



Class Title	Class Description	Rotation One	Rotation Two	Rotation Three
ACT! - Best Practice User Skills	Skill sets taught include data entry, data manipulation, scheduling/completing activities, correspondence, sales opportunities and report generation.	4/5/2011	5/3/2011	6/10/2011
ACT! - Connecting It All Together	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.	4/6/2011	5/4/2011	6/11/2011
ACT! - Automating Sales Campaigns	Planning and executing automated sales events including letters, emails, faxes and associated histories.	4/7/2011	5/5/2011	6/12/2011
ACT! - Administrative Skills	Designed for individuals managing ACT! databases. Skills taught include data maintenance, data export/import, data replacement, synchronization, user configuration and security.	4/8/2011	5/6/2011	6/13/2011
Excel - Fundamentals	Creation and use of worksheets and workbooks. Using formulas and functions. Controlling worksheet printing. Creating charts and graphs.	4/12/2011	5/10/2011	6/17/2011
Excel - Analyzing Table Information	Working with large tables of data including filtering, sorting, grouping, summing and referencing. Creation and manipulation of Pivot Tables.	4/13/2011	5/11/2011	6/18/2011
Word - Automating Correspondence	Creating and managing correspondence including mail-merge, template use, macros and the forms toolbar.	4/14/2011	5/12/2011	6/19/2011
Access - Fundamentals	Creating and manipulating Tables, Queries, Forms, Reports and Macros.	4/15/2011	5/13/2011	6/20/2011
Access - Tables and Queries	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.	4/19/2011	5/17/2011	6/24/2011
Access - Writing Simple VB Code	Creating Access objects and associated code. Objects include Buttons, Combo Boxes, List Boxes, SubForms, Message Boxes and Input Boxes.	4/20/2011	5/18/2011	6/25/2011

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