

RAMCO Software Training Class Schedule

The Premier NW Training Company!

Our Mission: To Make People More Productive Through Training

[Register](#)

[List of Classes](#)

[Locations](#)

[Web Site](#)

Achieve Productivity on a Solid Foundation through Training

Every business needs a foundation to build upon. The Windows 7 Professional operating system provides rock-solid support with core enhancements to networking, security, mobility, and IT management. RAMCO offers several training options for Windows 7 including classroom and online training for new and experienced users.

Microsoft Office 2010 builds on that Windows 7 foundation, and provides you with the tools you need to help your people work more productively virtually anywhere, stay better connected to your customers, and help keep your organization more secure. Our Office 2007 and 2010 curriculum includes all the core application classes, as well as upgrade classes in a variety of delivery styles. We offer condensed demos, half day hands-on, and full day hands-on courses in addition to our three hour, online Office New Features courses. Pick from a RAMCO developed off-the-shelf course or work with our developers to create your own custom course.

RAMCO Software Training, a Microsoft Certified Partner, can help you get the right training solution for your business needs assist with increasing the productivity and efficiency of your employees. Contact us today to discuss your training objectives and you can be confident of the success of your Office rollout!

www.ramco-training.com

Last chance for Office 2003!

RAMCO Software training is a customer driven training company. You have spoken and we are responding. Office 2007/2010 combo classes and Office New Features classes are replacing many of our 2003 application classes. Retiring 2003 courses include Outlook, Word, Access, Project, and PowerPoint. Excel 2003 is still very popular and will remain on our open enrollment schedule for this year.

All Office versions will continue to be offered through our private group training option, but if you are an individual who has been putting off your 2003 training, the classes on our current schedule are your last chance. Register today!

Who Am I? Guess Correctly & Win!

I was the new kid on the block in Office 2007, and now I am "new and improved" in Office 2010 because you can customize me to include those tasks you do frequently. Who am I?

To enter, email contest@ramco-training.com. The first person with the correct answer receives a \$50 gift certificate toward any RAMCO training class.

Mystery Software Character Winner

Congratulations to Terry Whitney of the WA State Department of Transportation for winning last issue's Who Am I? contest. See the [Help Key](#) for the last issue's answer.

Seattle (206) 292-4914 • Tacoma (253) 922-0299 • FAX (253) 922-6041

3600 Port of Tacoma Road, Suite 507
Tacoma, WA 98424

LIVE ONLINE TRAINING

RAMCO LIVE ONLINE TRAINING

Convenient for those who can't leave the office or for those whose office is out of the immediate area! Eliminate travel time and expense by training business professionals in multiple locations in a convenient live, online computer training session at the office or at their home.

Private sessions are also available for small and large groups. Meet just-in-time training requirements by scheduling live, online training on specific, meaningful topics for a department or project team.

EXCEL 2007 MASTERING FORMULAS & FUNCTIONS

\$129

Advance your skills with formulas including creating more complex formulas and functions, such as IF, V-Lookup and Rounding. Learn the essential tools for calculating between worksheets and workbooks with Linking.

Oct 27 9am-12pm PST

EXCEL 2007 PRESENTING STATISTICAL DATA WITH CHARTS

\$129

Present your financial information in eye-catching charts and graphs to engage your audience. This online course gives you the tools you need to make facts and figures come to life. Let us show you how to capture everyone's attention!

Sep 16 9am-12pm PST

EXCEL 2007 ANALYZING DATA WITH PIVOTTABLES

\$129

Master the most widely used analysis tool in Excel today by creating data lists, PivotTables, and PivotCharts!

Dec 15 9am-12pm PST

POWERPOINT 2007 ADDING AUTOMATION & MULTIMEDIA TO YOUR PRESENTATION

\$129

Engage your audience with motivating presentations that employ graphics, slide transitions, and animations! Text positioning and formatting for optimal display helps your audience understand and retain your message. Bells and whistles keep them interested!

Jan 18 9am-12pm PST

WINDOWS 7® DIFFERENCES

NEW!

\$129

If you are getting a new computer soon, odds are that Windows 7 will be the installed operating system. Take this class to learn about the new Taskbar features, changing desktop background and screen saver, and windows management using the Aero interface.

Oct 26 9am-12pm PST

Nov 09 9am-12pm PST

Jan 04 9am-12pm PST

WORD 2007® AUTOMATING FORMS AND LONG DOCUMENTS

\$129

Effectively use Word forms as a tool to collect data from users. Plan and save a form template, work with content controls & form fields, layout a form in a tables, modify tables, & protect the form.

Oct 05 9am-12pm PST

OFFICE NEW FEATURES

OFFICE 2007® NEW FEATURES

An introduction to the new Microsoft Office user interface, this course covers features common to core Office programs, as well as the new components in Word, Excel, PowerPoint, & Outlook.

HANDS ON CLASS \$159

Sep 02 day Tac

Oct 15 day Sea

Nov 22 day Tac

Dec 15 day Sea

Jan 07 day Tac

NEW!

OFFICE NEW FEATURES

OFFICE 2010® NEW FEATURES

Covers features common to core Office programs, as well as the new components in Word, Excel, PowerPoint, & Outlook. Includes changes from version 2003 and those new to 2010 such as the customizable Ribbon, new interface for Outlook, and additional PowerPoint features.

FULL DAY HANDS ON CLASS \$159

Sep 20 pm Sea

Oct 06 day Tac

Nov 16 day Sea

Jan 04 day Tac

NEW!

PROJECT MANAGEMENT

PROJECT MANAGEMENT FUNDAMENTALS

(NO COMPUTERS) \$169

Learn how to lead a successful project with training on the fundamental concepts of project management and all its terminology. In this class, you learn to effectively manage any project with any software.

Oct	04	day	Tac
Jan	03	day	Sea

PROJECT 2003®

LEVEL 1 (2003) \$319

Keep projects on schedule by learning how to create and revise tasks, sequence tasks, revise a schedule using a critical path, track progress, report variances, and manipulate data.

Sep	20-21	day	Tac
Oct	21-22	day	Sea

Last chance for v2003!

LEVEL 2 (2003) \$169

Take control of your project resources! Learn to manage resources, perform cost calculations, and direct multiple projects.

Sep	30	day	Tac
Nov	29	day	Sea

Last chance for v2003!

PROJECT 2010®

LEVEL 1 (2010) \$319

Keep projects on schedule by learning how to create and revise tasks, sequence tasks, revise a schedule using a critical path, track progress, report variances, and manipulate data.

Oct	20-21	day	Tac
Dec	13-14	day	Sea

PROJECT 2007®

LEVEL 1 (2007) \$319

Keep projects on schedule by learning how to create and revise tasks, sequence tasks, revise a schedule using a critical path, track progress, report variances, and manipulate data.

Sep	23-24	day	Sea
Oct	07-08	day	Tac
Nov	03-04	day	Sea
Dec	01-02	day	Tac
Jan	06-07	day	Sea

LEVEL 2 (2007) \$169

Take control of your project resources! Learn to manage resources, perform cost calculations, and direct multiple projects.

Aug	24	day	Tac
Nov	23	day	Sea
Jan	20	day	Tac

LEVEL 2 (2010) \$169

Take control of your project resources! Learn to manage resources, perform cost calculations, and direct multiple projects.

Jan	05	day	Sea
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MICROSOFT OUTLOOK

OUTLOOK 2007®

LEVEL 1 (2007) \$159

The new Office 2007 interface applies to your email messages, tasks, and contacts to become command central for all your information management!

Oct	01	day	Sea
Dec	03	day	Tac

LEVEL 2 (2007) \$159

Customize and automate Outlook to maximize its capabilities! Advanced topics include Email, Calendar, Contacts, and Tasks.

Aug	25	day	Sea
Nov	29	day	Tac
Jan	12	day	Sea

OUTLOOK 2010®

LEVEL 1 (2010) \$159

The Ribbon interface is now part of the Outlook program screen making it easier to organize your email!

Sep	27	day	Sea
Nov	02	day	Tac
Dec	07	day	Sea

LEVEL 2 (2010) \$159

Customize and automate Outlook to maximize its capabilities! Advanced topics include Email, Calendar, Contacts, and Tasks.

Jan	27	day	Sea
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ADOBE CREATIVE SUITE

PHOTOSHOP®

LEVEL 1 \$419

Achieve the quality results for all of your graphic editing needs using Photoshop like an expert! Learn image editing, painting, layers, selections, color models, and more.

Sep	08-09	day	Sea
Nov	08-09	day	Tac
Jan	10-11	day	Sea

INDESIGN®

LEVEL 1 \$419

Save money when outsourcing your printing by handling the design and digital setup yourself! In this class, learn to produce professional-quality, full-color documents to output to a wide range of devices and formats.

Aug	17-18	day	Tac
Oct	05-06	day	Sea
Dec	09-10	day	Tac

ACROBAT®

LEVEL 1 \$419

Acrobat PDF provides a solution for your file sharing challenges. In this class, create and convert files to PDF; re-purpose the content of PDF files for use in other applications; and use tools for creating forms and managing color. Includes Signatures, security, and the design of documents for online viewing.

Oct	13-14	day	Tac
Dec	21-22	day	Sea

MICROSOFT EXCEL 2003

EXCEL 2003®

LEVEL 1 (2003) \$159

Why do more people choose Excel training over all other classes? Excel makes math fun as you easily create, edit, format, and print worksheets, as well as efficiently calculate data using formulas.

Sep	10	day	Sea
Oct	05	day	Tac
Nov	02	day	Sea
Dec	06	day	Tac
Jan	04	day	Sea

LEVEL 2 (2003) \$159

Your efficiency will skyrocket after this class! Become more productive by employing cell references, functions, and names, as well as by implementing workbook management features such as linking, grouping, & freezing.

Aug	19	day	Tac
Sep	13	day	Sea
Sep	24	day	Tac
Oct	08	day	Sea
Oct	22	day	Tac
Nov	09	day	Sea
Nov	24	day	Tac
Dec	03	day	Sea
Dec	29	day	Tac
Jan	13	day	Sea

EXCEL 2003® (cont.)

LEVEL 3 (2003) \$159

Take Excel to the power-user level. Wow your colleagues when you use PivotTables to analyze list data. Be ready to show-off your cool, shortcut keys, menu commands, and toolbar buttons that you create for your new macros.

Aug	23	day	Sea
Sep	27	day	Tac
Oct	29	day	Sea
Dec	07	day	Tac
Jan	18	day	Sea

PIVOTTABLES (2003) \$99

In this half day class, put your analytical skills to use using PivotTables to analyze and run calculations on spreadsheet and database data.

(Also part of version 2003 L3.)

Dec	08	pm	Tac
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CHARTS (2003) \$99

Impress everyone with a chart that graphically demonstrates your company's financial data. Nobody needs to know that you created it in a few clicks using the tricks from class.

Dec	08	am	Tac
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MICROSOFT EXCEL 2007/2010

EXCEL 2007/2010®

LEVEL 1 (2007/2010) \$159

Why do more people choose Excel training over all others? Excel makes math fun as you create, edit, format, and print worksheets, as well as calculate data efficiently using formulas.

Aug	20	day	Sea
Sep	03	day	Tac
Sep	14	day	Sea
Oct	11	day	Tac
Oct	20	day	Sea
Oct	28	day	Tac
Nov	10	day	Sea
Nov	30	day	Sea
Dec	13	day	Tac
Dec	16	day	Sea
Jan	03	day	Tac
Jan	14	day	Sea

LEVEL 2 (2007/2010) \$159

Employ cell references, functions, and names, as well as implement workbook management features such as linking, grouping, & freezing. Your efficiency will skyrocket after this class!

Aug	24	day	Sea
Sep	09	day	Tac
Sep	17	day	Sea
Oct	15	day	Tac
Oct	26	day	Sea
Nov	15	day	Tac
Nov	22	day	Sea
Dec	15	day	Tac
Dec	20	day	Sea
Jan	11	day	Tac
Jan	19	day	Sea

EXCEL 2007/2010® (cont.)

CHARTS (2007/2010) \$99

Use the new Ribbon to create and format a stylish chart that graphically represents your financial data. Nobody needs to know you created it in a few clicks using tricks from class!

Oct	04	pm	Sea
Jan	17	am	Tac

PIVOTTABLES (2007/2010) \$99

Use Excel PivotTables to automatically analyze and run calculations on spreadsheet and database data.

Oct	04	am	Sea
Jan	17	pm	Tac



LEVEL 3 (2007/2010) \$159

Import, export, & analyze data in a database, use templates, collaborate on worksheets, and use macros to make your work as easy as $2 + 2 = 4!$

Aug	27	day	Sea
Sep	22	day	Tac
Oct	25	day	Sea
Nov	19	day	Tac
Dec	28	day	Sea
Jan	27	day	Tac

See our [Live Online Training](#) box for special Excel offerings!

MS OFFICE PROGRAMMING

VBA PROGRAMMING FOR MICROSOFT OFFICE® APPLICATIONS \$625

Automate Excel, Access, and Word using VBA to create applications from within the Office programs. Accomplish tasks for which there are no built-in menu commands or buttons and automate tasks for more efficient use of Office.

Sep	13-15	day	Tac
Jan	24-26	day	Sea

I told everyone here how great the class was. I'm amazed how many people have never taken any Excel or Word classes. They use it, but they could be so much more efficient. I'll keep encouraging my people, since I work on the help desk and see what people are struggling with. -Cheryl Southwick,

MICROSOFT ACCESS 2003

PRINCIPLES OF DATABASE DESIGN

(NO COMPUTERS) \$159

The majority of database problems are the result of bad design. Learn proper design techniques to ensure that your database is an instant success!

Sep 03 day Sea
Dec 21 day Tac

ACCESS 2003®

LEVEL 1 (2003) \$159

A database is the foundation of a company's business records and practices. Guarantee that your databases are solid with our quality training. In this class, you build a database, create and sort queries, and format and print a datasheet.

Sep 07 day Tac

Last chance for v2003!

LEVEL 3 (2003) \$159

Learn advanced concepts such as defining relationships, increasing query function through totaling, crosstabs, and other advanced queries.

Sep 23 day Tac

Last chance for v2003!

ACCESS 2003® (cont.)

LEVEL 2 (2003) \$159

Work more efficiently by creating expressions (formulas) and parameters within queries. Covers indexing, primary keys, & importing & exporting data.

Aug 19 day Sea

Sep 10 day Tac

Last chance for v2003!

MICROSOFT ACCESS 2007/10

PRINCIPLES OF DATABASE DESIGN

(NO COMPUTERS) \$159

The majority of database problems are the result of bad design. Learn proper design techniques to ensure that your database is an instant success!

Sep 03 day Sea
Dec 21 day Tac

ACCESS 2007/2010®

LEVEL 1 (2007/2010) \$159

A database is the foundation of a company's business records and practices. Guarantee that the databases you build are solid with our quality training. In this class, you build a database, create and sort queries, and format and print a datasheet.

Sep 01 day Sea

Oct 12 day Tac

Nov 05 day Sea

Dec 16 day Tac

Jan 20 day Sea

LEVEL 3 (2007/2010) \$159

Learn advanced concepts such as defining relationships, increasing query function through totaling, crosstabs, and other advanced queries.

Aug 30 day Sea

Oct 25 day Tac

Jan 28 day Sea

ACCESS 2007/2010® (cont.)

LEVEL 2 (2007/2010) \$159

Important to both users and developers, the Level 2 class helps you work more efficiently by creating expressions (formulas) and parameters within queries. Also covered are indexing, primary keys, and importing and exporting data.

Sep 02 day Sea

Oct 18 day Tac

Nov 12 day Sea

Dec 20 day Tac

Jan 21 day Sea

REPORTS/FORMS (2007) \$319

Learn to build user input forms and custom reports with headers and footers, page breaks, totals, and other advanced features.

Sep 29-30 day Sea

Nov 03-04 day Tac

PUBLISHING/GRAPHICS

VISIO 2007®

LEVEL 1 (2007) \$199

Solve real business problems by creating flowcharts, organization charts, and diagrams. Also use templates!

Oct 01 day Tac

Dec 01 day Sea

VISIO 2007® (cont.)

LEVEL 2 (2007) \$229

Enhance your Visio skills and create more complex drawings. Create a custom drawing template and use styles.

Aug 26 day Sea

Nov 30 day Tac

PUBLISHER 2007®

LEVEL 1 (2007) \$159

Desktop design is simple and fun with Microsoft Publisher! Use templates for easy creation of brochures, newsletters, and flyers. Enhance publications with WordArt, Shapes, Frames, & more!

Oct 19 day Sea

Dec 17 day Tac

SHAREPOINT

WINDOWS SHAREPOINT SERVICES 3.0®: CREATING & MANAGING TEAM WEB SITES

\$229

Get the skills to design and manage a SharePoint site that will eliminate the confusion of sharing documents for your team. As a site administrator, you build a WSS team site, create lists, add libraries, grant permissions, and gain other skills needed to make your site a big success!

Sep 16 day Tac

Oct 07 day Sea

Nov 17 day Tac

Dec 02 day Sea

Jan 05 day Tac

MICROSOFT WORD 2003

WORD 2003®

LEVEL 1 (2003) \$159

You'll be amazed at how much more efficient you are with Word after this class! Learn to create, edit, format, print, and save documents, as well as organize text in tables.

Sep 18 day Sea

Last chance for v2003!

LEVEL 3 (2003) \$159

There is so much more Word can do to make your job easier! Perform mail merge, create macro procedures, use Word's workgroup editing features to compare and track changes, use sophisticated table techniques and Word web tools.

Sep 28 day Sea

Last chance for v2003!

MICROSOFT POWERPOINT

POWERPOINT 2003®

LEVEL 1 (2003) \$159

Easily present your ideas visually in a slide show with text, graphics, & animation!

Sep 08 day Tac

Last chance for v2003!

LEVEL 2 (2003) \$159

Keep your audience's attention with sounds, video, and animation! Includes templates; linked and embedded objects; collaborative editing & add-ins.

Sep 22 day Sea

Nov 16 day Tac

Last chance for v2003!

The instructor is obviously a subject matter expert. He was excellent at answering questions.

WORD 2003® (cont.)

LEVEL 2 (2003) \$159

Take the next step and learn higher-level functions such as advanced formatting, templates, sections and columns, AutoText, & styles.

Sep 07 day Sea

Last chance for v2003!

POWERPOINT

2007/2010®

LEVEL 1 (2007/2010) \$159

The most dramatic change of all Office 2007. Present your ideas visually the fun and easy way in a slide show with text, graphics, and animation!

[Take this class online! See the Live Online Training box!](#)

Aug 16 day Tac

Sep 21 day Sea

Oct 19 day Tac

Nov 15 day Sea

Dec 22 day Tac

Jan 17 day Sea

LEVEL 2 (2007/2010) \$159

Get all your Slide Master questions answered in this class! Create more sophisticated presentations using built-in themes, special effects such a sound and movies, SmartArt, and tables.

Sep 17 day Tac

Nov 19 day Sea

Jan 24 day Tac

MICROSOFT WORD 2007/2010

WORD 2007/2010®

LEVEL 1 (2007/2010) \$159

You'll be amazed at how much more efficient you are with Word after this class! Learn to create, edit, format, print, and save documents, as well as organize text in tables.

Sep 01 day Tac

Nov 01 day Sea

Jan 06 day Tac

WORD 2007/2010®

LEVEL 2 (2007/2010) \$159

Take the next step and learn higher-level functions such as advanced formatting, templates, sections and columns, building blocks, styles, and preparing a document for publishing.

Aug 17 day Sea

Oct 14 day Sea

Dec 14 day Tac

LEVEL 3 (2007/2010) \$159

This class is packed with power-user features! Create long documents with a table of contents and index; review and edit documents with a group, insert and modify graphics, use tables to layout text, and create and work with macros.

Aug 31 day Sea

Nov 18 day Tac

Word Forms and Mail Merge are scheduled on demand.

WEB DESIGN

SHAREPOINT DESIGNER® / EXPRESSION WEB®

Level 1 course intended for users of SharePoint Designer or Expression Web.

LEVEL 1 \$169

Create web sites with templates, style sheets, IDs, and classes. Control layout and spacing, insert, modify, and arrange images, create links & navigation bars, and insert & format tables.

Oct 12 day Sea

LEVEL 2 \$169

Add sophistication to your site with dynamic components, multimedia, interactive content, layers, tables, and forms. Learn to build data-driven web sites them and how to fix typical problems.

Nov 08 day Sea