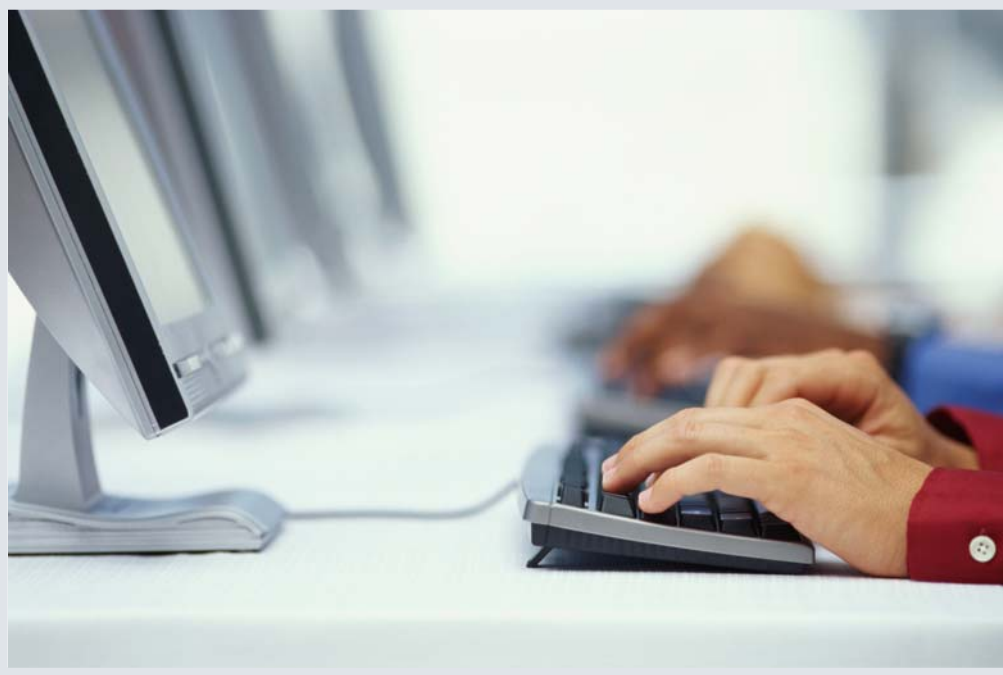


COURSES THROUGH FEBRUARY 2012



instructor-led technology training for business professionals

NEW COURSES!!

- Adobe CS5
- InfoPath 2010
- Project 2010
- SharePoint 2010
- SharePoint Designer 2010
- Visio 2010

NEW ONLINE COURSES!!

- SharePoint 2010
- Office 2010

Course Offerings	Microsoft Office (2010, 2007, 2003), Adobe Creative Suite, Crystal Reports, Web Development Tools, SQL Queries, VB Programming
Training Methods	Open enrollment and group classes in Kinetic's custom-designed training facilities in Beaverton and downtown Portland, instructor-led online courses, group classes at client locations, consulting, deskside assistance
Program Management Services	Training program design, needs and skills assessment, project management, custom curriculum development, administration, after-class support, custom application design

Upgrading to Microsoft Office 2010?

We've designed custom training programs for many corporate and government clients to help with the transition and to take advantage of the great new functionality of Microsoft Office 2010. Training can consist of classroom instruction, overview demos, brown bag sessions, online training, desk-side assist, help desk support - whatever you need to support your employees.

Implementing Microsoft SharePoint?

SharePoint, Microsoft's collaborative work tool, is changing the way work teams work together. Join the many organizations who have implemented SharePoint this year, especially since the release of SharePoint 2010. Our training programs are designed to meet the needs of SharePoint users - Contributors, Site Owners and Site Administrators. Many of our clients are opting for customized training that is specific to the needs of a team.

Need a Classroom or Meeting Room for your Next Event?

If you need to conduct a computer class for your staff or clients, or hold a meeting with no computers, we can provide the facility and take care of all the setup before you arrive. In our downtown Portland and Beaverton facilities we have classrooms with high-end computers, high-speed internet access, ceiling-mounted projectors, screens and white boards. We provide IT and administrative support, as well as beverages and snacks throughout the day. For your instructors and participants traveling to Oregon for your event we have established corporate rates with the neighboring hotels.

Please call us at 503.520.0555

C O N T E N T S

<p>3 <i>Adobe Courses</i> <i>Acrobat, Captivate, Dreamweaver, Illustrator, InDesign, Photoshop</i></p> <p>4 <i>Crystal Reports Courses</i></p> <p>5 <i>XHTML Courses</i></p> <p>5 <i>Microsoft Courses</i> <i>Office 2010 New Features, Access, Excel, InfoPath, OneNote, Outlook, PowerPoint, Project, Publisher, SharePoint, Visio, Windows, Word</i></p>	<p>15 <i>QuickBooks Courses</i></p> <p>15 <i>SQL Queries Courses</i></p> <p>16 <i>Customer comments, Group classes, Database development</i></p> <p>17 <i>Course Information</i></p> <p>18 <i>Facilities, Locations and Maps</i></p> <p>19 <i>Registration and Pricing</i></p>
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ADOBE COURSES

Adobe Acrobat 9 Level 1

In this 1-day course, you will be introduced to Adobe Acrobat, a tool that allows you to make your information more portable, accessible, and useful to meet the needs of your target audience. This course is taught using Adobe Acrobat 9 and is also suitable for those who use version 8. In this course you will learn how to access information in a PDF document, create PDF documents, navigate to specific content in a PDF document, modify PDF documents, work with multiple PDF documents, review a PDF document, and validate a PDF document. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Nov 14	Mon	Portland	9:00 - 4:30
Jan 11	Wed	Beaverton	9:00 - 4:30
Mar 1	Thu	Portland	9:00 - 4:30

Adobe Acrobat 9 Level 2

In this 1-day course, you will learn the more intermediate features of Adobe Acrobat including how to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and how to prepare PDFs for commercial printing. Course Preparation: Adobe Acrobat 9 Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Dec 19	Mon	Portland	9:00 - 4:30
Feb 1	Wed	Portland	9:00 - 4:30

Adobe Captivate 5

In this 2-day course you will learn how to develop demonstrations and interactive simulations of software applications using Adobe Captivate 5, a tool that automates the creation of computer-based training materials. After exploring the Captivate 5 environment you will learn how to create and modify a project. You will insert images, animations, and additional slides. You will also learn how to record and modify audio. You will insert question slides and learn how to evaluate user performance. Lastly, you will learn how to publish and organize projects. Course Preparation: Windows Level 1 or equivalent experience. Course Price \$495.

Nov 28-29	Mon-Tue	Portland	9:00 - 4:30
Jan 9-10	Mon-Tue	Portland	9:00 - 4:30

Adobe Dreamweaver CS5 Level 1 & 2

In this 2-day course, you will learn how to use Dreamweaver's graphical page-building interface to efficiently design, build, and upload a website. You will start by learning the basic concepts of web design, and explore the Dreamweaver environment. You will learn how to identify the elements of a project plan and determine the workflow. Next you will learn how to create a website, including how to create and format a web page, organize files and folders, and create templates. You will learn how to add design elements to web pages such as images, tables and repeating region templates. You will also learn how to work with links and how to upload a website. You will learn how

to work with code view including how to use the code tools, how to search for and replace codes, and how to use design notes and comments. You will learn how to format with style sheets and how to work with AP and Spry elements. You will learn how to set up a form and add form elements. Finally, you will learn how to integrate external files with Dreamweaver. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$495 or 2 vouchers.

Dec 7-8	Wed-Thu	Portland	9:00 - 4:30
Feb 6-7	Mon-Tue	Portland	9:00 - 4:30

Adobe Illustrator CS5 Level 1 & 2

In this 2-day course, you will learn the fundamental as well as advanced features of Adobe Illustrator. You will learn how to navigate in the Adobe Illustrator environment and setup a new document. You will learn how to create a custom workspace and how to draw basic shapes with the Shape tools, and how to draw paths with the Pencil tool. You will also learn how to insert, format, and tread text. You will learn how to enhance documents by formatting and manipulating objects, applying gradients, and importing graphics. You will proof documents and learn to save images. You will learn how to create complex illustrations, create compound paths, apply effects, create symbols, create custom pattern brushes and modify global colors. You will learn how to create a vector version of a raster graphic by manually tracing raster images, automatically tracing artwork, adjusting the results of a tracing, applying a custom preset and converting a tracing object to paths. You will create special effects by creating masks, blends, and 3-D effects. You will learn how to create and format graphs as well as create variables. Lastly, you will learn how to output documents and export graphics for the web and mobile devices. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$495.

Dec 21-22	Wed-Thu	Portland	9:00 - 4:30
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Adobe InDesign CS5 Level 1

In this 2-day course, you will learn the essentials of using InDesign for creating professionally-designed documents. Following an overview of the InDesign environment and workspace you will learn how to create a new document, add text and graphics, add threaded text frames and how to convert other application files to InDesign. You will also learn how to enhance documents by applying colors and swatches; applying fills, gradients and strokes; formatting characters and paragraphs; creating and applying styles; developing layers; and applying transparency and transparency flattener presets. You will learn how to arrange, align, transform and edit objects. You will learn how to create, modify, and format tables. You will learn how to finalize a document, check a document for problems, package files, prepare PDF files for web distribution, and export PDF files for printing. Course Preparation: Windows Level 1 or equivalent experience, and experience with a word processing program. Course Price: \$495.

Nov 21-22	Mon-Tue	Portland	9:00 - 4:30
Feb 8-9	Wed-Thu	Portland	9:00 - 4:30

Adobe InDesign CS5 Level 2

In this 1-day class, you will learn the more advanced features of Adobe InDesign. You will learn how to create duplicate items, handle text layout, and create transparency. You will learn how to manage styles, including style overrides, applying styles in a sequence, importing styles from Microsoft Word and redefining styles. You will learn how to develop complex paths, including Bézier paths, compound paths, clipping paths and type outlines. You will learn how to administer external files by merging data and importing layered files. You will learn how to work with XML, including how to integrate XML into a document, importing XML, exporting documents as XML files, and creating a snippet. You will also learn how to manage long documents by creating hyperlinks, inserting footnotes, inserting text variables, creating a table of contents, generating an index creating document sections and creating a book. You will also learn how to export InDesign files into other formats. Finally, you will learn how to adjust print settings by creating print presets and previewing print output. Course Preparation: InDesign Level 1 or equivalent experience. Course Price: \$295.

Jan 3	Tue	Portland	9:00 - 4:30
Feb 27	Mon	Portland	9:00 - 4:30

Adobe Photoshop CS5 Level 1

In this 2-day course, you will be introduced to the image editing capabilities of Adobe Photoshop. You will begin by exploring the Adobe Photoshop environment. You will learn to determine resolution and graphic types. You will also learn to use several tools for selecting parts of images, and move, duplicate and resize images. You will learn several techniques for adjusting and enhancing an image, including changing an image size and resolution, as well as techniques for retouching an image. You will learn to use layers, and to apply layer effects and filters to create special effects, including lighting and texture effects. Additionally, you will learn how to use the painting tools and blending modes to create shading effects and make adjustments to contrast and color balance. You will also learn how to save images in formats for print and Web use. Course Preparation: Windows Level 1 or equivalent experience. It is recommended that you have some experience with digital photography, and graphics working with Microsoft PowerPoint, Adobe InDesign, or Microsoft Publisher. Course Price: \$495 or 2 vouchers.

Nov 2-3	Wed-Thu	Beaverton	9:00 - 4:30
Jan 30-31	Mon-Tue	Portland	9:00 - 4:30

Custom Group Classes

Do employees in your organization need to get up to speed on a custom application, proprietary system or even work procedures and processes? We have designed and delivered many custom training programs - it's actually our forte. Please give us a call to see how we can help.

Free After-Class Support

Did you know that Kinetic's after-class support is free and has no time limit? Even a year or more down the road, if you're trying to bridge the class instruction to your work and have questions, give us a call. We're glad to help.

Adobe Photoshop CS5 Level 2

In this 2-day course, you will learn the more advanced tools in Photoshop to enhance images and work with videos. You will learn how to create and edit vector paths, how to work with layers, and how to automate tasks in Photoshop. You will also learn how to use the video tools available in Photoshop to edit and export video files. Finally, you will learn how to work with other Adobe applications. Course Preparation: Photoshop Level 1 or equivalent experience. Course Price: \$495 or 2 vouchers.

Feb 28-29	Tue-Wed	Portland	9:00 - 4:30
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CRYSTAL REPORTS COURSES

Crystal Reports 2008/XI/10/9 Level 1

In this 2-day course, you will learn the essentials of creating reports in Crystal Reports for versions 2008, XI, 10 and 9. Following an overview of the Crystal Reports environment, you will learn how to create reports. This will include choosing the data source, placing fields on the report, selecting and sizing objects, browsing field data, moving and aligning objects, creating text objects, saving a report, previewing a report, and refreshing the data. You will also learn how to format reports. This will include formatting objects, drawing lines and boxes, inserting graphics, working with page commands, adding fields into a text object and inserting special fields. You will also learn how to select specific records from the database using filtering techniques on text, numbers or dates. In addition, you will learn how to group and sort data for reporting purposes, including how to create multiple groups in a report, and count or summarize data by each group. You will learn how to group data in date/time intervals, calculate percentages and order groups based on their summary data. In addition, you will learn how to combine multiple tables using linking and how to create and use number, date, and string formulas. You will learn how to use conditional formatting to emphasis certain data and how to set page breaks for each group. You will learn how to create summary reports that consolidate data. With summary reports, you will learn how to create charts. Finally, you will learn how to export data to Excel, set defaults options and how to use the report wizards. Course Preparation: Microsoft Windows Level 1 or equivalent experience and a level 1 course of any database program. Course Price: \$595.

Dec 7-8	Wed-Thu	Portland	9:00 - 4:30
Feb 1-2	Wed-Thu	Portland	9:00 - 4:30

Crystal Reports XI Level 2

In this two-day course, you will learn the more advanced features of Crystal Reports XI. You will learn how to use conditional formatting on multiple sections for presentation or for conditional messages. You will learn how to compute Running Totals that correctly reflect the data on the surface of a given report, and do not present the underlying dataset. You will learn how to create parameter reports that gather input and present data for Text, Number or Data fields. You will learn how to use the parameter data gathered before the report runs in filtering records, creating groups, sorting data or presenting conditional messages. You will learn about the Alerts feature which can provide filtered reports based on conditions that exist after a report runs, plus can generate Alerts that data is present and needs evaluation. You will learn about creating linked and unlinked sets of reports referred to as subreports to present related or unrelated data. You will learn to customize groups in the report that do not exist in the database, plus how to customize the group tree or group names based on a field or formula. You will learn about the advanced formula features of Crystal Reports, including how data is evaluated in passes, and the use of variables to carry data from section to section. The power of Cross Tab reports is covered in detail, including creating, formatting, and creating charts to accompany the Cross Tab report. You will also learn about report templates, how to apply them, and how to create your own templates. Course Preparation: Crystal Reports Level 1 or equivalent experience. Course Price: \$595.

Nov 21-22	Mon-Tue	Portland	9:00 - 4:30
Jan 23-24	Mon-Tue	Portland	9:00 - 4:30
Mar 14-15	Wed-Thu	Portland	9:00 - 4:30

XHTML COURSES

Web Design with XHTML, HTML and CSS Level 1

In this 1-day course, you will have the opportunity to examine the basics of foundational web technology and create your own functional web pages using markup languages such as Hypertext Markup Language (HTML), Extensible Hypertext Markup Language (XHTML), and Cascading Style Sheets (CSS). You will learn how to create a basic web page; how to structure the content on your web page; how to apply styles to the page elements; how to create, modify, and format a table; and how to link web pages. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$295.

Dec 14	Wed	Portland	9:00 - 4:30
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MICROSOFT COURSES

Microsoft Office 2010 New Features (from version 2003)

In this 1-day course, you will receive an overview of what's new and different with the core Office 2010 products (Word, Excel, PowerPoint and Outlook) as compared to versions 2003. You will learn about the substantial changes to the interface of the Office products, including how to use the new Backstage View and how to use and customize the Office Ribbon. You will also be introduced to the new features and enhancements within each of the core applications. You will learn how to use several new graphics features, including the new Smart Art graphics. You will also learn about enhancements to data management features in Excel. Course Preparation: Experience with Office 2003 or earlier. Course Price: \$250 or 1 voucher.

Nov 16	Wed	Portland	9:00 - 4:30
Dec 15	Thu	Beaverton	9:00 - 4:30
Jan 17	Tue	Portland	9:00 - 4:30
Feb 13	Mon	Beaverton	9:00 - 4:30

Microsoft Access Courses

Access 2010/2007 Comprehensive Introduction

In this 2-day course, you will receive a comprehensive introduction to the Microsoft Access program. You will begin by adding data to a table, followed by basic sorting, filtering, and arrangement of the table. You will then create a Split Form to search and edit data in a table. Additionally, you will learn the basics of table design and creation, including the concepts of single and multiple Primary Keys. You will also learn about the three types of table relationships, including the concept of Referential Integrity. You will create basic queries to select data from tables, including setting criteria to view only the data you want. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will use Layout View to create a report that displays grouped data with subtotals, formatted text, and headers and footers. You will then view and filter the report using Report View. You will also create a two column report. Finally, you will use Design View to modify a report. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$450 or 2 vouchers.

Nov 17-18	Thu-Fri	Beaverton	9:00 - 4:30
Dec 13-14	Tue-Wed	Portland	9:00 - 4:30
Jan 18-19	Wed-Thu	Beaverton	9:00 - 4:30
Feb 21-22	Tue-Wed	Portland	9:00 - 4:30

Access 2010/2007 Intermediate

In this 2-day course, you will learn advanced techniques for designing tables and working with queries and forms. First, you will review the three types of table relationships: One-to-Many, Many-to-Many, and One-to-One. You will then learn how to enhance these relationships to provide automatic data updates and deletes. You will learn how to approach the task of designing a system of related tables by learning the formal rules of table design. These rules (called Normal Forms) must be applied in order to have well-designed tables. You will use query wizards to find erroneous data. You will also learn how to join tables in a query using Inner, Outer, and Self joins to ensure you are seeing the data you want. You will also import and export data into and out of an Access database. Additionally, you will learn how to use Action queries to modify data on a mass scale. You will also split one table into several tables to fix data duplication problems. You will use functions to perform advanced calculations in queries. You will create and enhance a form for a single table, and you will also create forms to accommodate two or three related tables. Finally, you will begin to develop user-friendly forms by adding dropdown lists (combo boxes), radio buttons (option groups), subforms, tabs, calculations, and command buttons that open other forms and refresh data. Course Preparation: Access 2010/2007 Comprehensive Introduction or equivalent experience. Course Price: \$450 or 2 vouchers.

Nov 30-31	Wed-Thu	Beaverton	9:00 - 4:30
Jan 3-4	Tue-Wed	Portland	9:00 - 4:30
Jan 30-31	Mon-Tue	Beaverton	9:00 - 4:30
Mar 5-6	Mon-Tue	Portland	9:00 - 4:30

Access 2010/2007 Advanced

In this 2-day course, you will learn how to create a user-friendly interface for an Access database so end-users who do not know the Access program can easily use your database. To do so, you will explore the SQL language behind queries. You will create a friendly search form so users can select the criteria they want for a report. Additionally, you will use the Visual Basic for Applications programming language to automate many processes including creating intuitive search boxes. You will also use Visual Basic to open forms and reports filtered by certain criteria simply by clicking a button. You will hide the back-end Access environment and replace it with user-friendly forms and reports. Additionally, this course will discuss distributing your application in a multi-user environment. Course Preparation: Access 2010/2007 Intermediate or equivalent experience. Course Price: \$450 or 2 vouchers.

Dec 21-22	Wed-Thu	Portland	9:00 - 4:30
Feb 23-24	Thu-Fri	Beaverton	9:00 - 4:30

Access 2010/2007/2003 Programming

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language to customize an Access database. Through a series of exercises and examples, you will write VBA code to enhance forms, queries, and reports, making it easier for non Access users to use your database. You

Kinetic's Development Division

If you need a database developed, we can help. Kinetic has a business division dedicated to the design and development of custom databases using Access, Visual Basic and other tools. We have developed many databases which have provided our customers with the critical information they've needed to make the right decisions. Please call us to discuss your needs.

will also create custom functions that can be used throughout your database. You will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will learn about For Each, For Next, and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error trapping code so your processes end gracefully if there is a problem. This is a programming class for the experienced Access user who is not a programmer. Course Preparation: Access 2010/2007 or 2003 Advanced or equivalent experience. Course Price: \$450 or 2 vouchers.

Jan 5-6	Thu-Fri	Portland	9:00 - 4:30
Feb 27-28	Mon-Tue	Portland	9:00 - 4:30

Access 2003 Comprehensive Introduction

In this 2-day course, you will receive a comprehensive introduction to Microsoft Access. You will modify and arrange data in a table, including setting the Primary Key and Referential Integrity. You will set limits on the type of data that can be stored in a table. You will then create and link tables so they work together as a single unit. You will also create various queries to assemble, filter, calculate, and summarize data from the tables. Then, you will use report wizards to create a standard report and a set of mailing labels. Finally, you will make various modifications to reports to customize them. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$450 or 2 vouchers.

Nov 14-15	Mon-Tue	Portland	9:00 - 4:30
Jan 10-11	Tue-Wed	Portland	9:00 - 4:30
Feb 27-28	Mon-Tue	Beaverton	9:00 - 4:30

Access 2003 Intermediate

In this 2-day course, you will learn advanced techniques for designing tables and working with queries and forms. You will learn the three table relationships in more depth, plus learn the rules (Normal Forms) for proper table design. Two query wizards will uncover problematic data. You will also import data, then split a table containing duplicate data into more than one table. Additionally, you will create advanced queries and learn the four sequential steps of a query. Finally, you will create forms for a single table, then use main/sub forms to handle tables in a one to many relationship and a many to many relationship. Course Preparation:

tion: Access 2003 Comprehensive Introduction or equivalent experience. Course Price: \$450 or 2 vouchers.

Dec 15-16	Thu-Fri	Portland	9:00 - 4:30
Jan 25-26	Wed-Thu	Portland	9:00 - 4:30
Mar 12-13	Mon-Tue	Beaverton	9:00 - 4:30

Access 2003 Advanced

In this 2-day course, you will learn how to create a user-friendly interface for a database, making it easy for non-Access users to use your database. Specifically, you will learn how to create custom macros and macro groups to help automate tasks. Additionally, you will learn some fundamentals of the Access Visual Basic programming language to requery a combo box, export data to Excel, and open forms filtered for specific data. You will create a custom criteria form, giving non-Access users an easy way to select criteria for a report. You will also add search boxes to a form so users can easily search for the data they choose. You will create custom toolbars and a custom Switchboard form (main menu) from which users can select forms and reports. You will set Startup options so users only see your custom forms and reports. Lastly, you will learn how to distribute a database to multiple users. Course Preparation: Access 2003 Intermediate or equivalent experience. Course Price: \$450 or 2 vouchers.

Feb 8-9	Wed-Thu	Portland	9:00 - 4:30
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Access 2010/2007/2003 Programming

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language to customize an Access database. Through a series of exercises and examples, you will write VBA code to enhance forms, queries, and reports, making it easier for non Access users to use your database. You will also create custom functions that can be used throughout your database. You will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will learn about For Each, For Next, and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error trapping code so your processes end gracefully if there is a problem. This is a programming class for the experienced Access user who is not a programmer. Course Preparation: Access 2010/2007 or 2003 Advanced or equivalent experience. Course Price: \$450 or 2 vouchers.

Jan 5-6	Thu-Fri	Portland	9:00 - 4:30
Feb 27-28	Mon-Tue	Portland	9:00 - 4:30

Microsoft Excel Courses

Excel 2010/2007 Level 1

In this 1-day course, you will learn the basics of the Excel program. You will learn how to navigate through a worksheet and select cells, rows, and columns. You will learn Excel terminology and use the Help system. You will also learn to insert, move, rename, and delete worksheets. You will learn to enter and edit text and numbers. Additionally, you will learn how to copy and rearrange data, including data entry techniques to save time. You will learn to create mathematical formulas that add, subtract, multiply, and divide. You will also learn the difference between absolute and relative cell references within the formulas. You will perform more calculations using functions that sum, average, count, and find high or low values from a large set of data. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and preview your spreadsheet using Page Layout view. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 3	Thu	Portland	9:00 - 4:30
Nov 21	Mon	Beaverton	9:00 - 4:30
Dec 14	Wed	Portland	9:00 - 4:30
Jan 5	Thu	Beaverton	9:00 - 4:30
Jan 20	Fri	Portland	9:00 - 4:30
Feb 14	Tue	Beaverton	9:00 - 4:30
Feb 29	Wed	Portland	9:00 - 4:30

Excel 2010/2007 Level 2

In this 1-day intermediate-level course, you will learn skills and techniques that go beyond the basics. You will learn how to format several worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate-level mathematical functions and learn how to nest functions inside other functions. You will also learn to filter, sort, and subtotal a list of data. You will use various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn to create and modify charts, including column, bar, and pie charts. Course Preparation: Excel Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 17	Thu	Portland	9:00 - 4:30
Dec 12	Mon	Beaverton	9:00 - 4:30
Dec 21	Wed	Portland	9:00 - 4:30
Jan 12	Thu	Beaverton	9:00 - 4:30
Jan 27	Fri	Portland	9:00 - 4:30
Feb 21	Tue	Beaverton	9:00 - 4:30
Mar 7	Wed	Portland	9:00 - 4:30

Getting the Most out of Class

Did you know that if you spend just a few minutes prior to class to list your own class objectives, product questions and anything specific you want to learn, you will increase the value of your class significantly? Bringing along work examples is a great idea too.

Excel 2010/2007 Level 3

In this 2-day course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will also learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and apply different themes to change how the styles look. You will create outlines to easily show and hide data. You will also create views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (Future Value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will also learn to use Advanced Filters to find data in a list or copy it to another location. You will learn how to turn a list into a Table to work with the list more easily. You will also learn how to create Pivot Tables to efficiently summarize and rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures. Course Preparation: Excel Level 2 or equivalent experience. Course Price: \$450 or 2 vouchers.

Nov 21-22	Mon-Tue	Portland	9:00 - 4:30
Dec 19-20	Mon-Tue	Beaverton	9:00 - 4:30
Jan 17-18	Tue-Wed	Portland	9:00 - 4:30
Feb 29-Mar 1	Wed-Thu	Beaverton	9:00 - 4:30

Excel 2010/2007 Level 4

In this 2-day course, you will be introduced to Excel's Visual Basic for Applications (VBA) programming language to write macro code. You will learn to use the Visual Basic Editor to write code that cannot be recorded with the macro recorder. Because macros manipulate Excel elements (called objects), you will be introduced to objects and learn about object hierarchy so you can reference objects in your code. You will also learn about variables, how to set the data type and scope of a variable, how to store values in variables, and how to store objects in variables. You will use built-in VBA functions, plus write custom functions and procedures. Additionally, you will use Message Boxes and Input Boxes in your code to communicate with the user. You will also work with conditional statements to let your code make decisions, and use loops to repeat a process multiple times. You will build forms for the end user, including adding many customizations to increase the form's functionality. Finally, you will learn to debug faulty macro code. Course Preparation: Excel Level 2 or equivalent experience. You should come to this class with a working knowledge of creating basic worksheets, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating formulas, applying formulas, using functions, and using

absolute and relative cell references in formulas. Course Price: \$450 or 2 vouchers.

Nov 1-2	Tue-Wed	Portland	9:00 - 4:30
Jan 3-4	Tue-Wed	Beaverton	9:00 - 4:30
Mar 14-15	Wed-Thu	Portland	9:00 - 4:30

Excel 2003 Level 1

In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. Following an overview of the program environment and a glimpse of the power of Excel, you will learn how to enter and format data (both text and values), how to move and copy data, how to create formulas and functions to calculate data, and how to specify a formula reference as relative or absolute depending on how you need to use the formula in the worksheet. You will also learn how to format and print spreadsheets. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 14	Mon	Beaverton	9:00 - 4:30
Nov 15	Thu	Portland	9:00 - 4:30
Jan 10	Tue	Beaverton	9:00 - 4:30
Feb 15	Wed	Portland	9:00 - 4:30

Excel 2003 Level 2

In this 1-day course, you will learn many new skills and techniques in Excel that go well beyond the basics. You will learn how to work with multiple worksheets by modifying several sheets at once and creating math calculations using numbers from several sheets. You will also learn how to use several intermediate-level functions to perform calculations on spreadsheet data. Additionally, you will learn how to work with a list of data, including sorting and filtering the list and creating automatic subtotals. You will learn to use a variety of features to customize your spreadsheets, such as protecting cells from modifications and creating custom templates. Lastly, you will learn how to create charts from spreadsheet data, and how to format and customize the charts. Course Preparation: Excel Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 28	Mon	Beaverton	9:00 - 4:30
Dec 20	Tue	Portland	9:00 - 4:30
Jan 24	Tue	Beaverton	9:00 - 4:30
Feb 22	Wed	Portland	9:00 - 4:30

Excel 2003 Level 3

In this 2-day course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and create outlines and views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (future value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will learn how to use Advanced Filter to find data in a list or copy it to another location. You will also learn how to create pivot tables to efficiently summarize and

rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures. Course Preparation: Excel Level 2 or equivalent experience. Course Price: \$450 or 2 vouchers.

Dec 13-14	Tue-Wed	Beaverton	9:00 - 4:30
Jan 5-6	Thu-Fri	Portland	9:00 - 4:30
Feb 1-2	Wed-Thu	Beaverton	9:00 - 4:30
Mar 8-9	Thu-Fri	Portland	9:00 - 4:30

Microsoft InfoPath Courses

InfoPath 2010

In this 1-day course, you will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms. You will start by exploring the interface and creating forms. Next you will learn to import and export forms. You will customize form layouts by inserting graphical objects and customizing tables. You will also manage views and learn how to apply security to forms. You will learn how to publish forms and manage controls. Lastly, you will use InfoPath to add records and create queries in a database. Course Preparation: You should be proficient in the Microsoft Office products, concentrating in forms and development. Also, experience working with HTML. Course Price: \$395.

Nov 14	Mon	Portland	9:00 - 4:30
Jan 5	Thu	Portland	9:00 - 4:30
Feb 14	Tue	Portland	9:00 - 4:30

Microsoft OneNote Courses

OneNote 2010

In this one day course you will learn the essentials of Microsoft OneNote, a software package for free-form information gathering, and multi-user collaboration. You will learn the concept of OneNote's interface, an electronic version of a tabbed three-ring binder which can be used directly for making notes, gathering "pages" printed or sent from other applications, embedding graphics and web links and much more. You will learn how to create a Notebook and customize the interface. You will learn how to enter, format and save notes. You will also create Template-Based Notes and learn how to organize, search and print Notes. You will learn how to use OneNote with Outlook, Excel and PowerPoint. Lastly, you will learn how to collaborate with others by sharing Notebooks on a network location. Course Preparation: Experience with Windows and Office 2010. Course Price: \$275 or 1 voucher.

Dec 9	Fri	Portland	9:00 - 4:30
Feb 7	Tue	Portland	9:00 - 4:30

Free After-Class Support

Did you know that Kinetic's after-class support is free and has no time limit? Even a year or more down the road, if you're trying to bridge the class instruction to your work and have questions, give us a call. We're glad to help.

Microsoft Outlook Courses

Outlook 2010 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook 2010 to manage your electronic mail, appointments, meetings, contacts, and notes. You will learn how to send and receive email messages. You will learn how to spell check your messages, mark them important, and attach files to them. You will also learn how to automatically notify coworkers when you are out of the office. You will learn how to create electronic business cards called Contacts. You will also learn how to create Contact Groups to easily send messages to groups of people. You will learn how to schedule appointments for yourself and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn how to create electronic "sticky notes." Finally, you will learn how to view and retrieve deleted items. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 9	Wed	Beaverton	9:00 - 4:30
Jan 16	Mon	Portland	9:00 - 4:30

Outlook 2010 Level 2

In this 1-day course, you will learn advanced options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate the organization. Additionally, you will make a template from which to create standard email messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the automatic archive feature to manually control the archiving process yourself. Course Preparation: Outlook 2010 Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Nov 28	Mon	Portland	9:00 - 4:30
Feb 13	Mon	Portland	9:00 - 4:30

Outlook 2007 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your email, appointments, meetings, and contacts. You will learn how to send and receive email messages. You will learn to spell check you messages, mark them important, and attach files to them. You will also learn to automatically notify coworkers when you are out of the office. You will learn how to create electronic business cards called contacts. You will also learn to create distribution lists to easily send messages to groups of people. You will learn to schedule appointments and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn to create electronic "sticky notes." Finally, you will learn about deleting items and automatically archiving Outlook data. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Jan 6	Fri	Beaverton	9:00 - 4:30
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Outlook 2007 Level 2

In this 1-day course, designed for experienced Outlook users, you will learn advanced options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate the organization. Additionally, you will make a template from which to create standard emails messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the AutoArchive feature to manually control the archiving process yourself. Course Preparation: Outlook Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Dec 12	Mon	Beaverton	9:00 - 4:30
Jan 13	Fri	Beaverton	9:00 - 4:30

Outlook 2003 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your electronic mail, appointments, contacts, and daily tasks. You will learn how to create, send, read, and delete electronic messages. You will also learn how to organize your email by moving messages into custom folders that you create. Additionally, you will learn how to manage your calendar by changing calendar views, setting appointments, and setting recurring appointments. You will learn about scheduling meetings, including how to invite attendees, view free and busy times of potential attendees, track meeting responses and update meeting requests. In addition, you will learn how to setup a contact list, how to create a task list, and how to create notes. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 11	Fri	Beaverton	9:00 - 4:30
Jan 20	Fri	Beaverton	9:00 - 4:30

Outlook 2003 Level 2

In this 1-day course, designed for experienced Outlook users, you will learn how to customize your Outlook environment, calendar and mail messages to meet your specific needs and learn how to track, share, assign, and quickly locate various Outlook items. You will learn how to track work activities using the Journal, including how to record a journal entry automatically, manually, and how to modify a journal entry. You will also learn how to set your calendar options such as work days and times, and free/busy options. You will learn how to set message options such as delivery options and message formats. You will learn how to create and use rules for managing your mail and notifying senders that you will be out of the office. You will also learn how to create and manage distribution lists for sending messages to groups. Additionally, you will learn about folder permissions and roles, how to delegate access to others and access another user's folder. You will learn how to customize the Outlook toolbar and how to customize your work environment. You will also learn how to use various search functions to locate Outlook

items, how to filter messages, organize messages and manager your junk e-mail. Course Preparation: Outlook Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Dec 23	Fri	Portland	9:00 - 4:30
Feb 3	Fri	Beaverton	9:00 - 4:30

Microsoft PowerPoint Courses

PowerPoint 2010/2007 Level 1

In this 1-day course, you will learn the basics of the PowerPoint program. You will start by creating a new presentation and exploring the PowerPoint environment, including using various views to examine and edit your slides. You will also learn tips for presenting your slides to an audience. You will learn how to add new slides with various formats and how to move, copy, and delete slides. Additionally, you will learn to create and modify bulleted lists. You will learn how to create and format shapes, such as squares, circles, and arrows, and work with multiple shapes as a single unit. Additionally, you will learn to add graphical elements such as Clip Art, pictures, and SmartArt. You will learn to work with the structure of PowerPoint to make your slides consistent, such as using Slide Masters, Themes, Background Styles, and Shape Styles. Finally, you will learn how to preview and print your slides in various ways. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 23	Wed	Beaverton	9:00 - 4:30
Dec 16	Fri	Portland	9:00 - 4:30
Jan 25	Wed	Portland	9:00 - 4:30
Feb 22	Wed	Beaverton	9:00 - 4:30

PowerPoint 2010/2007 Level 2

In this one-day course, you will learn how to enhance audience experience and presentation delivery by using advanced PowerPoint features. You will learn how to differentiate your presentations by selecting and modifying a Theme and saving it as a template, creating custom colors and using text objects, shapes, tables and organization charts. You will also learn how to deliver complex content using clip art, photographs, and advanced drawing and animation techniques. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks. You will also learn how to add and modify charts. Course Preparation: PowerPoint Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Jan 9	Mon	Portland	9:00 - 4:30
Mar 2	Fri	Beaverton	9:00 - 4:30

Free Retakes - Unlimited Timeframe

Did you know that you can retake a class for free *for as long we teach that course?* That's right, no time limit.

PowerPoint 2003 Level 1

In this 1-day course, you will learn how to create presentations using Microsoft PowerPoint. You will learn how to navigate through a presentation, create and edit bullet slides, use PowerPoint's drawing tools to add and edit graphics, and insert pictures and clipart into a presentation. You will also learn to create and enhance charts and insert charts created in Microsoft Excel. You will learn how to change the overall appearance of a presentation by using design templates and how to add and edit consistent elements in a presentation (bullet shapes, headers/footers, logos, etc.) using the slide masters. You will learn how to setup an electronic presentation with transitions and builds and learn about slide show options. Finally, you will learn how to setup and print presentations, audience hand-outs and speakers notes. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 10	Thu	Beaverton	9:00 - 4:30
Jan 19	Thu	Portland	9:00 - 4:30

PowerPoint 2003 Level 2

In this 1-day course, you will learn how to enhance presentation delivery and audience experience by using advanced PowerPoint features. Differentiate your presentations by selecting and modifying a color scheme, creating custom colors and using text objects and autoshapes. You will also learn how to deliver complex content using custom clip art, photographs, advanced drawing and animation techniques plus sound and video. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks and action buttons. Course Preparation: PowerPoint Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Dec 1	Thu	Portland	9:00 - 4:30
Feb 10	Fri	Portland	9:00 - 4:30

Microsoft Project Courses

Project 2010 Level 1

In this 2-day course, you will start by learning about the Microsoft Project 2010 environment. You will learn how to manipulate and navigate an existing project schedule using the new Project 2010 ribbon tab interface. You will learn how to build a preliminary project schedule from project goals and estimated tasks. You will learn how to define the schedule by organizing and linking tasks and using top-level down project planning. You will learn how to adjust and control timelines by using task relationships, task modes or task deadlines. You will learn how add resources to your project to track materials, costs or task assignments. You will learn how to manage calendar exceptions for holidays, unusual working days or vacation time. You will learn how to enter costs for resources, tasks or material items. You will learn how to analyze and manage assignment changes, inactivate or adjust task types to solve schedule problems. You will also learn how to begin tracking task completion and progress. Finally,

you will also learn ways to view and print all or a part of your project information for a wide variety of audiences using sorting, filtering, tables, views and reports. Course Preparation: Windows Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel would be helpful but is not required. Course Price: \$450 or 2 vouchers.

Nov 16-17	Wed-Thu	Portland	9:00 - 4:30
Dec 19-20	Mon-Tue	Portland	9:00 - 4:30
Jan 25-26	Wed-Thu	Beaverton	9:00 - 4:30
Mar 7-8	Wed-Thu	Portland	9:00 - 4:30

Project 2010 Level 2

This one-day class uses the reorganized Project 2010 interface and shows how to work with a project during the project implementation and close-out phases. You will learn how to quickly move data out of Project as well as import information from Excel. You will learn how to capture and report on baseline or interim plans, both of which may be used to evaluate project planning against project progress. You will also learn how to efficiently track task completion as well as reschedule future work. You will learn how to bring multiple files together into a master or consolidated project file. You will learn how to work with multiple project files using a resource pool to administer and control commonly-shared resources. Finally, you will learn how to reuse common information with project templates. Course Preparation: Project Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Nov 3	Thu	Portland	9:00 - 4:30
Jan 9	Mon	Portland	9:00 - 4:30
Feb 21	Tue	Portland	9:00 - 4:30

Project 2007/2003 Level 1

In this 2-day course, you will start by learning about the Microsoft Project environment. You will learn how to build a schedule by creating tasks, organizing and linking tasks and using the critical path. You will learn how to change and control timelines by using task relationships, constraints, and task deadlines. You will learn how to add resources to your project to track materials, costs, and your project team. Also, you will learn how to work with calendar exceptions and work week tools to adjust the project schedule to reflect your work environment. You will also learn how to enter costs for a variety of resources as well as how to enter an outside budget to compare with resource costs. You will learn how to analyze a variety of changes and scenarios, adjust task types to solve schedule problems and resolve resource conflicts. You will also learn how to begin tracking task completion and progress. Finally, you will also learn ways to view and print all or a part of your project information using sorting, filtering, tables, views and reports. Course Preparation: Windows Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel would be helpful but is not required. Course Price: \$450 or 2 vouchers.

Dec 6-7	Tue-Wed	Portland	9:00 - 4:30
Feb 6-7	Mon-Tue	Portland	9:00 - 4:30

Project 2007/2003 Level 2

This one-day class is suitable for either Project 2007 or Project 2003 users. The course shows how to work with a project during the project implementation and close-out phases. You will learn how to quickly move data out of Project as well as import information from Excel. You will learn how to capture and report on baseline or interim plans, both of which may be used to evaluate project planning against project progress. You will also learn how to efficiently track task completion as well as reschedule future work. You will learn how to bring multiple files together into a master or consolidated project file. You will learn how to work with multiple project files using a resource pool to administer and control commonly-shared resources. Finally, you will learn how to reuse common information with project templates. Course Preparation: Project Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Jan 13	Fri	Portland	9:00 - 4:30
Mar 1	Thu	Portland	9:00 - 4:30

Microsoft Publisher Courses

Publisher 2007/2003

In this 2-day course, you will learn the essentials of desktop publishing using Microsoft Publisher, for the purpose of creating newsletters, brochures, flyers, manuals or other publications. You will learn how to create a one-page publication, how to modify a publication's layout and structure, how to edit content in the publication, how to format a publication, how to format pictures, and how to identify the options for distributing a publication. Course Preparation: Word Level 1 or equivalent experience. Course Price: \$450 or 2 vouchers.

Nov 3-4	Thu-Fri	Portland	9:00 - 4:30
Jan 23-24	Mon-Tue	Portland	9:00 - 4:30

Microsoft SharePoint Courses

SharePoint 2010 Level 1

In this 2-day course you will learn the concepts of Microsoft SharePoint for collaborating with others on your work team. You will learn how to access a SharePoint site as a member and contributor, and learn how to perform essential functions as a site owner. You will learn how to work with lists, libraries, discussion threads, workflows, blogs, wikis, and surveys. You will learn how to create a Windows SharePoint site, and how to grant permissions to a site, create a workspace on a site, and work with web parts. You will also learn how to create, modify and manage lists, and apply permissions to a list. You will learn how to create a document library, create a picture library, create templates, and apply permissions to libraries. You will also learn how to create a blog, manage blog pages, create a wiki library, manage a wiki library, and apply permissions to wikis and blogs. You will learn how to create custom groups, add users to custom groups, manage access requests and manage users' alerts. You will learn how to use the workflows that come with

About Microsoft Office Versions

In our schedule there are separate courses for Microsoft Office 2010, 2007, and 2003 for some applications because the user interface and features are different between these versions. To maximize your learning experience, it is important to take the class for the version you are currently using. If you have any questions at all please call Kinetic at 503.520.0555

SharePoint 2010 to automate business processes. Course Preparation: Any or all of the courses in the Microsoft Office 2010 curriculum and power user experience with at least one. Course Price: \$595.

Nov 15-16	Tue-Wed	Beaverton	9:00 - 4:30
Dec 12-13	Mon-Tue	Portland	9:00 - 4:30
Jan 18-19	Wed-Thu	Portland	9:00 - 4:30
Jan 23-24	Mon-Tue	Online	9:00 - 4:30
Feb 15-16	Wed-Thu	Beaverton	9:00 - 4:30
Mar 5-6	Mon-Tue	Portland	9:00 - 4:30

SharePoint Designer 2010 Level 1

This 2-day course is designed for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site. You will learn to create a subsite and modify the page layout, add text, tables, and images. You will work with cascading style sheets to create external and internal styles. You will learn how to add hyperlinks, create hotspots, bookmark links, and interactive buttons. You will also learn how to add lists and libraries and enhance the navigation structure of the site. Lastly you will learn how to create and modify a workflow. Course Preparation: SharePoint 2010 Level 1 or equivalent experience. Course Price: \$595.

Dec 5-6	Mon-Tue	Portland	9:00 - 4:30
Jan 16-17	Mon-Tue	Beaverton	9:00 - 4:30
Feb 22-23	Wed-Thu	Portland	9:00 - 4:30

SharePoint Designer 2010 Level 2

This 1- day course is intended for entry-level SharePoint solution developers who are currently capable of creating basic SharePoint sites using the out-of-the-box functionality provided by the built-in SharePoint Designer templates, and who now want to extend or create SharePoint sites with functionality by incorporating server web controls, data controls, customized workflows, and administration. Course Preparation: SharePoint Designer 2010 Level 1 or equivalent experience. Course Price: \$395.

Nov 7	Mon	Portland	9:00 - 4:30
Dec 15	Thu	Portland	9:00 - 4:30
Feb 2	Thu	Portland	9:00 - 4:30

SharePoint Services 3.0 Level 1

In this 2-day course you will learn the concepts of Microsoft SharePoint for collaborating with others on your work team, learn how to access a SharePoint site as a member and contributor, and learn how to perform essential functions as a site owner. You will learn how to work with lists, libraries, discussion threads, blogs, wikis, and surveys. You will learn how to create a Windows SharePoint Services site. You will learn how to grant permissions to a site, create a workspace on a site, and work with web parts. You will also learn how to create, modify and manage lists, and apply permissions to a list. You will learn how to create a document library, create a picture library, create templates, and apply permissions to libraries. You will also learn how to create a blog, manage blog pages, create a wiki library, manage a wiki library, and apply permissions to wikis and blogs. You will learn how to create custom groups, add users to custom groups, manage access requests and manage users' alerts. Course Preparation: Any or all of the courses in the Microsoft Office curriculum and power user experience with at least one. Course Price: \$595.

Nov 30-Dec 1	Wed-Thu	Portland	9:00 - 4:30
Jan 4-5	Wed-Thu	Portland	9:00 - 4:30

Microsoft Visio Courses

Visio 2010 Level 1

In this 1-day course, you will learn the essentials of Microsoft Visio 2010 Professional to design and manage basic diagrams, workflows and flowcharts. You will learn the essentials of templates, stencils and master shapes. You will learn how to add and manipulate shapes in a drawing and search for unusual shapes. You will learn how to use time-saving viewing tools and troubleshooting techniques. You will learn how to use text tools to add and move text within or near shapes. You will learn how to align, group and distribute shapes plus affect the stacking order. You will also learn how to format text, line and fill patterns for shapes. You will learn how to create three different styles of flowchart drawings. Using flowcharts you will learn several methods of connections and automated methods for text, fill and line formats. You'll learn how to insert pages, use background pages and titles in your drawing. Finally you will learn how to use automated Visio tools to create and modify an organization chart quickly. Course Preparation: Windows Level 1 or equivalent experience. Experience with another graphics program is recommended but not required. Course Price: \$250 or 1 voucher.

Nov 15	Tue	Portland	9:00 - 4:30
Jan 23	Mon	Portland	9:00 - 4:30

Visio 2010 Level 2

In this 1-day course, you will begin reusing elements of your Visio 2010 drawings plus working with other data sources. You will learn how to create custom shapes and package them into master shapes. You will learn how to create and work with custom stencils of your favorite master shapes. You will learn how to identify which shapes others have used in their Visio drawings. You will learn how to create and share styles for consistent formatting of shape text, line or fills. You will learn how to package your stencils, printing setup and background pages into a custom template. You will learn the techniques of working with layers to eliminate groups of shapes from viewing or printing. You will learn how to quickly create a scaled physical map of a floor plan. You will also learn how to bring data from other sources into Visio drawings and how to run Excel shape data reports out of a Visio drawing. Finally you will learn embedding and linking techniques for using your Visio drawings with other applications. Course Preparation: Visio Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Dec 5	Mon	Portland	9:00 - 4:30
Jan 31	Tue	Portland	9:00 - 4:30

Visio 2007/2003 Level 1

In this 1-day course, you will learn the essentials of Microsoft Visio Professional to design and manage basic diagrams, workflows, and flowcharts. You will learn how to add shapes to a drawing, manipulate shapes, add and format text and change the stacking order. You will also learn how to enhance a basic diagram by managing and formatting shapes. You will learn how to create a process diagram (flowchart), apply page styles, create a cross-functional flowchart, and create a workflow diagram. Additionally you will learn how to create and modify an organization chart. Course Preparation: Windows Level 1 or equivalent experience. Experience with another graphics program is recommended but not required. Course Price: \$250 or 1 voucher.

Dec 9	Fri	Portland	9:00 - 4:30
Feb 1	Wed	Portland	9:00 - 4:30

Visio 2007/2003 Level 2

In this 1-day course, you will expand on the knowledge you gained in the Visio Level 1 course. You will learn many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. You will also learn how to represent external data in Visio by generating a PivotDiagram, creating an organization chart from external data, importing project plan data into Visio, linking to a database, and importing Microsoft Excel data. Course Preparation: Visio Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Jan 6	Fri	Portland	9:00 - 4:30
Feb 20	Mon	Portland	9:00 - 4:30

Microsoft Windows Courses

Windows XP (and Intro to PCs) Level 1

In this 1-day course, you will learn how to get started with the Windows operating system. You will become familiar with the components of a personal computer and learn how personal computers work. You will learn how to log on to a PC, explore the desktop with the mouse, manipulate open windows, use help and support, and adjust mouse settings. You will also learn how to manage folders and files, including how to use shortcuts, file search tools, and the recycle bin. In addition, you will learn the general procedures for using applications by working with Windows accessories such as the calculator. Course Preparation: You should be familiar with the use of a standard computer keyboard. Course Price: \$250 or 1 voucher.

Dec 6	Tue	Portland	9:00 - 4:30
Feb 16	Thu	Portland	9:00 - 4:30

Microsoft Word Courses

Word 2010/2007 Level 1

In this 1-day course, you will learn the essentials of the Word program. You will start by creating a document and entering text. You will learn to edit, move, and copy text. You will also learn many different formatting techniques to make the text in a document look the way you want. Additionally, you will set and use tabs. You will learn to view a document using three different views. You will also learn to modify print settings before you print on paper. You will learn to check for spelling errors and also learn how to add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 22	Tue	Beaverton	9:00 - 4:30
Jan 4	Wed	Portland	9:00 - 4:30
Feb 3	Fri	Portland	9:00 - 4:30

Word 2010/2007 Level 2

In this 2-day course, you will learn skills beyond the basics. First, you will review Font and Paragraph formatting. You will then use advanced editing techniques to improve productivity. You will also learn to create styles to store collections of formats. You will create and modify tables. Additionally, you will learn to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters and labels. You will work with templates to speed your use of standard documents. You will also add graphics to a document. You will learn how to collaborate with others by adding comments, tracking changes, comparing two versions of a document, and reviewing tracked changes. You will also learn to create and customize a form. Additionally, you will learn how to secure a document. You will learn to manage long documents by creating a master document, adding an index, generating a table of contents, and adding a table of figures. You will also learn how to insert bookmarks, footnotes,

captions, hyperlinks, and cross-references. Finally, you will learn how to use Word together with Excel. Course Preparation: Word Level 1 or equivalent experience. Course Price: \$450 or 2 vouchers.

Dec 21-22	Wed-Thu	Beaverton	9:00 - 4:30
Feb 14-15	Tue-Wed	Portland	9:00 - 4:30

Word 2003 Level 1

In this 1-day course, you will learn the essentials of word processing in Word. You will learn how to create and format memos, letters and multiple page reports. Specifically, you will learn how to edit text, print documents, work with various document views, copy and move text, set margins, create headers/footers, create page breaks, add page numbers, set tabs to create column formatted text blocks, type bulleted and numbered lists, spell check documents and add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$250 or 1 voucher.

Nov 29	Tue	Beaverton	9:00 - 4:30
Jan 12	Thu	Portland	9:00 - 4:30
Feb 10	Fri	Portland	9:00 - 4:30

Word 2003 Level 2

In this 2-day course, you will learn the intermediate to advanced features of Microsoft Word. You will learn how to create and format tables, sort information in a document alphabetically, generate form letters and create paragraph styles for commonly used paragraph formats. You will also learn how to create and use templates, create documents using Wizards, and format a document for multiple columns. You will learn how to manage long documents, collaborate with others, and secure documents. You will learn how to link Word information to other programs such as Excel and PowerPoint. You will learn how to collaborate with others using Word's tools for sending documents to others for review, adding comments, comparing document changes, merging document changes, and reviewing tracked changes. You will learn how to insert bookmarks, footnotes, endnotes, captions, hyperlinks, cross-references, citations and bibliographies. You will also learn how to add a table of contents, an index, a table of figures, a table of authorities, and how to create a master document. The security features you will learn include updating a document's properties, hiding text, saving a document without personal information embedded, limiting formatting restrictions, adding a digital signature, and setting a password for a document. You will also learn how to create forms in Word for others to complete electronically. This will include adding form fields, protecting a form, saving form data as plain text, and automating a form. Course Preparation: Word Level 1 or equivalent experience. Course Price: \$450 or 2 vouchers.

Jan 26-27	Thu-Fri	Portland	9:00 - 4:30
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QUICKBOOKS COURSES

QuickBooks Level 1

In this 1-day course, you will learn the essentials of QuickBooks. You will learn how to navigate in the program, setup QuickBooks and learn common business terms. You will learn how to set up a company, including how to use the Chart of Accounts and how to enter opening balances. You will also learn how to work with lists, including company lists, job lists, employees list, vendors list, and how to manage lists. You will learn how to set up and work with inventory, including entering products, ordering products, receiving inventory, paying for inventory and manually adjusting inventory. You will also learn how to create invoices and billing statements for both products and services. You will learn how to work with bank accounts, including how to write QuickBooks checks, use bank account registers, enter handwritten checks, transfer funds between accounts and reconcile accounts. Finally, you will learn how to handle expenses and pay bills using Accounts Payable. Course Preparation: Windows Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Dec 1	Thu	Portland	9:00 - 4:30
Feb 2	Thu	Portland	9:00 - 4:30

QuickBooks Level 2

In this 1-day course, you will learn the more advanced features of QuickBooks. You will learn how to customize forms using templates, how to use QuickBooks accounts, track credit card transactions and pay bills using asset accounts, work with liability accounts and understand equity accounts. You will also learn how to create reports using QuickReports as well as preset reports and how to export reports to Excel. You will learn how to create graphs using QuickInsight and how to customize and print graphs. You will also learn how to do payroll, including payroll tracking, setting up payroll, writing payroll checks, tracking tax liabilities and paying payroll taxes. You will learn how to keep track of jobs including estimating and time tracking. Finally, you will learn how to use the letters and envelope wizard and how to synchronize with contact management software. Course Preparation: QuickBooks Level 1 or equivalent experience. Course Price: \$275 or 1 voucher.

Jan 19	Thu	Portland	9:00 - 4:30
Feb 16	Thu	Portland	9:00 - 4:30

SQL QUERIES COURSES

SQL Queries Level 1

In this 2-day course, you will learn how to generate reports using the SQL language and how to recognize proper syntax for an SQL statement. You will review relational database structure and key data types used in tables. You will learn how to explore a database using the SELECT query. You will learn how to search for specific character strings, dates or numeric data in a database. You will use math, date and string functions to locate or adjust your data display for business reports. You will learn how to use column aliases and mathematical expressions. You will learn how to sort, gather and apply additional filters to your final results. Finally, you will learn how to write queries that use data from many tables simultaneously. Course preparation: A level 1 course of any database application. Course Price: \$495.

Nov 29-30	Tue-Wed	Portland	9:00 - 4:30
Jan 11-12	Wed-Thu	Portland	9:00 - 4:30
Feb 23-24	Thu-Fri	Portland	9:00 - 4:30

SQL Queries Level 2

In this 1-day course, you will begin by learning advanced query concepts for subqueries to manipulate data for business reports. You will learn how to compare one or more values in one query to those generated by another query. You will learn how to search to see if certain values exist, and how to search using grouped queries. You will learn how to create queries that rely on other queries to generate values. You will also learn the SQL language and concepts used to add, change and delete data from a SQL Server database. You will learn the concepts and how to add and edit columns plus how to create and delete tables. You will learn how to capture SELECT queries into views. You will learn the concepts of indexing. Finally you will be introduced to SQL transactions through using a transaction to insert values into a table. Course Preparation: SQL Queries Level 1 or equivalent experience. Course Price: \$295.

Nov 9	Wed	Portland	9:00 - 4:30
Dec 22	Thu	Portland	9:00 - 4:30
Jan 30	Mon	Portland	9:00 - 4:30
Mar 13	Tue	Portland	9:00 - 4:30

Getting the Most out of Class

Did you know that if you spend just a few minutes prior to class to list your own class objectives, product questions and anything specific you want to learn, you will increase the value of your class significantly? Bringing along work examples is a great idea too.

CUSTOMER COMMENTS

Very professional instructor - appreciated all of the extra hints and tips!

What a great experience! It exceeded my expectations!

Loved the amenities, great Starbucks coffee and goodies throughout the day.

Comfortable, relaxed atmosphere.

The real-world experience of your instructors is such a help during training - especially in the Access series I attended - great to get tips from database developers.

I came into class with a list of questions and your instructor helped me through all of them - exceeded expectations!

Wonderful facilities, wonderful classrooms, wonderful instructors and support staff, just a great experience.

Thank you so much for accommodating our special requests for custom content. It was very helpful for our staff to work with our own documents and processes during the training program.

Thank you for teaching our instructional staff how to be better instructors! Loved the Train-the-Trainer program and will be planning another one soon.

WOW! I should have attended this class a month ago - it would have saved me so many hours - but better late than never!

CUSTOM GROUP CLASSES

Do employees in your department need to get up to speed on a custom application, proprietary system or even work procedures and processes? Kinetic can help you with the course design, course development, training facilitation and evaluation. We have designed and delivered many custom training programs - it's actually our forte. Please give us a call at 503.520.0555 to see how we can help.

DATABASE DEVELOPMENT

Kinetic offers a broad range of development services for your Access and Visual Basic needs. Over the years, we've developed database solutions for many of the premier organizations in the Northwest. We would be happy to provide you with information on the solutions that we have developed for these customers and to explore how we might apply our expertise to your specific requirements.

If you have development needs and don't have the internal resources immediately available to satisfy them, let Kinetic be your development partner as well as your training partner. You will experience the same high level of quality and support you have grown to expect from Kinetic.

COURSE INFORMATION

COURSE DESCRIPTIONS

In addition to the course descriptions in this catalog, comprehensive course outlines are available for each Kinetic course. You will find them on our web site, or call us and we will email or fax them to you.

PREREQUISITES

The prerequisite classes listed with the courses in this catalog are recommended to maximize your learning experience, as the advanced level courses build on knowledge learned in the previous levels. If you have any questions about class prerequisites and which classes are best for you, please call us—we will be happy to assist you.

COURSE MATERIALS

A complete procedural manual and class files are provided to each participant. Our manuals are excellent learning tools as well as reference guides, and include many graphics, tips, examples and practice exercises.

AFTER-CLASS SUPPORT

Kinetic's follow-up support and service includes an unlimited telephone support line for desktop courses. Participants who have taken a course may call with questions after class.

LEARNING GUARANTEE

If you would like a refresher course, you may take the same course at no additional charge on a space-available basis, provided you bring your course materials with you.

PAYMENT FOR CLASSES

Many of our corporate and government clients are billed monthly for training. We also accept VISA, Mastercard and American Express as well as money orders and company or personal checks.

DIRECTIONS TO CLASS

In addition to the maps displayed here, driving direction are listed on our web site, or call us and we will make sure you have clear directions to your class from your location.

DAY OF CLASS

Please arrive at least 15 minutes prior to class to check in and get situated in your classroom.



Coffee, tea, juice and sodas will be available throughout the day. Snacks will be provided before class and at breaks. Restaurant maps are available to help you plan your lunch

break. If you prefer to bring your lunch, a refrigerator is available as well as a place to eat and relax. Dress is casual and comfortable to allow for the optimum learning environment. Please bring a jacket or sweater as room temperatures may vary.

GETTING THE MOST OUT OF THE CLASS

To make the learning experience as beneficial as possible, we encourage you to carefully review the course description, make a list of your specific objectives for the class as well as any questions you wish to ask the instructor. Feel free to bring examples of your work to class.

RESCHEDULING AND CANCELING

Please notify Kinetic at 503.520.0555 at least 5 business days prior to class if you need to cancel. Late cancellations or no shows will result in a full charge. Late reschedules will result in a full charge, but you can attend the class at a later date with no additional fees. Substitutes are gladly accepted.

FACILITIES



LOCATIONS

Downtown Portland Congress Center Building

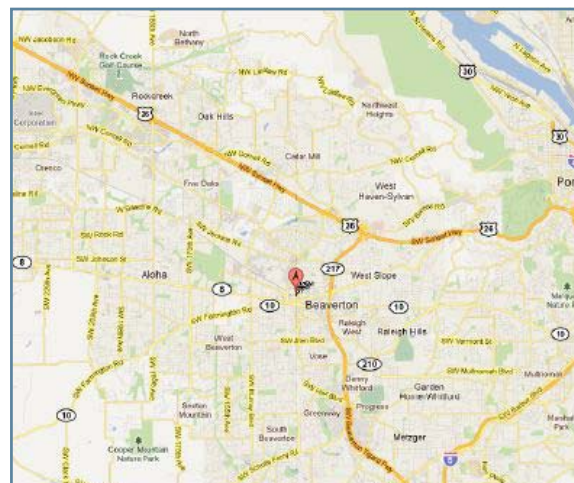
1001 SW Fifth Avenue , Suite 305
Portland, OR 97204-1161



NEW LOCATION

Beaverton Coldwell Banker Building at The Round

12725 SW Millikan Way, Suite 300
Beaverton, OR 97005



COURSE REGISTRATION

FOUR WAYS TO REGISTER:

- 1) Online:
www.KineticTraining.com
- 2) Phone 503.520.0555
- 3) Fax completed form to
503.520.0556
- 4) E-mail your request to:
register@KineticTraining.com

You will receive a confirmation and a map to Kinetic's learning center. Please print.

If you did not receive this schedule directly, check here if you'd like to be on our e-mail list

NAME	TODAY'S DATE	
ORGANIZATION		
ADDRESS		
CITY/STATE/ZIP CODE		
PHONE	FAX	
E-MAIL ADDRESS		
COURSE TITLE/LEVEL	COURSE DATE/TIME	LOCATION (B, P)

Programs and Prices

Course Prices

Our course prices are listed with each course in this schedule. Please call for corporate rates and information on discount programs.

Voucher Program for Volume Discounts

If your organization has at least a few people who need to learn new software programs or enhance their skills, you should consider our voucher program for classes. A distinct advantage of Kinetic training vouchers is that they **never expire**. You can purchase a block of vouchers at a substantial discount off our regular class rate. Many of our courses are voucher-eligible and are indicated under 'Course Price' with each course in this schedule.

More voucher details: One voucher is applicable to one day of training. If an organization purchases 50 vouchers the quantity discount rate would be \$169 each. Please see the table to the right for the prices of other quantities. Some examples of how vouchers are utilized:

- 1-day Excel Level 1 class (reg. \$250) = 1 voucher, a \$81 savings
- 1-day Acrobat Level 2 class (reg. \$275) = 1 voucher, a \$106 savings
- 2-day Project Level 1 class (reg. \$450) = 2 vouchers, a \$112 savings
- 2-day Photoshop Level 1 (reg. \$495) = 2 vouchers, a \$157 savings

Kinetic vouchers are completely electronic - no physical voucher to present during class. When you order vouchers for your organization we work with you to determine the employee eligibility and enrollment procedures for classes, and provide monthly voucher utilization reports.

Class Voucher Rates		
Regular class rates are \$225-\$247.50 per day for voucher-eligible classes. By purchasing vouchers, you will receive the following discounts on many of the classes:		
Quantity 10-24	\$189 each	10-21% discount
Quantity 25-49	\$179 each	20-25% discount
Quantity 50-99	\$169 each	20-30% discount
Quantity 100-149	\$159 each	24-34% discount
Quantity 150-199	\$149 each	29-38% discount
Quantity 200-299	\$139 each	34-42% discount
Quantity 300 up	\$129 each	39-46% discount



Serving our customers since 1987

Our goal is to provide an enriching, professional, memorable, and comfortable learning experience that improves your business performance through the effective and efficient use of technology.

Downtown Portland

Congress Center Building
1001 SW Fifth Avenue, Suite 305
Portland, OR 97204-1161

Beaverton (new address)

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Beaverton OR 97005