

**Advantage Computer Training, LLC
Lunch and Learn Offerings**

Title	Application	Class Style	Hours	Brief Description
Excel 2007 New Interface	MS Excel 2007	Seminar	1.25	Learn to manipulate the Ribbon Bar, the new file format, and the Quick Access Bar.
Excel Charts	MS Excel 2003/2007	Seminar	1.25	Create, format and edit Excel charts. Learn to create chart templates to speed chart formatting.
Excel as a Database	MS Excel 2003/2007	Seminar	1.25	More bang for the buck than any Excel feature. Learn to sort, filter, and subtotal your list data.
Excel Pivot Tables	MS Excel 2003/2007	Seminar	1.25	One of Excel's most misunderstood features. Slice and dice your data to impress your boss
Excel Multiple Worksheets	MS Excel 2003/2007	Seminar	1.25	Learn to insert, move, and colorize your worksheets. Grouping and linking multiple worksheets.
Excel Formulas & Functions I	MS Excel 2003/2007	Seminar	1.25	Learn the basics of Excel formulas. Relative Cell Referencing is the glue that holds Excel together.
Excel Functions & Functions II	MS Excel 2003/2007	Seminar	1.25	Absolute Cell Referencing and more advanced functions.
Outlook Calendar	MS Outlook 2003/2007	Seminar	0.75	Learn the basics scheduling with the Outlook Calendar. Single, recurring appointments and tasks.
Outlook Contacts	MS Outlook 2003/2008	Seminar	0.75	Adding and editing Contacts. Sending messages to Contacts. Distribution Lists and Categories.
Outlook Folders and Rules	MS Outlook 2003/2009	Seminar	0.75	Learn to organize your inbox using folders and sub-folders. Create rules to organize your messages.
PowerPoint Animations and Transitions	MS PowerPoint 2003/2007	Seminar	1.25	Pump-up your presentations Animations and Transitions. It's easier than you think!
Access Tables	MS Access 2003/2007	Seminar	1.25	This is where you start. Tables store your information and planning is the key.
Access Queries	MS Access 2003/2008	Seminar	1.25	Queries ask questions of data stored in Tables. Understanding the query grid is the key.

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Access Forms	MS Access 2003/2009	Seminar	1.25	Forms are used to enter and view data stored in Tables. Forms will be created using multiple methods.
Access Reports	MS Access 2003/2010	Seminar	1.25	Reports organize and summarize information stored in a database. Normally based on the results of a query.
Word Tables and Electronic Forms	MS Word 2003/2007	Seminar	1.25	Used to allow information to be typed as opposed to being handwritten and then transcribed.
Word Mail Merge	MS Word 2003/2008	Seminar	1.25	Create form letters, mailing labels, and envelopes.
Word Long Documents	MS Word 2003/2009	Seminar	1.25	Table of Contents, Index, Footnotes, and Page Numbering.