



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.

To see a complete description of each Webinar visit our Webinar page at <http://www.knowledgewave.com/webinars.html>

| WEBINAR SCHEDULE | PRICE | TIME | SEPT | OCT | NOV | DEC |
|---|-------|------------|----------|----------|----------|---------|
| WEBINARS -PROFESSIONAL DEVELOPMENT | | | | | | |
| Time is Money!: How to use effective Time Management techniques | FREE | 60 Minutes | 25 (1pm) | | | |
| Taking the Lead -One day you are part of the team, the next you are a manager | \$99 | 60 Minutes | | | 24 (2pm) | |
| Providing Exceptional Customer Service | \$99 | 60 Minutes | | 20 (1pm) | | |
| Sow the Seeds of Business Now- Part One: Networking Protocols | \$99 | 60 Minutes | | | 10 (3pm) | |
| Sow the Seeds of Business – Part Two Business Development | \$99 | 60 Minutes | | | | 1(3pm) |
| Dealing with Difficult People and Situations | \$99 | 60 Minutes | | | | |
| WEBINARS -QUICKBOOKS | | | | | | |
| QuickBooks 2009: Learning the Essentials from the Beginning | \$119 | 60 Minutes | 16 (1pm) | | | |
| QuickBooks 2009: Taking it to the Next Level | \$119 | | | | | 15(1pm) |
| WEBINARS- MICROSOFT WINDOWS | | | | | | |
| Learn to Love Microsoft Vista | \$79 | 60 Minutes | | | | |
| First Look Windows 7 | \$79 | 60 Minutes | | | | |

Courses, prices, outlines, and exams are subject to change without notice.

*All classes are held in South Burlington unless otherwise noted
M = Montpelier, RU = Rutland*





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|---|-------|------------|-----------|----------|-----|-----|
| WEBINARS – MICROSFT OFFICE 2003 | | | | | | |
| Uncover the Secret Tips and Tricks in Microsoft Office 2003 | \$79 | 60 Minutes | | | | |
| WEBINARS- MICROSOFT OFFICE 2007 | | | | | | |
| Embracing Change, Uncovering the New Features of Office 2007 (Word, Excel, & Outlook) | \$79 | 60 Minutes | 24 (3pm) | | | |
| WEBINARS- MICROSOFT PROJECT 2007 | | | | | | |
| Microsoft Project 2007 from the Beginning- Completing Projects on Time and in Budget Doesn't Have to Seem like Mission Impossible | \$79 | 60 Minutes | | | | |
| WEBINARS – MICROSOFT WORD 2003 | | | | | | |
| The Computer is Mightier Than the Sword: A Beginning Guide to Microsoft Word 2003 | \$79 | 60 Minutes | | | | |
| Tables Uncovered: A Guide to Words Most Powerful Feature (Word 2003) | \$79 | 60 Minutes | | | | |
| Learn to Unlock the Power of Mail Merge in Microsoft Word 2003 | \$79 | 60 Minutes | | | | |
| Give Your Document a Makeover: Using Styles to Format and Manage Your Word Documents (Word 2003) | \$79 | 60 Minutes | | | | |
| Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Word 2003 | \$79 | 60 Minutes | | 8 (11am) | | |
| WEBINARS- MICROSOFT WORD 2007 | | | | | | |
| Under the Hood: Dive into the New Features of Word 2007 | \$79 | 60 Minutes | 30 (3pm) | | | |
| The Computer is Mightier Than the Sword: A Beginning Guide to Microsoft Word 2007 | \$79 | 60 Minutes | | | | |
| Tables Uncovered: A Guide to Words Most Powerful Feature (Word 2007) | \$79 | 60 Minutes | 24 (11am) | | | |
| Headers, Footers, & Page Numbering from Simple to Elaborate (Word 2007) | \$79 | 60 Minutes | | | | |
| Discovering the Secrets to Mastering Table of Contents and Other Crucial Word Tools for Long Documents (Word 2007) | \$79 | 60 Minutes | | | | |

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| Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Word 2007 | \$79 | 60 Minutes | | 21 (11am) | | |
| WEBINARS – MICROSOFT EXCEL 2003 | | | | | | |
| What is a Spreadsheet and Why Do I Need One? An Introduction to the World of Microsoft Excel 2003 | \$79 | 60 Minutes | | | | |
| Unlock the Power and Potential of Formulas and Functions in Microsoft Excel 2003 | \$79 | 60 Minutes | | 8 (3pm) | | |
| Stop Creating the Same Document Over and Over! Learn the Magic of Creating Excel Templates and Lose that Déjà Vu Feeling (Excel 2003) | \$79 | 60 Minutes | | | | |
| Discover a Whole New Dimension to Your Spreadsheets with 3D Formulas and Worksheet Management (Excel 2003) | \$79 | 60 Minutes | | | | |
| Tell your Story Visually with Eye Catching Charts in Microsoft Excel 2003 | \$79 | 60 Minutes | | 15 (1pm) | | |
| Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Excel 2003 | \$79 | 60 Minutes | | | | |
| Hide and Seek with Data: Using Excel's Functionality to Pull Information from Databases and Lists (Excel 2003) | \$79 | 60 Minutes | | | | |
| Understanding the Numbers: Solve Real World Business Problems by Utilizing Microsoft Excel's Business Modeling Tools (Excel 2003) | \$79 | 60 Minutes | | | | |
| Be Ready for Anything: Use the Excel Scenarios to Plan for the Future (Excel 2003) | \$79 | 60 Minutes | | | | |
| Look at Your Data in a Whole New Way with PivotTables in Microsoft Excel 2003 | | 60 Minutes | 29 (11am) | | | |
| Taking Your PivotTables and PivotCharts to the Next Level (advanced) (Excel 2003) | \$79 | 60 Minutes | | 15 (11am) | | |
| WEBINARS- MICROSOFT EXCEL 2007 | | | | | | |
| Under the Hood: Dive into the New Features of Microsoft Excel 2007 | \$79 | 60 Minutes | | 21 (1:00)pm | | |
| What is a Spreadsheet and Why Do I Need One? An Introduction to the world of Microsoft Excel 2007 | \$79 | 60 Minutes | | | | |

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| Unlock the Power and Potential of Formulas and Functions in Microsoft Excel 2007 | \$79 | 60 Minutes | 30 (11am) | | | |
| Stop Creating the Same Document Over and Over! Learn the Magic of Creating Excel Templates and Lose that Déjà Vu Feeling (Excel 2007) | \$79 | 60 Minutes | | 1 (3pm) | | |
| Discover a Whole New Dimension to Your Spreadsheets with 3D Formulas and Worksheet Management (Excel 2007) | \$79 | 60 Minutes | | | | |
| Tell your Story Visually with Eye Catching Charts in Microsoft Excel 2007 | \$79 | 60 Minutes | 23 (1pm) | | | |
| Hide and Seek with Data: Using Excel's Functionality to Pull Information from Databases and Lists (Excel 2007) | \$79 | 60 Minutes | | | | |
| Understanding the Numbers: Solve Real World Business Problems by Utilizing Microsoft Excel's Business Modeling Tools (Excel 2007) | \$79 | 60 Minutes | | | | |
| Save Time, Work Less: The Power of Using Macros to Complete Repetitive Tasks in Microsoft Excel 2007 | \$79 | 60 Minutes | | 6 (11am) | | |
| Be Ready for Anything: Use the Excel Scenarios to Plan for the Future (Excel 2007) | \$79 | 60 Minutes | | | | |
| Look at Your Data in a Whole New Way with PivotTables in Microsoft Excel 2007 | \$79 | 60 Minutes | | 7 (11am) | | |
| Taking Your PivotTables and PivotCharts to the Next Level (advanced) (Excel 2007) | \$79 | 60 Minutes | | 1 (1pm) | | |
| WEBINARS – MICROSOFT OUTLOOK 2003 | | | | | | |
| Insider Secrets to the Top Ten Features of Microsoft Outlook 2003 | \$79 | 60 Minutes | | | | |
| Taming the Beast: An Introduction to Outlook and Unlocking the Power of Organizing and Managing Your Inbox (Outlook 2003) | \$79 | 60 Minutes | | | | |
| 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 | \$79 | 60 Minutes | | | | |
| Keep Up With Your Busy Life by Learning all the Bells and Whistles in Outlook's Calendar and Tasks (Outlook 2003) | \$79 | 60 Minutes | | | | |
| Conquer Your In-Box! Take Control and Unleash the Power of Outlook's Rules and Alerts. (Outlook 2003) | \$79 | 60 Minutes | | | | |
| Learn to Manage Your Little Black Book: Use Your Outlook Contacts to Their Maximum Potential (Outlook 2003) | \$79 | 60 Minutes | | | | |
| WEBINARS- MICROSOFT OUTLOOK 2007 | | | | | | |

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| Under the Hood: Dive into the New Features of Outlook 2007 | \$79 | 60 Minutes | | 21 (3pm) | | |
| Taming the Beast: An Introduction to Outlook and Unlocking the Power of Organizing and Managing Your Inbox - (Outlook 2007) | \$79 | 60 Minutes | | 7 (1:00pm) | | |
| 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 2007 | \$79 | 60 Minutes | 30 (1pm) | | | |
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| Conquer Your In-Box! Take Control and Unleash the Power of Outlook's Rules and Alerts. (Outlook 2007) | \$79 | 60 Minutes | | | | |
| Learn to Manage Your Little Black Book: Use Your Outlook Contacts to Their Maximum Potential (Outlook 2007) | \$79 | 60 Minutes | | | | |
| WEBINARS- MICROSOFT POWERPOINT 2003 | | | | | | |
| Making Headlines with PowerPoint: A Beginners Guide to Learning the Power of Visual Presentations Using Microsoft PowerPoint 2003 | \$79 | 60 Minutes | 29 (1pm) | | | |
| Create Dynamic PowerPoint Presentations with Charts and Diagrams (PowerPoint 2003) | \$79 | 60 Minutes | | | | |
| Make Your Presentations POP! Using Transitions and Animations in Microsoft PowerPoint 2003 | \$79 | 60 Minutes | 29 (3pm) | | | |
| WEBINARS- MICROSOFT POWERPOINT 2007 | | | | | | |
| Making Headlines with PowerPoint: A Beginners Guide to Learning the Power of Visual Presentations Using Microsoft PowerPoint 2007 | \$79 | 60 Minutes | 23 (11am) | | | |
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| Make Your Presentations POP! Using Transitions and Animations in Microsoft PowerPoint 2007 | \$79 | 60 Minutes | | 7(3pm) | | |
| WEBINARS – MICROSOFT ACCESS 2003 | | | | | | |
| Learn the Basics in Microsoft Access 2003 | \$79 | 60 Minutes | | 15 (3pm) | | |
| Show and Tell: An Introduction to Creating Effective Access Reports (Access 2003) | \$79 | 60 Minutes | | | | |
| Ask Questions, Get Answers: An Introduction to Microsoft Access Querying (Access 2003) | \$79 | 60 Minutes | | | | |

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| Show and Tell: An Introduction to Creating Effective Access Reports (Access 2007) | \$79 | 60 Minutes | | | | |
| Ask Questions, Get Answers: An Introduction to Microsoft Access Querying (Access 2007) | \$79 | 60 Minutes | | | | |
| Mail Merging with Microsoft Word and an Access Database (2007) | \$79 | 60 Minutes | | | | |
| Using Access and Microsoft Excel for Powerful Analysis (2007) | \$79 | 60 Minutes | | | | |
| WEBINARS- CRYSTAL REPORTS | | | | | | |
| Crystal Reports: Getting Started with Crystal Reports | \$119 | 60 Minutes | | 20 (3pm) | | |
| Crystal Reports: Create a Report Beyond the Basics | \$119 | 60 Minutes | | | | |
| Crystal Reports: Taking it to the Next Level | \$119 | 60 Minutes | | | | |
| WEBINARS-ADOBE SUITE | | | | | | |
| Logos and Photos and Fliers, Oh My! An Introduction to the Adobe Creative Suite | FREE | 30 Minutes | 2 (10am) | | | |
| WEBINARS- ADOBE PHOTOSHOP | | | | | | |
| Learn the Essentials in 60 Minutes: A Beginner's Guide to Using Photoshop | \$89 | 60 Minutes | 2 (1pm) | | | |
| Taking a Picture is Only the First Step: Correct and Enhance Images in Adobe Photoshop | \$89 | 60 Minutes | | 14 (11am) | | |
| Take it to the Next Level Using Filters and Effects in Photoshop | \$89 | 60 Minutes | | | | |
| WEBINARS- ADOBE ILLUSTRATOR | | | | | | |

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| Learn the Essentials in 60 Minutes: A Beginners Guide to Using Adobe Illustrator | \$89 | 60 Minutes | | | | |
| Becoming a Design Ninja, Step One: Selecting, Organizing, and Painting in Adobe Illustrator | \$89 | 60 Minutes | 2 (3pm) | | | |
| WEBINARS- ADOBE INDESIGN | | | | | | |
| Learn the Essentials in 60 Minutes: A Beginners Guide to Using Adobe InDesign | \$89 | 60 Minutes | | | | |
| Where Do I Put All These Design Elements? Creating Multi-Page Layouts in Adobe InDesign | \$89 | 60 Minutes | | | | |
| WEBINARS- DREAMWEAVER | | | | | | |
| Dreamweaver Level 1 | \$89 | 60 Minutes | | | | |
| Dreamweaver Level 2 | \$89 | 60 Minutes | | | | |
| WEBINARS –MICROSOFT SHAREPOINT | | | | | | |
| Introduction to Microsoft SharePoint | \$89 | 60 Minutes | | | | |
| Microsoft Office SharePoint and Office Collaboration | \$89 | 60 Minutes | | | | |
| Checking Out Document Libraries in SharePoint | \$89 | 60 Minutes | | | | |
| Working in Document and Meeting Workspaces in SharePoint | \$89 | 60 Minutes | | | | |
| Getting it Done: Working with Task and Project Lists in SharePoint | \$89 | 60 Minutes | | | | |
| Designing Team Sites in Microsoft SharePoint | \$89 | 60 Minutes | | | | |
| WEBINARS- SEARCH ENGINE OPTIMIZATION | | | | | | |
| Search Engine Optimization- On Page Optimization Factors: Link Structure & Content | \$129 | 60 Minutes | | | | |
| Search Engine Optimization – Off Page Optimization Factors: Backlinks and PageRank | \$129 | 60 Minutes | | | | |

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| WEBINARS- CORPORATE BLOGGING | | | | | | |
| Introduction to Corporate Blogging | \$79 | 60 Minutes | | | | |
| WEBINARS- GOOGLE ANALYTICS | | | | | | |
| Google Analytics- Learn the Basics | \$129 | 60 Minutes | | | | |
| Google Analytics- Referral Traffic & Visitor Information | \$129 | 60 Minutes | | | | |
| Google Analytics- Bounce Rate, Reporting and Customization | \$129 | 60 Minutes | | | | |
| Google Analytics- Goal Training & AdWords Integration | \$129 | 60 Minutes | | | | |
| FREE WEBINARS- ALL Free Webinars in the series are 30 minutes in duration | | | | | | |
| Tips and Tricks for Windows Vista | FREE | 30 Minutes | | | | |
| Top 10 Tips for Managing E-Mail in Outlook 2007 | FREE | 30 Minutes | | | | |
| Microsoft Outlook 2007 – Manage your Message by Using the Archive Tool | FREE | 30 Minutes | | | | |
| Microsoft Word 2007 – Using Teamwork to Increase your Productivity; Revise Documents with Track Changes and Comments | FREE | 30 Minutes | | | | |
| Microsoft Word 2007 – Learn Bullets, Numbers, and Lists Inside and Out | FREE | 30 Minutes | | | | |
| Logos and Photos and Fliers, Oh My! An Introduction to the Adobe Creative Suite | FREE | 30 Minutes | 2 (10am) | | | |
| What's New? An In-Depth Look at the Microsoft Office 2007 Interface | FREE | 30 Minutes | | 9 (1pm) | | |
| Database Reporting 101: Understanding the Language and Flow of Reporting Using Crystal Reports | FREE | 30 Minutes | | 2 (1pm) | | |

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