



Register:

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NSI is pleased to offer a completely new curriculum starting in July. Updates and changes include:

- Full Schedule of Office 2007 Classes
- New 2-Hour Function-Focused Format
- New Application Topics Including SharePoint Services 3.0, InfoPath, And Visio

With the introduction of Microsoft Office 2007, many traditional users of Office are finding that the software has been logically redesigned. A major part of this redesign can be noticed in the 'Office Tools.'(Example: Charts, Styles)

Previously, many of these Office Tools were specific to each application, and when available across multiple applications, may have functioned very differently. Now Microsoft has programmed these tools to function the same across all of their Office applications. If you use *Charting* in Excel, it is now the EXACT same tool as you will use for *Charting* in Word.

Why is this significant? The NSI curriculum has been designed to follow this methodology. Therefore, you will now see 'Office 2007'classes that provide the training on how to use these 'Office Tools' across all applications.

The other significant curriculum design change that you will see on our schedule is that all sessions are designed into 'Core 4'and 'Plus More". This means that within each application, usually the first 8 hours of content provide the 'foundation' needed to use the application. Beyond that, many of the additional functions within the software are targeted to very specific needs. (Example: Excel Pivot Table Reports or Word Mail Merges.) We have designed very 'Function-Focused' 2-hour sessions that allow you to target the specific tools in the application that you will actually need to use for your job!

Please contact us for detailed descriptions of the classes!
(nicole@nsinnovations.com)

Thank you for all of your feedback! We hope that you enjoy and are able to take advantage of these recommended changes!

Regards,

Jean and Nicole

Pricing

	Per Person
Microsoft Office 4-Hour	\$120.00
Microsoft Office 2-Hour	\$65.00
Microsoft SharePoint Services (for parts 1-4)	\$800.00
Crystal Reports (for parts 1-4)	\$800.00

Name	Version	Date	Start Time	End Time
Access #1: Create Tables	2007	Wednesday, July 16, 2008	8:00 AM	12:00 PM
Access #1: Create Tables	2007	Friday, August 22, 2008	8:00 AM	12:00 PM
Access #2: Create Queries	2007	Wednesday, July 30, 2008	8:00 AM	12:00 PM
Access #2: Create Queries	2007	Friday, August 29, 2008	8:00 AM	12:00 PM
Access #3: Create Forms	2007	Wednesday, August 06, 2008	8:00 AM	12:00 PM
Access #4: Create Reports	2007	Wednesday, August 13, 2008	8:00 AM	12:00 PM
Access #5: External Data Import & Export Management	2007	Wednesday, August 20, 2008	10:00 AM	12:00 PM
Access #7: Develop Macros & Modules (VBA)	2007	Wednesday, August 20, 2008	8:00 AM	10:00 AM
Crystal Reports Power User Part 1 of 4	10	Tuesday, August 26, 2008	8:00 AM	12:00 PM
Crystal Reports Quick Start Part 1 of 4	10	Tuesday, July 29, 2008	8:00 AM	12:00 PM
Crystal Reports Quick Start Part 1 of 4	10	Thursday, August 21, 2008	1:00 PM	5:00 PM
Crystal Reports Quick Start Part 2 of 4	10	Tuesday, August 05, 2008	8:00 AM	12:00 PM
Crystal Reports Quick Start Part 2 of 4	10	Thursday, August 28, 2008	1:00 PM	5:00 PM
Crystal Reports Quick Start Part 3 of 4	10	Tuesday, August 12, 2008	8:00 AM	12:00 PM
Crystal Reports Quick Start Part 4 of 4	10	Tuesday, August 19, 2008	8:00 AM	12:00 PM
Excel #8: Formula Functions & Auditing	2007	Wednesday, August 27, 2008	3:00 PM	5:00 PM
Excel #1: Create a Workbook	2007	Wednesday, July 16, 2008	1:00 PM	5:00 PM
Excel #1: Create a Workbook	2007	Tuesday, August 26, 2008	1:00 PM	5:00 PM
Excel #2: Format a Workbook	2007	Wednesday, July 30, 2008	1:00 PM	5:00 PM
Excel #3: Manage Workbooks With Multiple Worksheets	2007	Wednesday, August 13, 2008	1:00 PM	3:00 PM
Excel #4: Data Sorts, Filters and Management Tools	2007	Wednesday, August 20, 2008	1:00 PM	3:00 PM
Excel #5: Insert PivotTable Reports	2007	Wednesday, August 20, 2008	3:00 PM	5:00 PM
Excel #6 Data Analysis & Forecasting Tools	2007	Wednesday, August 27, 2008	1:00 PM	3:00 PM
Excel #7: Advanced Formulas & Functions	2007	Wednesday, August 13, 2008	3:00 PM	5:00 PM
InfoPath #1: Create Forms	2007	Thursday, August 21, 2008	8:00 AM	12:00 PM
InfoPath #2: Formatting & Publishing Forms	2007	Thursday, August 28, 2008	8:00 AM	12:00 PM
Office #1: What's New in Office 2007	2007	Tuesday, July 15, 2008	8:00 AM	12:00 PM
Office #1: What's New in Office 2007	2007	Friday, August 01, 2008	8:00 AM	12:00 PM
Office #1: What's New in Office 2007	2007	Wednesday, August 27, 2008	8:00 AM	12:00 PM
Office #2: Insert and Enhance Charts	2007	Wednesday, August 06, 2008	1:00 PM	3:00 PM
Office #3: Insert Diagrams Using SmartArt	2007	Wednesday, August 06, 2008	3:00 PM	5:00 PM
Office #4: Insert and Enhance Media in Documents	2007	Thursday, August 07, 2008	1:00 PM	3:00 PM
Office #5: Page Layout and Branding Using Themes	2007	Tuesday, August 12, 2008	1:00 PM	3:00 PM
Office #6: Customize the Office Experience	2007	Friday, July 18, 2008	8:00 AM	10:00 AM
Office #7: Review & Collaborate on Documents	2007	Friday, July 18, 2008	10:00 AM	12:00 PM
Office #8: Insert & Organize Document Layout With Tables	2007	Tuesday, August 19, 2008	3:00 PM	5:00 PM
PowerPoint #1: Create a Presentation	2007	Thursday, July 17, 2008	1:00 PM	5:00 PM
PowerPoint #2: Format a Presentation	2007	Thursday, July 31, 2008	1:00 PM	5:00 PM
PowerPoint #3: Animation of Slide Content	2007	Thursday, August 07, 2008	3:00 PM	5:00 PM
PowerPoint #4: View & Manage Slide Masters	2007	Thursday, August 14, 2008	1:00 PM	3:00 PM
PowerPoint #5: Deliver Dynamic Presentations	2007	Thursday, August 14, 2008	3:00 PM	5:00 PM
Project #1 - Project Essential Skills	2007	Thursday, July 17, 2008	8:00 AM	12:00 PM
Project #2: Managing Project Resources	2007	Thursday, July 31, 2008	8:00 AM	12:00 PM
Project #3: Managing the Project	2007	Thursday, August 07, 2008	8:00 AM	12:00 PM
Project #4: Managing Multiple Projects	2007	Thursday, August 14, 2008	8:00 AM	12:00 PM
SharePoint Services 3.0: Team Site Creation Part 1 of 4	3.0	Monday, August 04, 2008	1:00 PM	5:00 PM
SharePoint Services 3.0: Team Site Creation Part 2 of 4	3.0	Monday, August 11, 2008	1:00 PM	5:00 PM
SharePoint Services 3.0: Team Site Creation Part 3 of 4	3.0	Monday, August 18, 2008	1:00 PM	5:00 PM
SharePoint Services 3.0: Team Site Creation Part 4 of 4	3.0	Monday, August 25, 2008	1:00 PM	5:00 PM
Visio #1: Create Diagrams	2003	Monday, July 14, 2008	1:00 PM	5:00 PM
Visio #2: Formatting Diagrams	2003	Monday, July 28, 2008	1:00 PM	5:00 PM
Word #1: Create a Document	2007	Tuesday, July 15, 2008	1:00 PM	5:00 PM
Word #2: Format a Document	2007	Tuesday, July 29, 2008	1:00 PM	5:00 PM
Word #3: Mailings Using Data Merges	2007	Tuesday, August 19, 2008	1:00 PM	3:00 PM
Word #4: Format Efficiently Using Styles	2007	Tuesday, August 05, 2008	1:00 PM	3:00 PM
Word #5: Inserting Quick Parts to Create Dynamic Documents	2007	Tuesday, August 12, 2008	3:00 PM	5:00 PM
Word #6: Reference Management Using Tables of Contents & Indexes	2007	Tuesday, August 05, 2008	3:00 PM	5:00 PM