



March — June 2012

The preferred choice for computer training since 1987

Leap ahead in 2012 with DPA training!



*office productivity
imaging and illustration
print publishing
web design
multimedia*

25 years of instructor-led training



Call now or book online

416 205-9604 | 1 800 269-5742

www.dpac.com

Welcome to DPA Communications

- DPA Communications has been in business **since 1987** providing comprehensive computer training and consulting services
- Our expert instructors have **real world experience** and up-to-date knowledge
- Our small class sizes (maximum of eight) allow for more **individual attention**
- Custom **one-on-one** or **group training** is always available
- DPA provides training in the latest graphic, web editing and office productivity programs for **both Windows and Macintosh systems**



25 Years of Software Training!

We are celebrating our 25th anniversary of providing exceptional instructor-led computer training.

In the ever changing field of software programs, this is indeed a significant milestone.

You can be confident that DPA is committed to continue fulfilling all your training needs now and into the future.

Register Now...

Phone: 416-205-9604
1-800-269-5742
Fax: 416-205-9605
Email: info@dpac.com

Location:

439 University Ave, Suite 1150
Toronto, Ontario M5G 1Y8
South of Dundas Street on University Ave.
at the Saint Patrick subway station

Discounts

A 10% discount applies to the regular course fees when you register for two or more courses at the same time, when two or more people register at the same time, and for registered, charitable not-for-profit organizations. **Save even more when you register for group training.**

Payment Policy

Payments are due in full two weeks prior to the course date and can be made by cash, company cheque, VISA, MasterCard or American Express card. For all new clients, payments are due in full at the time of registration.

Environment

Our comfortable training centre is the perfect setting for concentrated learning without distractions. Refreshments are provided. Please note: the use of any audio or video recording device is strictly prohibited in all classes.

Schedule

All courses begin at 9:00 a.m. and finish between 4:00 - 4:15 p.m. Please plan to arrive 15 minutes early the first day of the course.

Cancellation Policy

Once a registration is confirmed, all cancellations are subject to a \$75 cancellation fee and must be made a minimum of two weeks prior to the course date. After this time, the fee is non-refundable and will be held as a credit towards a future course. Credits must be applied to a course of equal value.

Rescheduling Policy

A minimum of two weeks notice prior to the course date is required for any rescheduling. You may reschedule your course one time only. Payment must be received in order to reschedule the course. There is no penalty for rescheduling or for substituting course participants. DPA reserves the right to cancel a course due to low enrollment.

Satisfaction Guaranteed

If you don't complete your educational objectives, you may repeat your course without charge within a three month period. This does not apply to custom group training.

Register early. Class sizes are small and do fill up quickly!

Office Productivity

FileMaker Pro Introduction — One Day

Please call or visit www.dpac.com for course description and more details.

Microsoft Access Introduction — Two Days

Learn to manage and summarize data and gain an understanding of how relational databases work. You will build a database with multiple tables, forms, queries and reports, learn to create fields and records in a table, change the design of a form or report, run a report and run queries with multiple criteria. You will also learn to import data from an Excel spreadsheet, generate a mail merge with MS Word and more.

Microsoft Access Intermediate — Two Days

Learn to use command buttons, option group, tabs and subforms to design forms more efficiently, and to create multi-table or Switchboard/Main Menu forms. You will learn calculated fields and summaries in designing queries, then use a query to create/append a table or create an entry prompt. Automating reports and subreport formats will also be covered. A working knowledge of Access is required for this course.

Microsoft Access Macros — One Day

Please call or visit www.dpac.com for course description and more details.

New! Microsoft Access VBA — Two Days

This two day, hands on course will provide you with the basic understanding of Microsoft Access Visual Basic. You'll learn to create sub procedures to automate data in Access forms. This two day, hands on course will provide you with the basic understanding of Microsoft Access Visual Basic.

Microsoft Excel Introduction — One Day

In this course you will learn to work with spreadsheets and to produce professional quality worksheets. You will learn the formatting commands to change worksheet layout and enhance worksheet appearance, work with multiple sheets in a file and to set up and print a worksheet. In addition, you will learn to use Excel's predefined functions and to create formulas.

Microsoft Excel Intermediate/Advanced — Two Days

Learn to customize the toolbar, apply conditional formatting, use formatting Styles and insert comments into cells. Learn to nest (combine) functions and operations in a cell. Other topics covered include: creating lists, validating/restricting data, protecting a worksheet, tracking changes and extracting information. You will learn to use an Excel database, build a basic macro, develop a worksheet template, share Excel data with other applications, create charts to present data effectively and to use a Pivot Table to summarize data.

Microsoft Excel Formulas — Two Days

In this course you will focus on formulas in Excel, range names and proper spreadsheet design. You will cover text, mathematical, lookup, date & time, financial and array formulas as well as miscellaneous functions and formula techniques. You will learn to use formulas to further enhance data validation and conditional formatting. Pivot tables will also be featured. A working knowledge of Excel is required for this course.

Microsoft Excel Macros and Visual Basic — Two Days

Learn to build a Macro in Excel to automate repetitive tasks using the Excel macro recorder and edit this procedure using the Visual Basic Editor. You will acquire an understanding of the language of VB programming by writing Visual Basic procedures and will learn to create an Event Procedure. This course does include some programming. An intermediate or advanced working knowledge of Excel is required for this course.

New! Microsoft Office 2010 Upgrade — One Day

This course is designed for experienced Microsoft Office users who have or will be upgrading to version 2010. You will cover the new interface, Ribbon feature, File Menu and Quick Access Toolbar as well as the changes and new features in Microsoft Word, Excel and PowerPoint. Experience using an earlier version of Microsoft Office is a prerequisite for this course.



**Visit www.dpac.com
for more details and
course content.**

Microsoft Outlook Introduction/Intermediate — *One Day*

Learn the calendar, contact and e-mail features in Outlook. You will use Outlook's e-mail features for effective message filing and retrieval, learn to automate e-mail filing and create a detailed contact sheet with categories for efficient information retrieval. In addition, you will learn to use the calendar effectively to set-up meetings and appointments complete with automatic reminders.

Microsoft PowerPoint Introduction — *One Day*

In this course, you will develop the skills you need to effectively present your ideas to an audience. Learn how to efficiently create attention-grabbing slides using text, clip art, photographs, and drawings. You will also learn how to add interest to your presentation by applying special transitional effects and animation to text, objects and charts. You will also print the four components of your presentation.

Microsoft PowerPoint Intermediate/Advanced — *Two Days*

This course is for experienced PowerPoint users interested in improving their efficiency with PowerPoint while focusing on creativity. Learn how to develop templates, create colour schemes, select background fills, and build multiple master slides. Learn to insert clip art, photographs, movies and sounds to increase viewer attention. Display your data artistically by inserting bar or line charts and have text come alive using a pre-defined diagram. Add flair to your slides using PowerPoint's many animation effects.

Microsoft Project Introduction — *Two Days*

Learn the concepts and acquire the skills with this program to plan a project then track and report project information. You will develop a project plan and use MS Project's views, tables and filters to analyze the schedule. In addition, you will learn to create a resource pool, assign resources to tasks, manage costs and availability of resources, track your project and build a project template.

Microsoft Project Intermediate — *Two Days*

Please call or visit www.dpac.com for course description and more details.

Microsoft Publisher Introduction — *One Day*

Please call or visit www.dpac.com for course description and more details.

New! Microsoft SharePoint Introduction — *Two Days*

In this course you will create and edit content in a Windows SharePoint services website. You will share information with team members to collaborate on projects. In addition, you will develop and manage a SharePoint site. This is an end-user course and does not cover server set-up.



Microsoft Visio Introduction/Intermediate — *Two Days*

Learn to produce business drawings using Visio to document and organize complex ideas, processes and systems. You will discover how easy it is to create organizational charts and flow charts with Visio and how to create calendars and brainstorming diagrams using templates and stencils including Visio's predefined "SmartShapes". In addition you will learn standard techniques in Visio to create drawings quickly and to produce your own templates and stencil shapes.

Microsoft Word Introduction — *One Day*

Learn to produce professional documents using the formatting and editing tools in Microsoft Word. You will learn to enter, edit, copy, replace and move text, use the spelling and dictionary features, apply tabs, align text in columns, change margins and insert page breaks. In addition, you will learn basic formatting features and how to save and print a document.

Microsoft Word Intermediate/Advanced — *Two Days*

The commands covered in this course will enhance your productivity and help you create well-organized and professional material. You will learn how to eliminate repetitive typing using the many advanced editing techniques and to use the power of Styles to eliminate repetitive formatting. Learn to efficiently create tables, link an Excel range to Word, track changes, create footnotes and cross-references and compare documents. You will also use the Mail Merge command to carry out a personalized mass mailing.

Microsoft Word Expert — *One Day*

Please call or visit www.dpac.com for course description and more details.

Imaging and Illustration

Adobe Illustrator Introduction — *Two Days*

In this course you will learn to create original artwork and to recreate scanned artwork. You will work with the type tools to type on a path, fill a shape with type, wrap type around a graphic and more. You will use the transformation tools to resize, rotate, reflect and shear graphics and use the Pen tool to draw straight lines, cover the features of the layers palette and create compound paths. In addition, you will learn about blends, masks, patterns, variable-width strokes and to use the Shape Builder tool.

Adobe Illustrator Advanced — *Two Days*

In this class you will learn to use Illustrator's advanced tools to edit and create complex artwork. You will customize Illustrator Preference settings and work with advanced text features to produce creative text styles. Also covered are the automated re-colour features, live trace, the perspective grid, working with 3D images, creating Illustrator files with layers, placing Photoshop files with layers and optimizing graphics for the web.

Adobe Photoshop Introduction — *Two Days*

In this course you will master the basics of painting and the image manipulation and image enhancement capabilities of this program using Photoshop's painting and editing tools. You will learn how to make and save selections as Alpha channel masks, use the Layers feature, create drop shadows, and to create and save a Duotone. In addition, you will learn how to use the Content-Aware Fill tools.

Adobe Photoshop Advanced — *Two Days*

In this course you will learn Photoshop's extensive layer, channels and paths capabilities. You will work with colour modes and cover the basic principles of colour correction using curves and levels. You will learn to work with histograms and tables for colour separation. In addition, you will use the liquefy tool, compose multiple images and work with smart objects and learn many time-saving tips and tricks!

Print Publishing

Adobe InDesign Introduction — *Two Days*

In this course, you will learn to use Adobe InDesign's extensive range of features to produce professional quality page layouts for newsletters, magazines, books and more. You will cover InDesign's many text features and will work with colours and gradients. In addition, you will import and manipulate graphics and images in your layouts.

Adobe InDesign Intermediate/Advanced — *Two Days*

In this class, experienced InDesign users will discover the more powerful and automated features of this program. You will cover enhanced typography controls, text variables, special characters, tables, clipping paths and more. In addition, you will learn to apply effects to images and use the Pen, Pencil and Scissors tools. A working knowledge of InDesign is required for this course.

Design for Web and Print — *Two Days*

This course will help you develop solid design skills through the study of some key design principles for both web and print and understand what constitutes good design. Learn to generate ideas quickly and easily and manage the creative process to save time and money. You will also learn how to evaluate a design and to provide constructive feedback.



“ The material covered met and exceeded my expectations. Practical tools which I can apply to my day-to-day work life. The instructor was exceptional. ”

— Anna A.

Adobe Acrobat Introduction/Intermediate — *One Day*

In this course you will acquire the skills to create PDFs from a variety of software programs for such uses as the web, intranets, commercial printing, in-house proofing and archiving. You will learn to use Acrobat's many tools and panels to navigate through this application with ease. You will also cover how to use the commenting tools and settings for paperless edits and reviews, to add interactivity using bookmarks and links and the setting of preferences and document properties.

Adobe Acrobat Advanced — *One Day*

In this course you will learn to create interactive PDFs that include sound and video. You will learn how to convert a PDF into a full-screen presentation, complete with screen transitions. In addition, you will cover editing of existing PDFs and downsizing PDFs using the PDF optimizer, automating repetitive tasks with batch processing and using the preflight tools for PDF/X compliance.

New! Adobe Acrobat Accessible PDFs with Adobe InDesign & Microsoft Word — *One Day*

In this course you will learn to make PDF documents easier to use for people with vision or motor impairments. Using tools and techniques in Adobe InDesign and Microsoft Word, you will establish accessibility items and then preserve these items and eliminate repetitive tasks using Adobe Acrobat. Knowledge and experience using Adobe Acrobat, InDesign and Microsoft Word is a prerequisite for this course.

Adobe Acrobat Forms/LiveCycle Designer — *One Day*

In this course, you will learn to build interactive PDF-based forms from the ground up, using both Adobe Acrobat and LiveCycle Designer. You will learn the skills necessary to create forms in both environments for use in a variety of different scenarios. Both approaches to creating PDF-based forms will be compared and contrasted. In addition, you will learn how to distribute forms and to submit and manage form data.

Adobe After Effects Introduction — *Two Days*

This digital motion graphics software allows you to create an extensive range of special effects and animations for video. In this course you will produce industry standard motion graphics and visual effects, design vector graphics, create movement and expedite delivery in bringing your vision to life.

Adobe Dreamweaver Introduction — *Two Days*

In this course you will acquire the technical knowledge and skills required to produce a well-designed, user-friendly web site and upload it to a live web server. You will use the extensive set of features available in Dreamweaver to produce tables, layers, style sheets, hyperlinks and buttons. In addition you will insert images into your web page and use the Code View Editor to develop custom JavaScript functions and connect their activation to buttons.

Adobe Dreamweaver Intermediate/Advanced — *Two Days*

This class focuses on producing a CSS based layout and website. You will work with external CSS pages to design a table-less layout and will create rollovers entirely in CSS. In addition, you will learn to create custom code snippets (that will save you time by reusing the code), add interactive behaviors using JavaScript and start working with SPRY widgets! A working knowledge of Dreamweaver is required for this course.

Adobe Flash Introduction — *Two Days*

Learn best practices and acquire a solid foundation of Flash animation. You will learn the fundamentals of interactivity and how to build web sites and develop presentations with ease. You will be introduced to ActionScript and will learn to create and edit vector images, use buttons, movie clips, shape tweens, motion tweens and sound and will put together a basic slide show.

Adobe Flash Intermediate/Advanced — *Two Days*

In this course you will focus on ActionScripting to produce dynamically generated and event-driven content. You will be introduced to Object Oriented Programming (OOP) and will acquire an understanding of the core concepts of instance names, variables, conditional statements and animations to produce effective Rich Interactive Applications (RIAs). A working knowledge of Flash is required for this course.

Visit www.dpac.com for more details and course content.

New! Adobe Flash Catalyst Introduction — One Day

Please call or visit www.dpac.com for course description and more details.

Adobe Photoshop & Fireworks for the Web — One Day

Please call or visit www.dpac.com for course description and more details.

Adobe Premiere Pro Introduction — Two Days

An industry standard in video editing, Adobe Premiere Pro is a real-time, timeline based video editing application. In this class, you will learn various editing techniques, including applying transitions, motion, clip speed and more. In addition, you will learn to publish video to various formats, including web video.

Cascading Style Sheets — One Day

Please call or visit www.dpac.com for course description and more details.

New! JavaScript Introduction — One Day

JavaScript is a very powerful, yet easy to learn programming language that will allow web developers and designers to add behaviours to their static HTML pages with ease. This course will provide a solid foundation of the subject and increased skills in writing, reading and using this dynamic language. This is especially important considering HTML5, as CSS and JavaScript are its integral components. Knowledge of (X)HTML and CSS is strongly recommended.

New! jQuery Introduction — One Day

jQuery is a multi-browser supported JavaScript library that simplifies the use of and access to JavaScript. jQuery is prevalent on the most popular websites as it allows for fast deployment and development of JavaScript, making it the most used JavaScript library on the web today. This course will get you up and running quickly with jQuery. Knowledge of (X)HTML, CSS and JavaScript is strongly recommended.

Search Engine Optimization — One Day

Please call or visit www.dpac.com for course description and more details.

New! Video Production — Two Days

This course is designed to give you hands on experience in creating a corporate video from start to finish. You will be working with a professional Panasonic HVX 200 HD camera and recording footage on a P2 card. You will cover transferring and editing video, animating titles, logos and adding music/voiceovers to produce a fully branded video. You will then output the completed video to a variety of playback formats, including: HD, Flash Video's latest F4V format, DVD and standard definition. Working knowledge of Adobe Premiere Pro, After Effects, Photoshop and Flash is a prerequisite for this course. Note: hours are 8:30 am to 5:30 pm.

(X)HTML Introduction — One Day

In this course you will gain an understanding of the basic structure of an HTML document and will create a web site in HTML complete with links, text and images. You will explore tags and attributes to format text, paragraphs, images, links and buttons. In addition, you will learn to read and edit code directly and thereby understand what programs such as Adobe Dreamweaver are actually doing. Also included is a brief overview of the new HTML5.

New! Upgrade to HTML5 — One Day

The goal of this class is to provide you with a good working knowledge of HTML5, (the foundation language of web pages). You will learn the basic structure of an HTML document and to read and edit code directly, while learning the new content outline model and the latest HTML5 elements that power the latest release of this language. You will explore tags and attributes to format text, paragraphs, images, links, and buttons and focus on using the new HTML5 markup. By the end of this class you will create a web site complete with links, text and images, and receive a basic introduction to CSS.



Visit www.dpac.com for more details and course content.

Calendar & Fees

Classes taught on both Mac and PC (• PC only classes)



COURSES	MARCH	APRIL	MAY	JUNE	FEE + HST
Adobe Acrobat Introduction/Intermediate	8	19		7	\$375
Adobe Acrobat Advanced	9	20		8	\$375
Adobe Acrobat Forms/LiveCycle •	30		15	28	\$395
Adobe Acrobat Accessibility	14, 30		9	20	\$395
Adobe After Effects - Introduction	1/2			11/12	\$795
Adobe Dreamweaver - Introduction	5/6	16/17		4/5	\$795
Adobe Dreamweaver - Intermediate/Advanced	26/27			25/26	\$795
Adobe Flash - Introduction	8/9		24/25		\$795
Adobe Flash - Intermediate/Advanced	Feb. 23/24			14/15	\$795
Adobe Flash Catalyst	Feb. 27		14		\$395
Adobe Illustrator - Introduction	26/27	26/27	28/29	27/28	\$765
Adobe Illustrator - Advanced	19/20			25/26	\$765
Adobe InDesign - Introduction	15/16, 22/23	10/11	3/4, 31/June 1	18/19	\$765
Adobe InDesign - Intermediate/Advanced	5/6	12/13	16/17	21/22	\$765
Adobe Photoshop - Introduction	19/20	12/13	10/11	18/19	\$765
Adobe Photoshop - Advanced	15/16	26/27		7/8	\$765
Adobe Photoshop & Fireworks for the Web	Feb. 21		17		\$395
Adobe Premiere Pro		2/3		21/22	\$795
Cascading Style Sheets			29		\$395
Design for Web & Print	1/2			14/15	\$765
FileMaker Pro - Introduction	8			20	\$375
HTML 5 - Upgrade	23		8	29	\$375
JavaScript - Introduction			18		\$395
jQuery - Introduction		10	28		\$395
Microsoft Access - Introduction •	5/6, 26/27	18/19	29/30, 30/31	July 4/5	\$545
Microsoft Access - Intermediate •	1/2, 12/13			4/5	\$575
Microsoft Access - Macros •	Feb. 29, 7			6	\$325
Microsoft Access - VBA •		10/11		19/20	\$645
Microsoft Excel - Introduction •	20, 26	23	28	7, 27	\$275
Microsoft Excel - Intermediate/Advanced •	14/15, 21/22, 27/28	10/11, 11/12, 24/25	8/9, 16/17, 24/25	13/14, 18/19, 25/26	\$545
Microsoft Excel - Formulas •	29/30	4/5	2/3	13/14	\$595
Microsoft Excel - Macros •		4/5	16/17	27/28	\$595
Microsoft Office - Upgrade to version 2010 •	9	30		11	\$295
Microsoft Outlook - Introduction/Intermediate •	13, 23		7	4	\$295
Microsoft PowerPoint - Introduction •	5, 19	30		22	\$295
Microsoft PowerPoint - Intermediate/Advanced •	7/8, 28/29	2/3	1/2, 28/29	20/21	\$595
Microsoft Project - Introduction •	19/20	16/17	22/23	11/12	\$645
Microsoft Project - Intermediate •			23/24		\$645
Microsoft Publisher •	29			21	\$295
Microsoft SharePoint - Introduction •	29/30	10/11	3/4	5/6, 12/13	\$745
Microsoft Visio - Introduction/Intermediate •	21/22	2/3	9/10	4/5, 25/26	\$595
Microsoft Word - Introduction •	28		31		\$275
Microsoft Word - Intermediate/Advanced •	1/2, 22/23	25/26		6/7	\$545
Microsoft Word - Expert •				18	\$295
Search Engine Optimization	Feb. 28		22		\$395
Video Production			31/June 1		\$1,495
(X) HTML	28		4	15	\$375

Dates available at time of printing.
Visit www.dpac.com
for up to the minute information.


Dates in Bold for Microsoft Office version 2007/2010

Dates in Blue for Microsoft Office version 2003/2007/2010

Dates in Red for Microsoft Office version 2003

Dates in Green for Microsoft Office version 2010

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