

## *Maple Key Computer Training Centres*

37 Sandiford Drive, Suite 203  
Stouffville ON L4A 7X5

Tel: 905-640-6161  
Fax: 905-640-7464

E-Mail: [registration@maple-key.ca](mailto:registration@maple-key.ca)

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



### **COURSE CATALOGUE**

September, October, November, December 2010



Reasons to Register with  
*Maple Key Computer Training Centres*

- Affordable — value for your training dollar
- A comfortable learning environment that is spacious and bright
- Hands-on training
- Professional staff and quality instructors with real-world experience
- Each student assigned their own computer, with a large work area
- Convenient location — an easy commute
- Free parking
- A variety of delivery options:  
XP, VISTA, Windows 7  
2000, 2003, 2007
- Vendor independent
- 100% Canadian owned



Inquire about custom training  
905-640-6161



## SPREADSHEETS

<b>Microsoft Excel, Introduction</b> 1 Day or 2 Evenings, \$249	Version 2003	Version 2007
	Sep 23	Sep 14/21
	Oct 27	Sep 18
	Nov 25	Sep 28
	Dec 10	Oct 29
		Nov 10/17
		Nov 18
		Dec 9

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 or 2 Evenings, \$249	Version 2003	Version 2007
	Sep 24	Sep 22
	Oct 1	Sep 28/Oct 5
	Nov 11	Oct 5
	Dec 20	Oct 14
		Nov 3
		Nov 13
		Nov 24/Dec 1
		Dec 15

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 or 2 Evenings, \$249	Version 2003	Version 2007
	Oct 28	Oct 12/19
	Dec 22	Oct 21
		Dec 8/15
		Dec 23

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

For a more detailed description of each course, or to register on-line, please visit our website  
**[www.maple-key.ca](http://www.maple-key.ca)**

## Microsoft Excel 2003, Charting & Organizing Data

1 Day, \$249

Sep 8  
Nov 29

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

## Microsoft Excel 2003 Functions & Formulas

1 Day, \$249

Sep 9  
Oct 15  
Nov 4  
Dec 13

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

Oct 8

Basic Macro Concepts, Developing Macros, Creating User-Interactive Macros and Introduction to Visual Basic.

## Microsoft Excel 2007 New Features

1/2 Day, \$125

Sep 7 Afternoon  
Nov 5 Afternoon

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

### Classroom Rentals

For availability and fees, contact

[classroomrental@maple-key.ca](mailto:classroomrental@maple-key.ca) or call **905-640-6161**



## DATABASES

### Microsoft Access, Introduction

2 Days or 4 Evenings, \$498

Version 2003  
Sep 20/21  
Nov 22/23

Version 2007  
Sep 16/17  
Sep 16/23/  
30/Oct 7  
Nov 15/16

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

### Microsoft Access, Intermediate

2 Days or 4 Evenings, \$498

Version 2003  
Oct 25/26  
Dec 16/17

Version 2007  
Oct 6/7  
Oct 14/21/  
28/Nov 4  
Dec 6/7

Expand your Access Knowledge — Planning of 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  
Nov 8/9

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

1/2 Day, \$125

Sep 15 Morning

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

All course materials are included in registration fee.

## Relational Database Design

1 Day, \$249

Oct 28

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

## SQL Overview

1 Day, \$249

Dec 23

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.

## PRESENTATIONS

### Microsoft PowerPoint, Introduction

1 Day or 2 Evenings, \$249

Version 2003

Sep 13/20

Sep 14

Nov 26

Dec 4

Version 2007

Sep 13/20

Sep 29

Nov 19

Dec 4

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.

### Microsoft PowerPoint, Intermediate

1 Day or 2 Evenings, \$249

Version 2003

Sep 27/Oct 4

Oct 15

Dec 11

Dec 21

Version 2007

Sep 27/Oct 4

Oct 18

Dec 1

Dec 11

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 Dec 1 & 2 and get a **20% discount**.

Register for 3 days of Introduction Courses (Word, Excel & PowerPoint) and get Presentation Skills for **FREE!** (Sep 27—30)

## Microsoft PowerPoint2007, New Features

1/2 Day, \$125

Nov 10 Morning

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

## Presentation Skills

1 Day, \$249

Sep 30

Dec 2

Improve your Presentation Skills — Learn how to Build an Effective Presentation, Identify Key Points, Organize and Emphasize the Main Points with Visual Techniques.

## MovieMaker

1 Day or 2 Evenings, \$125

Sep 24

Dec 7/14

Dec 14

Create your own Movie — Importing, Editing, Working with Audio, Video Effects, Working with Slides and Creating a Slideshow Movie.

## PROJECT MANAGEMENT

### Microsoft Project, Overview & Getting Started

2 Evenings, \$249

Nov 22/29

Overview of Project — Planning a Project Plan, Understanding Tasks in a Project Plan, Overview of Resources, Reports and Templates.

### Microsoft Project, Introduction

2 Days, \$695

Nov 1/2

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

### Microsoft Project, Intermediate

2 Days, \$695

Sep 20/21

Nov 29/30

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.

# GRAPHICS & DESIGN



## Microsoft Visio, Introduction

1 Day, \$249

Sept 13  
Nov 20  
Dec 6/13  
Dec 22

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

## Microsoft Visio, Intermediate

1 Day, \$249

Oct 29

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

## Microsoft Publisher

1 Day, \$249

Sep 3  
Oct 2  
Nov 10  
Dec 6/13

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

Register for 5 days of 2007 Introduction Courses (Access, Word, Excel & PowerPoint) and get the 5th day for **FREE!** (Nov 15 to Nov 19)

Register for 5 days of 2003 Introduction Courses (Access, Word, Excel & PowerPoint) and get the 5th day for **FREE!** (Nov 22 to Nov 26)

See our November 2010 Calendar

## 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 PDF Documents.

## Adobe Illustrator CS3, 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 CS3, Introduction

2 Days

Please call

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

## Adobe Photoshop CS3, 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.

Course dates available at time of printing.

Visit [www.maple-key.ca](http://www.maple-key.ca) for up to the minute information.

HST extra on all course fees.

## WEB DESIGN



### HTML Web Authoring, Introduction

1 Day, \$249

Nov 4

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

### JavaScript, Introduction

1 Day, \$299

Please call

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

## ACCOUNTING



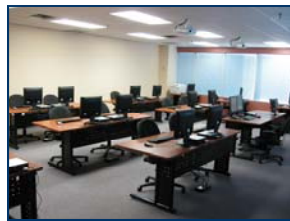
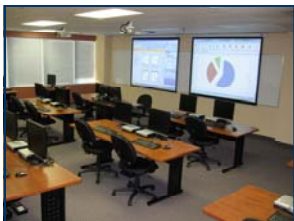
### QuickBooks

3 Days, \$747

Oct 16 / 23 / 30

Oct 25 / 26 / 27

Introduction to QuickBooks — Setting up QuickBooks, Working with Lists, Working with Bank Accounts, Using Other Accounts, 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.



## WORD PROCESSING



### Microsoft Word Introduction

1 Day or 2 Evenings, \$249

Version 2003

Sep 10

Nov 24

Version 2007

Sep 11

Sep 22/29

Sep 27

Oct 12

Oct 26/Nov 2

Nov 17

Dec 3

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

### Microsoft Word Intermediate

1 Day or 2 Evenings, \$249

Version 2003

Oct 4

Nov 1

Dec 8

Version 2007

Sep 2

Oct 6/13

Oct 19

Nov 2

Nov 6

Nov 9/16

Dec 13

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.

### Microsoft Word Advanced

1 Day or 2 Evenings, \$249

Version 2003

Oct 13

Version 2007

Oct 20/27

Oct 22

Nov 23/30

Dec 14

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.

### Microsoft Word 2007 New Features

½ Day, \$125

Sep 7 Morning

Nov 5 Morning

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

Office Version 2000 available in place of Office 2003 courses.

## E-MAIL



### Microsoft Outlook, Introduction

1 Day or 2 Evenings, \$249

Sep 1  
Oct 25/Nov 1  
Nov 8

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

### Microsoft Outlook, Intermediate

1 Day or 2 Evenings, \$249

Oct 13  
Nov 8/15

Expand your Outlook knowledge—Setting Options, Customizing Message Options, Tracking Work Activities, Managing Tasks, Sharing Folder Information, Customizing the Outlook Environment, Locating Outlook Items and Working with Public Folders.

### Microsoft Outlook 2007, New Features

1 Day, \$249

Oct 20

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

## GENERAL



### Introduction to Personal Computers

1 Day, \$125

Nov 30

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

### Internet Explorer & Improving Search Techniques

1 Day, \$125

Oct 19

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

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**

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

1 Day, \$249

Dec 20

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

### Windows 7 Overview

1 Day, \$169

Nov 12

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., Combine Multiple Documents into one PDF file, Adding a Watermark, Adding Bookmarks, Adding Passwords and Setting Security.

### Computer Basics

1/2 Day or 1 Evening, \$49.95

Sep 8  
Sep 13 Morning  
Oct 18  
Nov 27 Morning

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

1/2 Day or 1 Evening, \$49.95

Sept 9  
Sept 13 Afternoon  
Nov 3  
Nov 27 Afternoon

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

## OpenOffice Base

2 Day, \$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 or Custom Slide Show and Finalizing & Packaging a Presentation.

## OpenOffice Writer

1 Day, \$189

Please call

With OpenOffice Writer — Create a Basic Document, Edit, Format, Add Visual Effects, Page Appearance, Tables, 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 and 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

Sep 10

Oct 8

Nov 3

Dec 15

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

## Microsoft InfoPath

1 Day, \$249

Nov 9

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

Looking for a course not listed in our catalogue? Call to inquire:

**905-640-6161**





# REGISTRATION

On-line:  
www.maple-key.ca

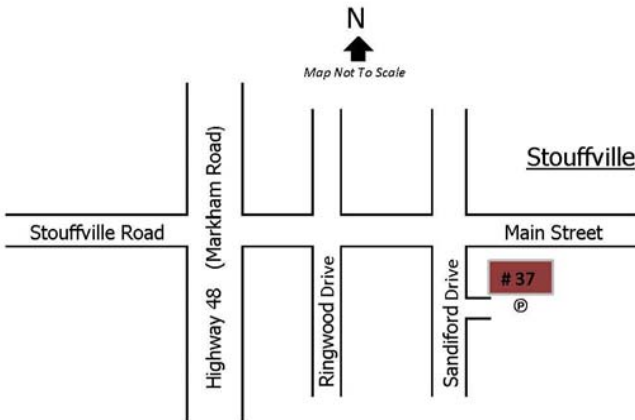
E-mail:  
registration@maple-key.ca

Telephone:  
905-640-6161

Fax:  
905-640-7464

Mail:  
37 Sandiford Drive  
Suite 203  
Stouffville ON L4A 7X5

In Person:  
Suite 203 in the Imperial Centre  
at the South-East corner of  
Main Street and Sandiford Drive  
8:30 am to 5:00 pm



Join us on:



*Maple Key Computer Training Centres*

37 Sandiford Drive, Suite 203  
Stouffville ON L4A 7X5





# 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 \$ \_\_\_\_\_

13% HST \$ \_\_\_\_\_

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*? \_\_\_\_\_