

Financial/Accounting

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

QuickBooks Pro - Get to Know

Full-Day Thurs..... May 28.....8:30 - 4:00

Full-Day Tues..... July 078:30 - 4:00

Full-Day Fri..... Sep 258:30 - 4:00

QuickBooks Pro - Great Features

Full-Day Tues..... July 218:30 - 4:00

WaterColor, LLC is a technology training company. Dedicated to teaching professionals how to increase their potential. Using familiar office programs. In the shortest time possible.

New Classes start every month. Using a variety of formats to accommodate all work schedules.

Pricing is reasonable.
Full day classes - \$159.
QuickStart 1/2 day classes - \$119.
Class manuals always included.
10 class package - \$1289

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.

Group Classes are perfect for teams. Scheduled at your convenience, your site or ours. Full Day, QuickStart 1/2 Day, or 2 hour Workshops. Starting at \$450/day for groups as few as 3 persons.

Call **406.542.1573** today for details. Or visit our website at www.watercolorct.com.

Don't see what your looking for...

Give us a call. WaterColor can create and deliver a custom learning solution for your company.



Class Schedule Summer 2009



Business Skills Desktop Applications

Featuring Full Day and 1/2 Day Seminars in:

| | | |
|-------------|-------------|----------------|
| Access | PowerPoint | Expression Web |
| Acrobat | Illustrator | Publisher |
| Dreamweaver | InDesign | QuickBooks |
| Excel | Outlook | Windows |
| Flash | Photoshop | Word |
| Project | Visio | and more... |



Operating Systems

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

Microsoft Windows - Get to Know

QuickStart 1/2 Day Fri June 12 8:30 - 12:00
QuickStart 1/2 Day Thur July 02 8:30 - 12:00
QuickStart 1/2 Day Mon Aug 10 8:30 - 12:00
QuickStart 1/2 Day Wed Sep 09 8:30 - 12:00

Word Processing

Create better documents in less time, effortlessly!

Word - Get to Know

Full-Day Wed July 08 8:30-4:00
Full-Day Tues Aug 11 8:30-4:00
Full-Day Wed Sep 16 8:30-4:00

Word - Great Features

Full-Day Wed July 15 8:30-4:00
Full-Day Thurs Aug 20 8:30-4:00
Full-Day Tues Sep 22 8:30-4:00

Word - Power User

Full-Day Fri Aug 21 8:30-4:00

Desktop Publishing

Produce great looking publications in-house for less!

Publisher - Get to Know

QuickStart 1/2 Day Tues June 23 8:30 - 12:00
QuickStart 1/2 Day Wed Aug 26 8:30 - 12:00
QuickStart 1/2 Day Wed Sep 30 8:30 - 12:00

Publisher - Great Features

Full or 1/2 Day Call for dates or book a group class today!

InDesign CS3 - Get to Know

Full-Day Tues June 30 8:30 - 4:00
Full-Day Tues July 28 8:30 - 4:00
Full-Day Thurs Sep 10 8:30 - 4:00

InDesign CS3 - Great Features

Full-Day Mon Sep 28 8:30 - 4:00

PDF Publication

Share and distribute documents, forms, and fliers using a universal format.

Acrobat Professional - Get to Know

Full-Day Wed July 29 8:30 - 4:00
Full-Day Wed Sep 24 8:30 - 4:00

Acrobat Professional/Designer - Creating Forms

QuickStart 1/2 Day Tues May 19 8:30 - 12:00

Presentations

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

PowerPoint - Get to Know

QuickStart 1/2-Day Fri June 19 8:30 - 12:00
QuickStart 1/2-Day Wed July 22 8:30 - 12:00
QuickStart 1/2-Day Wed Aug 12 8:30 - 12:00

PowerPoint - Multimedia & Motion

QuickStart 1/2 Day Wed Aug 19 8:30 - 12:00

Spreadsheets

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

Excel - Get to Know

QuickStart 1/2 Day Wed June 17 12:00 - 3:30
Full-Day Thurs July 09 8:30 - 4:00
Full-Day Thurs Aug 13 8:30 - 4:00
Full-Day Tues Sep 15 8:30 - 4:00

Excel - Great Features

Full-Day Wed May 27 8:30 - 4:00
Full-Day Thurs July 23 8:30 - 4:00
Full-Day Tues Aug 25 8:30 - 4:00
Full-Day Wed Sep 23 8:30 - 4:00

Excel - Power User

Full-Day Thurs Aug 27 8:30 - 4:00

Databases

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

Access - Get to Know

Full-Day Thurs July 16 8:30 - 4:00
Full-Day Wed Aug 19 8:30 - 4:00
Full-Day Fri Sep 18 8:30 - 4:00

Access - Great Features

Full-Day Wed Aug 26 8:30 - 4:00
Full-Day Fri Oct 02 8:30 - 4:00

Access - Power User

Full or 1/2 Day Call for dates or book a group class today!

Email/Scheduling

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

Outlook - Get to Know

QuickStart 1/2 Day Tues July 14 8:30 -12:00
QuickStart 1/2 Day Tues Aug 18 8:30 -12:00
QuickStart 1/2 Day Thurs Sep 17 8:30 -12:00

Outlook - Great Features

QuickStart 1/2 Day Wed Sep 30 1:00 -4:30

Web Design

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

Expressions Web - Get to Know

Full-Day Thurs June 11 8:30 - 4:00
Full-Day Mon Sep 21 8:30 - 4:00

Expressions Web - Great Features

Full or 1/2 Day Call for dates or book a group class today!

DreamWeaver - Get to Know

Full-Day Thurs June 04 8:30 - 4:00
Full-Day Wed July 22 8:30 - 4:00
Full-Day Tues Sep 29 8:30 - 4:00

DreamWeaver - Great Features

Full-Day Wed June 24 8:30 - 4:00

Multimedia Production

Create dynamic multimedia applications and animations!

Flash 8 Pro - Get to Know

Full-Day Thurs June 18 8:30 - 4:00

Flash 8 Pro - Great Features

Full or 1/2 Day Call for dates or book a group class today!

Photo - Graphics Editing

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

Photoshop CS3 - Get to Know

Full-Day Tues June 09 8:30 - 4:00
Full-Day Thurs Aug 13 8:30 - 4:00

Photoshop CS3 - Great Features

Full-Day Fri May 15 8:30 - 4:00
Full-Day Tues Aug 25 8:30 - 4:00

Illustrator CS3 - Get to Know

Full-Day Tues May 19 8:30 - 4:00
Full-Day Tues Aug 18 8:30 - 4:00

Microsoft Visio

Full or 1/2 Day Call for dates or book a group class today!

Contact Management

Easily track and monitor business accounts, contacts, projects, marketing campaigns, opportunities and history- from within the familiar Microsoft Office Outlook interface.

Microsoft Business Contact Manager - Get to Know

Full or 1/2 Day Call for dates or book a group class today!

Microsoft Business Contact Manger - Great Features

Full or 1/2 Day Call for dates or book a group class today!