

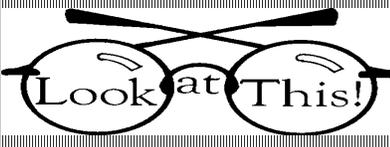
John Gillispie, Chief Operating Officer, ITE

Lower Case to Upper Case to Title Case in Word

You may already know that you can quickly toggle the case of selected text by pressing [Shift][F3]. Each time you press [Shift][F3], the selected text's case cycles from lower-case to title case to upper-case. A lesser-known case toggling keyboard shortcut you may have never used but can be very useful is the [Ctrl][Shift]a shortcut. When you select text that contains both upper-case and lower-case characters and then press [Ctrl][Shift]a, Word toggles the case of the lower-case characters to upper-case. For example, if you select the text "My Cat has Fleas" and press [Ctrl][Shift]a, the text becomes "MY CAT HAS FLEAS." If you press [Ctrl][Shift]a again, the text returns to its initial state. Take note though, the [Ctrl][Shift]a shortcut works just like the Caps Lock Key. If you don't select any text before pressing [Ctrl][Shift]a, and begin typing, your text will be in upper-case. To turn the feature off, press [Ctrl][Shift]a again.

Hide Names when sending an Outlook Note

There are times when you want to send a message to several people, but you don't want the recipients to know who else is getting the message. Instead of sending the note repeatedly with one recipient, you can use the Bcc field (Blind Carbon Copy) in the message form. Open a new message and choose View | Bcc Field. This adds a new field below the Cc: field. Then enter all the recipients in the Bcc field. (You will need a name in the To: field before you can send the note. Put your name in the To: field. Now just complete the note and send it. Each person will receive the message and but will not know who else will be getting the note.

	
2	ITE Instructor Led Training Schedule
3	September and October Calendar Sneak Peek at Future Courses
4	Enrollment Form



Direct all Education Comments and Questions to:

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bruce.hupke@iowa.gov

INSTRUCTOR LED TRAINING***ACCESS LEVEL 1***

In this hands-on course, you'll design and create databases, tables, queries, forms, and reports. You'll learn database concepts and terminology. You'll learn how to design and create a table. You'll learn how to work with tables and forms, including adding records, modifying table and form design, finding and editing records, deleting and copying records and values, and filtering and sorting records. You'll learn how to design and use select queries. You'll learn how to create and use forms for a single table and multiple-tables. You'll learn how to create and use reports. You'll learn how to create and maintain a database. You'll learn rules for database design, including an introduction to table relationships. You will examine a database with design flaws and make corrections. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book.

This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index, and disc with all course files.

Prerequisite: Basic Windows or similar experience

Access Level 1

\$115 **Course: PC801**

Sep 13 8:30 – 3:30

14 8:30 – 12:00

Enrollments close Sep 1

Nov 7 8:30 – 3:30

8 8:30 – 12:00

Enrollments close: Oct 27

Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 1

In this hands-on course you'll learn the skills you need to create, update, format, print and maintain an Excel spreadsheet. The class will work with ranges and various functions. You will create a simple chart sheet and work with an outline structure for a worksheet. You will also discover how to use an electronic spreadsheet to create basic data reports. Exercises and/or wrap-up lessons follow each of the 8 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files.

Prerequisite: Basic Windows or similar experience

Excel Level 1

\$80 **Course: PC701**

Sep 6 8:30 – 4:00

Enrollments close: Closed

Oct 18 8:30 – 4:00

Enrollments close: Oct 9

Hoover 'B' Level/Learning Center 2

ACCESS LEVEL 2

In this hands-on course, you will learn how to enhance your database design by using the principles of normalization and table relationships. You'll also learn how to query multiple tables for data that is used in customized forms and reports. In addition, you'll be able to take the guesswork out of creating databases by learning to use data-normalization techniques. See how to take advantage of relational database efficiency to maintain data. You will also learn techniques to save time by controlling data entry and automating tasks. Benefit by becoming familiar with Access features that will enable you to customize forms and reports. An introduction to Data Access pages and Mail Merging with Word will be presented. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files.

Prerequisite: Basic Microsoft ACCESS class

Access Level 2

\$115 **Course: PC811**

Sep 27 8:30 – 3:30

28 8:30 – 12:00

Enrollments close: Sep 15

Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 2

In this hands-on course you'll learn the skills you need to create, modify, and customize Excel charts. You will work with both chart sheets and embedded charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting and filtering techniques for locating and managing information. You will learn the querying capabilities of Excel. Exercises and/or wrap-up lessons follow each of the 6 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files.

Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience

Excel Level 2

\$115 **Course: PC711**

Sept 20 9:00 – 3:30

21 9:00 – 12:00

Enrollments close: Sept 8

Hoover 'B' Level/Learning Center 2

BUSINESS OBJECTS

This class is taught using ZABO, a downloadable, self-installing version of Business Objects. ZABO, short for Zero Administration Business Objects, is functionally equivalent to the full-client. It has an integrated suite of Business Objects modules (InfoView, WebIntelligence Explorer and WebIntelligence Reporter.) ZABO is a web based report creating and viewing software. This hands-on course will teach students to create several types of reports. Included in reports students create are: calculations, sorting, grouping, breaking, conditions, crosstab and bar charts. Also formatting a report. Students will learn to send/receive and publish reports. Students in class will do report drilling. Step by step workbook included.

Prerequisite: Basic Windows or similar experience

Business Objects

\$50 **Course: UT501**

TBA 9:00 – 12:00

Enrollments close:

Hoover 'B' Level/Learning Center 2

September 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5	6 Excel Level 1 8:30 – 4:00	7	8	9
10	11	12	13 Access Level 1 8:30 – 12:00	14 Access Level 1 8:30 – 3:30	15	16
17	18	19	20 Excel Level 2 9:00 – 3:30	21 Excel Level 2 9:00 – 12:00	22	23
24	25	26	27	28	29	30

October 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Excel Level 1 8:30 – 4:00	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sneak Peak: Access 1 Nov 7, 8

Excel 1 Dec 7

Excel 2 Sep 20, 21

Access 2 Sep 27, 28

