

## 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.)

# Bringing the Classroom to Your Desktop

## Hands-on, instructor-led software training in a virtual classroom



Eler & Associates' virtual classroom lets you attend an instructor-led class anywhere you have access to the Internet and a telephone.

Use your Web browser to join the class and view the instructor's screen. Hear and interact with the instructor and other students via a teleconference.

Our topic-specific **90 Minute Workouts®** allow students at all ability levels to customize their own learning path by

choosing the classes that address the skills they need most. And since students can attend right from their desk, there's no lost time or expense due to travel!

## What Courses Are Available?

- **Public classes** on Microsoft Excel, Access, PowerPoint, Word, Outlook, Visio, and Windows (\$70 per student for each 90 Minute Workout®)
- **Private classes** scheduled just for groups of people within your organization (\$480 for a 90 Minute Workout® with up to ten students; \$960 for a 3.5-hour Microsoft Project class with up to ten students)
- **One-on-one application support sessions** that let you work with an experienced, knowledgeable instructor on the topic of your choice (\$70 per 45-minute session; one student per session)

### WORKOUT TOPICS

- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Outlook
- Microsoft Visio
- Microsoft Project
- Microsoft InfoPath
- Microsoft Windows
- Adobe Acrobat

## What Do You Need to Attend?

- Access to the Internet (minimum 56K)
- Phone line for the teleconference (headset recommended)
- The application you'll be learning (e.g., Excel, for an Excel course)



**Eler & Associates**  
Technology Training

140 Third Street South  
Stillwater, MN 55082  
Phone: 651-705-1289  
Email: [training@eler.com](mailto:training@eler.com)  
[www.elertraining.com](http://www.elertraining.com)