



<b>Class Title</b>	<b>Class Description</b>	<b>Rotation One</b>	<b>Rotation Two</b>	<b>Rotation Three</b>
<b>ACT! - Best Practice User Skills</b>	Skill sets taught include data entry, data manipulation, scheduling/completing activities, correspondence, sales opportunities and report generation.	1/5/2010	2/2/2010	3/2/2010
<b>ACT! - Connecting It All Together</b>	An ACT! Database is an interwoven combination of Contact, Company, Opportunity, History and Activity Records. Understanding how these records relate can be a puzzle. This class will provide you with a clear understanding of these relationships and a strategy for linking them together.	1/6/2010	2/3/2010+	3/3/2010
<b>ACT! - Automating Sales Campaigns</b>	Planning and executing automated sales events including letters, emails, faxes and associated histories.	1/7/2010	2/4/2010	3/4/2010
<b>ACT! - Administrative Skills</b>	Designed for individuals managing ACT! databases. Skills taught include data maintenance, data export/import, data replacement, synchronization, user configuration and security.	1/8/2010	2/5/2010	3/5/2010
<b>Excel - Fundamentals</b>	Creation and use of worksheets and workbooks. Using formulas and functions. Controlling worksheet printing. Creating charts and graphs.	1/12/2010	2/9/2010	3/9/2010
<b>Excel - Analyzing Table Information</b>	Working with large tables of data including filtering, sorting, grouping, summing and referencing. Creation and manipulation of Pivot Tables.	1/13/2010	2/10/2010	3/10/2010
<b>Word - Automating Correspondence</b>	Creating and managing correspondence including mail-merge, template use, macros and the forms toolbar.	1/14/2010	2/11/2010	3/11/2010
<b>Access - Fundamentals</b>	Creating and manipulating Tables, Queries, Forms, Reports and Macros.	1/15/2010	2/12/2010	3/12/2010
<b>Access - Tables and Queries</b>	Logical creation of tables including table normalization and field linking. Creating and manipulating select queries, make-table queries, update queries, append queries, delete queries and cross-tab queries.	1/19/2010	2/16/2010	3/16/2010
<b>Access - Writing Simple VB Code</b>	Creating Access objects and associated code. Objects include Buttons, Combo Boxes, List Boxes, SubForms, Message Boxes and Input Boxes.	1/20/2010	2/17/2010	3/17/2010

\*Classes are three (3) hours. Fee is \$150.00 per student. Minimum of three (3) students to conduct class.