



WATERCOLOR
Computer Training
Computer Skills Learning Center

2 hour Workshops for Professionals

New in 2010

WaterColor is now offering laser focused 2 hour Workshops (formerly available only to groups) to individuals in a new open enrollment format.

Watch for our monthly newsletter or check our website at:
[www.watercolorct.com!](http://www.watercolorct.com)

Points of Interest

- Courses are 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 are limited to 6 participants.
- Course manuals included.
- Private, custom sessions available for your group—at our site or yours.

Upcoming Events

March 2010

March 09 Access 2007 Finding, Analyzing, & Administering Data w/ Queries \$59.00

Learn how to create simple and complex queries to retrieve, calculate, and manipulate data. Start by creating Select queries using all sorts of criteria. Then discover how to begin administering data by using Update, Append, Make Table and Delete Action queries.

10:00 a.m. – 12:00 a.m.

March 10 Word 2007 Long Document Reference Features \$59.00

Finesse your long documents with ease. Insert bookmarks and create cross-references. Add endnotes or footnotes as well as captions. Mark text for indexing, and citations. Pull tables including table of contents, table of authorities, index, table of tables, table of figures etc. Pre-requisite – Creating Custom Template Workshop or Word II.

9:00 a.m. – 11:00 a.m.

March 18 Excel 2007 Advanced Formula Construction \$59.00

Learn how to take advantage of Excel's advanced formula capabilities to calculate values you never thought possible. Topics include relative and absolute reference formulas; using names in lieu of cell references; and using the Formula Library to find and build financial, statistical, math & trig, and simple logical calculations.

8:00 a.m.– 10:00 a.m.

March 18 PowerPoint 2007 Multi-Media & Motion \$59.00

Learn how to add and finesse animations, record narrations, insert music as well as sound clips, videos and other graphics to your PowerPoint slide show. Explore how hyperlinks and action buttons can enhance a presentation. Understand slide show setup, delivery and distribution options.

9:00 a.m. – 11:00 a.m.

March 18 Navigating the Ribbon - Office 2007 \$59.00

New to Office 2007? Explore the new interface layout and find out how the Office 2007 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.

2:00 p.m. – 4:00 p.m.

March 23 Interactive Forms in Adobe Acrobat & LifeCycle Designer \$59.00

Learn how to create interactive forms for your intranet or website using Adobe Acrobat and Lifecycle Designer. Understand pros and cons of Word, Adobe Acrobat and LifeCycle Designer Forms. Examine document origin options, layout, and form fields choices.

9:00 a.m. – 11:00 a.m.

Call or visit us on the web or in person:

327 E. Broadway, Missoula, MT 59802

406.542.1573

www.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.

Group Classes are perfect for teams. We customize our courses to suit your specific business needs and challenges. Check out our full-day traditional and half-day clinic schedules—to see what we do for other professional organizations.

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 are available.

Registration is easy.

Call (406) 542-1573.

Visit our web site at:
www.watercolorct.com.

Or stop by our office at:

327 E. Broadway in Missoula.

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 the field.

WaterColor offers:

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

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

March 2010 - Tip of the Month

Excel 2007

(also applies to older versions)

The Fill Handle is one of Excel's most underutilized features. It is identified as the small rectangle in the lower right corner of the active cell (or range). Placing the mouse pointer over the Fill Handle changes the pointer into a thin plus sign.

In its simplest form, the Fill Handle can be used to copy formulas from column to column or row to row. The tool can also fill any series with data values it recognizes - for instance months of the year, days of the week, and even dates.

On a more advanced note, the Fill Handle can populate values identified by any pattern established in a range. An example would involve typing a '1' in



cell A1 and a '2' in cell A2. Through selecting the range and dragging the

Fill Handle down, Excel will continue the series through numbering subsequent cells 3, 4, 5, and so forth.

It's even possible to create custom lists that the Fill Handle will recognize. This might include a list of staff members, projects, or inventory items that are frequently added to work sheets. Access the 'Excel Options' dialog and click on the Edit Custom Lists button (found on the 'Popular' page). From here, you can type new entries into the List Entries box or import lists from other workbook files or sources.

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