



**WATERCOLOR**  
Computer Training  
Computer Skills Learning Center

# 2 hour Workshops for Professionals

## Available Now

Mac OS Clinics  
Adobe Premier Elements  
Office 2010  
On-line classes

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[www.watercolorct.com!](http://www.watercolorct.com)

## Points of Interest

- Targeted and fast-paced.
- Perfect for busy, working professionals who are familiar with the program.
- Sessions are hands-on, and address functional areas that are often overlooked and misunderstood.
- Courses are taught by seasoned instructors and local industry professionals who know and use what they teach.
- Classes limited to 6 participants.
- Course materials included.
- Private, custom sessions available for your group. At your site or ours.

## September 2010

## Upcoming Events

### September 2 Navigating the Ribbon - Office 2007/2010 \$59.00

New to Office 2007 or 2010? Explore the new interface layout and find out how the new Office programs better organize commands. Topics include the MS Office button, Command Tabs, Command Sets, Contextual Tools, Dialog Launchers, Galleries, Live Preview, and the Quick Access Toolbar.

9:00 a.m. – 11:00 a.m.

### September 16 Word 2007/2010 New & Advanced Features \$59.00

Get oriented to the new Word 2007 or 2010 interface. You'll learn best practices for navigating with the new Ribbon system, investigate important changes and additions including galleries, live preview, building blocks, as well as style and document layout improvements. So you can be back up and running today!

9:00 a.m. – 11:00 a.m.

### September 17 Outlook Advanced Features \$59.00

Explore information sharing options in Outlook: including public folders, permissions and delegate access. Use the calendar to schedule people and resources. Understand the archive system and learn how to set rules and use search, sort & filter. (This course is designed for Outlook users running Exchange Server.).

9:00 a.m. – 11:00 a.m.

### September 21 Excel Power Formulas \$59.00

Find out about a number of Excel's most sophisticated formulas and features that can help you get more done, more confidently and quickly. Begin with evaluating Excel's logical IF, AND and OR functions. Learn how to increase their capability through nesting. Examine Arrays, VLookup, and a collection of very helpful text functions..

9:00 a.m.– 11:00 a.m.

### September 30 Access Creating Tables and Relationships \$59.00

Learn all the intricacies behind creating tables and table relationships in Access. Find out why planning is so important and just how easy it is to create tables, modify field property settings and then create table relationships in Access.

9:00 a.m.– 11:00 a.m.

Group classes scheduled at your convenience.

(For as few as 3 participants.)

Pick the topics, the time, and the location for your custom Workshop!

Call 406.542.1573 today!

Or e-mail: [info@watercolorct.com](mailto:info@watercolorct.com)



**WaterColor, LLC** is a technology training company and trusted education partner to thousands of individuals and hundreds of organizations throughout Western Montana since 1996.

We offer a large collection of training programs which are delivered in both flexible and convenient formats. On-site, off-site, day or night.

Our courses are designed internally with an emphasis on practical real-world applications and are taught by seasoned instructors who specialize in using the very same technologies.

**New Classes** start every month because the real world won't wait until next semester or next quarter.

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**Pricing** is reasonable to ensure training activities are valuable.

Full-day Courses are priced at \$159.

Half-day Clinics are \$119 and

Two hour Workshops are \$59.

Course materials are always included.

Group course and volume purchase discounts available.

**Registration** is easy.

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Visit our web site at:  
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**Don't see** what you're looking for?

Give us a call. Some of our most popular courses are based on ideas that came from our clients.

## WaterColor offers:

- **Traditional Full-Day Classes**
- **1/2 Day Clinics**
- **2 Hour Advanced Workshops**
- **Beginner Classes**
- **On-line Classes**

**Call or visit us on the web for complete course schedules.**

## September 2010 - Tip of the Month

### Microsoft Office 2010 Full Ribbon Treatment

The new and radically different Ribbon interface that was introduced in Office 2007 has been expanded and enhanced in Office 2010, confirming Microsoft's belief in, and commitment to the graphical system which has replaced Office's Menu bar and menu system.

The Ribbon has been fully integrated into Outlook, Publisher, OneNote and Sharepoint, all of which only saw minor ribbon implementations in 2007. The product specific 2010 updates will make running and working with all Office applications more efficient and consistent.

Office 2010 also gives users the ability to modify the Ribbon to their preferences and liking. Each element of the Ribbon can be customized, features and tools can be regrouped, and entirely new tabs can be created and configured.

The customizable Ribbons are expected to provide a productivity boost to users who can now bring the most frequently used and popular features to the foreground for easy access. These customizations can be created and distributed across networks giving network administrators an easy way to deploy company-wide and enterprise solutions.

Like to receive our monthly newsletter electronically?  
Send e-mail to [info@watercolorct.com](mailto:info@watercolorct.com) to add your address.

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