

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 half-day Clinic and two-hour Workshop schedules—to see what other professional organizations are doing.

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.



Professional Development

Class Schedule Winter 2010



Business Skills Office & Desktop Applications

Featuring real world, hands-on, interactive training programs for the busy professional.

Learn today, use tomorrow.



327 E. Broadway Missoula

406 542-1573
www.watercolorct.com

WaterColor Computer Training's desktop application courses increase the skills and capabilities of individuals seeking new levels of knowledge and expertise.

The following Open Enrollment courses are available to anyone needing to gain hands-on experience and skills in a particular program. Class sizes are limited to 10.

Each course provides a thorough analysis of the most relevant and prominent topics in the shortest amount of time. Classes are hands-on, interactive, and fast paced.

WaterColor also offers a large variety of half-day Clinics and two-hour Workshops which are published monthly in separate Clinic and Workshop schedules.

Full course descriptions and outlines are available via our web site, or at your request by calling our Missoula office at (406) 542-1573.

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 Tues.....Mar 02 8:30 - 12:00
Full-Day Tues.....Apr 06..... 8:30 - 4:00
Full-Day WedMay 05 8:30 - 4:00

Word Processing

Create better documents in less time, effortlessly!

Word - Get to Know

Full-Day FriMar 05 8:30 - 4:00
Full-Day ThursApril 08..... 8:30 - 4:00
Full-Day Mon.....May 10 8:30 - 4:00

Word - Great Features

Full-Day Tues.....Mar 16 8:30 - 4:00
Full-Day FriApr 23..... 8:30 - 4:00
Full-Day Mon.....May 17 8:30 - 4:00

Word - Power User

2 hour Workshops and 1/2 day Clinics Available.....call for dates.

PDF Publication

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

Acrobat Professional - Get to Know

2 hour Workshops and 1/2 day Clinics Available.....call for dates.

Acrobat Professional/Designer - Creating Forms

2 hour Workshops and 1/2 day Clinics Available.....call for dates.

Desktop Publishing

Produce great looking publications in-house for less!

Publisher - Get to Know

QuickStart 1/2 Day.....ThursFeb 18..... 8:30 - 12:00

Publisher - Great Features

2 hour Workshops and 1/2 day Clinics Available call for dates.

InDesign - Get to Know

Full-Day.....Wed.....Mar 17..... 8:30 - 4:00

InDesign - Great Features

Full-Day.....Wed.....Mar 24..... 8:30 - 4:00

Presentations

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

PowerPoint - Get to Know

QuickStart 1/2-Day.....ThursMar 25..... 8:30 - 12:00

PowerPoint - Advanced Features

2 hour Workshops and 1/2 day Clinics Available call for dates.

Photo - Graphics Editing

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

Photoshop - Get to Know

Full-DayWed.....Feb 24..... 8:30 - 4:00
Full-DayWed.....Apr 21 8:30 - 4:00

Photoshop - Great Features

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 Mar 09..... 8:30 -12:00
QuickStart 1/2 Day.....Thurs Apr 15 8:30 -12:00
QuickStart 1/2 Day.....Mon May 24 8:30 -12:00

Outlook - Great Features

2 hour Workshops and 1/2 day Clinics Available call for dates.

Contact Management

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

2 hour Workshops and 1/2 day Clinics Available call for dates.

Spreadsheets

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

Excel - Get to Know

Full-Day.....Wed.....Mar 03..... 8:30 - 4:00
Full-Day.....FriApr 09 8:30 - 4:00
Full-Day.....FriMay 07 8:30 - 4:00

Excel - Great Features

Full-DayFriMar 12..... 8:30 - 4:00
Full-Day.....TuesApr 13 8:30 - 4:00
Full-Day.....ThursMay 13 8:30 - 4:00

Excel - Power User

2 hour Workshops and 1/2 day Clinics Available call for dates.

Databases

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

Access - Get to Know

Full-Day.....FriApr 16 8:30 - 4:00
Full-Day.....TuesMay 11 8:30 - 4:00

Access - Great Features

Full-Day.....ThursApr 29 8:30 - 4:00

Access - Power User

2 hour Workshops and 1/2 day Clinics Available call for dates.

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.....FriApr 16 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-DayWed.....Mar 10..... 8:30 - 4:00
Full-Day.....Wed.....May 19 8:30 - 4:00

DreamWeaver - Great Features

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

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.....ThursMar 11..... 8:30 - 4:00
Full-Day.....ThursMay 20 8:30 - 4:00

QuickBooks Pro - Great Features

2 hour Workshops and 1/2 day Clinics Available call for dates.