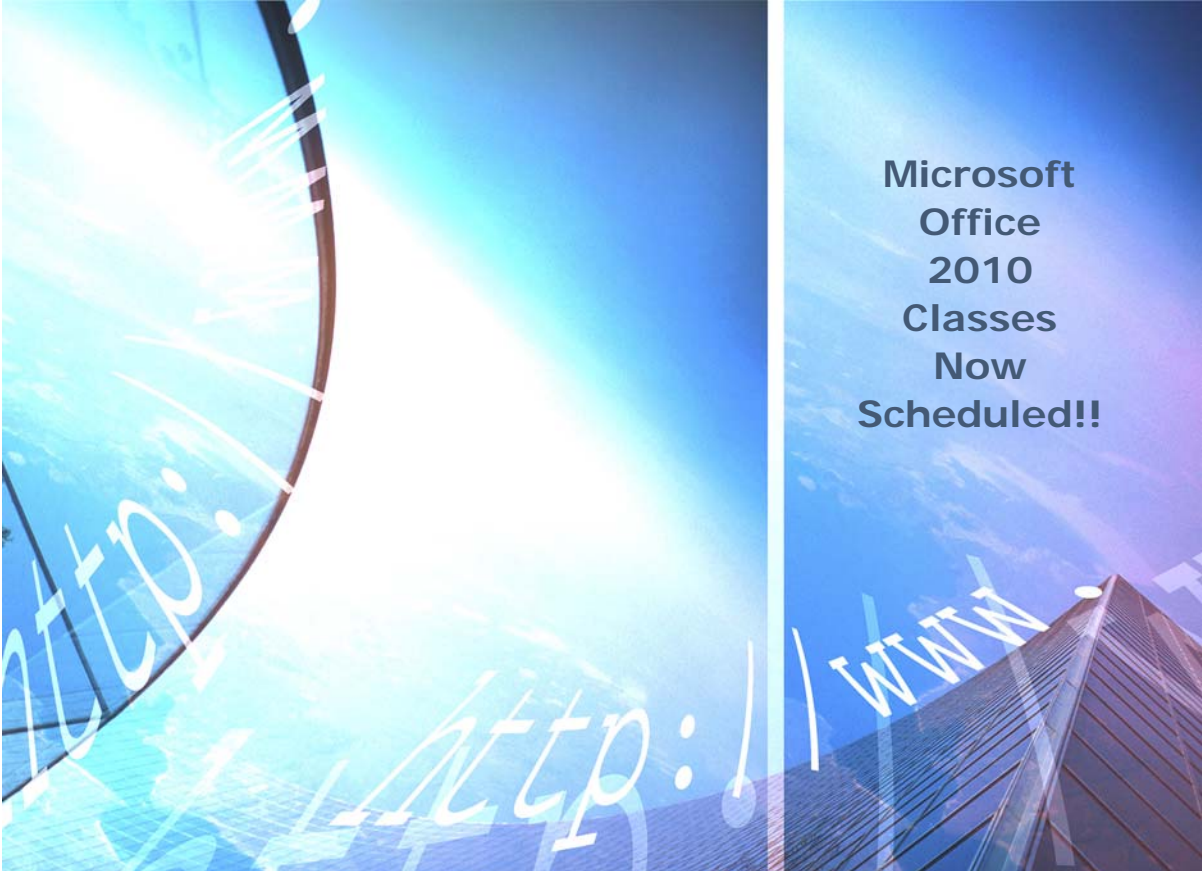


**Course Schedule through October 2010**



**Microsoft  
Office  
2010  
Classes  
Now  
Scheduled!!**

*for members of United Employers Association*



**Course Offerings** .....

Microsoft Office 2010, 2007, 2003, SharePoint, Adobe Creative Suite, Crystal Reports, Web Development Tools, SQL Queries, VB Programming

**Training Methods** .....

Instructor-led open enrollment and group classes in Kinetic's custom-designed training facilities in Beaverton and downtown Portland, group classes at client locations, consulting, deskside assistance. Web-delivered instructor-led training.

**Program Management Services** .....

Training program design, needs and skills assessment, project management, custom curriculum development, administration, after-class support, custom application design

## Upgrading to Microsoft Office 2010 or 2007?

We've designed custom training programs for many corporate and government clients to help with the transition and to take advantage of the great new functionality of Microsoft Office 2007. Now we've prepared the same kinds of training programs for Office 2010 and Windows 7. Training can consist of classroom instruction, overview demos, brown bag sessions, web-based training, desk-side assist, help desk support - whatever you need to support your employees.

## Implementing Microsoft SharePoint?

SharePoint, Microsoft's collaborative work tool, is changing the way work teams work together. Join the many organizations who have implemented SharePoint this year. Our training programs are designed to meet the needs of SharePoint users - Contributors, Site Owners and Site Administrators. Many of our clients are opting for customized training that is specific to the needs of a team.

## Need a Classroom or Meeting Room for your Next Event?

If you need to conduct a computer class for your staff or clients, or hold a meeting with no computers, we can provide the facility and take care of all the setup before you arrive. In our downtown Portland and Beaverton facilities we have classrooms with high-end computers, high-speed internet access, ceiling-mounted projectors, screens and white boards. We provide IT and administrative support, as well as beverages and snacks throughout the day. For your instructors and participants traveling to Oregon for your event we have established corporate rates with the neighboring hotels.

**Please call us at 503.520.0555**

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### C O N T E N T S

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- |  |   |
|--|---|
| <b>3</b> <i>Adobe Courses</i><br><i>Acrobat, Captivate, Dreamweaver,<br/>Illustrator, InDesign, Photoshop</i>  | <b>16</b> <i>QuickBooks Courses</i>             |
| <b>4</b> <i>Crystal Reports Courses</i>  | <b>16</b> <i>SQL Queries Courses</i>            |
| <b>5</b> <i>HTML Courses</i>   | <b>17</b> <i>Course Information</i>             |
| <b>5</b> <i>Microsoft Courses</i><br><i>Access, Excel, OneNote, Outlook,<br/>PowerPoint, Project, Publisher,<br/>SharePoint, SharePoint Designer, Visio,<br/>Visual Basic, Windows, Word</i> | <b>18</b> <i>Facilities, Locations and Maps</i> |
|  | <b>19</b> <i>Registration and Pricing</i>       |

## ADOBE COURSES

### Acrobat 9 Level 1

In this 1-day course, you will be introduced to Adobe Acrobat, a tool that allows you to make your information more portable, accessible, and useful to meet the needs of your target audience. This course is taught using Adobe Acrobat 9 and is also suitable for those who use version 8. In this course you will learn how to access information in a PDF document, create PDF documents, navigate to specific content in a PDF document, modify PDF documents, work with multiple PDF documents, review a PDF document, and validate a PDF document. Course Preparation: Windows - Level 1 or equivalent experience. Also, basic experience with Microsoft applications, such as word processing, spreadsheet, and web browser applications. UEA Course Price: \$215 (reg. \$250)

8/16	Mon	Beaverton	9:00 - 4:30
9/22	Wed	Portland	9:00 - 4:30
10/21	Thu	Beaverton	9:00 - 4:30

### Acrobat 9 Level 2

In this 1-day course, you will learn the more intermediate features of Adobe Acrobat including how to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and how to prepare PDFs for commercial printing. Course Preparation: Adobe Acrobat 9 Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

7/27	Tue	Portland	9:00 - 4:30
8/31	Tue	Beaverton	9:00 - 4:30
9/30	Thu	Portland	9:00 - 4:30
10/29	Fri	Beaverton	9:00 - 4:30

### Captivate 4 Level 1 NEW

In this 2-day course, you will learn how to develop demonstrations and interactive simulations of software applications using Adobe Captivate, a tool that automates the creation of computer-based software training materials. After exploring the Adobe Captivate interface, you will learn how to work with text captions, pointers, images and Highlight Boxes. You will also learn how to insert animations, record a software demonstration with audio and how to record and work on software simulations with interactivity. You will learn how to add quizzes, and how to insert rollover captions and images. Then you will learn how to update Captivate projects, how to use e-learning features for software simulation projects, and how to publish Captivate projects. Course preparation: Windows Level 1 or equivalent experience. UEA Course Price: \$455 (reg. \$495)

8/9 - 8/10	Mon-Tue	Portland	9:00 - 4:30
10/19 - 10/20	Tue-Wed	Beaverton	9:00 - 4:30

### Free After-Class Support

Did you know that Kinetic's after-class support is free and has no time limit? Even a year or more down the road, if you're trying to bridge the class instruction to your work and have questions, give us a call. We're glad to help.

### Dreamweaver CS4 Level 1 & 2

In this 2-day course, you will learn how to use Dreamweaver's graphical page-building interface to efficiently design, build, and upload a website. You will start by learning the basic concepts of web design, and explore the Dreamweaver environment. Next you will learn how to create a website, including how to create and format a web page, organize files and folders, and create templates. You will learn how to add design elements to web pages such as images, tables and repeating region templates. You will also learn how to work with links and how to upload a website. You will learn how to work with code view including how to use the code tools, how to search for and replace codes, and how to use design notes and comments. You will learn how to format with style sheets, how to create an effective user-navigation interface and how to work with AP elements. Finally, you will learn how to automate tasks and work with forms. Course Preparation: Windows Level 1 or equivalent experience. UEA Course Price: \$455 (reg. \$495)

8/18 - 8/19	Wed-Thu	Portland	9:00 - 4:30
10/5 - 10/6	Tue-Wed	Beaverton	9:00 - 4:30

### Illustrator CS4 Level 1 & 2

In this 2-day course, you will learn the fundamental as well as advanced features of Adobe Illustrator. You will learn how to navigate in the Adobe Illustrator environment and setup a new document. You will learn how to create a custom workspace and how to draw basic shapes with the Shape tools, and how to draw paths with the Pencil tool. You will also learn how to insert, format, and tread text. You will learn how to enhance documents by formatting and manipulating objects, applying gradients, and importing graphics. You will proof documents and learn to save images. You will learn how to create complex illustrations, create compound paths, apply effects, create symbols, create custom pattern brushes and modify global colors. You will learn how to create a vector version of a raster graphic by manually tracing raster images, automatically tracing artwork, adjusting the results of a tracing, applying a custom preset and converting a tracing object to paths. You will create special effects by creating masks, blends, and 3-D effects. You will learn how to create and format graphs as well as create variables. Lastly, you will learn how to output documents and export graphics for the web and mobile devices. Course preparation: Windows - Level 1 or equivalent experience. UEA Course Price: \$455 (reg. \$495)

10/11 - 10/12	Mon-Tue	Portland	9:00 - 4:30
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### InDesign CS4 Level 1

In this 2-day course, you will learn the essentials of using InDesign for creating professionally-designed documents. Following an overview of the InDesign environment and workspace you will learn how to create a new document, add text and graphics, add threaded text frames and how to convert other application files to InDesign. You will also learn how to enhance documents by applying colors and swatches; applying fills, gradients and strokes; formatting characters and paragraphs; creating and applying styles; developing layers. You will learn how to arrange, align, transform and edit objects. You will learn how to create, modify, and format tables. You will learn how to finalize a document, check a document for problems, package files, prepare PDF files for web distribution, and export PDF files for printing. Course preparation: Windows Level 1 or equivalent experience, and experience with a word processing program. UEA Course Price: \$455 (reg. \$495)

9/1 - 9/2	Wed-Thu	Portland	9:00 - 4:30
11/1 - 11/2	Mon-Tue	Beaverton	9:00 - 4:30

### InDesign CS4 Level 2

In this 1-day class, you will learn the more advanced features of Adobe InDesign. You will learn how to create duplicate items, handle text layout, and create transparency. You will learn how to manage styles, including style overrides, applying styles in a sequence, importing styles from Microsoft Word and redefining styles. You will learn how to develop complex paths, including Bézier paths, compound paths, clipping paths and type outlines. You will learn how to administer external files by merging data and importing layered files. You will learn how to work with XML, including how to integrate XML into a document, importing XML, exporting documents as XML files, and creating a snippet. You will also learn how to manage long documents by creating hyperlinks, inserting footnotes, inserting text variables, creating a table of contents, generating an index creating document sections and creating a book. You will also learn how to export InDesign files into other formats. Finally, you will learn how to adjust print settings by creating print presets and previewing print output. Course preparation: InDesign Level 1 or equivalent experience. UEA Course Price: \$275 (reg. \$295)

9/13	Mon	Portland	9:00 - 4:30
11/10	Wed	Beaverton	9:00 - 4:30

### Photoshop CS4 Level 1

In this 2-day course, you will begin by exploring the Adobe Photoshop environment. You will learn to determine resolution and graphic types. You will also learn to use several tools for selecting parts of images, and move, duplicate and resize images. You will learn several techniques for adjusting and enhancing an image, these include changing an image size and resolution, as well as techniques for retouching an image. You will learn to use layers, and to apply layer effects and filters to create special effects, including lighting and texture effects. Additionally, you will learn how to use the painting tools and blending modes to create shading effects and make adjustments to contrast and color balance. You will also

learn how to save images in formats for print and Web use. Course preparation: Windows - Level 1 or equivalent experience. UEA Course Price: \$455 (reg. \$495)

8/5 - 8/6	Thu-Fri	Portland	9:00 - 4:30
9/9 - 9/10	Thu-Fri	Beaverton	9:00 - 4:30

## CRYSTAL REPORTS CLASSES

### Crystal Reports 2008/XI/10/9 Level 1

In this 2-day course, you will learn the essentials of creating reports in Crystal Reports for versions 2008, XI, 10 and 9. Following an overview of the Crystal Reports environment, you will learn how to create reports. This will include choosing the data source, placing fields on the report, selecting and sizing objects, browsing field data, moving and aligning objects, creating text objects, saving a report, previewing a report, and refreshing the data. You will also learn how to format reports. This will include formatting objects, drawing lines and boxes, inserting graphics, working with page commands, adding fields into a text object and inserting special fields. You will also learn how to select specific records from the database using filtering techniques on text, numbers or dates. In addition, you will learn how to group and sort data for reporting purposes, including how to create multiple groups in a report, and count or summarize data by each group. You will learn how to group data in date/time intervals, calculate percentages and order groups based on their summary data. In addition, you will learn how to combine multiple tables using linking and how to create and use number, date, and string formulas. You will learn how to use conditional formatting to emphasis certain data and how to set page breaks for each group. You will learn how to create summary reports that consolidate data. With summary reports, you will learn how to create charts. Finally, you will learn how to export data to Excel, set defaults options and how to use the report wizards. Course preparation: Microsoft Windows Level 1 or equivalent experience and a level 1 course of any database program. UEA Course Price: \$565 (reg. \$595)

9/13 - 9/14	Mon-Tue	Beaverton	9:00 - 4:30
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### Custom Group Classes

Do employees in your organization need to get up to speed on a custom application, proprietary system or even work procedures and processes? We have designed and delivered many custom training programs - it's actually our forte. Please give us a call to see how we can help.

## Crystal Reports XI Level 2

In this two-day course, you will learn the more advanced features of Crystal Reports XI. You will learn how to use conditional formatting on multiple sections for presentation or for conditional messages. You will learn how to compute Running Totals that correctly reflect the data on the surface of a given report, and do not present the underlying dataset. You will learn how to create parameter reports that gather input and present data for Text, Number or Data fields. You will learn how to use the parameter data gathered before the report runs in filtering records, creating groups, sorting data or presenting conditional messages. You will learn about the Alerts feature which can provide filtered reports based on conditions that exist after a report runs, plus can generate Alerts that data is present and needs evaluation. You will learn about creating linked and unlinked sets of reports referred to as subreports to present related or unrelated data. You will learn to customize groups in the report that do not exist in the database, plus how to customize the group tree or group names based on a field or formula. You will learn about the advanced formula features of Crystal Reports, including how data is evaluated in passes, and the use of variables to carry data from section to section. The power of Cross Tab reports is covered in detail, including creating, formatting, and creating charts to accompany the Cross Tab report. You will also learn about report templates, how to apply them, and how to create your own templates. Course preparation: Crystal Reports Level 1 or equivalent experience. UEA Course Price: \$565 (reg. \$595)

8/19 - 8/20	Thu-Fri	Portland	9:00 - 4:30
10/12 - 10/13	Tue-Wed	Beaverton	9:00 - 4:30

## HTML COURSES

### HTML Level 1 & 2

In this 2-day course, you will be introduced to the tools available for creating and publishing a Web page, including Cascading Style Sheets. You will learn how to create a HTML (HyperText Markup Language) document, format text with HTML and add local and remote links. You will also learn how to add graphics to a page, create tables in HTML and set background and text colors. You will learn proper techniques for designing an attractive page that loads quickly into Web browsers. You will learn how to identify style sheets of various types, understand the advantages and risks of designing with style sheets and how to apply correct style sheet syntax. You will learn how to apply CLASS and ID selectors to customize styles, how to use the DIV and SPAN elements to construct styles, and how to create an external style sheet and link documents to it. You will learn the rules of the cascade and how to create cascading styles. You will also learn how to style text with typographical properties, including alignment, indentation, spacing and other font characteristics. You will learn how to apply text and background colors with a variety of methods, and other background techniques, such as controlling background tiling and

position. Additionally, you will learn how to control margins, borders, and padding of page elements, and how to create floating elements and list styles. You will learn how to apply positioning properties to control page layout by absolute and relative coordinates, and how to control the width and overflow, as well as layering of page elements. Finally, you will learn how to create styles that break down gracefully, such as dynamic hyperlinks and cursor styles, and how to apply filters and contextual styles. Course Preparation: Windows Level 1 or equivalent experience, and some Web browsing experience. UEA Course Price: \$455 (reg. \$475)

9/20 - 9/21	Mon-Tue	Portland	9:00 - 4:30
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## MICROSOFT COURSES

### Microsoft Office 2010 New Features NEW

In this 1-day course, you will receive an overview of what's new and different with the core Office 2010 products (Word, Excel, PowerPoint and Outlook) as compared to versions 2003 and 2007. You will learn about the substantial changes to the interface of the Office products, including how to use the new Backstage View and how to use and customize the Office Ribbon. You will also be introduced to the new features and enhancements within each of the core applications. You will learn how to use several new graphics features, including the new Smart Art graphics. You will also learn about enhancements to data management features in Excel. Course preparation: Experience with Word, Excel, PowerPoint, and Outlook 2007 or 2003. UEA Course Price: \$190 (reg. \$225)

8/5	Thu	Portland	9:00 - 4:30
8/23	Mon	Beaverton	9:00 - 4:30

### Microsoft Office 2007 New Features

In this 1-day course, you will receive an overview of what's new and different with the core Office 2007 products (Word, Excel, PowerPoint and Outlook). You will learn about the new interface that is part of this substantial upgrade, including the Ribbon and the new common buttons. You will also be introduced to the new features within each of the applications. Course Preparation: Experience with Office 2003 or Office 2002. UEA Course Price: \$190 (reg. \$225)

8/10	Tue	Portland	9:00 - 4:30
9/16	Thu	Portland	9:00 - 4:30

## Access 2010 and 2007

### Access 2010/2007 Comprehensive Introduction (formerly Levels 1&2)

In this 2-day course, you will receive a comprehensive introduction to the Microsoft Access program. You will begin by adding data to a table, followed by basic sorting, filtering, and arrangement of the table. You will then create a Split Form to search and edit data in a table. Additionally, you will learn the basics of table design and creation, including the concepts of single and multiple Primary Keys. You will also learn about the three types of table relationships, including the concept of Referential Integrity. You will create basic queries to select data from tables, including setting criteria to view only the data you want. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will use Layout View to create a report that displays grouped data with subtotals, formatted text, and headers and footers. You will then view and filter the report using Report View. You will also create a two column report. Finally, you will use Design View to modify a report. Course preparation: Microsoft Windows Level 1 or equivalent experience. UEA Course Price: \$380 (reg. \$425)

8/11 - 8/12	Wed-Thu	Portland	9:00 - 4:30
9/13 - 9/14	Mon-Tue	Beaverton	9:00 - 4:30
10/19 - 10/20	Tue-Wed	Portland	9:00 - 4:30

### Access 2010/2007 Intermediate (formerly Level 3)

In this 2-day course, you will learn advanced techniques for designing tables and working with queries and forms. First, you will review the three types of table relationships: One-to-Many, Many-to-Many, and One-to-One. You will then learn how to enhance these relationships to provide automatic data updates and deletes. You will learn how to approach the task of designing a system of related tables by learning the formal rules of table design. These rules (called Normal Forms) must be applied in order to have well-designed tables. You will use query wizards to find erroneous data. You will also learn how to join tables in a query using Inner, Outer, and Self joins to ensure you are seeing the data you want. You will also import and export data into and out of an Access database. Additionally, you will learn how to use Action queries to modify data on a mass scale. You will also split one table into several tables to fix data duplication problems. You will use functions to perform advanced calculations in queries. You will create and enhance a form for a single table, and you will also create forms to accommodate two or three related tables. Finally, you will begin to develop user-friendly forms by adding dropdown lists (combo boxes), radio buttons (option groups), subforms, tabs, calculations, and command buttons that open other forms and refresh data. Course preparation: Access Comprehensive Introduction (or Level 1 and 2) or equivalent experience. UEA Course Price: \$380 (reg. \$425)

7/26 - 7/27	Mon-Tue	Beaverton	9:00 - 4:30
8/30 - 8/31	Mon-Tue	Portland	9:00 - 4:30
9/28 - 9/29	Tue-Wed	Beaverton	9:00 - 4:30
10/27 - 10/28	Wed-Thu	Portland	9:00 - 4:30

## Access 2010/2007 Advanced (formerly Level 4)

In this 2-day course, you will learn how to create a user-friendly interface for an Access database so end-users who do not know the Access program can easily use your database. To do so, you will explore the SQL language behind queries. You will create a friendly search form so users can select the criteria they want for a report. Additionally, you will use the Visual Basic for Applications programming language to automate many processes including creating intuitive search boxes. You will also use Visual Basic to open forms and reports filtered by certain criteria simply by clicking a button. You will hide the back-end Access environment and replace it with user-friendly forms and reports. Additionally, this course will discuss distributing your application in a multi-user environment. Course preparation: Access Intermediate (or Level 3) or equivalent experience. UEA Course Price: \$380 (reg. \$425)

9/15 - 9/16	Wed-Thu	Portland	9:00 - 4:30
11/1 - 11/2	Mon-Tue	Beaverton	9:00 - 4:30

### Access 2007 Macros

In this 3-hour course, you will learn how to work with macros in Access 2007. You will create a blank form then add buttons to it that execute a variety of macros. You will create a macro that opens and filters a report to show only some of the data that the report normally displays. This method makes a single report reusable by many macros, each filtering the same report for different data. You will also create a macro that changes the cursor to an hour glass, signaling the user to wait for a long process. Additionally, your macros will display messages to the user. You will create a macro to filter data for a form, letting you and others edit only the records you need. You will also create a macro to open a form on a blank record which allows easy creation of a new record without sifting through the existing data. You will learn how to create more powerful macros by enabling actions that are not on the "trusted list". Additionally, you will set conditions that decide whether certain macro action will execute. Finally, you will learn to troubleshoot a macro by slowing it down and examining each action as it runs. Course preparation: Access Comprehensive Introduction (or Level 1 and 2) or equivalent experience. UEA Course price: \$199

9/22	Wed	Portland	9:00 - 12:00
11/3	Wed	Beaverton	9:00 - 12:00

### Access 2010 Macros

Coming Soon

### Access 2010/2007/2003 Programming (formerly Level 5)

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language to customize an Access database. Through a series of exercises and examples, you will write VBA code to enhance forms, queries, and reports, making it easier for non-Access users to use your database. You will also create custom functions that can be used throughout your database. You will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will learn about For Each, For Next, and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error-trapping code so your processes end gracefully if there is a problem. This is a programming class for the experienced Access 2010/2007/2003 user who is not a programmer. Course preparation: Microsoft Access Advanced (or Level 4) or equivalent experience. UEA Course Price: \$380 (reg. \$425)

10/13 - 10/14      Wed-Thu      Portland      9:00 - 4:30

### Access 2003

#### Access 2003 Comprehensive Introduction (formerly Level 1 & 2)

In this 2-day course, you will receive a comprehensive introduction to Microsoft Access. You will modify and arrange data in a table, including setting the Primary Key and Referential Integrity. You will set limits on the type of data that can be stored in a table. You will then create and link tables so they work together as a single unit. You will also create various queries to assemble, filter, calculate, and summarize data from the tables. Then, you will use report wizards to create a standard report and a set of mailing labels. Finally, you will make various modifications to reports to customize them. Course preparation: Windows Level 1 or equivalent experience. UEA Course Price: \$380 (reg. \$425)

8/26 - 8/27      Thu-Fri      Portland      9:00 - 4:30  
10/4 - 10/5      Mon-Tue      Beaverton      9:00 - 4:30

### Access 2003 Intermediate (formerly Level 3)

In this 2-day course, you will learn advanced techniques for designing tables and working with queries and forms. You will learn the three table relationships in more depth, plus learn the rules (Normal Forms) for proper table design. Two query wizards will uncover problematic data. You will also import data, then split a table containing duplicate data into more than one table. Additionally, you will create advanced queries and learn the four sequential steps of a query. Finally, you will create forms for a single table, then use main/sub forms to handle tables in a one to many relationship and a many to many relationship. Course preparation: Microsoft Access Comprehensive Introduction (or Level 1&2) or equivalent experience. UEA Course Price: \$380 (reg. \$425)

8/5 - 8/6      Thu-Fri      Portland      9:00 - 4:30  
10/21 - 10/22      Thu-Fri      Beaverton      9:00 - 4:30

### Access 2003 Advanced (formerly Level 4)

In this 2-day course, you will learn how to create a user-friendly interface for a database, making it easy for non-Access users to use your database. Specifically, you will learn how to create custom macros and macro groups to help automate tasks. Additionally, you will learn some fundamentals of the Access Visual Basic programming language to requery a combo box, export data to Excel, and open forms filtered for specific data. You will create a custom criteria form, giving non-Access users an easy way to select criteria for a report. You will also add search boxes to a form so users can easily search for the data they choose. You will create custom toolbars and a custom Switchboard form (main menu) from which users can select forms and reports. You will set Startup options so users only see your custom forms and reports. Lastly, you will learn how to distribute a database to multiple users. Course preparation: Access Intermediate (or Level 3) or equivalent experience. UEA Course Price: \$380 (reg. \$425)

9/8 - 9/9      Wed-Thu      Portland      9:00 - 4:30  
11/8 - 11/9      Mon-Tue      Beaverton      9:00 - 4:30

### Access 2010/2007/2003 Programming (formerly Level 5)

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language to customize an Access database. Through a series of exercises and examples, you will write VBA code to enhance forms, queries, and reports, making it easier for non-Access users to use your database. You will also create custom functions that can be used throughout your database. You will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will learn about For Each, For Next, and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error-trapping code so your processes end gracefully if there is a problem. This is a programming class for the experienced Access 2010/2007/2003 user who is not a programmer.

#### Kinetic's Development Division

If you need a database developed, we can help. Kinetic has a business division dedicated to the design and development of custom databases using Access, Visual Basic and other tools. We have developed many databases which have provided our customers with the critical information they've needed to make the right decisions. Please call us to discuss your needs.

Course preparation: Microsoft Access Advanced (or Level 4) or equivalent experience. UEA Course Price: \$380 (reg. \$425)

10/13 - 10/14      Wed-Thu      Portland      9:00 - 4:30

## Excel 2010 and 2007

### Excel 2010/2007 Level 1

In this 1-day course, you will learn the basics of the Excel program. You will learn how to navigate through a worksheet and select cells, rows, and columns. You will learn Excel terminology and use the Help system. You will also learn to insert, move, rename, and delete worksheets. You will learn to enter and edit text and numbers. Additionally, you will learn how to copy and rearrange data, including data entry techniques to save time. You will learn to create mathematical formulas that add, subtract, multiply, and divide. You will also learn the difference between absolute and relative cell references within the formulas. You will perform more calculations using functions that sum, average, count, and find high or low values from a large set of data. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and preview your spreadsheet using Page Layout view. Course preparation: Microsoft Windows Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

7/29	Thu	Beaverton	9:00 - 4:30
8/10	Tue	Portland	9:00 - 4:30
8/23	Mon	Beaverton	9:00 - 4:30
9/2	Thu	Portland	9:00 - 4:30
9/16	Thu	Beaverton	9:00 - 4:30
10/4	Mon	Portland	9:00 - 4:30
10/22	Fri	Beaverton	9:00 - 4:30

### Excel 2010/2007 Level 2

In this 1-day intermediate-level course, you will learn skills and techniques that go beyond the basics. You will learn how to format several worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate-level mathematical functions and learn how to nest functions inside other functions. You will also learn to filter, sort, and subtotal a list of data. You will use various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn to create and modify charts, including column, bar, and pie charts. Course preparation: Microsoft Excel Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/5	Thu	Beaverton	9:00 - 4:30
8/17	Tue	Portland	9:00 - 4:30
8/30	Mon	Beaverton	9:00 - 4:30
9/14	Tue	Portland	9:00 - 4:30
9/29	Wed	Beaverton	9:00 - 4:30
10/14	Thu	Portland	9:00 - 4:30
10/29	Fri	Beaverton	9:00 - 4:30

### Excel 2010/2007 Level 3

In this 2-day course, you will learn how to apply range names. You will also learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and apply different themes to change how the styles look. You will create outlines to easily show and hide data. You will also create views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (Future Value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will also learn to use Advanced Filters to find data in a list or copy it to another location. You will learn how to turn a list into a Table to work with the list more easily. You will also learn how to create Pivot Tables to efficiently summarize and rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures. Course preparation: Microsoft Excel Level 2 or equivalent experience. UEA Course Price: \$380 (reg. \$425)

7/28 - 7/29	Wed-Thu	Portland	9:00 - 4:30
8/24 - 8/25	Tue-Wed	Beaverton	9:00 - 4:30
9/23 - 9/24	Thu-Fri	Portland	9:00 - 4:30
10/25 - 10/26	Mon-Tue	Beaverton	9:00 - 4:30

### Excel 2010/2007 Level 4

In this 2-day course, you will be introduced to Excel's Visual Basic for Applications (VBA) programming language to write macro code. You will learn to use the Visual Basic Editor to write code that cannot be recorded with the macro recorder. Because macros manipulate Excel elements (called objects), you will be introduced to objects and learn about object hierarchy so you can reference objects in your code. You will also learn about variables, how to set the data type and scope of a variable, how to store values in variables, and how to store objects in variables. You will use built-in VBA functions, plus write custom functions and procedures. Additionally, you will use Message Boxes and Input Boxes in your code to communicate with the user. You will also work with conditional statements to let your code make decisions, and use loops to repeat a process multiple times. You will build forms for the end user, including adding many customizations to increase the form's functionality. Finally, you will learn to debug faulty macro code. Course Preparation: Excel - Level 2 or equivalent experience. You should come to this class with a working knowledge of creating basic worksheets, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating formulas, applying formulas, using functions, and using absolute and relative cell references in formulas. UEA Course Price: \$380 (reg. \$425)

8/30 - 8/31	Mon-Tue	Beaverton	9:00 - 4:30
10/5 - 10/6	Tue-Wed	Portland	9:00 - 4:30

## Excel 2003

### Excel 2003/2002 Level 1

In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. Following an overview of the program environment and a glimpse of the power of Excel, you will learn how to enter and format data (both text and values), how to move and copy data, how to create formulas and functions to calculate data, and how to specify a formula reference as relative or absolute depending on how you need to use the formula in the worksheet. You will also learn how to format and print spreadsheets. Course preparation: Windows - Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/12	Thu	Portland	9:00 - 4:30
9/9	Thu	Beaverton	9:00 - 4:30
10/8	Fri	Portland	9:00 - 4:30

### Excel 2003/2002 Level 2

In this 1-day course, you will learn many new skills and techniques in Excel that go well beyond the basics. You will learn how to work with multiple worksheets by modifying several sheets at once and creating math calculations using numbers from several sheets. You will also learn how to use several intermediate-level functions to perform calculations on spreadsheet data. Additionally, you will learn how to work with a list of data, including sorting and filtering the list and creating automatic subtotals. You will learn to use a variety of features to customize your spreadsheets, such as protecting cells from modifications and creating custom templates. Lastly, you will learn how to create charts from spreadsheet data, and how to format and customize the charts. Course preparation: Excel - Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

7/27	Tue	Beaverton	9:00 - 4:30
8/19	Thu	Portland	9:00 - 4:30
9/17	Fri	Beaverton	9:00 - 4:30
10/20	Wed	Portland	9:00 - 4:30

### Excel 2003/2002 Level 3

In this 2-day course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and create outlines and views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (future value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will learn how to use Advanced Filter to find data in a list or copy it

to another location. You will also learn how to create pivot tables to efficiently summarize and rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures. Course preparation: Excel - Level 2 or equivalent experience. UEA Course Price: \$380 (reg. \$425)

8/2 - 8/3	Mon-Tue	Beaverton	9:00 - 4:30
9/1 - 9/2	Wed-Thu	Portland	9:00 - 4:30
10/27 - 10/28	Wed-Thu	Beaverton	9:00 - 4:30

### Excel 2003/2002 Level 4

In this 2-day course, you will be introduced to Excel's Visual Basic for Applications (VBA) programming language to write macro code. You will learn to use the Visual Basic Editor to write code that cannot be recorded with the macro recorder. Because macros manipulate Excel elements (called objects), you will be introduced to objects and learn about object hierarchy so you can reference objects in your code. You will also learn about variables, how to set the data type and scope of a variable, how to store values in variables, and how to store objects in variables. You will use built-in VBA functions, plus write custom functions and procedures. Additionally, you will use Message Boxes and Input Boxes in your code to communicate with the user. You will also work with conditional statements to let your code make decisions, and use loops to repeat a process multiple times. You will build forms for the end user, including adding many customizations to increase the form's functionality. Finally, you will learn to debug faulty macro code. Course Preparation: Excel - Level 2 or equivalent experience. You should come to this class with a working knowledge of creating basic worksheets, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating formulas, applying formulas, using functions, and using absolute and relative references in formulas. UEA Course Price: \$380 (reg. \$425)

9/20 - 9/21	Mon-Tue	Beaverton	9:00 - 4:30
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### Custom Group Classes

Do employees in your organization need to get up to speed on a custom application, proprietary system or even work procedures and processes? We have designed and delivered many custom training programs - it's actually our forte. Please give us a call to see how we can help.

## OneNote

### OneNote 2007 Level 1

In this one day course you will learn the essentials of Microsoft OneNote, a software package for free-form information gathering, and multi-user collaboration. You will learn the concept of OneNote's interface, an electronic version of a tabbed three-ring binder which can be used directly for making notes, gathering "pages" printed or sent from other applications, embedding graphics and web links and much more. You will learn how to create a Notebook and customize the interface. You will learn how to enter, format and save notes. You will also create Template-Based Notes and learn how to organize, search and print Notes. You will learn how to use OneNote with Outlook, Excel and PowerPoint. Lastly, you will learn how to collaborate with others by sharing Notebooks on a network location and also sharing Notes using SharePoint. Course preparation: Basic knowledge of Microsoft Office 2007 applications, especially Microsoft Word. UEA Course Price: \$215 (reg. \$250)

8/10	Tue	Beaverton	9:00 - 4:30
9/27	Mon	Portland	9:00 - 4:30

## Outlook

### Outlook 2007 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your email, appointments, meetings, and contacts. You will learn how to send and receive email messages. You will learn to spell check you messages, mark them important, and attach files to them. You will also learn to automatically notify coworkers when you are out of the office. You will learn how to create electronic business cards called contacts. You will also learn to create distribution lists to easily send messages to groups of people. You will learn to schedule appointments and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn to create electronic "sticky notes." Finally, you will learn about deleting items and automatically archiving Outlook data. Course Preparation: Microsoft Windows - Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/4	Wed	Portland	9:00 - 4:30
9/10	Fri	Beaverton	9:00 - 4:30
10/7	Thu	Portland	9:00 - 4:30

### Outlook 2007 Level 2

In this 1-day course, designed for experienced Outlook users, you will learn advanced options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate the organization. Additionally, you will make a template from which to create standard emails messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the AutoArchive feature to manually control the archiving process yourself. Course Preparation: Outlook 2007 -

## Free Retakes - Unlimited Timeframe

Did you know that you can retake a class for free for as long we teach that course? That's right, no time limit.

Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

8/16	Mon	Portland	9:00 - 4:30
10/1	Fri	Beaverton	9:00 - 4:30
11/2	Tue	Portland	9:00 - 4:30

### Outlook 2003/2002 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your electronic mail, appointments, contacts, and daily tasks. You will learn how to create, send, read, and delete electronic messages. You will also learn how to organize your email by moving messages into custom folders that you create. Additionally, you will learn how to manage your calendar by changing calendar views, setting appointments, and setting recurring appointments. You will learn about scheduling meetings, including how to invite attendees, view free and busy times of potential attendees, track meeting responses and update meeting requests. In addition, you will learn how to setup a contact list, how to create a task list, and how to create notes. Course preparation: Windows Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/13	Fri	Portland	9:00 - 4:30
9/27	Mon	Beaverton	9:00 - 4:30

### Outlook 2003/2002 Level 2

In this 1-day course, designed for experienced Outlook users, you will learn how to customize your Outlook environment, calendar and mail messages to meet your specific needs and learn how to track, share, assign, and quickly locate various Outlook items. You will learn how to track work activities using the Journal, including how to record a journal entry automatically, manually, and how to modify a journal entry. You will also learn how to set your calendar options such as work days and times, and free/busy options. You will learn how to set message options such as delivery options and message formats. You will learn how to create and use rules for managing your mail and notifying senders that you will be out of the office. You will also learn how to create and manage distribution lists for sending messages to groups. Additionally, you will learn about folder permissions and roles, how to delegate access to others and access another user's folder. You will learn how to customize the Outlook toolbar and how to customize your work environment. You will also learn how to use various search functions to locate Outlook items, how to filter messages, organize messages and manager your junk e-mail. Course preparation: Outlook Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

7/26	Mon	Beaverton	9:00 - 4:30
8/24	Tue	Portland	9:00 - 4:30
10/15	Fri	Beaverton	9:00 - 4:30

## PowerPoint

### PowerPoint 2007 Level 1

In this 1-day course, you will learn how to create presentations using Microsoft PowerPoint. You will learn how to navigate through a presentation, create and edit bullet slides, use PowerPoint's drawing tools to add and edit graphics, and insert pictures and clipart into a presentation. You will learn how to add and edit consistent elements in a presentation (bullet shapes, headers/footers, logos, etc.) using the slide masters. You will learn how to show a presentation electronically using slide show features, including how to animate text and objects. Also, you will learn how to setup and print presentations, audience handouts and speakers notes. Course preparation: Windows Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/24	Tue	Beaverton	9:00 - 4:30
9/30	Thu	Portland	9:00 - 4:30
10/25	Mon	Beaverton	9:00 - 4:30

### PowerPoint 2007 Level 2

In this one-day course, you will learn how to enhance audience experience and presentation delivery by using advanced PowerPoint features. You will learn how to differentiate your presentations by selecting and modifying a Theme and saving it as a template, creating custom colors and using text objects, shapes, tables and organization charts. You will also learn how to deliver complex content using clip art, photographs, and advanced drawing and animation techniques. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks. You will also learn how to add and modify charts. Course preparation: PowerPoint 2007 Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/11	Wed	Portland	9:00 - 4:30
10/7	Thu	Beaverton	9:00 - 4:30

### PowerPoint 2003/2002 Level 1

In this 1-day course, you will learn how to create presentations using Microsoft PowerPoint. You will learn how to navigate through a presentation, create and edit bullet slides, use PowerPoint's drawing tools to add and edit graphics, and insert pictures and clipart into a presentation. You will also learn to create and enhance charts and insert charts created in Microsoft Excel. You will learn how to change the overall appearance of a presentation by using design templates and how to add and edit consistent elements in a presentation (bullet shapes, headers/footers, logos, etc.) using the slide masters. You will learn how to setup an electronic presentation with transitions and builds and learn about slide show options. Finally, you will learn how to setup and print presentations, audience handouts and speakers notes. Course preparation: Windows Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

9/7	Tue	Beaverton	9:00 - 4:30
10/12	Tue	Portland	9:00 - 4:30

## About Microsoft Office Versions

In our schedule there are separate courses for several of the Microsoft Office 2010, 2007 and 2003 products because the user interface and features are different between these versions. To maximize your learning experience, it is important to take the class for the version you are currently using. If you have any questions at all please call Kinetic at 503.520.0555

### PowerPoint 2003/2002 Level 2

In this 1-day course, you will learn how to enhance presentation delivery and audience experience by using advanced PowerPoint features. Differentiate your presentations by selecting and modifying a color scheme, creating custom colors and using text objects and autosshapes. You will also learn how to deliver complex content using custom clip art, photographs, advanced drawing and animation techniques plus sound and video. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks and action buttons. Course preparation: PowerPoint 2003/2002 Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/23	Mon	Portland	9:00 - 4:30
10/26	Tue	Beaverton	9:00 - 4:30

## Project

### Project Management Fundamentals Seminar

In this 1-day seminar, you will learn how project management tools and techniques are used to establish a firm foundation for a project and create project plans. You will learn how to choose the most appropriate scheduling method, select and organize a team to perform project tasks, monitor and control ongoing project performance, and close the project upon its completion. You will also learn how to minimize risk throughout the project life cycle by using contingency planning techniques. This course focuses on the conceptual underpinning that you must know in order to move on to a beginning level course in a Project Management software application. Course preparation: None. UEA Course Price: \$215 (reg. \$250)

8/6	Fri	Portland	9:00 - 4:30
10/4	Mon	Beaverton	9:00 - 4:30

### Project 2010 New Features NEW

In this half-day course, you will learn about upgrading from Microsoft Project 2003 or Project 2007 to the new Microsoft Project 2010 environment. You will learn how to locate popular tools in the reorganized Project 2010 interface. You will learn about user-controlled scheduling and the new process for creating and managing project files. You will learn how to present and enforce outside deadlines with top-level down scheduling. You will learn new tools to easily move sections, goals or entire project files to the desired dates. You will learn how to inactivate

tasks from your project scope to reduce time or costs. You will learn how to locate the tools for creating resources, managing their calendars and their assignments. You will learn how to interpret new effort-driven task settings and change assignments quickly using new resource and assignment tools. Finally you will learn how to open and convert existing Project files to Project 2010 format and about backwards compatibility issues. Course preparation: experience with Microsoft Project 2003 or 2007. UEA Course price: \$169

8/3	Tue	Beaverton	9:00 - 12:00
9/9	Thu	Portland	9:00 - 12:00

### Project 2010 Level 1

In this 2-day course, you will learn the essentials of Microsoft Project 2010. You will learn how to manipulate and navigate an existing project schedule using the new Project 2010 ribbon tab interface. You will learn how to build a preliminary project schedule from project goals and estimated tasks. You will learn how to define the schedule by organizing and linking tasks and using top-level down project planning. You will learn how to adjust and control timelines by using task relationships, task modes or task deadlines. You will learn how add resources to your project to track materials, costs or task assignments. You will learn how to manage calendar exceptions for holidays, unusual working days or vacation time. You will learn how to enter costs for resources, tasks or material items. You will learn how to analyze and manage assignment changes, inactivate or adjust task types to solve schedule problems. You will also learn how to begin tracking task completion and progress. Finally, you will also learn ways to view and print all or a part of your project information for a wide variety of audiences using sorting, filtering, tables, views and reports. Course preparation: Project Management Fundamentals or an understanding of project management concepts, Windows - Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel would be helpful but is not required. UEA Course Price: \$380 (reg. \$425)

8/4 - 8/5	Wed-Thu	Portland	9:00 - 4:30
9/29 - 9/30	Wed-Thu	Beaverton	9:00 - 4:30
10/20 - 10/21	Wed-Thu	Portland	9:00 - 4:30

### Project 2007 Level 1

In this 2-day course, you will start by learning about the Microsoft Project 2007 environment. You will learn how to build a schedule by creating tasks, organizing and linking tasks and using the critical path. You will learn how to change and control timelines by using task relationships, constraints, and task deadlines. You will learn how to add resources to your project to track materials, costs, and your project team. Also, you will learn how to work with calendar exceptions and work week tools to adjust the project schedule to reflect your work environment. You will also learn how to enter costs for a variety of resources as well as how to enter an outside budget to compare with resource costs. You will learn how to analyze a variety of changes and scenarios, adjust task

types to solve schedule problems and resolve resource conflicts. You will also learn how to begin tracking task completion and progress. Finally, you will also learn ways to view and print all or a part of your project information using sorting, filtering, tables, views and reports. Course preparation: Project Management Fundamentals or an understanding of project management concepts, Windows - Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel would be helpful but is not required. UEA Course Price: \$380 (reg. \$425)

8/17 - 8/18	Tue-Wed	Beaverton	9:00 - 4:30
9/23 - 9/24	Thu-Fri	Portland	9:00 - 4:30
10/18 - 10/19	Mon-Tue	Beaverton	9:00 - 4:30

### Project 2007 Level 2

In this course, you will learn how to work with a project during the project implementation and close-out phases. You will learn how to quickly move data out of Project as well as import information from Excel. You will learn how to capture and report on baseline or interim plans, both of which may be used to evaluate project planning against project progress on a regular basis. You will also learn how to efficiently track task completion as well as reschedule future work. You will learn advanced techniques for grouping costs, and cost management. You will learn how to work with Visual Reports in Excel and how to reuse common information with templates. You will learn how to work with multiple project files using a resource pool to administer and control commonly-shared resources. Finally, you will learn how to bring multiple files together into a master file. Course preparation: Project Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

8/2	Mon	Portland	9:00 - 4:30
9/7	Tue	Beaverton	9:00 - 4:30

### Project 2003/2002 Level 1

In this 2-day course, you will start by learning about the Microsoft Project environment. You will learn how to create tasks, organize tasks, link tasks, observe the critical path, modify task relationships and you will also learn about constraints. You will learn about resources by creating and assigning a base calendar, entering and assigning resources and working with costs. You will learn how to analyze a project, resolve time restrictions and resolve resource conflicts. You will also learn ways to view Project information and how to generate Project reports. Finally, you will learn how to sort Project data, filter Project data and how to create custom filters. Course preparation: Project Management Fundamentals or an understanding of project management concepts, Windows - Level 1 or equivalent experience. A basic knowledge of

#### Getting the Most out of Class

Did you know that if you spend just a few minutes prior to class to list your own class objectives, product questions and anything specific you want to learn, you will increase the value of your class significantly? Bringing along work examples is a great idea too.

Microsoft Word and Microsoft Excel would be helpful but is not required. UEA Course Price: \$380 (reg. \$425)

8/12 - 8/13	Thu-Fri	Portland	9:00 - 4:30
10/7 - 10/8	Thu-Fri	Beaverton	9:00 - 4:30

### Project 2003/2002 Level 2

In this 1-day course, you will learn how to create a baseline project plan, including previewing a baseline report and clearing a baseline. You will also learn how to track an active project and manage tasks that will occur in the future. You will learn how to work with resource needs, customize resource reports as well as how to customize the Microsoft Project environment. Also, you will learn how to work with data in other applications and work with a resource pool and consolidated projects. Course preparation: Project Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

9/10	Fri	Portland	9:00 - 4:30
10/14	Thu	Beaverton	9:00 - 4:30

### Publisher

#### Publisher 2007/2003 Level 1

In this 1-day course, designed for users of Publisher 2007 and 2003, you will learn the essentials of desktop publishing using Microsoft Publisher, for the purpose of creating newsletters, brochures, flyers, manuals or other publications. You will learn how to create a one-page publication, how to modify a publication's layout and structure, how to edit content in the publication, how to format a publication, how to format pictures, and how to identify the options for distributing a publication. Course Preparation: Microsoft Windows – Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

9/29	Wed	Portland	9:00 - 4:30
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### SharePoint

#### SharePoint Services 3.0 Level 1 (formerly Level 1 and 2)

In this 2-day course you will learn the concepts of Microsoft SharePoint for collaborating with others on your work team, learn how to access a SharePoint site as a member and contributor, and learn how to perform essential functions as a site owner. You will learn how to work with lists, libraries, discussion threads, blogs, wikis, and surveys. You will learn how to create a Windows SharePoint Services site. You will learn how to grant permissions to a site, create a workspace on a site, and work with web parts. You will also learn how to create, modify and manage lists, and apply permissions to a list. You will learn how to create a document library, create a picture library, create templates, and apply permissions

### Comprehensive Course Outlines

In addition to the course descriptions in this catalog, comprehensive course outlines are available for each Kinetic course. You will find them on our web site, [www.KineticOregon.com](http://www.KineticOregon.com), or give us a call at 503.520.0555 and we will email or fax them to you.

to libraries. You will also learn how to create a blog, manage blog pages, create a wiki library, manage a wiki library, and apply permissions to wikis and blogs. You will learn how to create custom groups, add users to custom groups, manage access requests and manage users' alerts. Course preparation: Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one. Also, experience accessing information via a web browser. UEA Course Price: \$565 (reg. \$595)

8/2 - 8/3	Mon-Tue	Portland	9:00 - 4:30
9/15 - 9/16	Wed-Thu	Beaverton	9:00 - 4:30
10/27 - 10/28	Wed-Thu	Portland	9:00 - 4:30

#### SharePoint Designer 2007 Level 1

This 2-day course is designed for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site. You will learn to create a subsite and modify the page layout, add text, tables, and images. You will work with cascading style sheets to create external and internal styles. You will learn how to add hyperlinks, create hotspots, bookmark links, and interactive buttons. You will also learn how to add lists and libraries and enhance the navigation structure of the site. Lastly you will learn how to create and modify a workflow. Course preparation: SharePoint Services 3.0 Level 1 & 2. UEA Course Price: \$565 (reg. \$595)

8/26 - 8/27	Thu-Fri	Beaverton	9:00 - 4:30
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#### SharePoint Designer 2007 Level 2

This 1- day course is intended for entry-level SharePoint solution developers who are currently capable of creating basic SharePoint sites using the out-of-the-box functionality provided by the built-in SharePoint Designer templates, and who now want to extend or create SharePoint sites with functionality by incorporating server web controls, data controls, customized workflows, and administration. Course preparation: SharePoint Designer 2007 Level 1. UEA Course Price: \$375 (reg. \$395)

9/8	Wed	Beaverton	9:00 - 4:30
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## Visio

### Visio 2007/2003 Level 1

In this 1-day course, you will learn the essentials of Microsoft Visio Professional to design and manage basic diagrams, workflows, and flowcharts. You will learn how to add shapes to a drawing, manipulate shapes, add and format text and change the stacking order. You will also learn how to enhance a basic diagram by managing and formatting shapes. You will learn how to create a process diagram (flowchart), apply page styles, create a cross-functional flowchart, and create a workflow diagram. Additionally you will learn how to create and modify an organization chart. Course preparation: Windows Level 1 or equivalent experience. Experience with another graphics program is recommended but not required. UEA Course Price: \$215 (reg. \$250)

7/26	Mon	Portland	9:00 - 4:30
8/25	Wed	Beaverton	9:00 - 4:30
9/28	Tue	Portland	9:00 - 4:30
10/26	Tue	Beaverton	9:00 - 4:30

### Visio 2007/2003 Level 2

In this 1-day course, you will expand on the knowledge you gained in the Visio Level 1 course. You will learn many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. You will also learn how to represent external data in Visio by generating a PivotDiagram, creating an organization chart from external data, importing project plan data into Visio, linking to a database, and importing Microsoft Excel data. Course preparation: Visio Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

8/9	Mon	Portland	9:00 - 4:30
9/8	Wed	Beaverton	9:00 - 4:30
10/6	Wed	Portland	9:00 - 4:30
11/1	Mon	Beaverton	9:00 - 4:30

## Windows

### Windows 7 - Transition from XP

This 1/2 day course is intended for computer users who are migrating from Microsoft Windows XP to the new Windows 7 operating system. You will learn the new features in Windows 7 to improve your workflow efficiency and business productivity. This will include new features on the Windows 7 desktop, enhancements to file and folder management, the new and enhanced programs in Windows 7 and the additional security and troubleshooting features. Course preparation: Windows XP Level 1 or equivalent experience. UEA Course price: \$169

8/3	Tue	Beaverton	1:00 - 4:00
9/9	Thu	Portland	1:00 - 4:00

### Windows XP (and Intro to PCs) Level 1

In this 1-day course, you will learn how to get started with the Windows operating system. You will become familiar with the components of a personal computer and learn how personal computers work. You will learn how to log on to a PC, explore the desktop with the mouse, manipulate open windows, use help and support, and adjust mouse settings. You will also learn how to manage folders and files, including how to use shortcuts, file search tools, and the recycle bin. In addition, you will learn the general procedures for using applications by working with Windows accessories such as the calculator. Course preparation: You should be familiar with the use of a standard computer keyboard. UEA Course Price: \$190 (reg. \$225)

7/28	Wed	Portland	9:00 - 4:30
9/3	Fri	Beaverton	9:00 - 4:30
10/11	Mon	Portland	9:00 - 4:30

## Word 2010 and 2007

### Word 2010/2007 Level 1

In this 1-day course, you will learn the essentials of the Microsoft Word 2007 program. You will start by creating a document and entering text. You will learn to edit, move, and copy text. You will also learn many different formatting techniques to make the text in a document look the way you want. Additionally, you will set and use tabs. You will learn to view a document using three different views. You will also learn to modify print settings before you print on paper. You will learn to check for spelling errors and also learn how to add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Course Preparation: Windows - Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/3	Tue	Portland	9:00 - 4:30
9/23	Thu	Beaverton	9:00 - 4:30

### Word 2010/2007 Level 2

In this 2-day course, you will learn many intermediate to advanced skills and techniques in Microsoft Word 2007. You will learn how to create, modify and manage styles to store and reuse collections of formats. You will also learn how to create and modify tables. Additionally, you will learn to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters. You will work with templates to speed your use of standard documents. You will also learn how to insert and position graphics into documents. You will learn editing techniques to improve productivity such as advanced selection techniques, advanced navigation techniques, and how to insert special characters and symbols. You will also learn how to collaborate with others using Word's tools for reviewing documents including adding comments, tracking document changes, comparing two versions of a document, and reviewing tracked changes. You will learn how to create and customize a Word form. You will learn about

Word's features for securing a document. Additionally, you will learn how to manage long documents by creating a master document, adding an index, generating a table of contents, and adding a table of figures. You will learn how to insert bookmarks, footnotes, endnotes, captions, hyperlinks, and cross-references. Finally, you will learn how to use Word with other Microsoft programs such as Excel and Outlook. Course Preparation: Word Level 1 or equivalent experience. You should come to this class with a working knowledge of creating and saving basic documents, selecting text, copying and moving text, formatting text, and printing. UEA Course Price: \$380 (reg. \$425)

8/17 - 8/18	Tue-Wed	Portland	9:00 - 4:30
9/30 - 10/1	Thu-Fri	Beaverton	9:00 - 4:30

## Word 2003

### Word 2003/2002 Level 1

In this 1-day course, you will learn the essentials of word processing in Word. You will learn how to create and format memos, letters and multiple page reports. Specifically, you will learn how to edit text, print documents, work with various document views, copy and move text, set margins, create headers/footers, create page breaks, add page numbers, set tabs to create column formatted text blocks, type bulleted and numbered lists, spell check documents and add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Course Preparation: Windows - Level 1 or equivalent experience. UEA Course Price: \$190 (reg. \$225)

8/9	Mon	Beaverton	9:00 - 4:30
9/21	Tue	Portland	9:00 - 4:30

### Word 2003/2002 Level 2

In this 2-day course, you will learn skills beyond the basics. You will learn advanced editing techniques to improve productivity. You will also learn to create styles to store collections of formats. You will create and modify tables. Additionally, you will learn to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters and labels. You will work with templates to speed your use of standard documents. You will also add graphics. You will learn how to collaborate with others by adding comments, tracking changes, comparing two versions of a document, and reviewing tracked changes. You will also learn to create and customize a form. Additionally, you will learn how to secure a document. You will learn to manage long documents by creating a master document, adding an index, generating a table of contents, and adding a table of figures. You will also learn how to insert bookmarks, footnotes, captions, hyperlinks, and cross-references. Finally, you will learn how to use Word with other Microsoft programs such as Excel and Outlook. Course Preparation: Word Level 1 or equivalent

experience. You should come to this class with a working knowledge of creating and saving basic documents, selecting text, copying and moving text, formatting text using the toolbars, and printing. UEA Course Price: \$380 (reg. \$425)

7/28 - 7/29	Wed-Thu	Portland	9:00 - 4:30
9/1 - 9/2	Wed-Thu	Beaverton	9:00 - 4:30
10/18 - 10/19	Mon-Tue	Portland	9:00 - 4:30

## QUICKBOOKS COURSES

### QuickBooks Level 1

In this 1-day course, you will learn the essentials of QuickBooks. You will learn how to navigate in the program, setup QuickBooks and learn common business terms. You will learn how to set up a company, including how to use the Chart of Accounts and how to enter opening balances. You will also learn how to work with lists, including company lists, job lists, employees list, vendors list, and how to manage lists. You will learn how to set up and work with inventory, including entering products, ordering products, receiving inventory, paying for inventory and manually adjusting inventory. You will also learn how to create invoices and billing statements for both products and services. You will learn how to work with bank accounts, including how to write QuickBooks checks, use bank account registers, enter handwritten checks, transfer funds between accounts and reconcile accounts. Finally, you will learn how to handle expenses and pay bills using Accounts Payable. Course preparation: Windows Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

9/18	Sat	Beaverton	9:00 - 4:30
11/13	Sat	Beaverton	9:00 - 4:30

### Free After-Class Support

Did you know that Kinetic's after-class support is free and has no time limit? Even a year or more down the road, if you're trying to bridge the class instruction to your work and have questions, give us a call. We're glad to help.

### QuickBooks Level 2

In this 1-day course, you will learn the more advanced features of QuickBooks. You will learn how to customize forms using templates, how to use QuickBooks accounts, track credit card transactions, work with asset accounts, work with liability accounts and understand equity accounts. You will also learn how to create reports using QuickReports as well as preset reports and how to export reports to Excel. You will learn how to create graphs using QuickInsight and how to customize and print graphs. You will also learn how to do payroll, including payroll tracking, setting up payroll, writing payroll checks, tracking tax liabilities and paying payroll taxes. You will learn how to keep track of jobs including estimating and time tracking. Finally, you will learn how to use the letters and envelope wizard and how to synchronize with contact management software. Course preparation: QuickBooks Level 1 or equivalent experience. UEA Course Price: \$215 (reg. \$250)

10/2	Sat	Beaverton	9:00 - 4:30
12/4	Sat	Beaverton	9:00 - 4:30

### SQL Queries Level 2

In this 1-day course, you will begin by learning advanced query concepts for subqueries to manipulate data for business reports. You will learn how to compare one or more values in one query to those generated by another query. You will learn how to search to see if certain values exist, and how to search using grouped queries. You will learn how to create queries that rely on other queries to generate values. You will also learn the SQL language and concepts used to add, change and delete data from a SQL Server database. You will learn the concepts and how to add and edit columns plus how to create and delete tables. You will learn how to capture SELECT queries into views. You will learn the concepts of indexing. Finally you will be introduced to SQL transactions through using a transaction to insert values into a table. Course preparation: SQL Queries Fundamentals or equivalent experience. UEA Course Price: \$275 (reg. \$295)

7/30	Fri	Portland	9:00 - 4:30
9/15	Wed	Beaverton	9:00 - 4:30
10/21	Thu	Portland	9:00 - 4:30

## SQL QUERIES COURSES

### SQL Queries Level 1

In this 2-day course, you will learn how to generate reports using the SQL language and how to recognize proper syntax for an SQL statement. You will review relational database structure and key data types used in tables. You will learn how to explore a database using the SELECT query. You will learn how to search for specific character strings, dates or numeric data in a database. You will use math, date and string functions to locate or adjust your data display for business reports. You will learn how to use column aliases and mathematical expressions. You will learn how to sort, gather and apply additional filters to your final results. Finally, you will learn how to write queries that use data from many tables simultaneously. Course preparation: A level 1 course of any database application. UEA Course Price: \$455 (reg. \$495)

8/26 - 8/27	Thu-Fri	Beaverton	9:00 - 4:30
9/27 - 9/28	Mon-Tue	Portland	9:00 - 4:30
11/3 - 11/4	Wed-Thu	Beaverton	9:00 - 4:30

## COURSE INFORMATION

### COURSE DESCRIPTIONS

In addition to the course descriptions in this catalog, comprehensive course outlines are available for each Kinetic course. You will find them on our web site, or call us and we will email or fax them to you.

### PREREQUISITES

The prerequisite classes listed with the courses in this catalog are recommended to maximize your learning experience, as the advanced level courses build on knowledge learned in the previous levels. If you have any questions about class prerequisites and which classes are best for you, please call us—we will be happy to assist you.

### COURSE MATERIALS

A complete procedural manual and class files are provided to each participant. Our manuals are excellent learning tools as well as reference guides, and include many graphics, tips, examples and practice exercises.

### AFTER-CLASS SUPPORT

Kinetic's follow-up support and service includes an unlimited telephone support line for desktop courses. Participants who have taken a course may call with questions after class.

### LEARNING GUARANTEE

If you would like a refresher course, you may take the same course at no additional charge on a space-available basis, provided you bring your course materials with you.

### PAYMENT FOR CLASSES

Many of our corporate and government clients are billed monthly for training. We also accept VISA, Mastercard and American Express as well as money orders and company or personal checks.

### DIRECTIONS TO CLASS

In addition to the maps displayed here, driving direction are listed on our web site, or call us and we will make sure you have clear directions to your class from your location.

### DAY OF CLASS

Please arrive at least 15 minutes prior to class to check in and get situated in your classroom.



Coffee, tea, juice and sodas will be available throughout the day. Snacks will be provided before class and at breaks. Restaurant maps are available to help you plan your lunch break. If

you prefer to bring your lunch, a refrigerator is available as well as a place to eat and relax. Dress is casual and comfortable to allow for the optimum learning environment. Please bring a jacket or sweater as room temperatures may vary.

### GETTING THE MOST OUT OF THE CLASS

To make the learning experience as beneficial as possible, we encourage you to carefully review the course description, make a list of your specific objectives for the class as well as any questions you wish to ask the instructor. Feel free to bring examples of your work to class.

### RESCHEDULING AND CANCELING

Please notify Kinetic at 503.520.0555 at least 5 business days prior to class if you need to cancel. Late cancellations or no shows will result in a full charge. Late reschedules will result in a full charge, but you can attend the class at a later date with no additional fees. Substitutes are gladly accepted.

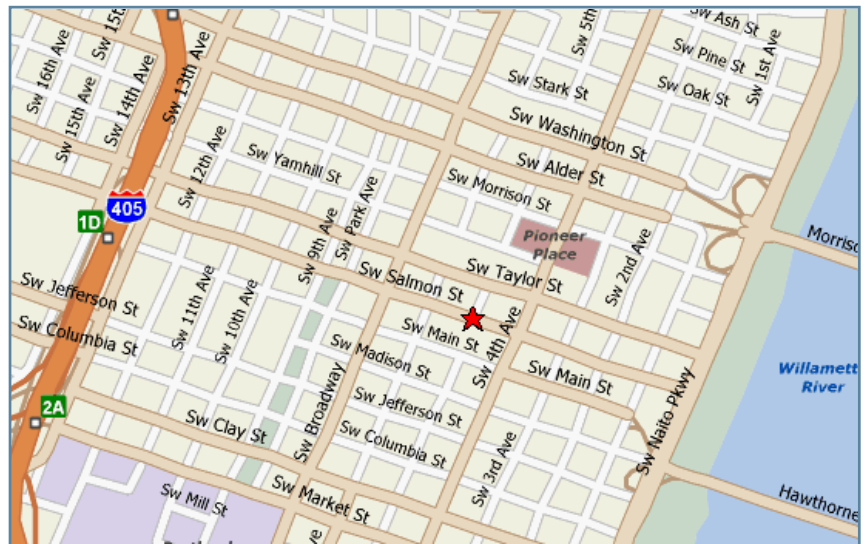
## FACILITIES



## LOCATIONS

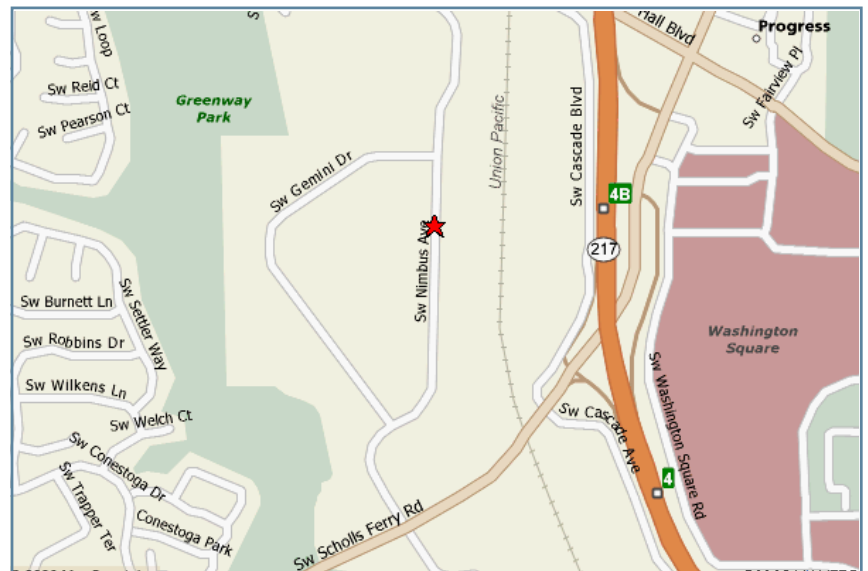
### Downtown Portland Congress Center Building

1001 SW Fifth Avenue , Suite 305  
Portland, OR 97204-1161



### Beaverton

9225 SW Nimbus Avenue  
Beaverton, OR 97008-7132



# COURSE REGISTRATION

## FOUR WAYS TO REGISTER:

- 1) Online:  
[www.KineticOregon.com](http://www.KineticOregon.com)
- 2) Phone 503.520.0555
- 3) Fax completed form to  
503.520.0556
- 4) E-mail your request to:  
[register@KineticOregon.com](mailto:register@KineticOregon.com)

You will receive a confirmation and a map to Kinetic's learning center. Please print.

ATTENDEE NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COURSE TITLE/LEVEL	COURSE DATE/TIME	LOCATION (B, P)
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## Course Prices for United Employers Association Members

Kinetic has extended discounts to United Employers Association members for computer software training. The discounted prices are listed with each course in this schedule.

When enrolling in classes via our website, [www.KineticOregon.com](http://www.KineticOregon.com), please enter UEA in the comment field so we'll know to extend the discounted prices for your classes.

### Implementing Microsoft SharePoint?

SharePoint, Microsoft's collaborative work tool, is changing the way work teams work together. Join the many organizations who have implemented SharePoint this year. Our training programs are designed to meet the needs of SharePoint users - Contributors, Site Owners and Site Administrators. Many of our clients are opting for customized training that is specific to the needs of a team.



**Serving our customers since 1987**

Our goal is to provide an enriching, professional, memorable, and comfortable learning experience that improves your business performance through the effective and efficient use of technology.

**Downtown Portland**

1001 SW Fifth Avenue , Suite 305  
Portland, OR 97204-1161

**Beaverton**

9225 SW Nimbus Avenue  
Beaverton, OR 97008-7132

503.520.0555

[www.KineticOregon.com](http://www.KineticOregon.com)