



Putting Technology into Practice

Computer Training Workshops

Technology is a critical tool in today's workplace. The ability to effectively use the latest software helps individuals maximize their productivity and contribution in the workplace. McMaster's computer training workshops provide participants with in-class hands-on practical experience and expert instruction in a variety of popular software.

Spring 2012 Workshops				
Workshop	Course #	Date/Time	Section	Fee
Access 2010 I. Introduction	CCE-577	Thurs, May 31, 9 AM - 12 PM	C01	\$119 + tax
Access 2010 II. Data Manipulation	CCE-578	Thurs, May 31, 1 PM - 4 PM	C01	\$119 + tax
Access 2010 III. Queries	CCE-579	Thurs, June 7, 9 AM - 12 PM	C01	\$119 + tax
Access 2010 IV. Forms & Reports	CCE-580	Thurs, June 7, 1 PM - 4 PM	C01	\$119 + tax
Excel 2010 I. Introduction	CCE-571	Thurs, May 10, 9 AM - 12 PM	C01	\$119 + tax
Excel 2010 I. Introduction	CCE-571	Tues, June 12, 9 AM - 12 PM	C02	\$119 + tax
Excel 2010 II. Formulas	CCE-572	Thurs, May 10, 1 PM - 4 PM	C01	\$119 + tax
Excel 2010 II. Formulas	CCE-572	Tues, June 12, 1 PM - 4 PM	C02	\$119 + tax
Excel 2010 III. Charts	CCE-573	Thurs, May 17, 9 AM - 12 PM	C01	\$119 + tax
Excel 2010 III. Charts	CCE-573	Tues, June 19, 9 AM - 12 PM	C02	\$119 + tax
Excel 2010 IV. Data Manipulation	CCE-574	Thurs, May 17, 1 PM - 4 PM	C01	\$119 + tax
Excel 2010 IV. Data Manipulation	CCE-574	Tues, June 19, 1 PM - 4 PM	C02	\$119 + tax
Excel 2010 V. Intro to Macros	CCE-575	Thurs, May 24, 9 AM - 12 PM	C01	\$119 + tax
Excel 2010 V. Intro to Macros	CCE-575	Tues, June 26, 9 AM - 12 PM	C02	\$119 + tax
Excel 2010 VI. Pivot Tables	CCE-576	Thurs, May 24, 1 PM - 4 PM	C01	\$119 + tax
Excel 2010 VI. Pivot Tables	CCE-576	Tues, June 26, 1 PM - 4 PM	C02	\$119 + tax
OneNote 2010 Introduction	CCE-585	Tues, May 15, 1 PM - 4 PM	C01	\$119 + tax
PowerPoint 2010 I. Introduction	CCE-564	Tues, May 29, 9 AM - 12 PM	C01	\$119 + tax
PowerPoint 2010 II. Customizing	CCE-565	Tues, May 29, 1 PM - 4 PM	C01	\$119 + tax
PowerPoint 2010 III. Narration, Sound & Video	CCE-583	Tues, June 5, 9 AM - 12 PM	C01	\$119 + tax
Microsoft Office Lab Tutorials	CCE-000	Tues, June 5, 1 PM - 2 PM	C01	\$75/hr + tax
Microsoft Office Lab Tutorials	CCE-000	Tues, June 5, 2 PM - 3 PM	C02	\$75/hr + tax
Microsoft Office Lab Tutorials	CCE-000	Tues, June 5, 3 PM - 4 PM	C03	\$75/hr + tax

NEW! Content Management System Options for Websites

Here's your chance to delve into content management systems in CCE's new website design and maintenance workshop. What is a content management system? Why use them? How do they work? These questions and more will be answered, and you'll have an opportunity to work with a few popular content management systems (CMS) that are available today including Joomla!, Drupal and WordPress. Prerequisite: Familiarity with HTML coding, and Website Maintenance Basics is recommended.

Register today!

www.mcmastercce.com/computer

905-525-9140 ext. 24321

Spring 2012 Workshops				
NEW! Windows 7	CCE-586	Tues, May 8, 9 AM - 12 PM	C01	\$119 + tax
Word 2010 I. Introduction	CCE-560	Thurs, June 14, 9 AM - 12 PM	C01	\$119 + tax
Word 2010 II. Layout: Lists, Columns & Tabs	CCE-561	Thurs, June 14, 1 PM - 4 PM	C01	\$119 + tax
Word 2010 III. Graphics & Diagrams	CCE-562	Thurs, June 21, 9 AM - 12 PM	C01	\$119 + tax
Word 2010 IV. Tables & Templates	CCE-563	Thurs, June 21, 1 PM - 4 PM	C01	\$119 + tax
Word 2010 V. Mail Merge & Collaboration	CCE-568	Thurs, June 28, 9 AM - 12 PM	C01	\$119 + tax
Oracle Calendar (Mac employees only)	CCE-264	Tues, May 8, 1 PM - 4 PM	C01	\$119 + tax
HTML Basics	CCE-268	Tues, May 15, 9 AM - 12 PM	C01	\$119 + tax
Website Maintenance - Basics	CCE-582	Wed, May 23, 9 AM - 12 PM	C01	\$119 + tax
Website Maintenance - Images	CCE-584	Wed, May 23, 1 PM - 4 PM	C01	\$119 + tax
NEW! Content Management System Options	CCE-587	Wed, May 30, 9 AM - 4 PM	C01	\$329 + tax
Dreamweaver 1 (CS5)	CCE-245	Wed, June 6, 9 AM - 4 PM	C01	\$329 + tax
Dreamweaver 2 (CS5)	CCE-246	Wed, June 13, 9 AM - 4 PM	C01	\$329 + tax
Adobe Acrobat (X)	CCE-602	Fri, May 11, 9 AM - 4 PM	C01	\$329 + tax
InDesign (CS5)	CCE-603	Fri, June 1, 9 AM - 4 PM	C01	\$329 + tax
SPSS Basics (v. 19)	CCE-343	Fri, June 8, 9 AM - 4 PM	C01	\$329 + tax
SPSS Procedures for Simple Analysis (v. 19)	CCE-346	Fri, June 15, 9 AM - 4 PM	C01	\$329 + tax

NEW! Windows 7

Learn how to work more efficiently and effectively with Microsoft's latest operating system, Windows 7. The interface is quite different from previous operating systems such as XP and Vista; the layout has changed and new features have been added. Topics include managing files and folders, personalizing your desktop and other settings, search features, and basics of program management and organization.

Visit www.mcmastercce.com/computer for the latest schedule, complete workshop details and description, cancellation policy, and registration process.



Does your organization or department need help with a custom software solution?

Do you need group instruction to quickly get up to speed on an Office application?

Does your team need to troubleshoot a tricky issue with a mail merge, spreadsheet or database?

Custom group training sessions are available in common Microsoft Office software applications and a selection of other software.

Contact us today to discuss your unique needs and receive an estimate.