



# Executive Training Resources

July & August 2011 Schedule

Certified Instructors—Local, Friendly, & Professional



MONDAY	TESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 <b>Closed for Independence day!</b>	5 Access 2007 or 2010 Introduction Expression Web Word Perfect Cultivate a Winning Attitude	6 Excel 2007 or 2010 Introduction Publisher Crystal Reports Day 1 Dynamic Presentation Skills	7 PowerPoint 2007 or 2010 Introduction Interviewing Skills Outlook Introduction HTML Introduction	8 <b>QuickBooks Introduction</b> Illustrator Intro Computer Fundamentals Managing Effective Meetings
11 Word 2007 or 2010 Introduction Visio Intro Project Day 1 Flash Day 1	12 Access 2007 or 2010 Intermediate Expression Web Adv Outlook Advanced HTML Level 2	13 Excel 2007 or 2010 Intermediate Crystal Reports Adv Business & Technical Writing Flash Day 2	14 PowerPoint 2007 or 2010 Intermediate Dreamweaver Day 1 Photoshop Intro Captivate	15 QuickBooks Intermediate <b>Build a <u>Get The Job</u> Resume</b> Intro to Word & Excel
18 Word 2007 or 2010 Intermediate Visio Advanced Project Day 2 AutoCAD Day 1	19 Access 2007 or 2010 Advanced Visual Basic for Excel Conflict Management HTML Advanced AutoCAD Day 2	20 Excel 2007 or 2010 Advanced Public Speaking Visual Basic for Applications Day 1 Social Networking	21 PowerPoint 2007 Advanced Dreamweaver Day 2 Photoshop Advanced How to Interview and Hire the Right Person	22 QuickBooks Advanced Intro to the Web and Email InDesign Intro <b>Build Your Website in 1 Day!</b>
25 Word 2007 or 2010 Advanced Project Day 3 Cascading Style Sheets Illustrator Advanced AutoCAD Day 3	26 Access 2007 Extreme <b>Customer Service Team Building</b> Visual Basic for Word <b>Awesome Management Skills</b>	27 Excel Extreme Charts 07 or 2010 Office 2010 New Features Visual Basic for Applications Day 2 Photoshop Artistic Effects	28 Photoshop Elements Org Plus InDesign Advanced Excel Extreme Functions QuickBooks Extreme	29 QuickBooks Payroll Communication Building Skills PC Maintenance & Security
<b>August 1</b> Word 07 or 2010 Introduction Search Engine Optimization Mail Merge & Macros	2 Access 07 or 2010 Introduction Visual Basic for Word Flash Day 1 Communication Building Skills	3 Excel 07 or 2010 Introduction Outlook Intro Visio Intro Visual Basic for Excel Awesome Mgmt Skills	4 PowerPoint 2007 or 2010 Introduction Photoshop Elements Team Building	5 QuickBooks Introduction Computer Fundamentals Conflict Management
8 Word 07 or 2010 Intermediate Outlook Advanced Project Day 1 Dreamweaver Day 1	9 Access 07 or 2010 Intermediate <b>Learn to Fix Your Own Computer!!</b> Illustrator Intro	10 Excel 07 or 2010 Intermediate Visio Introduction Cascading Style Sheets HTML Intro	11 PowerPoint 2007 or 2010 Intermediate Crystal Reports Intro Dreamweaver Day 2	12 QuickBooks Intermediate Intro to Word & Excel Illustrator Advanced
15 Word 07 or 2010 Advanced Project Day 2 Publisher Intro HTML Intermediate	16 Access 07 or 2010 Advanced Photoshop Artistic Effects Visio Advanced Visual Basic Day 1	17 Excel 07 or 2010 Advanced Corel Word Perfect Day 1 Adobe Captivate	18 PowerPoint 2007 Advanced Corel Word Perfect Day 2 Office 2007 New Features	19 QuickBooks Advanced Intro to Email & the Internet
22 Crystal Reports Advanced Photoshop Secrets Project Day 3 InDesign Advanced	23 Access 07 Extreme Public Speaking HTML Advanced Visual Basic Day 2	24 Excel 07 or 2010 Extreme Charts Office 2010 New Features Expression Day 1	25 QuickBooks Extreme Excel 2007 Functions Business & Technical Writing	26 QuickBooks Payroll Photoshop Intro Expression Day 2 Dynamic Presentation Skills

### **If Only Life Could Be Like a Computer**

- If you messed up your life, you could press "Alt, Ctrl, Delete" and start all over!
- To get your daily exercise, just click on "run"!
- If you needed a break from life, click on "suspend".
- Hit "any key" to continue life when ready.
- To "add/remove" someone in your life, click settings and control panel.
- To improve your appearance, just adjust the display settings.
- If life gets too noisy, turn off the speakers.
- When you lose your car keys, click on "find".
- We could click on "send" and the kids would go to bed immediately.
- To feel like a new person, click on "refresh".
- Click on "close" to shut up the kids and spouse.
- To undo a mistake, click on "back".
- If you don't like cleaning the litter box, click on "delete".

### **A jury-rigged Excel Time Stamp**

If you need to generate a time stamp automatically in a spreadsheet (to tell when the last time a macro was run, for example) and you don't know VBA, you can use the macro recorder. Keep in mind that if you use the standard functions: =today0 or =now0 as you record they will be accurate- temporarily, but the formulas will update as the time changes, giving the wrong time stamps. A solution is simple: create a macro that copies the date/time and then use paste special to paste the *value* only. The pasted value will not update.

### **Increase Your Typing Speed**

Typing is no longer an option, it is mandatory in the business world. And more and more, we are required to type even faster. Here are some Websites that will help you become a master typist while having fun:

- **TypingWebs Free Tutorials** - Learn the correct hand positions at this great site. The repetitive drills are extremely helpful. This is a great starting site.
- **TypingMasters Typing Test** - Once you have some keyboarding skills go to this site and test your abilities. This site quickly lets you know where you need to improve and gives you a score. If you do really good you can even post your test on Facebook!
- **TypeOnlines Number Pad Lesson** - This is the one site that has actually made more difference in my skills. Learning the 10-key is crucial if working with numbers. Accountants and Bookkeepers MUST have this skill.

Give your employees the authority that goes with their responsibility and you will find you have much happier and more productive employees.

By: Janet Stiffler

### **Workplace Topic**

**Talent is Irrelevant of Success** Don't believe me: British based researchers conclude in a recent study the evidence we have surveyed does not support that excelling is a consequence of possessing innate gifts. Most people learn quickly at first then slowly and finally stop developing completely. What are the key common traits that successful people share?

**Overnight Success Takes Ten Years** The first major conclusion is that nobody is great without work. There is no evidence of high level performance without experience or practice, and some researchers have coined this the "ten year rule". In many fields, elite performance takes at least 20 years before reaching their prime.

**You've Either Got It - Or You Don't.. Or Do You?** Okay, you could argue some important traits are inherited, such as height or intelligence, but that again doesn't hold in all cases. Ericsson found "some international chess masters have IQ's in their 90's."

Some people are more motivated than others to put in the hard work. Why? No-one seems to know, and the rub is we hate abandoning the notion that we would coast to fame and riches if only we found our talent. But a more liberating notion is that regular hard work and deliberate practice can enable us to achieve our dreams, utilize our talents and achieve the greatness we desire. Bust through that personal growth and development barrier and start using your day to achieve the greatness that's available to us all.

### **Computer Tips & Tricks**

**QuickBooks** - The ESC key is one of my favorite in QuickBooks. It closes what ever window you have open. Much easier than looking for the little x in the top right corner. Plus, no chance of accidentally closing the program by hitting the big X.

**Word** - Ever go to the Tools/Options selection in Word? It has a ton of helpful selections and preferences as to how your Word will work. One of our favorites is under the General tab - "Recently used files". This will let you see as many as 9 of the last files you have opened in Word. Very handy!

**Windows** - If you have Windows XP click your Start button, Programs, Accessories, then "Tour Windows XP". For Windows 7 users click the Start button, Getting Started then Discover Windows 7. These tutorials are also great for new users!

**PowerPoint** - In PowerPoint you have the option of "Show/Hide Grid" on the Standard toolbar. It looks similar to this: #. It helps you line your text and anything else you have on a slide



Register for one of our **QuickBooks** classes today! Learn how to finally understand your P & L, your Balance Sheet and so much more. Remember: You can only make good business decisions if you have good information!