! Learn the Magic of Creating Excel Templates and Lose that Déjà Vu Feeling (Excel 2007)

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

When working with spreadsheets, you may want to use the same layout or design multiple times. Templates are a way to take a spreadsheet and reuse it over and over again without going through the time-consuming steps to make copies of existing files. Templates are perfect for spreadsheets that are repeatedly needed, such as on a weekly, monthly or quarterly basis.

Excel templates have the “.XLT” file extension and can contain formatting, text, graphics, styles, headers, footers, formulas and even macros. When templates are used to create a new spreadsheet, a copy is made, leaving the original template intact for future use.

You won't believe how easily templates can be used to improve productivity. Stop recreating the wheel! This webinar will walk you through the process of creating dynamic Excel Templates.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Microsoft Excel: Sorting and Filtering Data in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Data, Data everywhere but what does it all mean. Data tells a story and sorts and filters help define that story. This function-packed workshop covers how to sort your data by multiple criteria, filter data using auto filter and custom filters and use conditional formatting to make it look good.

- Sort Data
- Create Subtotals
- Use Find/Replace
- Filter Options
- Conditional Formatting

Unlock the Power and Potential of Formulas and Functions in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Don't spend another day manually filtering information from your spreadsheets in order to find the answers to your most pertinent business questions. Utilize the built-in formulas that Excel has to offer and get accurate results in a snap! This Webinar focuses on how to work with formulas and functions in Excel worksheets. Formulas are equations that perform calculations on values in your Excel worksheet. Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure. Functions can be used to perform simple or complex calculations.

Learn formulas that will help you with specific business tasks, such as:

- Calculating loan repayment
- Creating amortization tables
- Identifying the potential future value of investments
- Using Excel's discounting functions to analyze cash flow values and rates of return

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Tell Your Story Visually with Eye Catching Charts in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Almost everyone has seen or worked with a chart at one time or another--charts illustrate data, relationships, or trends, graphically. Like the saying "a picture is worth a thousand words" charts are often a better tool for presenting information than hard-to-read numbers. This Webinar covers just about everything there is to know about charts. The dazzling charts you will be able to create after you finish this course will impress both you and your colleagues.

Be Ready for Anything: Use Excel Scenarios to Plan for the Future (Excel 2007)

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Although the Goal Seek and Solver commands are extremely useful, if you run several forecasts you can quickly forget the results for each forecast. More important, you have no real way to compare the results of the Goal Seek and Solver commands. Each time you change the data, the previous solution is lost. To address this limitation, the Scenario Manager helps you keep track of multiple what-if models. Using Scenario Manager, you can create new forecasting scenarios, view existing scenarios, run scenarios, and display scenario reports. We'll show you each technique in this Webinar.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Look at Your Data in a Whole New Way with PivotTables in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Grab a comfortable seat and we'll walk you through a one-hour Webinar on the basics of creating PivotTables. Find out what PivotTables are, how they work and how to create your own. Wondering how to change your PivotTable field settings? How to understand the lingo used in PivotTable reports? We'll cover all that, too, in one mind-expanding hour. The next time you need to see comparisons, reveal patterns or analyze trends, you'll know exactly what to do.

Reviewing and Sharing in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

If an Excel Spreadsheet is created in a vacuum and no one knows how it was created, does it make an impact? In this Webinar, we look at ways of sharing Excel files among multiple users and tracking changes made to individual Excel Worksheets. Topics covered include adding and editing comments, tracking changes and a review of auditing features.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Excel 2007

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Do you wish you could find a way to increase your accuracy in data manipulation and get it all done faster? These days, it seems there's more to do and less time in which to do it, so it's crucial to find ways to automate your every day tasks. Efficiency will help eliminate your daily grind. With so much information on your hands, it can be painstaking and time-consuming to sift through data and manipulate it to present exactly what you're looking for.

Macros are one of Microsoft Excel's most powerful, yet most underused, tools. Many users are familiar with the term but have never learned how to take advantage of all macros have to offer. They might sound complicated; within this one hour Webinar we will show you how to become a more proficient user with automating your tasks. You will be working smarter and faster than ever before!

Hide and Seek with Data: Using Excel's Functionality to Pull Information from Databases and Lists (Excel 2007)

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Along with spreadsheet functionality, Excel can also keep track of information in lists or databases. Some examples of things you might track in a list include telephone numbers, clients, and employee rosters. Once you create a list in Excel, you can easily find, organize, and analyze its information with Excel's rich set of list-management features. In this short course, you will learn how to create a list, and then add, modify, delete, and find information in it. You'll also learn how you can use Excel's filter commands to display specific information.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Understanding the Numbers: Solve Real World Business Problems by Utilizing Microsoft Excel's Business Modeling Tools (Excel 2007)

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Excel is a powerful tool for analyzing business data. Because of the increasing demands on their time, business professionals need to learn efficient and effective data forecasting methods that give them the answers they need.

Whether you're running a small business or you work in a large corporation, you can use Excel to create worksheets for tracking and projecting sales. This Webinar will include the magic of using Excel, the best forecasting tool on the market and you will be introduced to the concepts of multiple case scenarios.

Taking Your PivotTables and PivotCharts to the Next Level (Excel 2007)

Product(s): Microsoft Office Excel 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Discover the advanced features of creating and working with PivotTables and PivotCharts. This course is recommended for those who have attended Make Sense of Your Data with PivotTables and Pivot Charts in Microsoft Excel or have equivalent knowledge. Build PivotTables from external databases, customize PivotTables, work with subtotals, and use advanced PivotCharts features.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Making Headlines with PowerPoint: A Beginner's Guide to Learning the Power of Visual Presentations Using Microsoft PowerPoint 2003

Product(s): Microsoft Office PowerPoint 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

You've been asked to put together a presentation using PowerPoint, and you have no idea how to begin. Get equipped with the skills to do the job. We're not talking fancy; the goal is to prepare you with the basics, how to put content on slides and get ready to present a show. The bells and whistles can come later.

Microsoft PowerPoint: Enhancing Your Microsoft PowerPoint Presentation (2003)

Product(s): Microsoft Office PowerPoint 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Now that you know some about PowerPoint, we show you more of the options and tools of the program. The Outline View in PowerPoint allows us to look at the content of our presentation, edit content, and adjust the order slides and even individual text elements within slides. We can also promote elements to have them become their own slides. We also cover how to create, edit, and add text to AutoShapes. We also show you the variety of methods and devices to format AutoShapes so they appear as you like. These tools help organize presentations more effectively and add some pizzazz along the way.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Create Dynamic PowerPoint Presentations with Charts and Diagrams (PowerPoint 2003)

Product(s): Microsoft Office PowerPoint 2003

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Bulleted lists, clip art and photos are just the beginning when creating a PowerPoint presentation. Many of us are aware of PowerPoint's strength and flexibility for designing presentations. However, far fewer take advantage of ability to create effective and eye-catching diagrams and charts. PowerPoint has built in tools to create stunning organization charts and process diagrams as well as a charting tool for mapping numeric data. In this workshop we will create several types of basic diagrams, format the diagrams and edit their content. We will also use the charting function and data sheet to enter data in PowerPoint and create visually attractive charts. If your data already exists in Excel, no problem. We'll show you how to create a chart in Excel, incorporating your Excel data, and paste it into your PowerPoint presentation.

Some of the topics covered in this event include:

- Defining Diagrams and Charts
- Creating a Process Diagram
- Creating an Organization Chart
- Formatting a Diagram
- Editing a Diagram
- Creating a Chart in PowerPoint
- Importing an Excel Chart into PowerPoint

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Make Your Presentations POP! Using Transitions and Animations in Microsoft PowerPoint 2003

Product(s): Microsoft Office PowerPoint 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Once you've created your presentation, it's time to make it move. In this session we show users how to bring life to their PowerPoint presentations with eye-catching transitions that take you from slide to slide and a variety of animations which can be applied to text and graphic elements within slides. PowerPoint has helpful, simple ways of adding animations and transitions and we cover these as well as more advanced techniques to add custom animations and vary the order of animations for each slide.

Making Headlines with PowerPoint: A Beginners Guide to Learning the Power of Visual Presentations Using Microsoft PowerPoint 2007

Product(s): Microsoft Office PowerPoint 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

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Microsoft PowerPoint: Enhancing Your Microsoft PowerPoint Presentation (2007)

Product(s): Microsoft Office PowerPoint 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

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Create Dynamic PowerPoint Presentations with Charts and Diagrams (PowerPoint 2007)

Product(s): Microsoft Office PowerPoint 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

PowerPoint is an effective tool for creating Organization Charts for presentations or print. In addition PowerPoint offers many templates for creating SmartArt diagrams that measure workflow, map processes and show relationships. In this workshop we show users how to create SmartArt diagrams in PowerPoint, edit those diagrams to custom specifications and use the functions on the contextual tabs to make the diagrams visually appealing. We will also demonstrate how to create compelling charts using PowerPoint, edit chart data and format charts to make them more attractive.

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Learn the Basics in Microsoft Access 2003

Product(s): Microsoft Office Access 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Learn the basics of Microsoft Access in this workshop. You will learn what all the objects are within Access. You will learn the basics of how to create a table, you will learn how to work with Forms, create simple queries and simple reports. This is an excellent way to begin to learn Microsoft Access.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Show and Tell: An Introduction to Creating Effective Access Reports

Product(s): Microsoft Office Access 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Access reports are extremely powerful, and Access is considered by many to be the best report generator for Microsoft Windows-based databases. Learn efficient techniques for generating informative reports from your Access database. This is a beginner Webinar that focuses on the reporting features within Microsoft Access.

Some of the things you will learn:

- Define reporting
- Use Report Wizard
- Format reports
- Edit reports
- Create Group Report
- Create mailing labels

Ask Questions, Get Answers: An introduction to Microsoft Access Querying

Product(s): Microsoft Office Access 2003.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

With an application as powerful as Microsoft Access, you can easily store and manage a vast amount of data in one location. However, with so much data in one place, how can you find the answers you need and make your data more useful? Queries allow you to search, filter, add, modify, and calculate data across multiple tables in your database. From simple, built-in queries to more complex queries created from scratch, Access features an expansive array of query capabilities to help you locate the exact information you need in a snap.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Learn the Basics in Microsoft Access 2007

Product(s): Microsoft Office Access 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

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Mail Merging with Microsoft Word and an Access Database (Access 2007)

Product(s): Microsoft Office Access 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Using Access 2007 Mail Merge Wizard is an efficient tool when you need to create merged letters, envelopes, labels, and email messages. In this webinar we will set up a mail merge using both tables and queries. We will walk through the steps using the Mail Merge Wizard working with existing Microsoft Word documents and create new documents. Matching fields between Microsoft Access and Word will also be covered.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Covering the Basics: An Introduction to Microsoft Office Visio

Product(s): Microsoft Visio

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Visio is entrenched firmly between two worlds. On one hand, it's a Microsoft Office application and looks similar to Word. On the other hand, it is a design program and works more like other design software. Regardless of your need for Visio, this webinar will uncover just how Visio operates. From the interface to templates and from Drawing types to page layout, this session is designed to give you the tools you need to get started.

- Overview of the Interface
- Creating Documents from Templates
- Using the Visio Tools
- Introduction to Organization Charts
- Introduction to Flow Charts

Create Quality Process Diagrams and Flow Charts in Microsoft Office Visio

Product(s): Microsoft Visio

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Process, process, process. Every business has it's own set of processes for just about everything. Visio is a great tool for creating flow charts to set, evaluate or explain your internal processes. In this session we'll discuss some basics behind how flow charts work, look at types of flow charts, add shapes and connectors and give the chart attractive formatting when it's complete.

- Basic Flow Chart Philosophy
- Types of Flow Chart (basic, cross-functional)
- Adding Shapes
- Adding Connectors
- Moving/Changing Shape
- Adding Text
- Change Themes

To register for a webinar visit:
www.knowledgewave.com/webinars.php
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Master Organization Charts in Microsoft Office Visio

Product(s): Microsoft Visio

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

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- Types of Flow Chart (basic, cross-functional)
- Adding Shapes
- Adding Connectors
- Moving/Changing Shape
- Adding Text
- Change Themes

Microsoft Office Visio- Your Computer's Very Own Multi-Tool

Product(s): Microsoft Visio

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

Do you need to create a flow chart? Visio can help. Do you need to create a map to an event? Visio can help. Do you need to create an organization chart? Visio can help. Do you need to create a new office floor plan? I think you get the idea. Visio is a powerful design tool that provides companies with the ability to express multiple business functions with graphical charts and diagrams.

- Application Overview
- Discuss the Visio Functions
- Where do I start?

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www.knowledgewave.com/webinars.php
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Getting Your Ideas from Brain to Page: An Introduction to Microsoft Publisher

Product(s): Microsoft Publisher

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Publisher is a great page layout tool designed to easily and effectively create and publish professional materials in-house. In this 60 minute Webinar, you will learn how to plan, format, edit and print a project with this powerful piece of software. We will start by covering the Publisher interface and some of the basic tools. Then we will work on different projects using a variety of methods, tools and commands.

This webinar covers the following topics:

- Creating a New Publication
- Changing Publisher Options
- Adjusting Page and Print Setup Options
- Adding Text to a Frame
- Inserting and Navigating Pages
- Moving and Resizing Object and Frames
- Drawing Lines and Other Objects
- Inserting Pictures and Clip Art
- Formatting and Printing

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Getting Your Ideas from Brain to Page: An Introduction to Microsoft Publisher

Product(s): Microsoft Publisher

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview:

Whether you are using newsletters to share information with family and friends, or attract new business or customers, Microsoft Publisher's newsletter function provides total layout and design flexibility. Publisher provides an easy-to-use interface that allows you to select the design layout and color scheme, format text and insert images quickly and easily to create a custom newsletter.

This 60 minute Webinar covers the following topics:

- Exploring the Newsletter Templates
- Modifying a Template
- Creating Pages from Scratch
- Inserting Text and Frames
- Inserting Pictures and Clip Art
- Moving and Nudging Objects
- Using Text Overflow
- Formatting Text and Headings
- Working with Bullets and Numbering
- Paragraph and Line Spacing
- Spell Checking and Autocorrect
- Using the Design Checker
- Printing your Newsletter

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www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Microsoft Publisher – Stay Inside the Lines! An Introduction to the Features of Microsoft Publisher

Product(s): Microsoft Publisher

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview:

Have you ever seen a great flyer, or a fantastic newsletter and wondered how it was created? Microsoft Publisher is one of many page layout programs available for just this purpose. In this 30-minute Webinar, we will look at many different examples of Publisher projects that can be easily and quickly created such as:

- Flyers
- Newsletters
- Business Cards
- Menus
- Calendars
- Labels and Envelopes
- Brochures
- Programs
- Greeting and Invitation Cards
- Catalogs
- Award Certificates

Logos and Photos and Fliers, Oh My! An Introduction to the Adobe Creative Suite

Product(s): The Creative Suite Essentials (Illustrator, Photoshop, InDesign)

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

When you begin the task of designing your own marketing materials, you may think that Photoshop is the tool for you. Others may and claim its InDesign or Illustrator. The reality is that each of these applications plays a definite and unique role in the design process. This webinar will uncover the benefits of each application and which to use when, and why. In the process we will also cover some basic principles of graphic design.

- Explanation of the Creative Suite Applications
- Definition of Raster vs. Vector Images
- Outline of Graphic Design Workflow

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www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Learn the Essentials in 60 Minutes: A Beginner's Guide to Using Photoshop

Product(s): Photoshop

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

In this Webinar, you will get acquainted with the Photoshop environment, and the technical fundamentals of editing bitmap images. We will demonstrate how to determine and modify the dimensions and resolution of source images. We will also demonstrate the use of several basic selection tools (possibly the most important tools in all of Photoshop), and how to use the tools to remove the background of an image.

- Overview of Photoshop Environment
- Introduction to Working with Bitmap Images
- Resize Images
- Explain Resolution and Methods of Modifying Image Resolution
- Use Basic Selection Tools

Getting Started with Adobe Dreamweaver: the Basics

Product(s): Adobe Dreamweaver CS4

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

While Dreamweaver is part of the Creative Suite, it definitely marches to the beat of its own drum. In this session we discuss the fundamentals of web design and explore how Dreamweaver handles these tasks. This is a great introductory webinar for anyone looking into web design or Dreamweaver.

- Web Design Basics
- Explore the Dreamweaver Interface
- Defining a site
- Create a Web Page
- Create Page Content
- Formatting

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Get Going with Adobe Dreamweaver! Going Beyond the Basics

Product(s): Adobe Dreamweaver CS4

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Web pages are the building blocks of your site. In this session we discuss how to work in both design and code view to understand how these pages are created. Furthermore, we'll cover how to add tables and images to a page and save your page as a template to create pages with a similar layout in the future. This webinar is designed for people with some, but limited experience in Dreamweaver CS 4.

- Code View
- Images
- Basic tables
- Create Links
- Page Templates

Mastering Adobe Dreamweaver CS4

Product(s): Adobe Dreamweaver CS4

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

You are on your way to becoming a Dreamweaver master! Now that you have the basics under your belt, it's time to explore advanced formatting techniques in Adobe Dreamweaver CS4. In this 60-minute webinar, you will learn how to develop websites with advanced functionality. In this course, you will use the advanced features of Dreamweaver to design and develop professional-looking websites.

- AP Elements
- Creating Forms
- Working with Spry Elements
- Embed Media

Taking a Picture is Only the First Step: Correct and Enhance Images in Adobe Photoshop

Product(s): Photoshop

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

To register for a webinar visit:
www.knowledgewave.com/webinars.php
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Even the finest digital photographers need to spruce up their images. This Webinar focuses on the techniques Photoshop offers for correcting exposure and contrast problems as well as retouching elements of an image. We will walk through the correction and retouching of a photo for a brochure, covering adjustment layers, Levels correction, and retouching tools as we move through the process.

- Correction Tools
 - Levels
 - Brightness/contrast
 - Hue Saturation
- Adjustment Layers
- Basic Retouching Tools

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Adobe Photoshop: Advanced Layers and Selections

Product(s): Photoshop

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

One classic challenge for any Photoshop artist is to create "composite" images by seamlessly combining many photos into a single, convincing image. In this Webinar, we will demonstrate how to make complex, high-quality selections using Quick Masks, Color Range, Extract, and other Photoshop features that are key to making composites look real. We will also explore layering techniques that help you manage the components of your image effectively.

Adobe Photoshop: Introduction to Typography

Product(s): Photoshop

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Letters and words make a tremendous difference in the look and feel of a Web site or printed material, and can also be a huge factor in whether a product ultimately looks amateurish or professional. In this Webinar you learn about what Photoshop can do with typography, from simple setting of letters to complex tools and character settings. Additionally, you'll learn to warp type, place type on a path, make type masks, and add special effects.

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Adobe Photoshop: Take it to the Next Level Using Filters and Effects in Photoshop

Product(s): Photoshop

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Filters are often the first stop for a new Photoshop user. Filters are known for creating wild, fun effects, but they can be used for a range of applications after you've got more fundamental techniques under your belt. In this Webinar, you'll learn to use blurring and sharpening filters to improve digital photographs, as well as apply illustrative and artistic filters for more unique looks.

Adobe Photoshop: Image Management and Creative Applications

Product(s): Photoshop

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

In this Webinar you will learn how to manage them all of your photos. You'll learn how to organize your files, tag them with important author and copyright info, and even produce contact sheets, PDF's, and Web galleries to help you share your work with clients.

Learn the Essentials in 60 Minutes: A Beginner's Guide to Using Adobe InDesign

Product(s): Adobe InDesign

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

InDesign is a powerful print layout application. In this Webinar we will discuss the many applications for InDesign and learn how it integrates with Photoshop and Illustrator. We will take a comprehensive tour of InDesign's workspace, learning how key tools work and how to prepare for your first page layout.

- Overview of the InDesign Interface
- How to Integrate InDesign with Other Creative Suite Applications
- Place Text in InDesign
- Place Graphics in InDesign
- Explain Package Process

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Where Do I Put All These Design Elements? Creating Multi-Page Layouts in Adobe InDesign

Product(s): Adobe InDesign

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

This Webinar is all about creating multi-page print documents. InDesign makes it easy to add pages, page numbering, organize your multi-page layouts, and use recurring elements on multiple pages using master pages. In addition, we'll give an in-depth explanation of, text and image frames and show how these are flexible tools for creating these design features.

- Facing Pages Layouts
- Add Pages to a Layout
- Explain Master Pages
- Pages Panel
- Page Numbering
- Advance Text and Frame Options

Adobe InDesign: Learning the Tools of the Trade in InDesign

Product(s): Adobe InDesign

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Once you get beyond the basics, you'll discover that InDesign is brimming with esoteric tools, commands, and features. How do you make sense of them all? This Webinar tackles the many complex palettes and tools in the program so you can learn to select, duplicate, transform, and color objects within your layout with ease. Did you know you can also draw new objects in InDesign, much like you can in Illustrator? You can use drawing and shape tools to add graphic elements without ever leaving InDesign.

- Select Objects
- Select vs. Direct Select
- Duplicate
- Apply Color
- Draw Shapes

To register for a webinar visit:
www.knowledgewave.com/webinars.php
Call to Register 800-831-8449

Adobe InDesign: Working with Text

Product(s): Adobe InDesign

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

As you'd expect from any page layout tool, Adobe InDesign has a wide array of options for typography, allowing you to make very specific typeface and text layout choices in your projects. You'll explore the ins and outs of various powerful type features in this Webinar, including Autoflow, placeholders, wrapping, and paragraph and character styles that you can apply to blocks of text with just a click.

- Autoflow
- Placeholder text
- Text wrapping
- Paragraph Styles
- Character Styles

Adobe InDesign: Images and Content Management

Product(s): Adobe InDesign

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Today's publications are increasingly graphics-intensive, taking full advantage of the profusion of digital images and illustrations. Lesson Five explores how to handle the many types of graphics you may be asked to work with. You'll learn InDesign tips and techniques for placing images, working with resolution, and managing color, exploring the creative freedom afforded by the program. Other types of content are also covered in this training lesson including data tables and linked files. You'll create a series of graphics-intensive marketing pieces in the exercise including a poster, a flyer, description cards, and a price list for an art gallery.

Adobe InDesign: Putting It All Together

Product(s): Adobe InDesign

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

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The layout process doesn't end when the elements land on the page. In this session we'll cover some helpful design tools to spice up your projects. In this portion of the screencast we'll cover transparencies, shadows, gradients and blend modes. We'll also cover output options when the file is complete. We'll explore PDF output options and how to prepare your longer documents for output using the Package feature and Links Panel.

- Transparency
- Shadows/Gradients
- Blend Modes
- PDF Options
- Packaging
- Links Panel

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Learn the Essentials in 60 Minutes: A Beginner's Guide to Using Adobe Illustrator

Product(s): Adobe Illustrator

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Illustrator may be the least understood, and in some areas, most powerful of the Creative Suite. In this Webinar we will demonstrate the uses of Illustrator and the arsenal of features in the Illustrator tool kit. We'll show how to create and save files, access basic palettes and drawing tools, manage your workspace, and select colors.

- Overview of the Illustrator Environment
- Create an Illustration
- Save Options
- Manage Your Illustrator Workspace
- Select Colors.

Becoming a Design Ninja, Step One: Selecting, Organizing, and Painting in Adobe Illustrator

Product(s): Adobe Illustrator

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

True Illustrator mastery comes from the ability to quickly select and manipulate any detail in your artwork. This Webinar will equip you for this task with a focus on the direct selection tool, anchor points, and the pasting and grouping of objects. You'll learn how to use drawing aids such as the ruler, guides, and smart guides. Drawing tools including the paintbrush, pencil, smooth, and eraser tools are explored along the way. The lesson culminates with tips on how to organize your work in layers and output your illustration in a useful format.

- In-Depth Selection Techniques
- Anchor Points
- Pasting
- Grouping Objects
- Rulers and Guides
- Drawing Tools

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www.knowledgewave.com/webinars.php
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Adobe Illustrator: Path and Pen Tools Uncovered

Product(s): Adobe Illustrator

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

In this Webinar we tackle the path tools that can cause beginning Illustrator users fits. You'll learn how to paths straight, curved, open or closed paths and manipulate anchor points to create different effects. You'll also learn tips and techniques to smooth curve and how to use the carving tools such as scissors and knife. In addition we'll cover how to arrange objects on your art board, group and space elements. Finally, we show the all-powerful Pathfinder palette as a means of creating new modified shapes from existing lines and objects.

- Explain Path Components
- Draw Paths with Pen and Pencil
- Edit Paths with Direct Select and Path Alteration Tools
- Dissect Paths with the Knife and Scissors Tool
- Explore Options of the Pathfinder Palette

Adobe Illustrator: Transformations and Distortions

Product(s): Adobe Illustrator

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Transformation tools give you the ability to rotate, reflect, and twist your artwork, reconfiguring or expanding a motif and moving elements around the artboard at will. We will explore a variety of tools for transforming and distorting your designs. We'll discuss how to transform, scale, shear, and reshape your artwork as well as how to convert a shape to guides.

Topics include:

- Transform Tool
 - Move
 - Rotate
 - Reflect
 - Scale
 - Shear
- Transform Each
- Make Guides

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Adobe Illustrator: Type Tools

Product(s): Adobe Illustrator

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Sooner or later, most of your designs will incorporate the written word. This Webinar gives you grounding in the tools that make Illustrator a great text layout application. You'll explore the Type tool, learning how to create text boxes, resize type, wrap text around images, create vertical columns or fill shapes with text, adjust leading and kerning, and make your type follow paths. Just watch it go! You'll also learn to use styles to help automate your text formatting in large documents.

- Heading Text
- Body Text
- Wrap Text
- Vertical Text
- Fill Shapes with Text
- Adjust Text Attributes

Lights, Camera, Action! Making Movies in Adobe Flash CS4

Product(s): Adobe Flash

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Have you always wondered how people create some of those clever little animations you see on websites? Or, have you been asked to create an interactive graphic and have no idea where to start? If so, this is the Webinar for you! Learn how to morph an image into text and vice versa. Learn how to quickly and easily make an animated movie for your website in this 60-minute Webinar.

This webinar covers the following Flash topics:

- Importing a bitmap image into Flash
- Creating and Modifying Text in Flash
- Converting Text to Shapes
- Converting Shapes to Text
- Create Animation with Frames and Keyframes
- Create a Motion Tween Animation
- Create a Shape Tween Animation

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Adobe Flash CS4: Take Two! Going Beyond the Basics

Product(s): Adobe Flash

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Know the basics in Flash already? Need to go more in-depth with animation? How about adding audio to your movies? It's time to use some of the advanced functionality of Adobe Flash CS4. It is a powerful tool used predominantly on the web. Getting a handle on it may just be easier than you think! Learn how to design and develop more complex Flash projects in this 60-minute Webinar.

This webinar covers the following Flash topics:

- Adding Motion to Flash Animations
- Applying 3-D Transformation to Objects
- Applying Effects to Objects
- Importing Audio
- Controlling Audio

Learning Windows Movie Maker

Becoming the Director, the Producer and the Star using Windows Movie Maker

Product(s): Windows Movie Maker

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

Windows Movie Maker enables you to create home movies and slide shows on your computer, complete with professional-looking titles, transitions, effects, music, and even narration. And when you're ready, you can use Windows Movie Maker to publish your movie and share it with your friends and family. Our free 30 minute Webinar is designed to introduce new users to the latest version of Movie Maker. This Webinar shows you how to use some of Movie Maker's many features to create exciting movies from captured video, digital photos, graphic files and more.

This webinar covers the following Movie Maker topics:

- Importing Video and Pictures
- Editing Video Clips
- Adding Special Effects

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- Inserting Transitions
- Exporting the Finished Movie

HTML – Learn the Basics

Product(s): HTML

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Applications like Dreamweaver and SharePoint Designer allow users to create web pages in design views. However, to create fully functional designs that meet your needs it's essential to have a working knowledge of Hyper Text Markup Language. In this session we will discuss what HTML is and how it works. From there we will discuss commonly used tags and the differences between HTML and XHTML.

- What is HTML
- The Difference Between HTML and XHTML
- How HTML Works
- Tag Syntax
- Create Links
- Introduction to Creating Tables

Introduction to Microsoft SharePoint

Product(s): Microsoft Office SharePoint

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

What are the major features and benefits of Microsoft SharePoint? Are there any advantages to using SharePoint? What does it look like? What does it do? Find out the answers to these questions and more. In this 60-minute webinar, we'll provide a guided tour of Microsoft Windows SharePoint Services 3.0. You'll learn about Team Sites, Document Workspaces, Document Libraries, how information is shared in a group, and more.

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Microsoft SharePoint: Microsoft Office SharePoint and Office Collaboration

Product(s): Microsoft Office SharePoint

Audience(s): Business Professional.

Duration: 60 Minutes

Microsoft SharePoint integrates with Office 2007 in many ways. This webinar covers these various integration methods and how to use them for efficient and productive work using SharePoint and Office. Covered are working with SharePoint tasks and calendars in Outlook, setting up email and RSS alerts, and working with SharePoint document workspaces.

Getting it Done: Working with Task and Project Lists in SharePoint

Product(s): Microsoft Office SharePoint

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

In this webinar, you'll learn how to use SharePoint's two kinds of task lists to manage ongoing individual and group activities. Tasks let you create and assign work, track that work, and have an audit trail that the work was assigned and completed. SharePoint Project Task Lists let you work on a group of collective activities with a deadline (a project). The two types of lists are similar but have their differences. Use them to get things done efficiently and with high levels of accountability.

Microsoft SharePoint: Introduction to SharePoint Designer

Product(s): Microsoft Office SharePoint

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft SharePoint Designer 2007 is the new incarnation of Microsoft FrontPage. SharePoint Designer 2007 is the best web design product yet from Microsoft. This webinar provides an introduction and overview of SharePoint Designer 2007, highlighting what's new and different compared to previous versions of FrontPage or Adobe Dreamweaver. Along the way, the basics of creating a site and web pages are covered.

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Microsoft SharePoint: Designing Team Sites in Microsoft SharePoint

Product(s): Microsoft Office SharePoint

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Team Sites are the default type of website SharePoint creates. While a Team Site is designed around the most commonly needed features, customization is often necessary. This webinar walks through the steps of the customization process. Editing and adding web parts and modifying the Quick Launch are covered.

Working in Document and Meeting Workspaces in SharePoint

Product(s): Microsoft SharePoint

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft SharePoint is all about collaboration and sharing information with groups. Two chief ways this happens in SharePoint is in document collaboration and in the planning of meetings. SharePoint has powerful but easy-to-use document collaboration workspaces and meeting workspaces to get the job done. Topic covered in this 60-minute webinar include setting up document and meeting workspaces, managing them, and controlling document publication versions and schedules.

Checking Out Document Libraries in SharePoint (Guaranteed: No Late Fees)

Product(s): Microsoft Office SharePoint

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Document Libraries are one of the core features of SharePoint. Document Libraries solve several pressing problems organizations experience with document management: security, version control, and group collaboration. In this 60-minute webinar, we'll go over the features of SharePoint Document Libraries and how to use them. Topics covered are uploading and creating documents in a library, editing documents from a library, document check-in and check-out, and version control.

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How Did They Do That? Top Tips for Creating Better Microsoft PowerPoint Presentations (2007)

Product(s): Microsoft Office PowerPoint 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. From the redesigned user interface to the new graphics and formatting capabilities, PowerPoint 2007 puts the control in your hands, so you can produce great-looking presentations. Register for this informative webinar and learn the top 10 ways you can put PowerPoint 2007 to work for you.

Tips and Tricks for Microsoft Vista

Product(s): Microsoft Windows Vista.

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

Explore the powerful new features in the Windows Vista operating system, including, the new user interface, search, and organizational tools. We also provide useful tips on using Windows Internet Explorer 7 and illustrate practical desktop techniques that help you to be more productive right away. Join us for this informative session to see how Windows Vista represents a breakthrough in user experience.

Microsoft Outlook: Top 10 Tips for Managing E-mail in Outlook 2007

Product(s): Microsoft Office Outlook 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Discover the integrated solutions Microsoft Office Outlook 2007 provides for managing your time and information by connecting people across boundaries while controlling the information that reaches your e-mail inbox. In this webinar, we discuss how Outlook 2007 delivers innovations you can use to quickly search your communications, organize your work, and better share information with others. Join this session to learn the top 10 ways you can make Outlook 2007 work for you.

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Microsoft Outlook: A First Look at Microsoft Outlook 2007

Product(s): Microsoft Office Outlook 2007.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Discover how some of your favorite features of Microsoft Office Outlook 2003 have matured in Microsoft Office Outlook 2007. In this Webinar, we compare the current capabilities of Outlook 2003 with the new enhancements in Outlook 2007. This discussion focuses on features that keep you productive and in control of your workflow, like the intuitive user interface, junk e-mail filters, calendar, contacts, and tasks. As much as you may like working with Outlook 2003, you might be surprised to learn how Outlook 2007 will make it even easier and more enjoyable for you to get things done.

Microsoft Outlook 2007 – Manage your Message by Using the Archive Tool

Product(s): Microsoft Office Outlook 2007.

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

Are you perplexed every time Outlook asks you if you're ready to archive your e-mail? Here's your shot at illumination: This 30 minute free webinar will show you just how Archive works. Even better, you'll find out how to make Archive work for you, exactly the way you want it to. Once you learn how to archive the message we will show you how to use the Navigation Pane to gain access to your stored messages. Avoid problems by following some best practices for common tasks like keeping backup files or archives of your e-mail, and for easily recognizing what's inside those files or archives.

Microsoft SharePoint: Introduction to Microsoft SharePoint

Product(s): Microsoft Office SharePoint.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

What are the major features and benefits of Microsoft SharePoint? Are there any advantages to using SharePoint? What does it look like? What does it do? Find out the answers to these questions and more. In this 60-minute webinar, we'll provide a guided tour of Microsoft Windows SharePoint Services 3.0. You'll learn about Team Sites, Document Workspaces, Document Libraries, how information is shared in a group, and more.

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Swish! Making Animations a Breeze

Product(s): Swish.

Audience(s): Business Professional.

Duration: 30 Minutes

Event Overview

Swish is a powerful new tool that utilizes Flash to help you create advanced Flash animations with ease. It includes over 350 preset multimedia effects as well as over 180 ready-to-use components and vector shapes. Images, graphics, sound and video can be imported from all popular formats. Presentations can be exported to Flash as well as Video, EXE, GIF Animation or Image Sequencing. Swish contains powerful scripting language for advanced users as well as many tools to control motion, draw shapes and edit text. This 30 minute webinar will introduce you to the ultimate Flash creation tool.

- Create a New Animation
- Adding and Modifying Text
- Importing Images
- Resizing Images
- Adding Text Effects
- Adding Image Effects
- Inserting Keyframes
- Testing in a Browser
- Exporting the Movie

Time is Money! How to Use Effective Time Management Techniques

Product(s): Professional Development Series.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Time is a finite resource – we all have the same amount to work with. Why are some of us so much more effective than others? These days we hear the terms- doing more with less, fewer people but the same amount of work, faster, quicker, better! Most of us already have trouble with effective time management but now strong time management skills are more important than ever.

In this 60 minute webinar, we'll discuss the difference between time management and behavior or choice management. We'll help you identify your most productive times and how to best fill these finite time blocks. Learn how to establish priorities and identify critical task. Leave this webinar with tools for directing your energies toward things that will move you closer to your personal and professional goals.

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Taking the Lead -One Day You are Part of the Team, the Next You are a Manager

Product(s): Professional Development Series.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

“Leadership is the art of getting someone else to do something you want done because he wants to do it.”*

*Dwight Eisenhower

Join us for this webinar designed to broaden your thinking for approaching your leadership role. We'll focus on specific steps and techniques for leading your team toward your most productive business goals. This powerful webinar examines the 12 key questions for effective employee development from the book: *First, Break All the Rules*. We'll examine some of the top recognized leaders and what is the difference between managing and leading? Leave this hour will specific ideas on implementing your leadership vision to see positive performance changes right away.

Providing Exceptional Customer Service

Product(s): Professional Development Series.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

It seems the days of expecting to get good customer service are gone – with budget cuts, fewer employees, and lower profitability, what business has time? This environment creates the opportunity for companies who provide consistent, better than expected customer service to win. We want to create fanatical customers! In this webinar, we'll discuss how to search for opportunities to exceed our customers' expectations. We'll also discuss some key tactics and phrases for making the client feel empowered and happy with their experience. Spend this hour discussing how to brand yourself consistently and discover techniques for becoming a solution focused customer service provider. Leave this webinar with the confidence and motivation to make a difference for both internal and external customers.

To register for a webinar visit:
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Sow the Seeds of Business Now- Part One: Networking Protocols

Product(s): Professional Development Series.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Networking is the set of communication skills required to build relationships, inform others, and learn from and about co-workers and clients. Managing the impression you make and maximizing your 'like-ability' are the keys to making every networking opportunity consistently profitable. First impressions really are important. The way you greet people can set the tone for the entire interaction that follows. If you make a poor initial impression, you may spend the rest of your time overcoming it.

In this interactive webinar you will be given tips on putting your best foot forward with the right handshake, effective introductions, and presenting and requesting business cards with confidence. You'll master the principles of impression management by exploring perceptual tendencies, the ins-and-outs of small talk, and the subtleties of social diplomacy.

Also, remember why you're attending. Be sure to be well prepared to create business opportunities through pre-contact planning: personal objective, agenda items, questions to ask, and referrals to get.

Sow the Seeds of Business Now- Part Two: Business Development

Product(s): Professional Development Series.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Appreciate the simple skills of authentic client communication by knowing how to tap into the autobiographical urge of others. Asking the right questions at the right time builds your emotional foundation with existing, or prospective, clients. Overcome the obstacles that hold us back from making the invaluable connections that make us memorable. Give others the opportunity to tell their story and realize that money flows in the direction of biographical knowledge.

Conversing with your clients at the office, a conference, a sporting event, or any other venue is always an opportunity to create and strengthen the relationship, or to inadvertently weaken it. It's the conversations we have that build relationships. Understanding the ingredients of good conversation, knowing what to say and when, directing and redirecting the interaction, and being capable when it becomes difficult, are the hallmarks of excellent conversation management. Learn the necessary techniques to gently promote business by comfortable transitioning conversations from social to business. Make sure your attendance at professionally endorsed social events leads to business every time.

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Remember, our personal and professional successes are, to a large extent, dependent on our ability to get others to agree with our position. We sometimes achieve this agreement by chance; however, with careful use of certain strategic communication techniques we can learn to develop the kind of rapport with people that consistently creates the results we want.

Dealing with Difficult People and Situations

Product(s): Professional Development Series.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Interactions at work with colleagues, supervisors, and clients don't always go as smoothly as we'd like. One's ability to maintain control in difficult to control situations is the hallmark of excellent communication's ability.

This highly regarded 60 minute webinar uncovers the often hidden motivations of why we act the way we do, and provides practical, easy to implement, strategies to turn negatives into positives and strengthen interpersonal relationships.

Join us for this illuminating professional development experience and learn the relevant skills of Dealing with Difficult People and Situations.

Database Reporting 101: Understanding the Language and Flow of Reporting Using Crystal Reports

Product(s): Crystal Reports XI.

Audience(s): Business Professional.

Duration: 30 Minutes*

Event Overview

There's a saying, if a database has business-altering data but you can't share the information, will anyone hear it? OK, we may be paraphrasing but reporting on information in your database is a crucial component of having and maintaining a database. In this session we'll cover the purposes and benefits of reporting as well as describe the sections of database reports as used in Crystal Reports.

If you are new to reporting, or Crystal Reports, this webinar will get you headed in the right direction.

- Why Reports?
- What Does Crystal Reports Do?
- How Does Crystal Reports Work
- Introduction to Report Sections

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Crystal Reports: Getting Started with Crystal Reports

Product(s): Crystal Reports XI.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Crystal Reports is a powerful tool for analyzing information. It allows you to design and generate reports from a wide range of data sources with the goal of examining your data in an organized, meaningful way. This Webinar assumes that you have no previous experience with Crystal Reports. You will be introduced to basic database reporting, formatting, as well as grouping & sorting, and much more. “Designing a Basic Report” is your first step on the way to using Crystal Reports to its full potential.

What you will learn:

- Crystal Reports Overview
- The Work Area
- Basic Formatting
- Basic Grouping & Sorting
- Summary Functions
- Inserting Objects into Reports
- Previewing & Exporting Reports

Crystal Reports: Create a Report Beyond the Basics

Product(s): Crystal Reports XI.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

Now that you know the basics, it’s time to get into the nitty gritty of reporting. In this 60-minute Webinar you will be introduced to the Report Wizard, custom grouping, fields, and other more advanced features of this dynamic reporting tool.

What you will learn:

- Report Wizard - Multiple Tables
- Grouping Expert
- Create Custom Grouping
- Fields - Dimensions vs. Metrics
- Select Expert
- Export Options

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Crystal Reports: Taking it to the Next Level

Product(s): Crystal Reports XI.

Audience(s): Business Professional.

Duration: 60 Minutes

Event Overview

In this final installment of our Crystal Reports series you will be introduced to more complex report writing features. You will look closely at report options, grids and layout options, and many other Crystal Reports features that will equip you with the skills you need to take your reporting skills to the next level. This 60-minute Webinar is for the intermediate Crystal Reports user.

What you will learn:

- Report Options
- Grids & Layout Options
- Section Expert
- Colors/Fonts/Borders
- Graphic Files
- Drawing Lines
- Field Options
- Special Fields

QuickBooks 2009: Learning the Essentials from the Beginning

Product(s): QuickBooks 2009.

Audience(s): Business Professional.

Duration: 60 Minutes

Are your accounting records always up-to-date? Or do you spend hours when you get your bank statement typing in all the credit card transactions that came into your account during the month? Many small companies turn to QuickBooks to keep their company finances on track. QuickBooks makes accounting easy with some great tools that will help you organize your finances. With QuickBooks you can easily track sales and expenses, create professional documents, and instantly see your account history with any customer or vendor. In this 60 minute Webinar students will learn the fundamentals of working with QuickBooks 2009.

This webinar covers the following QuickBooks topics:

- Creating a QuickBooks Company
- Entering Account Opening Balances
- Setting up your Chart of Accounts
- Orientation to QuickBooks
- How to set-up your data in QuickBooks and get started the right way
- Using QuickBooks for billing customers

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- Receiving payments and making deposits
- Monitoring customer payment status
- Entering and paying bills
- Introduction to financial statements
- Writing a QuickBooks Check
- Entering a Handwritten Check
- Printing checks
- Using Bank Account Registers
- Transferring Funds Between Accounts
- Reconciling Checking Accounts

QuickBooks 2009: Taking it to the Next Level - Level 2

Product(s): QuickBooks 2009.

Audience(s): Business Professional.

Duration: 60 Minutes

Now that you have learned the fundamentals in QuickBooks, it is time to take it to the next level. In this 60 minute Webinar we will take our learning to the next level. We will learn how to work with basic Journal Entries, as well as add to our knowledge in the Customer and Vendor Centers. This Webinar will cover: Creating Estimates for Customers, Producing Statements, as well as how to and work with Credit Memos. We will also take the Vendor Center to the next level and learn how to create and manage Memorized Transactions.