

## Email/Scheduling

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

### Outlook - Essentials (Level I)

1/2 Day Clinic ..... Tues.....Jan 17 ..... 9:00 - 12:00  
1/2 Day Clinic ..... Wed .....Mar 14 ..... 9:00 - 12:00

### Outlook - Great Features (Level II)

1/2 Day Clinic ..... Thurs .....Feb 66 ..... 9:00 - 12:00

## Reporting Software

Turn your data into meaningful information and gain insight into making more effective decisions.

### Crystal Reports - 2 Days (Levels I & II)

2 Days..... Tues.....Jan 24 & 31 ..... 9 - 4

## Project Management

Learn how MS Project can help you manage projects more effectively than ever!

### Project - Essentials (Level I)

Group classes available ..... call for details

### Project - Power User (Level II)

Group classes available ..... call for details

## Web Design/Graphics

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

### DreamWeaver - Essentials (Level I)

Full-Day ..... Wed .....Dec 07 ..... 9:00 - 4:00  
Full-Day ..... Wed .....Feb 15 ..... 9:00 - 4:00

### Dreamweaver - Great Features (Level II)

Classes available ..... call for dates

### Flash - Essentials (Level I)

Group classes available ..... call for dates

### Fireworks - Essentials (Level I)

Group classes available ..... call for dates

### Expressions Web - Essentials (Level I)

Group classes available ..... call for dates

## Collaboration Software

Understand the general purpose of SharePoint and the main features used in typical team sites as well as what is needed to build an effective team site.

### SharePoint - Essentials (Level I)

Group classes available .....Spring 2012

### SharePoint - Advanced

Group classes available .....Spring 2012

Every effort is made to ensure that information is accurate; however, changes, corrections, or cancellations of courses may occur. WaterColor reserves the right to cancel any class that does not meet minimum enrollment.

## Financial/Accounting

Realize better ways to manage business financials so you can spend more time getting new business!

### QuickBooks Pro - Essentials (Level I)

Full-Day ..... Wed .....Jan 18 ..... 9:00 - 4:00  
Full-Day ..... Wed .....Mar 14 ..... 9:00 - 4:00

### QuickBooks Pro - Great Features (Level II)

Classes available..... call for details

## Microsoft Advanced Technology

Classes available..... call for titles, dates and pricing

## Pricing:

### Application Classes:

Full-day Courses are priced at \$159.  
Half-day Clinics are \$119 and  
Two hour Workshops are \$59.

### Advanced Technology Classes:

Call for Pricing. (Includes Crystal Reports and CompTIA.)  
Course materials included.  
Group course and volume discounts available.

## Registration:

Call (406) 542-1573 or visit our web site at [www.watercolorct.com](http://www.watercolorct.com). Or stop by the office at 327 E. Broadway in Missoula.

## Don't see what you're looking for?

Give us a call. We offer numerous titles not listed in this brochure... including a variety of advanced technology courses. And remember, WaterColor can create a custom course to fit your group's needs!

## On-Line Classes Now Available!

Groups or individuals. Call 406.542.1573 for details.

## Group Classes

 are perfect for teams.

WE customize OUR COURSES to suit your specific business needs and challenges. Check out our half-day Clinic and two-hour Workshop schedules to see what other professional organizations are doing.

# Professional Development

## Class Schedule Winter 2012



## BUSINESS SKILLS OFFICE & DESKTOP APPLICATIONS

FEATURING REAL WORLD, HANDS-ON, INTERACTIVE  
TRAINING PROGRAMS FOR THE BUSY PROFESSIONAL.

LEARN TODAY, USE TOMORROW.



327 E. Broadway Missoula

406 542-1573  
[www.watercolorct.com](http://www.watercolorct.com)

WaterColor's desktop application courses increase the skills and capabilities of individuals seeking new levels of knowledge and expertise.

WaterColor offers a variety of formats including two-hour **Workshops**, half-day **Clinics**, and **Traditional** full-day classes.

The following open enrollment courses are available to anyone seeking to gain hands-on experience and skills in a particular program.

Each course provides a thorough analysis of the most relevant and prominent topics in the shortest time possible.

Classes are hands-on, interactive, and fast paced.

Full course descriptions and outlines available on request by contacting our Missoula office at (406) 542-1573 or [info@watercolorct.com](mailto:info@watercolorct.com).

## Operating Systems

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

### Microsoft Windows - Essentials (Level I)

1/2 Day Clinic ..... Mon.....Jan 09 ..... 9:00 - 12:00  
1/2 Day Clinic ..... Tues.....Feb 07 ..... 9:00 - 12:00  
1/2 Day Clinic ..... Wed .....Mar 07 ..... 9:00 - 12:00

### Microsoft Windows - Great Features (Level II)

Advanced classes available ..... call for titles & schedule

### Mac OS 10—Essentials (Level I)

1/2 Day Clinic ..... call for details

## PC/Internet Fundamentals

Gain the fundamental skills & confidence necessary to tackle advanced topics and succeed (and have fun :-)) in today's technology driven world!

### PC/Windows Fundamentals (4 Days - Introductory)

4 Days.....Feb 7, 21, Mar 6, 20..... 9:00 - 4:00

### Internet/Cloud Nuts & Bolts (1 Day - Introductory)

1/2 Day ..... Wed .....Jan 11 ..... 9:00 - 12:00

## Word Processing

Create better documents in less time, effortlessly!

### Word - Essentials (Level I)

Full-Day ..... Tues ..... Jan 10 ..... 9:00 - 4:00  
1/2 Day Clinic ..... Wed ..... Feb 08 ..... 9:00 - 12:00  
Full-Day ..... Thurs ..... Mar 08 ..... 9:00 - 4:00

### Word - Great Features (Level II)

Full-Day ..... Thurs ..... Dec 15 ..... 9:00 - 4:00  
Full-Day ..... Wed ..... Jan 25 ..... 9:00 - 4:00  
Full-Day ..... Wed ..... Feb 15 ..... 9:00 - 4:00  
Full-Day ..... Tues ..... Mar 20 ..... 9:00 - 4:00

### Word - Power User (Level III)

Forms Workshop ..... Fri ..... Dec 16 ..... 9:00 - 11:00  
Full-Day ..... Thurs ..... Jan 26 ..... 9:00 - 4:00  
Forms Workshop ..... Thurs ..... Feb 28 ..... 9:00 - 11:00  
Long Docs Workshop ..... Thurs ..... Mar 22 ..... 9:00 - 11:00

## Spreadsheets

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

### Excel - Essentials (Level I)

1/2 Day Clinic ..... Wed ..... Dec 14 ..... 9:00 - 12:00  
Full-Day ..... Wed ..... Jan 11 ..... 9:00 - 4:00  
1/2 Day Clinic ..... Thurs ..... Feb 09 ..... 9:00 - 12:00  
Full-Day ..... Tues ..... Mar 13 ..... 9:00 - 4:00

### Excel - Great Features (Level II)

Full-Day ..... Wed ..... Dec 21 ..... 9:00 - 4:00  
Full-Day ..... Thurs ..... Jan 19 ..... 9:00 - 4:00  
Full-Day ..... Thurs ..... Feb 16 ..... 9:00 - 4:00  
Full-Day ..... Wed ..... Mar 21 ..... 9:00 - 4:00

### Excel - Power User (Level III)

Power Formulas ..... Tues ..... Jan 31 ..... 9:00 - 11:00  
Data Analysis Workshop ..... Tues ..... Feb 28 ..... 9:00 - 11:00

## Databases

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

### Access - Essentials (Level I)

Full-Day ..... Tues ..... Jan 17 ..... 9:00 - 4:00  
Full-Day ..... Tues ..... Feb 14 ..... 9:00 - 4:00  
Full-Day ..... Thurs ..... Mar 15 ..... 9:00 - 4:00

### Access - Great Features (Level II)

Full-Day ..... Tues ..... Jan 24 ..... 9:00 - 4:00  
Full-Day ..... Tues ..... Mar 20 ..... 9:00 - 4:00

## PDF Publication

Create, share and distribute documents, forms, and fliers using a the most universally accepted file format.

### Acrobat Professional - Essentials (Level I)

Full-Day ..... Tues ..... Jan 24 ..... 9:00 - 4:00  
1/2 Day Clinic ..... Tues ..... Mar 13 ..... 9:00 - 12:00

### Acrobat Professional/Designer - Creating Forms

1/2 Day Clinic ..... Tues ..... Mar 27 ..... 9:00 - 12:00

## Desktop Publishing

Produce great looking publications in-house for less!

### Publisher - Essentials (Level I)

1/2 Day Clinic ..... Thurs ..... Jan 19 ..... 9:00 - 12:00

### InDesign - Essentials (Level I)

Full-Day ..... Tues ..... Dec 20 ..... 9:00 - 4:00  
Full-Day ..... Tues ..... Feb 14 ..... 9:00 - 4:00

### InDesign - Great Features (Level II)

Full-Day ..... Wed ..... March 21 ..... 9:00 - 4:00

## Presentations

Add pizzazz to your presentations- that's sure to grab everyone's attention!

### PowerPoint - Essentials (Level I)

1/2-Day Clinic ..... Tues ..... Dec 13 ..... 9:00 - 12:00  
Full-Day ..... Thurs ..... Jan 12 ..... 9:00 - 4:00  
1/2-Day Clinic ..... Thurs ..... Mar 15 ..... 9:00 - 12:00

### PowerPoint - Great Features (Level II)

1/2 Day Clinic ..... Thurs ..... Feb 09 ..... 9:00 - 12:00

## Photo - Graphics Editing

Learn how to make subtle or striking changes to your visual elements without the high cost of outsourcing!

### Photoshop - Essentials (Level I)

Full-Day ..... Wed ..... Jan 18 ..... 9:00 - 4:00  
Full-Day ..... Wed ..... Apr 18 ..... 9:00 - 4:00

### Photoshop - Great Features (Level II)

Advanced classes available ..... call for titles & schedule

### Photoshop Elements - Essentials (Level I)

Classes available ..... call for details

### Illustrator - Essentials (Level I)

Full-Day ..... Thurs ..... Jan 26 ..... 9:00 - 4:00

## Photo Management

Learn how to move photos from you digital camera to your computer using Windows... organize, order on-line, e-mail , and post your pictures to Facebook and Picasa!

### Windows Photo Management

Classes available ..... call for details