

WaterColor, LLC specializes in creating and delivering innovative, custom learning solutions for corporations, non-profits and government organizations.

Methodology matters. We recognize all clients are unique so we strive to develop laser-focused learning solutions that resonate with each clients' specific needs. One thing is constant: our commitment to quality and ingenuity which penetrate every aspect of our instructional design and course delivery systems.

Our Products employ the latest instructional design and learning models to create and tailor every course we teach. This gives our products a unique one-of-a-kind feel, and pairs participants with relevant and specialized topics.

These hands-on courses stimulate, teach, and entertain to create excitement and to foster enthusiasm for changing both individual and team behaviors.

Our Custom Course Builders are the culmination of over 10 years of instructional design and course delivery experience. You pick and choose flexible, scalable and pertinent topics. We bring the content to life, in a truly unique and powerful learning experience.

The Benefits are sweeping. Our distinctive workplace technology training programs awaken minds and open eyes to see new and innovative paradigms. Individuals and teams are empowered to change processes and to implement forward-thinking improvements, helping them and their organizations take the lead.

Class Sizes are determined by you. Include as few as 3 or as many as 12. We'll supply computers, books and classroom materials for each participant.

Flexibility abounds. Schedule 3 different 2-hour workshops; 2 1/2 day clinics, any combination of each on the same day.

Affordable Pricing that you are sure to recover right away. Pricing starts at \$449, \$339, and \$249 for full day, 1/2 day and 2 hour sessions.

Scheduling a class at your site - or ours is simple. Call (406) 542-1573 or stop by the office for visit at 327 E. Broadway.



Corporate Computer Learning Course Catalog 2011



Invigorate your organization...
with intensive, targeted & timely
computer skills training.

Featuring:

- Custom, Hands-on Training Workshops
- Full Day, 1/2 Day, and 2 Hour formats
- Private Classes for 3 - 12 participants
- On-site or off-site locations



327 E. Broadway Missoula

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www.watercolorct.com

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Operating Systems

Find out how you can organize your work-space and data files to improve the way you work everyday!

Windows

Getting to Know Windows.....	full day
QuickStart: Getting Started with Windows	1/2 day
Workshop: Basic Navigation & File Management	2 hour
Workshop: Power User Features	2 hour

MS Office 2010

Stop struggling, get productive with the new Office 2010 Ribbon Interface today!

Ribbon Interface

Workshop: Navigating the Ribbon	2 hour
Clinic: The 2010 Office System	4 hour

Word Processing

Learn how you can create better documents in less time, with less effort!

Word

Getting to Know Word.....	full day
Great Features Word	full day
Power User Features Word	full day
QuickStart: Getting Started with Word.....	1/2 day
QuickStart: Getting Sophisticated with Word	1/2 day
Workshop: Creating Elegant Documents Easily.....	2 hour
Workshop: Layouts with Tabs, Tables & Columns.....	2 hour
Workshop: Working Efficiently with Styles & Templates...	2 hour
Workshop: Letters, Merges, & Mass Mailings	2 hour
Workshop: Building Forms and Form Fields	2 hour
Workshop: Long/Reference Document Features	2 hour

Presentations

Find out how you can easily add pizzazz that's sure to get attention!

PowerPoint

Getting to know PowerPoint	full day
Great Features PowerPoint	full day
QuickStart: Getting Started with PowerPoint.....	1/2 day
QuickStart: Getting Sophisticated with PowerPoint	1/2 day
Workshop: Getting Started	2 hour
Workshop: Working Efficiently with Masters & Templates	2 hour
Workshop: Multimedia and Motion	2 hour

PDF Publication

Share and distribute documents, forms, and fliers using a universal format.

Acrobat Professional

Getting to Know Acrobat.....	full day
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Special Topics: Printing and PDF	full day
QuickStart: Getting Started with Acrobat.....	1/2 day
QuickStart: Getting Sophisticated with Acrobat.....	1/2 day
Workshop: Getting Started.....	2 hour
Workshop: Forms and Designer	2 hour

Desktop Publishing

Assemble all kinds of great looking publications in-house for less!

Publisher

Getting to Know Publisher	full day
QuickStart: Getting Started with Publisher	1/2 day
QuickStart: Power User Topics	1/2 day
Workshop: Build a Brochure	2 hour
Workshop: Build a Newsletter.....	2 hour

InDesign Creative Suite

InDesign - Level I	full day
InDesign - Level II	full day
QuickStart: Getting Started	1/2 day

Spreadsheets

Imagine turning your data into valuable information so you can make better decisions, more confidently!

Excel

Getting to Know Excel.....	full day
Great Features Excel	full day
Power User Features Excel	full day
QuickStart: Getting Started with Excel.....	1/2 day
QuickStart: Getting Sophisticated with Excel	1/2 day
Workshop: Making and Managing Workbooks	2 hour
Workshop: Working with Large Worksheets	2 hour
Workshop: Advanced Formula Construction	2 hour
Workshop: Advanced Formatting & Charting	2 hour
Workshop: Data Analysis Features	2 hour
Workshop: Power User Formulas and Topics	2 hour

Databases

Discover how you can find, update, and review customer and sales information automatically!

Access

Getting to Know Access.....	full day
Great Features Access	full day
Power User Features Access	full day
QuickStart: Getting Started with Access.....	1/2 day
QuickStart: Getting Sophisticated with Access.....	1/2 day
Workshop: Access & RDBMS Technologies	2 hour
Workshop: Creating Tables & Relationships	2 hour
Workshop: Finding Answers with Queries	2 hour
Workshop: Showing off Data with Reports	2 hour

Workshop: Importing & Parsing Data with Queries	2 hour
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Email/Scheduling

Schedule yourself in a whole new way so you can focus on getting the most important things done!

Outlook

Getting to Know Outlook	full day
Great Features Outlook	full day
Power User Features Outlook	full day
QuickStart: Getting Started with Outlook.....	1/2 day
QuickStart: Getting Sophisticated with Outlook.....	1/2 day
Workshop: Organizing & Managing Your Inbox	2 hour
Workshop: Meetings, Events & Appointments	2 hour
Workshop: Advanced Information Sharing.....	2 hour

Photo/Image Editing

Make subtle or striking changes to your graphics without the cost of outsourcing!

Photoshop Creative Suite

Photoshop CS - Level I	full day
Photoshop CS - Level II	full day

Web Design

Promote your products and services with rich web content and your own creative flare, more quickly!

Expression Web

Expression Web - Level I.....	full day
Expression Web - Level II.....	full day
QuickStart: Get to know Expression Web	1/2 day

Dreamweaver

Dreamweaver - Level I.....	full day
Dreamweaver - Level II.....	full day

Business Graphics

Create business and engineering graphics with the familiarity and ease of a Microsoft Office Application.

Visio

Getting to Know Visio.....	full day
Great Features Visio	full day
QuickStart: Getting Started with Visio	1/2 day
QuickStart: Getting Sophisticated with Visio	1/2 day
Workshop: Getting Started	2 hour
Workshop: Creating Directional Maps	2 hour
Workshop: Creating Diagrams.....	2 hour
Workshop: Creating Flowcharts.....	2 hour
Workshop: Creating Organization Charts.....	2 hour
Workshop: Creating Floor Plans.....	2 hour