



# COURSE CATALOGUE

May, June, July, August 2010

*Maple Key Computer Training Centres*

A Division of 1286191 Ontario Inc.

37 Sandiford Drive, Suite 203, Stouffville, ON L4A 7X5

905-640-6161

registration@maple-key.ca



## SPREADSHEETS

<b>Microsoft Excel, Introduction</b> 1 Day, \$249	Version 2003	Version 2007
	May 13	May 17
	Jun 10	Jun 3
	Jul 12	Jul 8
	Aug 13	Aug 17

Getting Started with Excel - Modifying a Worksheet, Performing Calculations, Formatting a Worksheet, Developing a Workbook, Printing Workbook Contents and Customizing Layout.

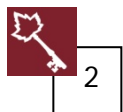
<b>Microsoft Excel, Intermediate</b> 1 Day, \$249	Version 2003	Version 2007
	May 26	May 27
	Jun 18	Jun 21
	Jul 27	Jul 21
	Aug 27	Aug 12

Expand your Excel Knowledge – Using Templates, Creating Charts, Inserting Graphic Objects, Formulas, Sorting and Filtering Data and Customizing Workbooks.

<b>Microsoft Excel, Advanced</b> 1 Day, \$249	Version 2003	Version 2007
	Jun 24	Jun 29

Advanced Level includes - Streamlining Workflow, Collaborating with Others, Auditing Worksheets, Analyzing Data, Working with Multiple Workbooks, Importing and Exporting Data.

A more detailed description of each course is available under "Our Courses". Click on "Download Printable PDF" for complete course content.



### Microsoft Excel 2003, Charting & Organizing Data

1 Day, \$249	May 4
	Jul 16

Sorting and Filtering Data, Creating, Modifying and Formatting Charts and Using Graphic Objects.

### Microsoft Excel 2003, Functions & Formulas

1 Day, \$249	Jun 16
	Aug 10

Review of Basic Formulas, Advanced Formula Construction, Formulas and Range Names, Date and Time Formulas & Functions, Auditing, Review of Basic Functions, Statistical Analysis with Functions and Auditing Techniques.

### Microsoft Excel 2003, Macros & Introduction to VBA

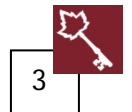
1 Day \$249	Jul 6
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Basic Macro Concepts, Developing Macros, Creating User-Interactive Macros and Introduction to Visual Basic.

### Microsoft Excel 2007 New Features

½ Day, \$125	May 3 Afternoon
	Jul 30 Afternoon

This course covers the commonly used new features for a typical user.



## DATABASES

### Microsoft Access, Introduction

2 Days, \$498

Version 2003

Jun 7 / 8

Aug 25 / 26

Version 2007

May 31 / Jun 1

Exploring the Access Environment - Designing a Database, Managing Data, Establishing Table Relationships, Querying a Database, Designing Forms and Generating Reports.

### Microsoft Access, Intermediate

2 Days, \$498

Version 2003

May 18 / 19

Version 2007

May 6 / 7

Jul 22 / 23

Expand your Access Knowledge - Planning a Database, Controlling Data Entry, Creating Flexible Queries, Improving and Customizing Forms and Reports, Sharing Data Across Applications.

### Microsoft Access, Advanced

2 Days, \$498

Version 2003

Please call

Version 2007

Aug 3 / 4

Advanced Level includes - Structuring Existing Data, Writing Advanced Queries, Simplifying Tasks with Macros, Making Effective Use of Forms and Reports, and Maintaining an Access Database.

### Microsoft Access 2007, New Features

½ Day, \$125

Jun 25 Morning

This course covers the commonly used new features for a typical user.

### Relational Database Design

1 Day, \$249

Jul 9

Learn the Steps to Effectively Plan and Design Databases by Gathering Information, Identifying Relationships, Normalizing Data, Ensuring Data Integrity and Determining Queries.

### SQL Overview

1 Day, \$249

Jul 5

Getting Started with SQL - Database Concepts, Creating a Database, Creating Tables using DDL (Data Definition Language), Adding, Retrieving, Modifying Data with DML (Data Manipulation Language), Simple Queries and Advanced Queries.

We will be offering additional courses which do not appear in our current catalogue. If you are looking for a course not listed please call to inquire:

**905-640-6161**



## PRESENTATIONS

<b>Microsoft PowerPoint, Introduction</b> 1 Day, \$249	Version 2003	Version 2007
	May 10	May 10
	Jun 11	Jun 4
	Aug 5	Aug 18

An Orientation to PowerPoint - Creating a Presentation, Formatting Text on Slides, Adding and Modifying Tables, Charts and Objects in a Presentation and Preparing to Deliver a Presentation.

<b>Microsoft PowerPoint, Intermediate</b> 1 Day, \$249	Version 2003	Version 2007
	May 28	May 28
	Jul 7	Jul 14

Customizing the PowerPoint Environment - Customizing a Design Template, Adding Diagrams to a Presentation, Adding Special Effects, Customizing a Slide Show, Collaborating on a Presentation and Delivering a Presentation.

Register for both PowerPoint 2007 Intermediate and Presentation Skills on July 14 & 15 and get a **20% discount**.

Register for 3 days of Introduction Courses (Word, Excel & PowerPoint) and get Presentation Skills for **FREE!** (Aug 16-19)

The above special offers cannot be combined with other discounts.

<b>Microsoft PowerPoint 2007, New Features</b> 1/2 Day, \$125	Jun 25 Afternoon
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This course covers the commonly used new features for a typical user.

<b>Presentation Skills</b> 1 Day, \$249	Jul 15 Aug 19
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Improve your Presentation Skills – Learn how to Build an Effective Presentation, Identify Key Points, Organize and Emphasize the Main Points with Visual Techniques.

<b>MovieMaker</b> 1 Day, \$125	May 20 Aug 11
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Create your own Movie – Importing, Editing, Working with Audio, Video Effects, Working with Slides and Creating a Slideshow Movie.

Office Version 2000 available in place of Office Version 2003 courses.

## PROJECT MANAGEMENT

### Microsoft Project, Introduction

2 Days, \$695

Jun 17 / 18

Aug 5 / 6

Getting Started with Project - Creating a Project Plan, Managing Tasks in a Project Plan, Creating & Managing Resources and Finalizing the Project Plan.

### Microsoft Project, Intermediate

2 Days, \$695

Jul 19 / 20

Expand your Project Knowledge - Exchange Project Plan Data with Other Applications, Update a Project Plan, Create Custom Reports, Reusing Project Plan Information with Templates & Custom Views and Creation of a Master Project Plan.

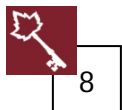
## ACCOUNTING

### QuickBooks

3 days, \$747

Jul 26 / 27 / 28

Introduction to QuickBooks - Setting up QuickBooks, Working with Lists, Working with Bank Accounts, Using Other Accounts in QuickBooks, Entering Sales Information, Receiving Payments & Making Deposits, Entering & Paying Bills, Analyzing Financial Data, Estimating & Progress Invoicing, Setting Up Inventory, Tracking & Paying Sales Tax, Payroll, Tracking Time and Customizing Forms.



## WEB DESIGN

### HTML Web Authoring, Introduction

1 Day, \$249

Jun 21

Creating a Basic Web Page - Structuring Content, Linking Web Pages, Formatting Text and Creating Tables.

### JavaScript, Introduction

1 Day, \$299

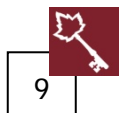
Jul 2

Getting Started with JavaScript - Managing the Browser Window, Managing the Document, Manipulating Data & Functions, Validating Statements Using Control Constructs, Calculating Numerical Values, Using Regular Expressions.



### Classroom Rentals

For availability and fees, contact  
*classroomrental@maple-key.ca* or call **905-640-6161**



## GRAPHICS & DESIGN

### Microsoft Visio, Introduction

1 Day, \$249

May 25

Jul 30

An Overview of Visio - Creating a Route Map, Enhancing a Basic Diagram, Flowcharts, Workflow Diagrams and Organization Charts.

### Microsoft Visio, Intermediate

1 Day, \$249

Jun 28

Customizing Visio - Using the Drawing Tools, Custom Shapes & Stencils, Designing a Floor Plan, Representing External Data in Visio and Sharing Your Work.

### Microsoft Publisher

1 Day, \$249

May 12

Jun 15

Sep 3

Creating a Basic Publication - Modifying a Publication's Layout and Structure, Editing and Formatting Content, Formatting Pictures and Preparing a Publication for Distribution.

All course materials are included in registration fee.

GST extra on all course fees; HST effective July 1, 2010.

### Adobe Acrobat, Introduction

1 Day, \$249

Please call

Exploring Acrobat - Accessing Information in PDF Documents, Creating PDF Documents, Modifying PDF Documents, Adding PDF Navigation, Working with Multiple PDF Documents and Reviewing a PDF Documents.

### Adobe Illustrator, Introduction

2 Days

Please call

Getting Started with Illustrator - Creating Simple Shapes, Creating Logos Using Simple Shapes, Creating Logos Using Custom Paths, Enhancing Logo Type, Manipulating Body Type and Creating an Advertisement.

### Adobe InDesign, Introduction

2 Days

Please call

Managing the InDesign Environment - Designing Documents, Enhancing Documents, Adding Tables, Finalizing Documents.

### Adobe Photoshop, Introduction

2 Days

Please call

Exploring the Photoshop Environment - Working with Image Areas, Working with Layers, Enhancing Images and Saving Images for Web and Print.



## WORD PROCESSING

<b>Microsoft Word Introduction</b> 1 Day, \$249	Version 2003	Version 2007
	May 5	May 11
	Jun 9	Jun 2
	Jul 5	Jul 9
	Aug 9	Aug 16

Topics include - Creating and Editing Documents, Formatting Text and Paragraphs, Proofing a Document, Adding Tables, Inserting Graphic Elements and Controlling Page Appearance.

<b>Microsoft Word Intermediate</b> 1 Day, \$249	Version 2003	Version 2007
	May 14	May 25
	Jun 23	Jun 30
	Jul 29	Jul 28
	Aug 30	Sep 2

Expand your Word Knowledge - Managing Lists, Customizing Tables and Charts, Customizing Formatting, Working with Custom Styles, Modifying Pictures, Creating Customized Graphic Elements, Controlling Text Flow, Automating Common Tasks and Performing Mail Merges.

<b>Microsoft Word Advanced</b> 1 Day, \$249	Version 2003	Version 2007
	Jul 13	Jul 26

Advanced Word includes: Using Word with other Programs, Collaborating on Documents, Adding Reference Marks and Notes, Making Long Documents Easier to Use and Securing a Document.

<b>Microsoft Word 2007 New Features</b> ½ Day, \$125	May 3 Morning
	Jul 30 Morning

This course covers the commonly used new features for a typical user.

## E-MAIL

<b>Microsoft Outlook, Introduction</b> 1 Day, \$249	Jun 14
	Sep 1

Getting Started with Outlook - Composing Messages, Managing Mail, Scheduling Appointments, Scheduling Meetings, Managing Contacts, Tasks and Notes.

<b>Microsoft Outlook 2007, New Features</b> 1 Day, \$249	Jul 2
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This course covers the commonly used new features for a typical user.

**Register for 5 days of 2007 Introduction Courses (Access, Word, Excel & PowerPoint) and get the 5<sup>th</sup> day for FREE! (May 31 to June 4)**

**Register for 5 days of 2003 Introduction Courses (Access, Word, Excel & PowerPoint) and get the 5<sup>th</sup> day for FREE! (June 7 to Jun 11)**

The above special offers cannot be combined with other discounts.

## GENERAL

### Introduction to Personal Computers

1 Day, \$125

May 21  
Jul 20

Getting Started with Personal Computers - Using a Personal Computer, Customizing the Windows Desktop, Using Application Software, Using Common Tools and Managing Folders and Files.

### Internet Explorer & Improving Search Techniques

1 Day, \$125

Jun 17  
Aug 31

Topics include - Understanding Search Tools, Search Strategies, Keyword Search Strategies, Search Strategies and Special Interest Searching.

### Disaster Recovery Planning and Business Continuity for Small Business (Small Office/Home Office – SOHO)

1 Day, \$249

Jun 22  
Aug 31

Introduction to Disaster Recovery and Business Continuity for Small Business - Types and Causes of Disasters, Facility Protection and Disaster Avoidance, Impact Assessment, Back-up & Recovery and Suggested Documentation.

### Windows 7 Overview

1 Day, \$169

Aug 11

Exploring Windows 7 - Customizing the Windows 7 Desktop, Managing Folders and Files, Using Common Tools & Programs in Windows 7, Browsing the Internet and Windows 7 Keyboard Shortcuts.

### CutePDF Professional

1 Day, \$169

Please call

Exploring CutePDF Professional - Creating PDF Documents, Modifying PDF Documents, Basic CutePDF customization, Adding Headers, Footers with Data, Time Page, etc., Combining Multiple Documents into one PDF file, Adding a Watermark, Adding Bookmarks, Adding Passwords and Setting Security.

### Computer Basics

9 AM - 12 PM, \$49.95

Jun 28 Morning

### Exploring the Internet & Web-Based E-Mail

1 PM - 4 PM, \$49.95

Jun 28 Afternoon

Register for both Computer Basics and Exploring the Internet & Web-Based E-Mail on the same day for a special price of \$89.95

Above special offer cannot be combined with other discounts.



### OpenOffice Base

2 Days, \$498

Please call

Getting Started with OpenOffice Base - Designing a Database, Building a Database, Managing Data in a Table, Querying a Database, Designing Forms and Generating Reports.

### OpenOffice Calc

1 Day, \$189

Please call

Exploring OpenOffice Calc - Creating a Spreadsheet, Performing Calculations, Modifying a Spreadsheet, Formatting, Auditing Data, Analyzing Data, Charts and Finalizing a Spreadsheet.

### OpenOffice Draw

1 Day, \$189

Please call

An Overview of OpenOffice Draw - Creating a Basic Diagram, Enhancing a Diagram, Flowcharts, Workflow Diagrams and Organization Charts.

### OpenOffice Impress

1 Day, \$189

Please call

Topics for OpenOffice Impress include - Creating a Presentation, Formatting Text, Inserting Presentational Elements, Working with Elements, Working with Styles, Creating a Custom Presentation, Creating a Custom Slide Show and Finalizing & Packaging a Presentation.

### OpenOffice Writer

1 Day, \$189

Please call

With OpenOffice Writer - Create a Basic Document, Edit, Format, Tables, Add Visual Effects, Page Appearance, Create Styles and Templates, Automate Tasks, Mail Merge and Secure Documents.



### Microsoft Windows Vista, Introduction

1 Day

Please call

Getting Started with Personal Computers & Exploring Windows Vista - Customizing the Windows Vista Desktop, Using Common Tools and Programs in Vista and Managing Folders & Files.

### Microsoft Windows Vista, New Features

1 Day

Please call

Exploring Windows Vista - Searching for Folders & Files, Working with New Tools and Applications, Networking to Share and Collaborate, Enhancing Performance and Enhancing System Security.

### Keyboarding Skills

1 Day, \$125

May 21 Jul 19  
Jun 15 Aug 6

Getting Started on the Keyboard - Keyboard Layout, Finger Positioning, Exercises Using Sentences & Numbers, Numeric Keypad, Speed & Accuracy.

### Microsoft InfoPath

1 Day, \$249

Aug 20

Using InfoPath - Creating and Distributing Forms, Customizing Layout, Managing Controls and Views, Applying Security and Working with a Database.

### Other

Please call

- Microsoft Virtual PC
- Microsoft OneNote
- Microsoft Groove
- Microsoft Office Communicator
- COBOL





## REGISTRATION

Six easy methods to register — choose the option that is most convenient for you.  
(Register on-line at [www.maple-key.ca](http://www.maple-key.ca) or use the Registration Form on the next page.)

E-mail:

registration@maple-key.ca

On-line:

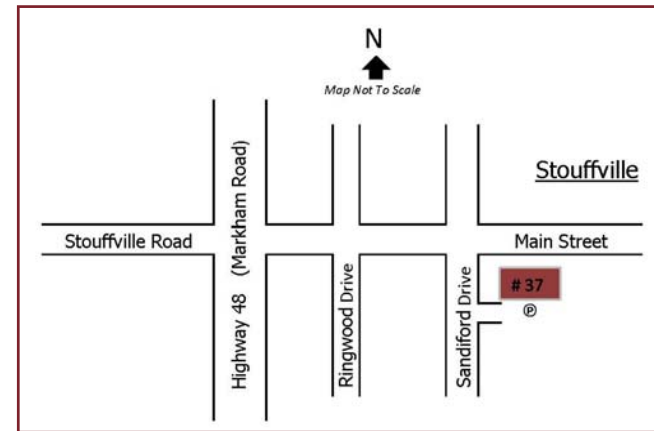
[www.maple-key.ca](http://www.maple-key.ca)

Telephone:

905-640-6161

Fax:

905-640-7464



See "Location" for maps and directions

Mail:

Maple Key Computer Training Centres  
37 Sandiford Drive, Suite 203  
Stouffville, ON L4A 7X5

In Person:

Drop by our office in the Imperial Centre, on the corner of Main Street and Sandiford Drive in Stouffville  
Monday to Friday, 8:30 AM to 4:30 PM



# Maple Key Computer Training Centres

## REGISTRATION FORM

Fax: 905-640-7464

Participant's Name \_\_\_\_\_

(If required on Invoice)

Company \_\_\_\_\_ PO # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

Course Name \_\_\_\_\_ Course Level \_\_\_\_\_

Course Date \_\_\_\_\_ Fee \_\_\_\_\_

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Course Name \_\_\_\_\_ Course Level \_\_\_\_\_

Course Date \_\_\_\_\_ Fee \_\_\_\_\_

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Course Name \_\_\_\_\_ Course Level \_\_\_\_\_

Course Date \_\_\_\_\_ Fee \_\_\_\_\_

Version of Current Software you are  
using (i.e. 2003)

\_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

5% GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

An Invoice / Confirmation will be e-mailed to you upon registration.

Payment:  VISA  MasterCard  Cheque  Cash

Credit Card Information:

Cardholder Name \_\_\_\_\_ Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Signature \_\_\_\_\_

How did you hear about *Maple Key Computer Training Centres?* \_\_\_\_\_