

2016 Course List

Computer Systems Windows – All Versions

- ◆ **Microsoft Windows 10, 8, 7, XP**
 - Office 365/ SharePoint
 - File Management
 - Archiving & Windows Literacy
- ◆ **Apple Macintosh**
- ◆ **Internet, Social Media & Technology Use**
 - Etiquette/ Communication Use
 - How to monetize/ build revenue
 - Raiser's Edge® NetCommunity
- ◆ **SharePoint – 2013, 2010, 2007**

Email / Communications

- ◆ **Microsoft Office Outlook – 2013, 2010, 2007, 2003**
 - Level I, II or III
 - Advanced & Archiving
 - Outlook Combo –Email, Calendar +
- ◆ **Microsoft Office Lync**
- ◆ **Internet Based Webmail:**
 - ShareFile
 - Google (Gmail)
 - Yahoo/ MSN/ AOL/ Other

Word Processing & Form Development

- ◆ **Microsoft Office Word – 2013, 2010, 2007, 2003**
 - Basics & Formatting Techniques
 - Intermediate including Tabs, Tables, Templates, Forms & Styles
 - Advanced including Merging Documents, Envelopes & Labels and Graphics
- ◆ **Google Docs**
- ◆ **Adobe Acrobat – all versions**
 - ◆ **Adobe Captivate – all versions**
 - ◆ **Adobe InDesign – all versions**

Discovery Training Services is an award- winning, women-owned, independent training and management consulting company since 1993.

Spreadsheet, Data Entry, Analysis & Calculations

- ◆ **Microsoft Office Excel**
 - Basics – Data Entry & Formatting
 - Formula Building (Level I, II, III)
 - Charting Data
 - Database Analysis
 - Protecting and Automating Worksheets
 - Excel Pivot Tables
 - Custom Class Design
 - Integrating with Raiser's Edge®
- ◆ **Google Sheets**
- ◆ **Domo**
- ◆ **Crystal Reports – All Versions**

Database Courses – includes Basics, Data Entry, Import/ Export, Query, Reports and Custom Classes for each:

- ◆ **Microsoft Office Access - Level I, II, III**
- ◆ **FileMaker Pro - - Level I, II**
- ◆ **Donor Perfect**
- ◆ **The Raiser's Edge® - all versions**
 - ◆ Data Entry / Foundation
 - ◆ Queries / Reports
 - ◆ Exports / Imports inks: Crystal, Merge Mail / NetCommunity
 - ◆ Events
 - ◆ Tributes / Honor/Memorial
 - ◆ Patrons Edge
 - ◆ Actions/Communications
 - ◆ Database Management
 - ◆ Executive/Consulting
 - ◆ Custom Database Clean-up

Presentation, Publishing & Project Skills

- ◆ **Microsoft PowerPoint – 2013,2010, 2007, 2003**
 - ◆ Custom Design/Public Speaking
- ◆ **Microsoft Publisher -2013, 2010, 2007 or 2003**
- ◆ **Microsoft Project – 2013, 2010, 2007, 2003**
- ◆ **Google Presentation/ Slides**