

## MICROSOFT OFFICE 90 Minute Workouts®

### MICROSOFT EXCEL

New Features  
Getting Started  
Functions & Formulas  
Working with Workbooks  
Creating Charts  
Tables  
Tips & Shortcuts  
More Functions & Formulas  
Automating Tasks with Macros  
Analyzing & Summarizing Data with Pivot Tables  
Data Analysis Tools

### MICROSOFT WORD

New Features  
Getting Started  
Document Formatting I  
Document Formatting II  
Styles  
Templates  
Tables  
Forms  
Numbered, Bulleted, & Multilevel Lists  
Formatting Long Documents  
Tools for Navigating Long Documents  
Mail Merge  
Tracking Changes  
Tips & Shortcuts  
Automating Tasks with Macros

### MICROSOFT POWERPOINT

New Features  
Getting Started  
Formatting Presentations  
Animating Presentations  
Slide Shows  
Tips & Shortcuts

### MICROSOFT ACCESS

New Features  
Getting Started  
Making the Most of Tables  
Working with Table Relationships  
Creating Forms  
Queries I  
Working with Reports  
Enhancing Forms  
Queries II  
Designing Advanced Reports

Descriptions of these and other workouts are available at [www.elertraining.com](http://www.elertraining.com).  
(Click on Course Catalog.)

# On-Site Software Training

## Topic-specific 90 Minute Workouts® from Elert & Associates



At Elert & Associates, we understand that your employees do not have days to devote to software training, particularly if it involves traveling to an off-site training location. But we also know that people need to keep learning and building productivity skills.

We provide efficient, effective training solutions that help individuals complete their work in the most productive way possible. Our **90 Minute Workouts®** provide the highest return on investment by presenting learners with manageable amounts of information, helping them to build lasting, immediately applicable skills through short bursts of learning followed by hands-on practice.

Provided you have a computer classroom on site, we'll bring our top-notch instructors to your Twin Cities area location to facilitate the training you need. Schedule four 90 Minute Workouts® in one day or two workouts in a half day. Contact us for pricing and other details.

## What are 90 Minute Workouts®?

- **Targeted, topic-specific sessions** – Students can customize their learning path, choosing just the skills they need most.
- **Short, efficient classes** – Participants spend just 90 minutes learning a few new skills, rather than trying to absorb a full day of material that doesn't specifically address their needs.
- **Relevant, immediately applicable skills** – After class, students can use the detailed course materials they receive as an effective follow-up reference to complete the same skills they learned in their own work as well.

## What topics are available?

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Visio
- Microsoft Project
- Microsoft Outlook
- Lotus Notes
- Novell GroupWise
- Microsoft Windows
- Microsoft InfoPath
- Adobe Acrobat



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