



**COURSE CATALOGUE:  
January, February, March  
April & May 2012**

*Maple Key Computer Training Centres*

A Division of 1286191 Ontario Inc.

37 Sandiford Drive, Suite 203, Stouffville, ON L4A 7X5

**905-640-6161**

**registration@maple-key.ca**



## SPREADSHEETS

### Microsoft Excel, Introduction

1 Day, \$249

Version 2003	Version 2007
Jan 11	Jan 17
Feb 14	Feb 15
Mar 16	Mar 22
Apr 18	Apr 2
May 17	May 7

Getting Started with Excel - Modifying a Worksheet, Performing Calculations, Formatting a Worksheet, Developing a Workbook, Printing Workbook Contents and Customizing Layout.

### Microsoft Excel, Intermediate

1 Day, \$249

Version 2003	Version 2007
Jan 24	Feb 8
Feb 23	Feb 24
Mar 28	Mar 15
Apr 30	Apr 20
May 31	May 25

Expand your Excel Knowledge – Using Templates, Creating Charts, Inserting Graphic Objects, Formulas, Sorting and Filtering Data and Customizing Workbooks.

### Microsoft Excel, Advanced

1 Day, \$249

Please call

Advanced Level includes - Streamlining Workflow, Collaborating with Others, Auditing Worksheets, Analyzing Data, Working with Multiple Workbooks, Importing and Exporting Data.

### Microsoft Excel 2003, Charting & Organizing Data

1 Day, \$249

Please call

Sorting and Filtering Data, Creating, Modifying and Formatting Charts and Using Graphic Objects.

### Microsoft Excel 2003, Functions & Formulas

1 Day, \$249

Please call

Review of Basic Formulas, Advanced Formula Construction, Formulas and Range Names, Date and Time Formulas & Functions, Auditing, Review of Basic Functions, Statistical Analysis with Functions and Auditing Techniques.

### Microsoft Excel 2003, Macros & Introduction to VBA

1 Day \$249

Please call

Basic Macro Concepts, Developing Macros, Creating User-Interactive Macros and Introduction to Visual Basic.

### Microsoft Excel 2007 New Features

½ Day, \$125

Feb 3 Afternoon  
Mar 14 Afternoon

This course covers the commonly used new features for a typical user.

A more detailed description of each course is available under "Our Courses". Click on "Download Printable PDF" for complete course content.

## DATABASES

### Microsoft Access, Introduction

2 Days, \$498

Version 2003

Feb 1 / 2

Version 2007

Apr 3 / 4

Exploring the Access Environment - Designing a Database, Managing Data, Establishing Table Relationships, Querying a Database, Designing Forms and Generating Reports.

### Microsoft Access, Intermediate

2 Days, \$498

Please call

Expand your Access Knowledge - Planning a Database, Controlling Data Entry, Creating Flexible Queries, Improving and Customizing Forms and Reports, Sharing Data Across Applications.

### Microsoft Access, Advanced

2 Days, \$498

Please call

Advanced Level includes - Structuring Existing Data, Writing Advanced Queries, Simplifying Tasks with Macros, Making Effective Use of Forms and Reports, and Maintaining an Access Database.



### Microsoft Access 2007, New Features

½ Day, \$125

Please call

This course covers the commonly used new features for a typical user.

### Relational Database Design

1 Day, \$249

Apr 16

Learn the Steps to Effectively Plan and Design Databases by Gathering Information, Identifying Relationships, Normalizing Data, Ensuring Data Integrity and Determining Queries.

### SQL Overview

1 Day, \$249

Apr 19

Getting Started with SQL - Database Concepts, Creating a Database, Creating Tables using DDL (Data Definition Language), Adding, Retrieving, Modifying Data with DML (Data Manipulation Language), Simple Queries and Advanced Queries.

We will be offering additional courses which do not appear in our current catalogue. If you are looking for a course not listed please call to inquire:

**905-640-6161**



## PRESENTATIONS

### Microsoft PowerPoint, Introduction

1 Day, \$249

Version 2003	Version 2007
Jan 6	Jan 12
Feb 27	Feb 21
Mar 30	Mar 23
May 11	Apr 23
	May 2

An Orientation to PowerPoint - Creating a Presentation, Formatting Text on Slides, Adding and Modifying Tables, Charts and Objects in a Presentation and Preparing to Deliver a Presentation.

### Microsoft PowerPoint, Intermediate

1 Day, \$249

Version 2003	Version 2007
Jan 25	Jan 18
Apr 10	Feb 17
May 14	Mar 1
	Apr 24
	May 24

Customizing the PowerPoint Environment - Customizing a Design Template, Adding Diagrams to a Presentation, Adding Special Effects, Customizing a Slide Show, Collaborating on a Presentation and Delivering a Presentation.

Custom training available: call 905-640-6161

### Microsoft PowerPoint 2007, New Features

1/2 Day, \$125

Jan 13 Morning  
Apr 13 Morning

This course covers the commonly used new features for a typical user.

### Presentation Skills

1 Day, \$249

Please call

Improve your Presentation Skills – Learn how to Build an Effective Presentation, Identify Key Points, Organize and Emphasize the Main Points with Visual Techniques.

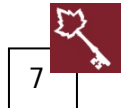
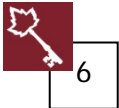
### MovieMaker

1 Day, \$125

Please call

Create your own Movie – Importing, Editing, Working with Audio, Video Effects, Working with Slides and Creating a Slideshow Movie.

Office Version 2000 available in place of Office Version 2003 courses.



## PROJECT MANAGEMENT

### Microsoft Project, Introduction

2 Days, \$695

Jan 19 / 20

May 29 / 30

Getting Started with Project - Creating a Project Plan, Managing Tasks in a Project Plan, Creating & Managing Resources and Finalizing the Project Plan.

### Microsoft Project, Intermediate

2 Days, \$695

Feb 21 / 22

Expand your Project Knowledge - Exchange Project Plan Data with Other Applications, Update a Project Plan, Create Custom Reports, Reusing Project Plan Information with Templates & Custom Views and Creation of a Master Project Plan.

### Microsoft Project, Overview & Getting Started

1 Day, \$350

Mar 13

Overview of Project – Planning a Project Plan, Understanding Tasks in a Project Plan, Overview of Resources, Reports and Templates.

## ACCOUNTING

### QuickBooks

3 days, \$747

Mar 5 / 6 / 7

Introduction to QuickBooks - Setting up QuickBooks, Working with Lists, Working with Bank Accounts, Using Other Accounts in QuickBooks, Entering Sales Information, Receiving Payments & Making Deposits, Entering & Paying Bills, Analyzing Financial Data, Estimating & Progress Invoicing, Setting Up Inventory, Tracking & Paying Sales Tax, Payroll, Tracking Time and Customizing Forms.



## WEB DESIGN

### HTML Web Authoring, Introduction

1 Day, \$249

Mar 29

Creating a Basic Web Page - Structuring Content, Linking Web Pages, Formatting Text and Creating Tables.

### JavaScript, Introduction

1 Day, \$299

Please call

Getting Started with JavaScript - Managing the Browser Window, Managing the Document, Manipulating Data & Functions, Validating Statements Using Control Constructs, Calculating Numerical Values, Using Regular Expressions.



### Classroom Rentals

For availability and fees, contact  
*classroomrental@maple-key.ca* or call **905-640-6161**



## GRAPHICS & DESIGN

### Microsoft Visio, Introduction

1 Day, \$249

Feb 16

An Overview of Visio - Creating a Route Map, Enhancing a Basic Diagram, Flowcharts, Workflow Diagrams and Organization Charts.

### Microsoft Visio, Intermediate

1 Day, \$249

Mar 8

Customizing Visio - Using the Drawing Tools, Custom Shapes & Stencils, Designing a Floor Plan, Representing External Data in Visio and Sharing Your Work.

### Microsoft Publisher

1 Day, \$249

Version 2003	Version 2007
Jan 27	Jan 20
Feb 16	Feb 22
Mar 29	Mar 13
Apr 27	Apr 19
May 8	May 8

Creating a Basic Publication - Modifying a Publication's Layout and Structure, Editing and Formatting Content, Formatting Pictures and Preparing a Publication for Distribution.

All course materials are included in registration fee.

HST extra on all course fees.



### Adobe Acrobat, Introduction

1 Day, \$249

Please call

Exploring Acrobat - Accessing Information in PDF Documents, Creating PDF Documents, Modifying PDF Documents, Adding PDF Navigation, Working with Multiple PDF Documents and Reviewing a PDF Documents.

### Adobe Illustrator, Introduction

2 Days

Please call

Getting Started with Illustrator - Creating Simple Shapes, Creating Logos Using Simple Shapes, Creating Logos Using Custom Paths, Enhancing Logo Type, Manipulating Body Type and Creating an Advertisement.

### Adobe InDesign, Introduction

2 Days

Please call

Managing the InDesign Environment - Designing Documents, Enhancing Documents, Adding Tables, Finalizing Documents.

### Adobe Photoshop, Introduction

2 Days

Please call

Exploring the Photoshop Environment - Working with Image Areas, Working with Layers, Enhancing Images and Saving Images for Web and Print.



## WORD PROCESSING

### Microsoft Word Introduction

1 Day, \$249

Version 2003	Version 2007
Jan 9	Jan 16
Feb 10	Feb 6
Mar 12	Mar 21
Apr 11	Apr 12
May 3	May 9

Topics include - Creating and Editing Documents, Formatting Text and Paragraphs, Proofing a Document, Adding Tables, Inserting Graphic Elements and Controlling Page Appearance.

### Microsoft Word Intermediate

1 Day, \$249

Version 2003	Version 2007
Jan 23	Feb 7
Feb 28	Feb 29
Apr 5	Mar 27
May 22	Apr 26
	May 28

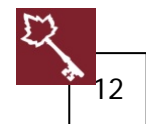
Expand your Word Knowledge - Managing Lists, Customizing Tables and Charts, Customizing Formatting, Working with Custom Styles, Modifying Pictures, Creating Customized Graphic Elements, Controlling Text Flow, Automating Common Tasks and Performing Mail Merges.

### Microsoft Word Advanced

1 Day, \$249

Version 2003	Version 2007
Please call	Mar 19

Advanced Word includes: Using Word with other Programs, Collaborating on Documents, Adding Reference Marks and Notes, Making Long Documents Easier to Use and Securing a Document.



### Microsoft Word 2007 New Features

½ Day, \$125

Feb 3 Morning  
Mar 14 Morning

This course covers the commonly used new features for a typical user.

## E-MAIL

### Microsoft Outlook, Introduction

1 Day, \$249

Version 2003	Version 2007
Jan 5	Jan 19
Jan 30	Feb 13
Mar 2	Mar 20
May 10	Apr 17
	May 4

Getting Started with Outlook - Composing Messages, Managing Mail, Scheduling Appointments, Scheduling Meetings, Managing Contacts, Tasks and Notes.

### Microsoft Outlook, Intermediate

1 Day, \$249

Version 2003	Version 2007
Jan 26	Feb 9
Mar 9	Mar 26
May 16	Apr 25
	May 23

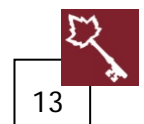
Customizing the Outlook Environment, Personalizing Your E-Mail, Message & Calendar Options, Managing Tasks, Working with Contacts, Saving & Archiving E-Mail.

### Microsoft Outlook 2007, New Features

1 Day, \$249

Jan 13 Afternoon  
Apr 13 Afternoon

This course covers the commonly used new features for a typical user.



## GENERAL

### Introduction to Personal Computers

1 Day, \$125

Jan 4  
Mar 30  
May 15

Getting Started with Personal Computers - Using a Personal Computer, Customizing the Windows Desktop, Using Application Software, Using Common Tools and Managing Folders and Files.

### Internet Explorer & Improving Search Techniques

1 Day, \$125

Please call

Topics include - Understanding Search Tools, Search Strategies, Keyword Search Strategies, Search Strategies and Special Interest Searching.

### Disaster Recovery Planning and Business Continuity for Small Business (Small Office/Home Office – SOHO)

1 Day, \$249

Apr 27

Introduction to Disaster Recovery and Business Continuity for Small Business - Types and Causes of Disasters, Facility Protection and Disaster Avoidance, Impact Assessment, Back-up & Recovery and Suggested Documentation.

### Windows 7 Overview

1 Day, \$169

Please call

Exploring Windows 7 - Customizing the Windows 7 Desktop, Managing Folders and Files, Using Common Tools & Programs in Windows 7, Browsing the Internet and Windows 7 Keyboard Shortcuts.

### CutePDF Professional

1 Day, \$169

Please call

Exploring CutePDF Professional - Creating PDF Documents, Modifying PDF Documents, Basic CutePDF customization, Adding Headers, Footers with Data, Time Page, etc., Combining Multiple Documents into one PDF file, Adding a Watermark, Adding Bookmarks, Adding Passwords and Setting Security.

### Computer Basics

9 AM - 12 PM, \$49.95

Please call

### Exploring the Internet & Web-Based E-Mail

1 PM - 4 PM, \$49.95

Please call

Register for both Computer Basics and Exploring the Internet & Web-Based E-Mail on the same day for a special price of \$89.95

Above special offer cannot be combined with other discounts.





**OpenOffice Base**

2 Days, \$498

Please call

Getting Started with OpenOffice Base - Designing a Database, Building a Database, Managing Data in a Table, Querying a Database, Designing Forms and Generating Reports.

**OpenOffice Calc**

1 Day, \$189

Please call

Exploring OpenOffice Calc - Creating a Spreadsheet, Performing Calculations, Modifying a Spreadsheet, Formatting, Auditing Data, Analyzing Data, Charts and Finalizing a Spreadsheet.

**OpenOffice Draw**

1 Day, \$189

Please call

An Overview of OpenOffice Draw - Creating a Basic Diagram, Enhancing a Diagram, Flowcharts, Workflow Diagrams and Organization Charts.

**OpenOffice Impress**

1 Day, \$189

Please call

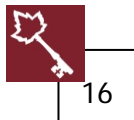
Topics for OpenOffice Impress include - Creating a Presentation, Formatting Text, Inserting Presentational Elements, Working with Elements, Working with Styles, Creating a Custom Presentation, Creating a Custom Slide Show and Finalizing & Packaging a Presentation.

**OpenOffice Writer**

1 Day, \$189

Please call

With OpenOffice Writer - Create a Basic Document, Edit, Format, Tables, Add Visual Effects, Page Appearance, Create Styles and Templates, Automate Tasks, Mail Merge and Secure Documents.



**Microsoft Windows Vista, Introduction**

1 Day

Please call

Getting Started with Personal Computers & Exploring Windows Vista - Customizing the Windows Vista Desktop, Using Common Tools and Programs in Vista and Managing Folders & Files.

**Microsoft Windows Vista, New Features**

1 Day

Please call

Exploring Windows Vista - Searching for Folders & Files, Working with New Tools and Applications, Networking to Share and Collaborate, Enhancing Performance and Enhancing System Security.

**Keyboarding Skills**

1 Day, \$125

Jan 10

Jan 31

Mar 8

Apr 16

May 1

Getting Started on the Keyboard - Keyboard Layout, Finger Positioning, Exercises Using Sentences & Numbers, Numeric Keypad, Speed & Accuracy.

**Microsoft OneNote**

1 Day, \$249

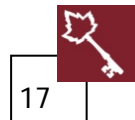
Jan 10

Using OneNote – Getting Started, Creating Notes, Working with OneNote Content, Integrating OneNote with Other Applications, and Sharing Notes.

**Other**

Please call

- Microsoft Virtual PC
- Microsoft InfoPath
- Microsoft Groove
- Microsoft Office Communicator
- COBOL





## REGISTRATION

Six easy methods to register — choose the option that is most convenient for you.  
(Register on-line at [www.maple-key.ca](http://www.maple-key.ca) or use the Registration Form on the next page.)

E-mail:

registration@maple-key.ca

On-line:

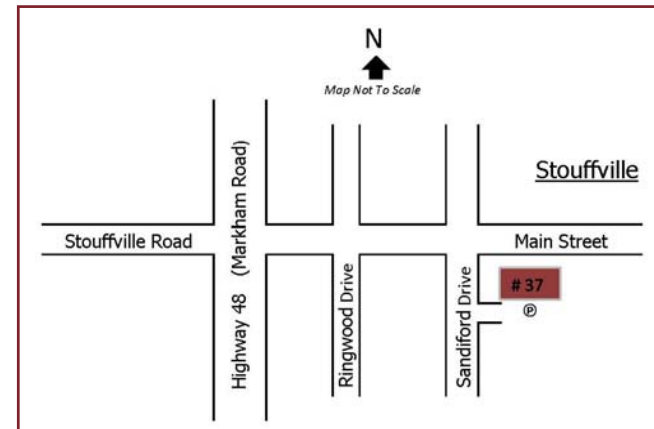
[www.maple-key.ca](http://www.maple-key.ca)

Telephone:

905-640-6161

Fax:

905-640-7464



See "Location" for maps and directions

Mail:

Maple Key Computer Training Centres  
37 Sandiford Drive, Suite 203  
Stouffville, ON L4A 7X5

In Person:

Drop by our office in the Imperial Centre, on the corner of Main Street and Sandiford Drive in Stouffville  
Monday to Friday, 8:30 AM to 4:30 PM



# Maple Key Computer Training Centres

## REGISTRATION FORM

Fax: 905-640-7464

Participant's Name \_\_\_\_\_

(If required on Invoice)

Company \_\_\_\_\_ PO # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

Course Name \_\_\_\_\_ Course Level \_\_\_\_\_

Course Date \_\_\_\_\_ Fee \_\_\_\_\_

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Course Name \_\_\_\_\_ Course Level \_\_\_\_\_

Course Date \_\_\_\_\_ Fee \_\_\_\_\_

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Course Name \_\_\_\_\_ Course Level \_\_\_\_\_

Course Date \_\_\_\_\_ Fee \_\_\_\_\_

Version of Current Software you are  
using (i.e. 2003)

\_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

13% HST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

An Invoice / Confirmation will be e-mailed to you upon registration.

Payment:  VISA  MasterCard  Cheque  Cash

Credit Card Information:

Cardholder Name \_\_\_\_\_ Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Signature \_\_\_\_\_

How did you hear about *Maple Key Computer Training Centres*? \_\_\_\_\_