

JUNE 2010 — SEPTEMBER 2010



office productivity

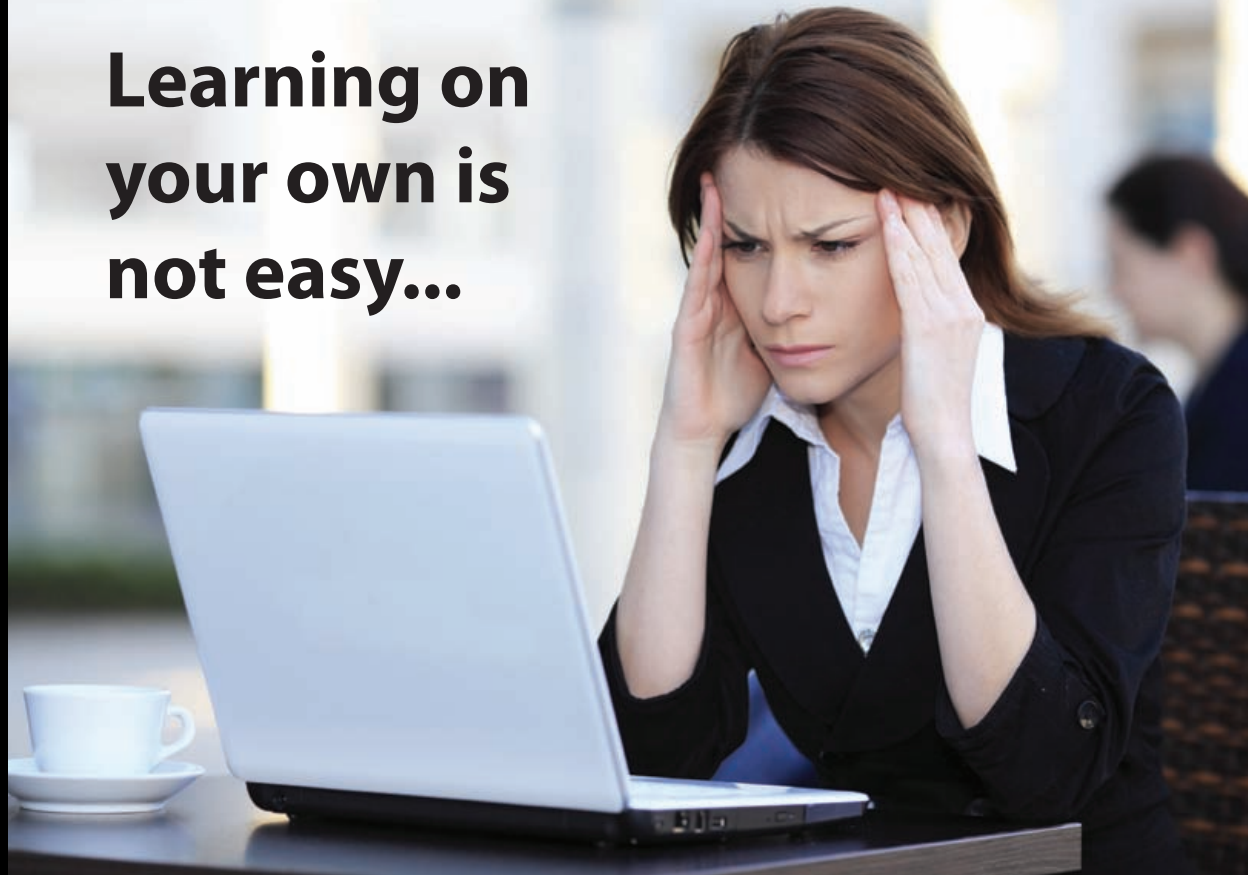
imaging and illustration

print publishing

web design

multimedia

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Office Productivity Certificate Program

\$1,500 + GST (total six days of training)

Register Now...

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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.

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 recording device is strictly prohibited in all classes.

Schedule

All courses begin at 9:00 a.m. and finish between 4:00 - 4:30 p.m. with the exception of the Colour Correction in Photoshop course. Please plan to arrive 15 minutes early the first day of the course.

Location:

439 University Ave, Suite 1150

Toronto, Ontario M5G 1Y8

South of Dundas Street on University Ave.
at the Saint Patrick subway station

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 course fee is non-refundable and will be held as a credit towards a future course for a period of one year. Credits must be applied to a course of equal value. (*Special policy applies to the Colour Correction in Photoshop course.)

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 or to Colour Correction in Photoshop.

Office Productivity

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. In addition, you will 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.

New! Microsoft Access Macros – One Day

Learn to automate Access by creating custom toolbars, menus and macros. Learn basic macro actions and arguments and how to test for errors, attach buttons to events and execute on startup. You will also build multiple macros and use conditional macros. Please note: this course is designed for those people experienced in developing forms, queries and reports and is not a VBA programming course.

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.

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. Intermediate/Advanced Excel (or equivalent) is a prerequisite for this course.

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.

Thank you – I learned so may new tricks – that I know will greatly assist my production and help me & others be more organized!!
— Diane C.

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

This course takes you beyond the Introduction to MS Project by showing you how to create custom views, fields, formula fields, indicator fields and tables. You will learn how to share resources between projects and to consolidate a group of projects into one master project. In addition, you will learn to link tasks between projects, use the available scheduling options, define Work Breakdown Structure (WBS) and to import/export data with Microsoft Excel and much more.

Microsoft Publisher – One Day

Use Microsoft Publisher to create professional quality publications. In this course you will work with Publisher's design and layout tools to produce newsletters, brochures, flyers and more. You will cover styles and formatting, using templates, setting up master pages, importing clip-art images and more!

New! Microsoft SharePoint Introduction – Two Days

Windows SharePoint Services allows you to communicate information and collaborate on projects in an efficient and cost effective manner. In this course, you will create and edit content in a Windows SharePoint Services website. You will then learn to create and manage your own SharePoint site.

I'm very pleased with what I've learned but also the hospitality shown by the staff during my time here. What I've learned is invaluable.

— Amanda W.

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.

New! Microsoft Word – Long Documents – One Day

This course is designed for people who will be creating long documents using Microsoft Word. Topics to be covered include: advanced styles, table of contents, bookmarks, indexes, inserting graphics, generating tables of figures, using fields, creating templates and creating simple macros. Intermediate Advanced Word is a definite prerequisite for this course. Everyone attending must have a good working knowledge of character and paragraph formatting, creating tables and creating basic paragraph styles.

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. In addition, you will use the Pen tool to draw straight lines, cover the features of the layers palette, create compound paths and learn about blends, masks and patterns.

Adobe Illustrator Advanced – *Two Days*

In this course you will learn to use the tools of the Style, Transparency, Brushes and Symbols palettes. In addition, you will work with preference settings, create vectored artwork with the Pen Tool and build your skills with the Gradient Mesh tool. You will also learn to create warp effects and discover some of Illustrator's new 3D effects.

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.

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. You will also learn to use the liquefy tool, compose multiple images, work with smart objects and many time-saving tips and tricks!

Colour Correction in Photoshop – *Three Days*

This intensive course is taught by Dan Margulis, author of 'Professional Photoshop'. Successful participants will be able to transform raw scans so they look great in print. You'll study the art of setting highlight, shadow and neutral points, correcting skin-tones, targeted corrections, unsharp masking, blending channels and correcting in Lab.

Print Publishing

Adobe InDesign Introduction – *Two Days*

This course is designed for those people with little or no previous experience (or those who are self-taught) using Adobe InDesign or any other page layout software. You will learn InDesign's many text features to create a finished document. In addition you will work with colours and gradients and will import and manipulate graphics and images.

Adobe InDesign Intermediate – *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. Introduction to InDesign is required for this course.

Adobe InDesign Advanced – *One Day*

Learn to customize your workspace, use InDesign's text drawing and formatting features and the new colour and printing techniques. You will work with Smart Guides, Master Text Frames, text variables and Layers and improve your efficiency using InDesign. You will also learn to place hyperlinks and graphics from Adobe Bridge. InDesign Intermediate is required for this course.

Adobe InDesign Interactive Documents – *One Day*

Using the new features in InDesign CS4 you can now incorporate page transitions and Flash features. In this class you will learn to add buttons, hyperlinks, bookmarks and to use multimedia objects such as Quicktime movies and sound to enhance an InDesign/PDF file. In addition, you will also view, edit and export an InDesign file to an interactive PDF. Introduction to InDesign or equivalent is a prerequisite for this InDesign CS4 class.

The instructor was very knowledgeable on the production aspect of graphic design and was able to help me understand something that had a very large question mark on it for a long time.

— Vanessa D.

*As always, the instructors at DPA are experts in their field and are great teachers. I enjoy coming here and always walk away feeling like I learned something I can apply to my job and that will save me a lot of time.
Thank you. — Elizabeth P.*

Web Design / Multimedia

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, how to automate repetitive tasks with batch processing and to use the preflight tools for PDF/X compliance.

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.

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

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 – 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.

***New!* Adobe Flash Catalyst Introduction – One Day**

Adobe Flash Catalyst is a new professional interaction design tool which allows you to create expressive interfaces and interactive content without the need to write code. In this class you will transform artwork created in Adobe Photoshop, Illustrator or Adobe Fireworks into interactive designs and then publish a finished project as a SWF file ready for distribution. Working knowledge of Photoshop, Illustrator or Fireworks is a prerequisite for this course.

Adobe Flash Video – Two Days

In this class you will learn to create immersive, rich media that fuses video with data, graphics and sound for dynamic, interactive control and to understand the power of sites such as YouTube and Google Video. You will begin by building a custom video player and basic Flash Video progress bar. You will then create a video object, add captions and apply filters to video, control playback, work with the web cam and more!

***New!* Adobe Photoshop & Fireworks for the Web – One Day**

In this course you will learn to optimize images for publishing to the web. You will prepare layouts and prototypes for websites, including file preparation for Dreamweaver. Using Adobe Fireworks, you will convert a full web page layout to CSS-based HTML for publishing online with the new CSS export feature. A working knowledge of Photoshop is required for this course.

Adobe After Effects Introduction – Two Days

This digital motion graphics and compositing software allows you to create and develop an extensive and impressive list of effects and animations. In this course you will create industry standard motion graphics and visual effects, design vector graphics, create movement and expedite delivery in order to bring 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 – Two Days

Learn the new features of Dreamweaver CS4 to speed up your workflow and produce a CSS based layout and website. You will work with external CSS pages to design tableless layouts to create rollovers entirely in CSS. In addition, you will develop custom code snippets that will save you time by reusing the code, add interactive behaviors with JavaScript and work with SPRY widgets. Introduction to Dreamweaver is a prerequisite for this course.

Adobe Dreamweaver Advanced – One Day

In this course you will cover the techniques in-depth to convert table-based layout into full CSS pages. You will build AJAX pages with SPRY Framework, connect data sets to dynamic tables and work with XML and XLS files. You will also build dynamic content through PHP, ASP and/or Cold Fusion. Other topics covered will include building and installing a custom behavior, running reports, checking/validating links, cloaking and Design Notes.

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!

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.

Search Engine Optimization – One Day

In this course you will learn the theory of how search engines work and the techniques you can apply in order to increase your website traffic and web page rankings on search engines such as Google, Yahoo and Microsoft Live. Learn how to build search engine-friendly web pages and how to monitor you results.

New! Video Production – Three 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 state of the art 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.

(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 Dreamweaver are actually doing.

*The instructor was really knowledgeable and engaging –
he made XHTML a lot of fun.*

— Amy B.

Calendar & Fees

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

COURSES	JUNE	JULY	AUGUST	SEPTEMBER	FEE+TAX
Adobe Acrobat - Intro./Intermed.	3	26		16	\$375
Adobe Acrobat - Advanced	4	27		17	\$375
Adobe Acrobat Forms/LiveCycle •	May 27	7		10	\$395
Adobe After Effects - Introduction	1/2			Oct. 4/5	\$795
Adobe Dreamweaver - Introduction	10/11	19/20		1/2	\$795
Adobe Dreamweaver - Intermediate	28/29		16/17	27/28	\$795
Adobe Dreamweaver - Advanced	18			23	\$395
Adobe Flash - Introduction	21/22	21/22	30/31	30/Oct. 1	\$795
Adobe Flash - Intermediate	16/17	26/27		15/16	\$795
Adobe Flash Catalyst - Introduction			27		\$395
Adobe Flash Video	7/8			8/9	\$795
Adobe Illustrator - Introduction	3/4	15/16	18/19	23/24	\$765
Adobe Illustrator - Advanced	7/8			28/29	\$765
Adobe InDesign - Interactive Documents	May 14			22	\$375
Adobe InDesign - Introduction	7/8, 24/25	12/13, 28/29	16/17	13/14, 20/21	\$765
Adobe InDesign - Intermediate	28/29			9/10	\$765
Adobe InDesign - Advanced	18			Oct. 1	\$375
Adobe Photoshop - Introduction	21/22	21/22	23/24	29/30	\$765
Adobe Photoshop - Advanced	14/15	5/6		1/2	\$765
Adobe Photoshop - Colour Correction	10/11/12			Nov. 15/16/17	\$2,150
Adobe Photoshop & Fireworks for Web	May 31			7	\$395
Adobe Premiere Pro	14/15	5/6		20/21	\$795
Design for Web & Print	May 31/1	28/29		23/24	\$765
Microsoft Access - Introduction •	9/10, 21/22	26/27, 28/29	30/31	27/28, 30/Oct. 1	\$545
Microsoft Access - Intermediate •	16/17, 28/29			9/10, 16/17	\$575
Microsoft Access - Macros •	9, 18			Oct. 25, 26	\$325
Microsoft Excel - Introduction	3, 23	5, 26	16, 30	22, 29	\$275
Microsoft Excel - Intermed./Adv.	7/8, 14/15, 28/29	14/15, 19/20	16/17, 18/19	7/8, 16/17, 20/21	\$545
Microsoft Excel - Formulas •	23/24	7/8, 14/15	25/26	7/8, Oct. 6/7	\$595
Microsoft Excel - Macros •		7/8	30/31	Oct. 4/5	\$595
Microsoft Outlook - Intro./Intermed. •	May 31, 21	12		15, 17	\$295
Microsoft PowerPoint - Introduction •	May 31, 18	6, 19	18	22, 27	\$295
Microsoft PowerPoint - Intermed./Adv. •	2/3	6/7	4/5	1/2	\$595
Microsoft Project - Introduction •	22/23	21/22	24/25	20/21	\$645
Microsoft Project - Intermediate •	9/10		12/13		\$645
Microsoft Publisher •	15			8	\$295
Microsoft SharePoint Introduction •	24/25		18/19	Oct. 19/20	\$695
Microsoft Visio - Intro./Intermed. •	9/10, 16/17		3/4	Oct. 13/14	\$595
Microsoft Word - Introduction	2, 14			3, 10	\$275
Microsoft Word - Intermed./Adv. •	16/17	21/22	11/12	13/14, 28/29	\$545
Microsoft Word - Long Documents •	1			3, Oct. 1	\$295
QuarkXPress - Introduction				13/14	\$765
Search Engine Optimization	24			24	\$395
Video Production		12/13/14			\$1,275
(X) HTML	9	8	19	22	\$375

MS Office version 2007 dates in Red

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

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