Access

**Beginning Access** Do you have data to filter and sort? Learn how to create databases, tables, forms, queries and reports. Also covered is how to edit and enhance these objects.

**Intermediate/Advanced Access** The main objective of this courseware is to enhance your ability to create and use Access databases. Advance your skills in designing queries, forms and reports, get an introduction to the creation of macros and Visual Basic program modules, and explore ways to make databases work more efficiently. This courseware is designed for the student who is already able to create and use simple Access databases and wishes to learn to develop a fully functional Database management system.

Outlook

**Beginning Outlook** Microsoft Outlook is the tool that will help you stay organized and manage your day.

**Intermediate/Advanced Outlook** During this class you will learn more advanced features such as customizing Outlook, changing Outlook options and creating forms and templates. Importing and exporting information will also be a must. You will walk away from this class a power-user of Outlook.

What are people saying about our training:

“Loved the class — very instructive”
“Motivated — Clear application”
“A lot of good information”
“The instructor made it fun to learn.”

For more information about computer training, contact

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Deb.Hawks@iavalley.edu

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Iowa Valley Business Resources computer training provides extensive offerings and customized training that directly address the specific needs of your business or organization. Our instructors will work with you to customize any course and develop unique tailored training to fit your organization.

**Benefits of Customized Training:**

- Cost Effective
- Enhance employee job skills and performance
- Targeted subject matter designed to present the topics that apply to your specific needs.
- Flexibility to meet your needs.
- Quality instructors
- Customized to ensure direct applicability to your employees’ day-to-day work

Iowa Valley has developed a training method that allows clients to customize training in the most cost effective, efficient manner. Talk to us about the training options best suited to your needs.

**Introduction to Computers**
Learn the difference between hardware and software, between application software and operating software and how to manage files. In addition, learn some of the basics of opening, modifying and saving files in MS Word and Excel.

**Microsoft Windows**
Learning Windows will be basic to all other Microsoft applications. Customize your desktop, access the internet, increase system performance, run diagnostics and maintenance. Windows support the latest graphics, sound and multimedia technologies, and it’s easy to add and remove printers, scanners and other peripherals.

**Microsoft Word**

- **Beginning Microsoft Word** Word is probably the most widely used and familiar application in the business world. Learn the basics of Word such as creating, saving and opening a document, printing and emailing a document, and many great formatting features and shortcuts along the way.

- **Intermediate Word** If you’ve been meaning to try out some of the productivity enhancements, here’s your opportunity! This class will focus on customizing the program to your specifications, more advanced features and timesaving shortcuts.

- **Advanced Word** will take you to a new level as a Microsoft Word user. You will be able to create macros, on-line forms, tables and many other advanced features. After completing this class you will be a power-user of Word.

**Excel**

- **Beginning Excel** Learn how to create, open and save spreadsheets. This class will also show you how to format spreadsheets, create formulas to crunch numbers and many timesaving shortcuts.

- **Intermediate Excel** The focus may be on more complex spreadsheets, formulas, and features. Learn to use Excel as a data entry tool, filtering out just the information needed.

- **Advanced Excel** has many advanced features that will make life easier. Pivot tables, macros and importing/exporting data are just a few of these great features. After taking this class you will be a power-user of Excel.

**PowerPoint**

- **Beginning PowerPoint** Create visual representation of data to present visual slide shows, overheads or live over the web. During this class you will create slides, format slides and layout presentations.

- **Intermediate/Advanced PowerPoint** Take your presentation to the next level. Explore features such as creating templates, customizing backgrounds, adding sound, music and creating hyperlinks. These features will show how impressive a presentation can be.