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Communications

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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. You will also learn to import data from an Excel spreadsheet, generate a mail merge with MS Word and more.

Microsoft Access & Microsoft Excel Integration — *One Day*

This course is designed for the Microsoft Excel user that collects data and needs to manipulate and/or relate the data before analyzing the results. In this course you will learn when and how to use Microsoft Excel and Microsoft Access to store and modify data. You will generate information using Access queries and learn to share & present your results in both Excel and Access. A working knowledge of Microsoft Excel at the intermediate level is a prerequisite for this course.

Microsoft Access VBA — *One Day*

In this course you will learn to use VBA within Microsoft Access. You will Query and interact with database data via ADO (ActiveX Data Objects). In addition, you will learn to debug VBA code and to integrate Access with other Microsoft Office applications using VBA.

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, Pivot Tables as well as miscellaneous functions and formula techniques. You will learn to use formulas to further enhance data validation and conditional formatting. Knowledge of Excel at the Intermediate/Advanced level is required 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 out the four components of a presentation.

Visit www.dpac.com for dates and detailed course content.
Register early as classes are limited to a maximum of eight participants each!

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*

In this course you will learn how to create custom views, tables, filters, and fields, how to split tasks, create recurring tasks, set task deadline dates and create custom task calendars. You will also learn how to share resources across several projects, view schedules and resources over multiple projects. Discover a myriad of ways to view a project schedule from a task or resource perspective.

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 Accessible Documents — *One Day*

In this course, you will learn the accessibility requirements in document creation and will create Microsoft Word documents to be accessible to those people with vision, motor and cognitive impairments. Various tools will be used in Microsoft Word to establish accessibility items and then a PDF document will be generated from the Word file.

Microsoft Word: Creating Templates and Forms — *One Day*

In this course you will focus on advanced features of Styles in Microsoft Word. You will learn table styles, will work with text in multiple columns, insert drop caps, watermarks and graphics into documents and will learn to apply animations to text. Building basics macros, saving documents as templates, using passwords to protect documents and creating on-line forms and web pages with Microsoft Word will also be covered.

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 the Pen tool to draw straight lines. You will also explore 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

New! Adobe InCopy Introduction — *Two Days*

In this course you will learn to use the professional writing and editing features of Adobe InCopy. You will discover how the tight integration of InCopy and Adobe InDesign can contribute to an efficient collaborative workflow for document creation, editing and output. You will master the Galley, Story and Layout views as you create and edit, getting precise copyfit and visual feedback information, allowing you to accurately export your stories into InDesign.

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.

Adobe InDesign Interactive Documents — *One Day*

In this course you will learn to build documents that include web content, audio, video, preset and custom animation, hyperlinks, bookmarks and navigation buttons. You will cover page transitions and the use of Page Curls and Turns. You will learn to Export your document presentation to a PDF file format. Knowledge of Adobe InDesign at an advanced document building level is strongly recommended.

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, adding interactivity using bookmarks and links and to set 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.

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 After Effects Intermediate — *Two Days*

Advance your skills using Adobe After Effects CC beyond the beginner level in this course. You will learn to work with 3D, camera and light layers, rotoscoping, expressions and much more! Introduction to Adobe After Effects is a pre-requisite for this class.

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. Learn to 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, $825 + HST*

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 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, $425 + HST*

Learn how CSS works, how to code internal and external style sheets, and to implement style changes in a single web page or throughout an entire web site. Work with advanced formatting such as word, character and line spacing, control the appearance of hyperlinks, create navigation button effects and table-less layouts and setup style sheets for printing from browsers. A working knowledge of HTML is a prerequisite.

Electronic Publishing (EPUB) with Adobe InDesign — *Two Days*

We begin by reviewing the features of EPUB documents (EPUB, iBooks, eBooks). You will learn to structure an Adobe InDesign file for EPUB export including modifying text and images. You will then edit the resulting EPUB file and prepare it for a variety of electronic book formats. Distributing electronic books will also be covered. Knowledge of Adobe InDesign at the Intermediate/Advanced level is a prerequisite for this course.

Visit www.dpac.com for dates and detailed course content.

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. In this course you will acquire a solid foundation on the subject and increase your skills writing, reading and using this dynamic language. This is especially important considering HTML5, as CSS and JavaScript are its integral components. Knowledge of HTML and CSS is strongly recommended.

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 HTML, CSS and JavaScript is strongly recommended.

HTML5 Introduction — *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.

Responsive Web Design Introduction — *One Day*

Responsive web design aims to provide an optimal viewing experience with easy reading and navigation across a wide range of devices. In this course you'll learn the fundamentals of responsive web design to create responsive web pages that work well on any device - phone, tablet, desktop or anything in between. Explore common responsive design solutions and how they work across different devices. Create your own responsive layout using HTML5 while learning CSS3 box models, positioning, document flow and floating elements and media queries.

WordPress Introduction — *One Day*

This course is designed to get you up and running with the world's most popular Content Management Software (CMS). With over 60 million websites or more than 20% of the top million websites worldwide, the power of WordPress can't be denied. The goal of this course is for you to create websites as well as blogs full of rich features. You will learn the necessary WordPress tools in order to add images, video, links, install plugins and much much more.

> 66 *The instructor was one of the best I have ever had … and I have had a lot. This was such a great experience. I will recommend we use DPA for all computer training.*
> *Best class experience for me to date.* 99
>
> —*Abby H.*

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Reasons to choose DPA Communications

34 Years of Software Training!

We are celebrating our 34th 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.

- 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

- All of our courses feature **hands-on instructor led training**, resulting in the best training experience possible

- Our small class sizes (maximum of eight) allow for more **individual attention**

- DPA provides training in the latest graphic, web editing and office productivity programs for **both Windows and Macintosh systems**

- Custom **one-on-one** or **group training** is always available at **your location** or **virtually**

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.

Schedule

Regular hours for all training courses are 9:00 am to 4:00 pm with one hour for lunch. 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

At DPA, satisfying your training needs is our first priority and we guarantee it. If you have any concerns with your experience at DPA, talk to us and we will make it right.

Please note: the use of any audio or video recording device is strictly prohibited in all classes.

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