Instructor-Led Technology Training

**Course Offerings**

**Training Methods**
- Open enrollment and group classes in Kinetic’s custom-designed training facilities in downtown Portland and Beaverton. Instructor-led online courses, group classes at client locations, consulting

**Program Management Services**
- Training program design, needs and skills assessment, project management, custom curriculum development, administration, after-class support, custom application design

503.520.0555

www.KineticTraining.com
Upgrading to Microsoft Office 2016?

We’ve designed custom training programs for corporate and government clients to help with the transition and to take advantage of the great new functionality of Microsoft Office 2016. Training can consist of classroom instruction, overview demos, ‘lunch and learn’ sessions, online training, desk-side assistance, help desk support - whatever you need to support your employees.

NEW Classes!

Microsoft Office 2016 New Features

Excel 2016/2013 - Analyzing Data with Power Pivot
Windows 10 - Transitioning from 7

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.

Please call us at 503.520.0555
SOLUTIONS

NEW

including setting criteria to view only the data you want. You will learn how to create basic queries to select data from tables, relationships, including the concept of Referential Integrity. You will also learn about the three types of table design and creation, including the concepts of single and multiple Primary Keys. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will learn how to 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 learn how to create a two column report. Finally, you will learn how to use Design View to modify a report. Course Preparation: Microsoft Windows Level 1 or equivalent experience. Course Price: $595 or 2 vouchers.

Jun 29-30 Wed-Thu Beaverton 9:00 - 4:30
Aug 3-4 Wed-Thu Portland 9:00 - 4:30
Aug 23-24 Tue-Wed Beaverton 9:00 - 4:30
Sep 28-29 Wed-Thu Portland 9:00 - 4:30
Oct 31-Nov 1 Mon-Tue Beaverton 9:00 - 4:30

Access 2016/2013/2010 Intermediate (Level 2)

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 Comprehensive Introduction or equivalent experience. Course Price: $595 or 2 vouchers.

Jul 12-13 Tue-Wed Beaverton 9:00 - 4:30
Sep 26-27 Mon-Tue Portland 9:00 - 4:30
Nov 16-17 Wed-Thu Beaverton 9:00 - 4:30

Access 2016/2013/2010 Advanced (Level 3)

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 (VBA) to enhance these forms. Course Preparation: Access Intermediate or equivalent experience. Course Price: $595 or 2 vouchers.

To Enroll in Classes

503.520.0555
www.KineticTraining.com

Please see page 15 for information on vouchers for quantity discounts.
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 Intermediate or equivalent experience. Course Price: $595 or 2 vouchers.

Aug 10-11 Wed-Thu Portland 9:00 - 4:30
Oct 10-11 Mon-Tue Beaverton 9:00 - 4:30

Access 2016/2013/2010 Programming (Level 4)
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 Advanced or equivalent experience. Course Price: $595 or 2 vouchers.

Jul 25-26 Mon-Tue Portland 9:00 - 4:30
Sep 7-8 Wed-Thu Portland 9:00 - 4:30
Nov 7-8 Mon-Tue Portland 9:00 - 4:30

Excel Courses

Excel 2016/2013 Level 1
In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. 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 such as FlashFill. 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: $295 or 1 voucher.

Jun 29 Wed Portland 9:00 - 4:30
Jul 11 Mon Beaverton 9:00 - 4:30
Jul 27 Mon Beaverton 9:00 - 4:30
Aug 9 Tue Portland 9:00 - 4:30
Aug 22 Mon Beaverton 9:00 - 4:30
Sep 16 Fri Portland 9:00 - 4:30
Sep 21 Wed Online 9:00 - 4:30
Sep 28 Wed Beaverton 9:00 - 4:30
Oct 12 Wed Portland 9:00 - 4:30
Oct 25 Tue Beaverton 9:00 - 4:30

Excel 2016/2013 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 how to filter, sort, and subtotal a list of data. You will learn 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 how to create and modify charts, including column, bar, and pie charts. Course Preparation: Excel Level 1 or equivalent experience. Course Price: $295 or 1 voucher.

Preparation: Windows Level 1 or equivalent experience. Course Price: $295 or 1 voucher.

Jul 6 Wed Portland 9:00 - 4:30
Jul 21 Thu Beaverton 9:00 - 4:30
Jul 27 Wed Online 9:00 - 4:30
Aug 5 Fri Portland 9:00 - 4:30
Aug 15 Mon Portland 9:00 - 4:30
Sep 9 Fri Beaverton 9:00 - 4:30
Sep 20 Tue Portland 9:00 - 4:30
Oct 5 Wed Beaverton 9:00 - 4:30
Oct 17 Mon Portland 9:00 - 4:30
Nov 8 Tue Beaverton 9:00 - 4:30

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.
Excel 2016/2013 Level 3
In this 2-day course, you will learn the more advanced features of Microsoft Excel. For example, you will learn how to apply and use range names. You will learn how to use the VLOOKUP function to retrieve data from a list, and what to do if your formula returns an error. 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 create a simple form using Excel’s set of form controls. Also, you will learn how to record macros for automating repetitive tasks and procedures. You will learn how to link and consolidate multiple workbooks. You will learn how to turn a list into a Table to work with the list more easily. You will also learn to use Advanced Filters 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. And finally, you will learn about the Excel Data Model, a feature that allows you to compile data from multiple data sources into Excel to perform powerful data analysis. You will learn how to add data to the Data Model, and then create PivotTables to summarize the collection of data.
Course Preparation: Excel Level 2 or equivalent experience.
Course Price: $595 or 2 vouchers.

Jun 27-28 Mon-Tue Portland 9:00 - 4:30
Aug 3-4 Wed-Thu Beaverton 9:00 - 4:30
Sep 12-13 Mon-Tue Portland 9:00 - 4:30
Oct 12-13 Wed-Thu Beaverton 9:00 - 4:30
Nov 9-10 Wed-Thu Portland 9:00 - 4:30

Excel 2016/2013 - Analyzing Data with Power Pivot
Do you need to analyze large amounts of data quickly? Excel provides Power Pivot, an add-in in the Microsoft Office Professional Plus suites (not available in the standard suites or non-Plus suites) to help you organize, manipulate, and report on your data in the best way possible. In this 1-day course you will learn how to use Power Pivot along with Excel 2016 or 2013 to analyze data from a variety of sources. Following a review of the Excel Data Model, you will learn how to enable and navigate Power Pivot, how to manage data relationships, how to visualize Power Pivot data, how to create a Power Pivot report, how to create calculations in Power Pivot, how to work with the advanced functionality in Power Pivot, how to create a Key Performance Indicator, how to work with dates and time in Power Pivot, and you will also learn some commonly used DAX functions. Course Preparation: Excel Level 3 or equivalent experience.
Course Price: $350 or 1 voucher.

Jun 21 Tue Portland 9:00 - 4:30
Sep 28 Wed Portland 9:00 - 4:30
Nov 16 Wed Portland 9:00 - 4:30

Excel 2016/2013/2010 Level 4
In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language in Excel. Specifically, you will learn about objects, events, properties, and methods. You will also write sub procedures and functions to perform custom processes. Additionally, you will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will use 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-handling code so your processes end gracefully if there is a problem. This is a programming class for the experienced Excel user who is not a programmer.
Course Preparation: Excel Level 2 or equivalent experience.
Course Price: $595 or 2 vouchers.

Jun 22-23 Wed-Thu Beaverton 9:00 - 4:30
Aug 2-3 Tue-Wed Portland 9:00 - 4:30
Aug 31-Sep 1 Wed-Thu Beaverton 9:00 - 4:30
Oct 3-4 Mon-Tue Portland 9:00 - 4:30
Nov 2-3 Wed-Thu Beaverton 9:00 - 4:30

Excel 2010/2007 Level 1
In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. 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: $295 or 1 voucher.

Jul 1 Fri Beaverton 9:00 - 4:30
Aug 1 Mon Portland 9:00 - 4:30
Aug 4 Thu Online 9:00 - 4:30
Sep 13 Tue Beaverton 9:00 - 4:30
Oct 6 Thu Portland 9:00 - 4:30
Nov 9 Wed Beaverton 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.
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: $295 or 1 voucher.

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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: $595 or 2 vouchers.

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Excel 2010 - Analyzing Data with Power Pivot
In this 1-day course, you will learn how to use the Power Pivot add-in to import data from various sources and create a dynamic report. This is an add-in product available for Excel version 2010. Specifically, following an introduction to the Power Pivot application, you will learn how to import data, manipulate data in a Power Pivot worksheet, create reports using Power Pivot data, use DAX functions in Power Pivot, and distribute Power Pivot data. Course Preparation: Excel 2010 Level 3 or equivalent experience. Course Price: $350 or 1 voucher.

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Excel 2016/2013/2010 Level 4
In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language in Excel. Specifically, you will learn about objects, events, properties, and methods. You will also write sub procedures and functions to perform custom processes. Additionally, you will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will use 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-handling code so your processes end gracefully if there is a problem. This is a programming class for the experienced Excel user who is not a programmer. Course Preparation: Excel Level 2 or equivalent experience. Course Price: $595 or 2 vouchers.

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OneNote Courses
OneNote 2016/2013/2010
In this 1-day course you will learn the essentials of Microsoft OneNote, an application for free-form information gathering, and multi-user collaboration. In this course, you will develop digital note-taking, note-collaboration, and note-synchronizing skills which will allow you to create and update notes; manage lists and outlines; search; add content including voice memos, pictures, and video; take notes in online meetings; and interact with other Microsoft software programs. Specifically, you will explore the structure of a OneNote notebook, add content to and organize a OneNote notebook, manage OneNote notebooks, history, and backups, work with Excel spreadsheets and embedded files, share and collaborate with notebooks, and finalize a notebook. Course Preparation: Experience with Office applications. Course Price: $350 or 1 voucher.

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Free Retakes - Unlimited Timeframe
Did you know that you can retake any Kinetic-delivered class for free for as long we teach the course/version that you attended? That’s right, no time limit.
**Outlook Courses**

**Outlook 2016/2013 Level 1**

In this course, you will learn the essentials of Microsoft Outlook 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 also learn to share your calendar with coworkers. Additionally, you will learn how to invite people to meetings. You will also learn to share your email messages, mark them important, and attach files to them. You will also 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 assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the standard email messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. 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 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 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 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 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 make a template from which to create standard email messages.

Course Preparation: Microsoft Windows Level 1 or equivalent experience. Course Price: $295 or 1 voucher.

- Jul 15  Fri  Portland  9:00 - 4:30
- Sep 8  Thu  Portland  9:00 - 4:30
- Oct 28  Fri  Beaverton  9:00 - 4:30

**Outlook 2016/2013 Level 2**

In this 1-day course, you will learn the more advanced features of Outlook. You will learn 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 learn how to use updated email features such as Instant Search, removing names from the AutoComplete list, viewing only your unread messages, and Quick Steps for shortcuts. 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 Level 1 or equivalent experience. Course Price: $350 or 1 voucher.

- Aug 31  Wed  Portland  9:00 - 4:30
- Oct 18  Tue  Portland  9:00 - 4:30

**Outlook 2010 Level 1**

In this 1-day course, you will learn the essentials of Microsoft Outlook 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: Microsoft Windows Level 1 or equivalent experience. Course Price: $295 or 1 voucher.

- Jul 19  Tue  Portland  9:00 - 4:30
- Aug 29  Mon  Beaverton  9:00 - 4:30
- Sep 21  Wed  Portland  9:00 - 4:30
- Oct 31  Mon  Portland  9:00 - 4:30

**PowerPoint Courses**

**PowerPoint 2016/2013 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: Microsoft Windows Level 1 or equivalent experience. Course Price: $295 or 1 voucher.

- Jul 13  Wed  Portland  9:00 - 4:30
- Aug 17  Wed  Online  9:00 - 4:30
- Aug 25  Thu  Beaverton  9:00 - 4:30
- Sep 12  Mon  Portland  9:00 - 4:30
- Oct 6  Thu  Beaverton  9:00 - 4:30
- Nov 1  Tue  Portland  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: $350 or 1 voucher.

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**Project Courses**

**Project 2016/2013/2010**

In this 2-day course, you will learn how to set up and manage a project file to track tasks and the resources required to do those tasks. You will start by learning about the overall Project environment. You will then learn how to build a preliminary project schedule from project goals and estimated tasks. Additionally, you will learn how to refine the schedule by organizing and linking tasks and using top-level down project planning. You will also learn how to adjust and control timelines by using task relationships, task constraints, and task deadlines. You will learn how add resources to your project to track materials, costs, and task assignments. You will also learn how to manage calendar exceptions for holidays, unusual working days, and vacation time. Additionally, you will learn how to enter costs for resources, tasks, and material items. You will learn how to analyze and manage assignment changes, inactivating tasks and adjusting task types to solve schedule problems. Additionally, you will learn how to view and print your project using sorting, filtering, tables, and views. Finally, you will learn how to set a baseline to archive important task data before you enter actual information which may differ from your original plan. Course Preparation: Windows Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel is helpful but not required. Course Price: $595 or 2 vouchers.

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**Vouchers for Volume Discounts**

If your organization has at least a few people who need to learn Microsoft Office applications or Adobe Acrobat, you should consider our voucher program for volume discounts. A distinct advantage of Kinetic training vouchers is that they never expire. Many of our courses are voucher-eligible and are indicated under ‘Course Price’ with each course in this schedule. Please see page 15 for details.

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**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: Microsoft Windows Level 1 or equivalent experience. Course Price: $295 or 1 voucher.

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To Enroll in Classes

503.520.0555
www.KineticTraining.com
### Publisher Courses

**Publisher 2016/2013/2010**

In this 1-day course you will learn how to use Microsoft Publisher, a desktop publishing software application capable of producing newsletters, flyers, brochures, certificates, and other printed publications. You will learn how to use Publisher’s large selection of “building blocks” that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. While creating publications you will learn how to add content, format text, edit the contents, add and format graphics, and print and share a publication. Course Preparation: Microsoft Word Level 1 or equivalent experience. Course Price: $350 or 1 voucher.

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### SharePoint Courses

**SharePoint 2013 for Business Users Level 1**

This two-day course is intended for new or self-taught SharePoint users, new site owners, and anyone who wants to experience SharePoint from the business user’s perspective. You will learn the concepts of SharePoint 2013 for collaborating with others on your work team, learn how to access content in SharePoint sites, and learn how to perform essential functions as a site owner. You will learn how to contribute to SharePoint lists and libraries, manage content, leverage views, and integrate SharePoint with Microsoft Office. You will learn how to set up site navigation, customize a homepage to include meaningful content and web parts, and manage user permissions. You will also learn how to create, modify, and manage lists and sites. Course Preparation: Experience using a web browser as well as Microsoft Office applications. Course Price: $795.

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**SharePoint 2013 for Business Users Level 2**

This 2-day course is intended for site owners and power users who are looking to discover new tools and methods for enhancing SharePoint sites. You will learn how to deploy special web parts to display data in useful ways. You will learn how to develop and apply content types for gathering and retrieving relevant information. You will explore additional list and site templates. You will learn how to implement various tools for managing content approval, such as user alerts and approval workflows. You will also learn how to develop custom workflow solutions in SharePoint Designer. You will learn more methods for analyzing and managing SharePoint site content and you will also learn how to use My Site for social computing. Course Preparation: SharePoint Level 1 or equivalent experience. Course Price: $795.

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### 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.
Visio Courses
Visio 2016/2013/2010 Level 1
In this 1-day course, you will learn the essentials of Microsoft Visio to create workflow diagrams, floor plans, organization charts, and cross-functional flowcharts. After learning how to navigate through the Visio program you will be introduced to the essentials for creating diagrams and how to use and customize the tools to easily create professional-looking visual products. This will include the use of drawing components, shapes, layers, shape styles, connector styles, themes, variants, and containers. Course Preparation: Windows Level 1 or equivalent experience. Experience with Word, PowerPoint, or Excel is recommended but not required. Course Price: $350 or 1 voucher.

Aug 2      Tue  Portland  9:00 - 4:30
Sep 26     Mon  Beaverton 9:00 - 4:30
Oct 26     Wed  Portland  9:00 - 4:30

Visio 2016/2013/2010 Level 2
In this 1-day course, you will learn the more advanced features of Visio - making you a more efficient and effective Visio user. You will learn how to enhance the look of drawings. You will learn how to create shapes, stencils, and templates. You will also learn how to connect drawings to external data (Excel, Project, and Access), how to leverage development tools (macros, ShapeSheets, and advanced shapes), and how to share drawings. Course Preparation: Visio Level 1 or equivalent experience. Course Price: $350 or 1 voucher.

Jul 15     Fri  Portland  9:00 - 4:30
Sep 19     Mon  Portland  9:00 - 4:30
Nov 10     Thu  Portland  9:00 - 4:30

Windows Courses
Windows 10 - Transitioning from 7
NEW
In this 1-day course, you will learn how to make the transition from the Windows 7 operating system to the new Windows 10 OS. Once you’ve gained a foundational understanding of how to operate within the Windows 10 environment from your PC, you’ll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 10 operating system. Specifically, you will learn how to navigate the Windows 10 environment (log in to Windows 10, and navigate the desktop), how to work with apps and desktop applications (customize the Start menu and Taskbar, use Windows 10 apps and desktop applications, multitask with apps and desktop applications, and use File Explorer). You will also learn how to use Cortana and Edge (explore Cortana, use Cortana as a Personal Assistant, and browse the Web), how to manage Windows 10 (configure settings and use the desktop administrative tools), and how to secure your computer (set new password types, and use other security features). Course Preparation: experience with Windows 7. Course Price: $295 or 1 voucher.

Aug 31     Wed  Portland  9:00 - 4:30
Oct 20     Thu  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.
Word 2016/2013 Level 2
In this 2-day course, you will learn the intermediate to advanced features of Microsoft Word. You will learn advanced editing techniques to improve productivity. You will also learn to create styles to store and reuse collections of formats. You will learn how to create and modify tables. Additionally, you will learn how 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 embed and link Excel data in a Word document. Course Preparation: Microsoft Word Level 1 or equivalent experience. Course Price: $595 or 2 vouchers.

Oct 26-27 Wed-Thu Beaverton 9:00 - 4:30
Aug 23-24 Tue-Wed Portland 9:00 - 4:30
Jun 27-28 Mon-Tue Beaverton 9:00 - 4:30

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: $295 or 1 voucher.

Nov 17-18 Thu-Fri Portland 9:00 - 4:30
Aug 24 Wed Online 9:00 - 4:30
Aug 18 Thu Portland 9:00 - 4:30
Jul 20 Wed Beaverton 9:00 - 4:30

Word 2010/2007 Level 2
In this 2-day course, you will learn the intermediate to advanced features of Microsoft Word 2010/2007. You will learn advanced editing techniques to improve productivity. You will also learn to create styles to store and reuse collections of formats. You will learn how to create and modify tables. Additionally, you will learn how 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 embed and link Excel data in a Word document. Course Preparation: Microsoft Word Level 1 or equivalent experience. Course Price: $595 or 2 vouchers.

To Enroll in Classes
**Illustrator CC/CS6 Level 1**

In this 2-day course, you will learn the essentials 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 thread text. You will learn how to enhance documents by formatting and manipulating objects, applying gradients, and importing graphics. You will also learn how to proof documents and save images. Course Preparation: Windows Level 1 or equivalent experience. Familiarity with basic design terminology, such as palettes, color modes, shapes, text, and paths is recommended. Course Price: $695.

Aug 16-17 Tue-Wed Portland 9:00 - 4:30
Oct 10-11 Mon-Tue Portland 9:00 - 4:30

**Illustrator CC/CS6 Level 2**

In this 1-day course, you will learn how to create complex illustrations, manage color across a range of devices, work with graphs and variables, control how illustrations appear on print and the web, and preview them on mobile devices. Specifically, you will learn how to 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: Illustrator Level 1 or equivalent experience. Course Price: $395.

Jul 14 Thu Portland 9:00 - 4:30
Sep 15 Thu Portland 9:00 - 4:30
Nov 8 Tue Portland 9:00 - 4:30

**InDesign CC/CS6 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: $695.

Jul 11-12 Mon-Tue Portland 9:00 - 4:30
Sep 22-23 Thu-Fri Portland 9:00 - 4:30
Nov 16-17 Wed-Thu Portland 9:00 - 4:30

**InDesign CC/CS6 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: $395.

Aug 19 Fri Portland 9:00 - 4:30
Oct 4 Tue Portland 9:00 - 4:30

**Photoshop CC/CS6 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: $695.

Jul 25-26 Mon-Tue Portland 9:00 - 4:30
Sep 29-30 Thu-Fri Portland 9:00 - 4:30
Nov 14-15 Mon-Tue Portland 9:00 - 4:30
Photoshop CC/CS6 Level 2
In this 1-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: $395.

Aug 22      Mon  Portland  9:00 - 4:30
Nov 2       Wed  Portland  9:00 - 4:30

Crystal Reports Level 2
In this two-day course, you will learn the more advanced features of Crystal Reports. 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: $795.

Aug 15-16   Mon-Tue  Portland  9:00 - 4:30
Oct 12-13   Wed-Thu  Portland  9:00 - 4:30

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 in any database application. Course Price: $695.

Jul 20-21   Wed-Thur  Portland  9:00 - 4:30
Sep 21-22   Wed-Thur  Portland  9:00 - 4:30
Nov 14-15   Mon-Tue  Portland  9:00 - 4:30

To Enroll in Classes
503.520.0555  www.KineticTraining.com

Please see page 15 for information on vouchers for quantity discounts.
**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.

**LEARNING GUARANTEE** For all Kinetic-delivered classes, if you would like a refresher course, you may take the same course (same course and version) 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 directions are listed on our website, 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 or reschedule. 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.
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

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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 $189 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. $295) = 1 voucher, a $106 savings
- 1-day Acrobat Level 2 class (reg. $350) = 1 voucher, a $161 savings
- 2-day Project Level 1 class (reg. $595) = 2 vouchers, a $217 savings

NEW!!! Vouchers for SharePoint classes!

Need SharePoint training? Kinetic's SharePoint vouchers are applicable to our public, two-day SharePoint classes and represent the most cost-effective way to train your staff on how to understand, navigate and manage sites in Microsoft SharePoint. Each SharePoint class is $795 but you can purchase a block of vouchers at these discounted rates:

- Quantity 5-10: $599 each
- Quantity 11-20: $549 each
- Quantity 21-30: $499 each

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.

Rev. 6/20/16
Serving our customers for 29 years!
- still owned and operated by the original founders -

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

Beaverton
The Beaverton Building/City Hall
at The Round
12725 SW Millikan Way, Suite 300
Beaverton, OR 97005