Diocese of St. Petersburg

2015

Office of Training Catalog

Mission Statement

The Diocese of St. Petersburg Office of Training is committed to providing training to all diocesan entities. Technical Training and assistance is available for all diocesan applications of choice including Microsoft Office, ParishSOFT and ConnectNow Products.

Training is offered as a service *Free* to the parishes and entities of our diocese. However, in the effort to be the best stewards of our resources, cancellations received less than twenty-four (24) hours prior to the event and no-show registrations for Bethany Classes will be billed to the registrant at the daily rate incurred.

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About our Program

Classroom

Small hands on classes delivered in a traditional instructor led method. Classes range from five (5) to ten (10) participants. All instructor led classes are subject to meeting a minimum of 5 attendees.

Webinars and Teleconferences

Web based technology combined with our teleconference bridge provides the attendees with the ability to view the instructor's desktop and hold a conversation with the instructor and fellow participants. Registered participants are sent an email with instruction for accessing the class 24 hours before. Each participant maybe asked to load necessary scripts prior to class beginning. Web classes are subject to a minimum of three (3) participants and are generally, but not always, limited to a maximum of twen- (20).

Custom Classes

Custom classes in a variety of subject are available upon request. For additional information or for assistance in designing custom classes for your department or parish please contact training@dosp.org.

Mobile Lab Onsite Classes

We will come to you and happy to customize a specific class to your needs or present one of our basic classes in your location. If your parish is interested in hosting a class please contact training@dosp.org. Our mobile lab can accommodate up to ten (10) participants.

Quick Help - Captivates

Short online "how to" videos on a variety of subjects are available. To access these captivate videos navigate to the IT department webpage at Diocese of St. Pete and select the Training link. Once there select Resources.

Pre-recorded Videos and Webinars

Have questions about a webinar you attended? Want to review your notes? All webinars are recorded and available for later review on the office of training's website.

Series and Conferences

Lunch 'n Learn Series

Bring your lunch and join us in the conference room or Log into the web for these "simulcast" mini sessions. Each session provides a 30 minute overview of the highlights for a given course level.

Breakfast Bytes

Join us for coffee and bagels for these monthly 30 minute energizers on a variety of topics. (Pastoral Center staff only)

User Conference

This annual event is an opportunity for all system users diocesan wide to share best practices, collaborate and interact with their counterparts from across the diocese.

Schedules

New classes are being added on a regular basis. For an updated schedule of classes please refer to the training page on the diocesan website which is located under offices and training.

Location Key
Pastoral Center

East Wing First Floor ……………………………………………EW1

East Wing Second Floor ……………………………………………EW2

West Wing First Floor ……………………………………………WW1

Main Conference Hall……………………………………………MC

Webinar…………………………………………………………… WEB

Bethany Center*…………………………………………………… BC

* **Please Note**: Cancellations received less than twenty-four hours (24) prior to the event and all no-show for Bethany Classes will be billed back to the registering entity at the daily rate of $35.00.

Please send all questions to Training@dosp.org

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*Intro to Computers and Networks

Basic Computers
CB100

Overview:

In this course, students will learn the basic terminology and function of a computer.

Who should attend:

This course is designed for anyone who is interested in learning the fundamentals needed to effectively use their technology.

Prerequisite: None

∗ **Identifying Computer Components** – learn to identify the various components of the computer USB, VGA, SVGA Hard drive, CD-R, DVD; motherboard, a CPU, Flat Panel LCD monitors.

∗ **Understanding the Computer**- What is the difference between RAM and ROM, Processor Speed how the combination of these items affects the use of programs. What are bytes, megabytes, gigabytes?

∗ **Keyboarding** – essentials of the keyboard, using Function keys and key combinations. When you use Tab vs. Enter.

∗ **Mouse Exercises** – Differentiate the functions of right mouse click and left mouse click, how to use scroll bars, using the drag and drop feature.

∗ **Computer Functionality**- What is the difference between Operating systems, programs and files.

**Windows 7
CB200**

Overview

Learn the basic function of the Windows 7 operating system, including configuration and enhanced features.

Who should attend:

This course is designed for anyone who is interested in learning the fundamentals needed to effectively use the Windows 7 Operating System.

Prerequisite: None

- **Screen Savers and Background** Learn to create personalized screen savers and applying backgrounds, wallpaper and other personal settings.

- **Windows Environment** Using the Task bar, system tray, desktop menus; customize the start menu, task manager.

- **Multi-tasking**- navigating between open programs using icons, quick keys and mouse.

- **Control Panel**- what is the control panel understanding the components on the control panel

- **Personal Computer** Choices - Learn to arrange Icons, place icons on the desktop, and create short cuts to items.

- **Password Protection** adding password protection, changing passwords, setting time limits on passwords.

- **Minimizing and maximizing** how to minimize resize and maneuver screens to multifunction in one view.

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Exploring the Internet
CB300

Overview:

In this course, students will learn the basic internet usage and terminology necessary in today's digital world.

Who should attend:

This course is designed for anyone who is interested in learning the fundamentals needed to effectively and safely navigate the internet in a digital world.

Prerequisite: None

What is a browser – review the components of the internet browser   address bar, search bar, tabs, menu items and icons. what is the difference   between http:// and Https:// when do I use www.., in an address.

* **Terminology** – what is a web page, a collaborative wiki, blogging, Internet vs. Intranet, ISP, SPAM

* **Connectivity** – what is the difference between dial up, broadband, DSL, cable modem, fiber optics

* **Security Issues** – Trojan bugs, viruses, phishing, bots, and other scary stuff.

* **Virus Protection** – what is virus protection and the importance in keeping it up to date. Learn how to run a scan to recognize phishing and other security   issues.

* **Downloading** – When is it safe to download, how to download and when not to download.

* **Research Techniques** – search engines, Wikipedia, Google, what are the options available for research.

* **Domains** – what is a domain, sub-domain how does it affect you?

* **Preferences and Options** –what are the differences in browsers IE 7, Firefox, Google Chrome? How do they affect what you see?

* **Internet Usage**- Policy, Liabilities, Pros and cons.

Navigating the Network
NB100

Overview:

In this course, students will learn the basic terminology and components of a network.

Who should attend:

This course is designed for anyone who is interested in learning the fundamentals needed to effectively use networks.

Prerequisite: None

∗ **Network Configuration**- an overview of what a file server, exchange server, application server, clients and thin clients are.

∗ **Network Layout**- what are switches and what do they do.

∗ **Network Access** –what happens when you login to the network?

∗ **Passwords** How to change your network passwords; how often should you change your password, what makes a secure password; why does the system automatically lock the PC.

∗ **Proper File Locations**- What is the difference between a local drive and a   network drive or a shared drive?

∗ **Connectivity what is a LAN**; a WAN how does information flow between the various servers and your PC?

∗ **Network Backup and Storage** – why backup, how to backup data, where does it get stored.

∗ **Network Recovery** How do you retrieve data when problems occur? How to   ensure data is being properly backed up.

∗ **Virus Protection**- learn about firewalls and why they are important.

Quick Guide to the iPad2 TEC101

Overview:

If you're just getting to know your iPad, iPhone, or iPod touch, this hands-on workshop is for you. Learn how to create and navigate through your Home screen. Discover how easy it is to sync media with your computer using iTunes. Explore Maps and find out how your device knows exactly where you are—even if you don't. Manage your photos, use the camera, get to know FaceTime, watch videos, visit the App Store, and check out the iBooks app. And of course, there's iPod—the best way ever to listen to what moves you.

Be sure to bring your device with you.

This class will be taught specifically using an iPad 2 and its hardware, and the class materials you receive will be iPad-specific. However, because iPhones and iPod Touches use Apple's iOS software, you can still follow along with those devices.

Prerequisite: Bring your own device

Who should attend:
Designed as a quick overview for those who want to learn more about their iPad or iPhone

Social Media
SOC100

Overview:

This is a hands-on opportunity to explore the new tools available in today's communication technology. Topics will include: Social Media (Facebook and Twitter), Multimedia (Vimeo and YouTube), Live Streaming (Skype) and blogging.

- **Skype:** popular for its video conferencing also features instant messaging and file transfer learn how to initiate and join video conferences.

- **Facebook-** learn how to setup and maintain a page, and create common interest user groups that will enhance your parish ministry.

- **Twitter-** a social networking and micro blogging site that enabling its users to send and read messages called *tweets*. Tweets are text-based posts of up to 140 characters displayed on the user's profile page. Explore ideas how to apply Twitter to increase ministry based activities.

- **YouTube and Vimeo -** both are video sharing websites, learn how they differ and why one is preferred over the other.

- **Blogging-** with the right application and your time blogging can be easy and simple.

Prerequisite: None

A new global communications report calls Pope Francis the most influential world leader on Twitter, who has the second-largest following among world leaders on the fast-paced social media network.

"Although Pope Francis does not engage with other Twitter users ... his Spanish tweets are re-tweeted on average more than 11,000 times, making him the most influential world leader on Twitter,"

Data Security
DS101

Overview:

Learn why you're at risk and what you can do to protect your parish and business data from the outside world. Understand and explore the many vulnerabilities of operating systems, software, and networks. Then, get into the minds of hackers and crackers, and develop an understanding of the exploits they use to access your computer without your knowledge. You'll find out why, where, and how viruses, worms, and blended threats are created.

Who should attend:

This course is designed for anyone who is interested in learning the fundamentals needed to effectively use their technology.

Prerequisite:

A familiarity with general computing terminology, an understanding of the Windows operating system and an ability to locate programs and change settings, Internet access, e-mail, the Microsoft Internet Explorer.

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Excel

Welcome to the Microsoft Excel 2010 -Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. With Excel 2010, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface, and an array of powerful tools to help you turn your data into useable information – and better information leads to better decision making!

Introduction & Intermediate Excel

Instructor-led Classroom Learning

**Full and Half Day Classes**

Overview:

Students will learn basic worksheets skills and how to work with data in worksheets.

Prerequisites:

Module 1: This course requires a basic understanding of computers, such as basic mouse and keyboard operations, point and clicks and double-clicks operations.

Module 2: Completion of Module 1 or a demonstrated through understanding of the basics operation of Excel.

Module 3: Completion of module 1 and 2 along with a demonstrated understanding of Excel.
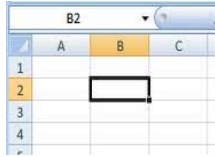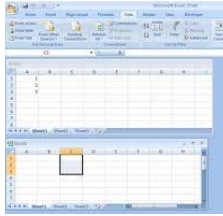
Excel Module 1

Working with Cells

EX100

* **Use Undo and Redo** –this command is a Microsoft standard in their office suite. Understand the possibilities and limitations of this function.

* **Clear cell contents**- what is the difference between clearing the contents and simply deleting the contents. Learn how and when to use clear vs. delete in Excel.

* **Enter text, dates, and numbers** explore the intuitive nature built into Excel when working with dates, numbers and text. What the program recognizes and how to change the format.

* **Edit cell content** – work with the formula bar, editing cells

* **Go to a specific cell**- Learn to use the find and replace command along with the go to function. Maneuver through the worksheet using name box, go to and named ranges.

* **Insert and delete selected cells** Learn how to insert rows, columns, drag and drop items, copying items and work with pasting values, special, formats and formulas.

* **Cut, copy, paste, paste special**, and move selected cells – learn the four cursers used in Excel how to select, copy past explore the use of the format painter is and how it makes formatting a document easier.

* **Use the Office Clipboard** This wonderful little tool can save you a lot of maneuvering between applications, workbooks or worksheets. We will look at what the clipboard is, how it interfaces between Excel sheets, and other Microsoft Office applications.

* **Use Find and Replace** Learn to use the find and replace command along with the go to function.

* **Clear cell formats** How to clear formatting without loosing data, formulas and other cell contents.

* **Work with series (AutoFill)**   Learn to use the Auto-Fill feature in Excel; what defines a series? How does Excel recognize a series, and how can you Auto-fill to quickly insert information.

Excel Module 1

Formatting Worksheets
EX200

- **Apply font styles** (typeface, size, color, and styles) - apply fonts using the format command, and the formatting tool bar. Learn how use fonts for best effect.

* **Apply number formats** (currency, percent, dates, commas) How set number formats using the format command or the formatting toolbar. Set formats using the general, currency and percentage icons on the tool bar.

* **Modify row and column size**- establish height and width of columns and rows using the format command or boundary control features.

* **Modify alignment of cell content** - justify, center and right or left align text using the format command or formatting tool bar. Also work with centering text across cells, wrapping text, or centering text vertically within a cell.

* **Adjust decimal places** work with increasing or decreasing decimals, setting fixed decimal places and removing fixed decimals from a worksheet.

* **Use the Format Painter** -understand what the format painter is and how it makes formatting a document easier.

* **Apply AutoFormat** – enhance the look of you worksheet with table formatting provided in excel.

* **Apply cell borders** and shading You can help your readers keep their eyes sharp, and make your spreadsheet much more attractive, through the use of borders.

* **Merge cells** – Have you ever needed to combine information that is located in different columns to form a single entry? Learn how to merge cells or split cells and the things you need to know before attempting to merge cells.

* **Define, apply and remove a style** Excel predefines several styles in addition to the Normal style, including Comma, Currency, and Percent styles. Learn to modify any of these styles or to create your own.
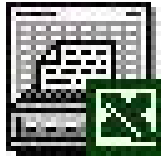
Excel Module 1

Worksheets and Workbooks
EX 300

* **Insert and delete rows and columns** - learn how to insert or delete rows and columns what

* **Hide and unhide rows and columns** there are sometimes you need a column or row to use to calculate data but don't always need to view it. Learn how to hide and unhide columns and rows.

* **Freeze and unfreeze rows** and columns you can view two areas of a worksheet and lock rows or columns in one area by splitting or freezing panes.

* **Change the zoom setting** Really need to better view an area or cell in the workbook but don't need to or want to change the formatting and font size. Then zoom feature is for you!

* **Move between worksheets** in a workbook – maneuvering between sheets using the navigation bar; expand the number of sheets viewed.

* **Check Spelling** Did you know that what spell check actually examines depends upon what you have selected when you start it? Learn how spell check in Excel functions.

* **Rename a worksheet**- work with renaming sheets, setting tab colors

* **Insert and delete worksheets** – need more sheets than the workbook initially creates or have more worksheets than you need? Learn how to add and delete worksheets.

* **Move and copy worksheets** understand data errors occur when moving or copying sheets within workbooks,

* **Link worksheets** and consolidate data using 3-D references-What is a 3-D reference. How do you create a 3-D reference? Why are 3-D references useful?
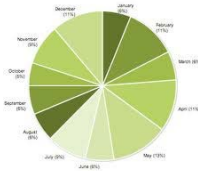
Excel Module 1

Excel Files
EX400

* **Use Save**- difference between save and save as when to use each, where to save documents, how to save as different type of document.

* **Locate and open an existing document**- locate documents using the last opened folder, the office pane and the file menu.

* **Use Save As** (different name, location, or format)

* **Create a folder** how to create a folder when saving a document

* **Create a new document** using a wizard open a new document using the wizard or templates.

* **Use templates** to create a new document- Understand what a template is and how to use for new documents

* **Save as Web Page** – how to save current document as a webpage, the advantages of saving as a web page.

* **Create Hyperlinks** – how to create a hyperlink in an excel document to either another file, or a webpage.

* **Use the Microsoft Office Assistant**- use the office assistant to query help and assist with functions.

* **Send document via e-mail**- using the send feature in Excel, learn the difference between sending to a recipient for review vs. as a .PDF or as an email attachment.

Excel Module 1

Page Setup and Printing
EX500

∗ **Preview and print** worksheets and workbooks work with print preview options

∗ **Use Web Page Preview** Saving Excel workbooks as Web pages isn't anything new. Learn to save a workbook as Interactive Web pages.. Interactive Web Pages lets your users enter data, format data, calculate data, and sort and filter.

∗ **Print a selection**, set print, and clear print areas; Work with setting and clearing print areas and printing options including selecting text for printing

∗ **Change page orientation** and scaling- learn to scale your worksheet to accommodate more data on your printed sheet

∗ **Set page margins** and centering –Learn to center data horizontally and vertically on the page, set margins from print preview or using the page setup dialog.

∗ **Insert and remove page break** – learn to work with the page break feature.

∗ **Set up headers and footers** – Set custom and predefined headers and footers, including changing the fonts and positions.

∗ **Set print titles and options** (gridlines, print quality) Change the print quality, print column and row headings, set print titles for multiple rows and columns.

∗

Excel Module 2

Charts and Pivot Tables
EX600

* **Use the Chart Wizard** to create a chart Learn to use the chart wizard to create visual emphasis with your data.

* **Preview and print charts** - present numerical information in a visually appealing way.

* **Modify charts** Learn design techniques which are especially important, as they relate directly to charting.

* **Insert, move, and delete an object** (graphic) Adding formatting to your chart can greatly enhance its overall appearance and clarity. Formatting is also a way to emphasize important areas of your chart.

* **Create and modify lines and objects** Charts can be enhanced by modifying the individual chart elements or by adding a new data series. Learn to modify **labels**, titles, and data to customize your chart.

* **Pivot Tables** use PivotTable command to create a PivotTable for analyzing and comparing large amounts of data.

* **Change PivotTable views** by moving fields and hiding and showing details;

* **Improve appearance of a PivotTable** by applying a style and changing field settings.

* **Create a PivotChart** to graphically display data from a PivotTable.

* **Insert Slicers** to analyze multiple data selections

* **SmartArt** insert and modify SmartArt graphics

* **Outlining and Subtotals** Create outlines to group and organize data, create custom views, consolidate data from different worksheets.

* **Templates and settings** change application settings, create custom list entries, customizing the ribbon, creating and managing templates.

Excel Module 3

Formulas and Functions
EX700

* **Use basic functions** (AVERAGE, SUM, COUNT, MIN) – Create basic calculations by building basic functions. Have you ever wanted an easy way of counting only active items? Learn to use the COUNT function.

* **Enter a range** within a formula in a drag-and-drop operation – move formulas between cells using the drag and drop method.

* **Enter formulas** in a cell and use the formula bar learn to complete formulas using the formula bar and function wizard.

* **Enter functions** using the Formula Palette – Learn how to step through complicated functions using the formula palette

* **Revise formulas** – change and modify formulas, what happens when absolute references are changed.

* **Use references** (absolute and relative) Excel accepts cell references in what are called absolute and relative ranges. Learn how to create these references.

* **Use AutoSum** AutoSum is a simple mathematical formula to display the total sum of the neighboring cells.

* **Use the Paste Function** to insert a function use paste special, pasting formulas, formats and values. Learn to change rows to columns and columns to rows.

* **Use date functions** (NOW and DATE)- There are a numbers of different reasons why you would want a Date or Time function in a spreadsheet learn about how you can put these functions to use.

* **Use financial functions** (FV and PMT) Use the Payment and Future Value functions to calculate payments and future values of accounts.

* **Use logical function** (IF) The IF function is one of Excel's most useful and most used functions. What it does, basically, is test to see whether a certain condition is true or false. Create and use the IF function in Excel spreadsheets and work with examples of how this versatile can be utilized.

Word

Welcome to the Microsoft Word 2010 Word is a powerful word processing application. However, it does much more than create simple documents. It includes several desktop publishing features to make your documents look great.

Instructor-led Classroom Learning
Full and Half Day Courses

Overview:

In this course, students will create, edit, and enhance standard business documents using Microsoft Word.

Who Should Attend: Persons with a basic understanding of Microsoft Windows, who need to learn how to use Microsoft Office Word 2010 to create, edit, format, lay out, and print standard business documents complete with tables and graphics.

∗ At Course Completion:

Upon successful completion of this course, students will be able to: - create a basic document. - edit documents by locating and modifying text. - Format text. - Format paragraphs. - use Word tools to make your documents more accurate. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance.

Prerequisite:

Module 1: Basic ability to use computer keyboard and mouse, familiarity of basic computer terms.
Module 2: Basic understanding of components of Module 1
Module 3: Completion or competency in functions of Module 1 &2.
Module 4: Completion of Modules 1 - 3 modules or demonstrated use and understanding of the material.
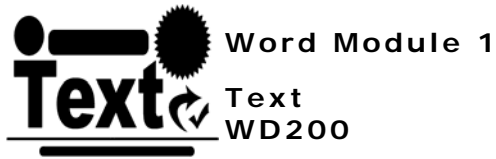
Word Module 1

Managing Files
WD100

* **Use Save**- difference between save and save as when to use each, where to save documents, how to save as different type of document.

* **Locate an existing document**- locate documents using the last opened folder, the office pane and the file menu.

* **Use Save As** (different name, location, or format)

* **Create a folder** how to create a folder when saving a document

* **Create a new document** using a wizard open a new document using the wizard or templates.

* **Use templates** to create a new document- Understand what a template is and how to use for new documents

* **Save as Web Page** – how to save current document as a webpage, the advantages of saving as a web page.

* **Create Hyperlinks** – how to create a hyperlink in a word document to either another file, or a webpage.

* **Use the Microsoft Office Assistant**- use the office assistant to query help and assist with functions.

* **Send a Word document via e-mail**- how to use the send feature in word. What is the difference between sending to a recipient for review vs. as a .PDF or as an email.

Word Module 1

Text
WD200

* **Use the Undo, Redo, and Repeat** commands You will find this command in almost any word processor, image, film or audio editing software available. Understand the possibilities and limitations of this function.

* **Apply font formats** (bold, italic, and underline) Using the format painter to copy and apply formats, using the format icons learn to apply formats to paragraphs lines and characters,

* **Cut, copy, paste, paste special** using Clipboard – This wonderful little tool can save you a lot of maneuvering between applications. We will look at what the clipboard is, how it interfaces between Word and other Microsoft Office applications.

* **Use the Spelling and Grammar** – Ever wonder why squiggly red and green lines appear under words in your document? How to use Spell checker, add words to your custom dictionary and apply corrections.

* **Use the Thesaurus**- Unsure if you used the correct word? Looking for a better word to express what you are trying to say. Thesaurus can help you look up those powerful words.

* **Insert page breaks-** You can insert a page break anywhere in your document, or you can specify where Microsoft Word positions automatic page breaks.

* **Highlight text** in document explore the various techniques to highlight text in a document.

* **Insert and move text** understand how to insert and move text within a document. Using cut, copy, paste along with drag and drop.

* **Insert symbols**- Learn how to insert symbols, trademarks, copyrights, and windings

* **Find and replace text** – Learn to use the find and replace command along with the go to function.

* **Copy formats using Format Painter** -understand what the format painter is and how it makes formatting a document easier.

* **Create and apply using AutoCorrect** – Understand how to create custom AutoCorrect text, AutoCorrect automatically correct text errors such as incorrect capitalization and typos.

* **Select and change font** and font size How to apply fonts using the format command, and the formatting tool bar. Learn how use fonts for effects.

* **Apply character effects** (superscript, small caps) Learn how to apply character effects such as superscript, subscript, embossing and strikethrough.

* **Insert date and time**- Understand how to use auto tags to complete date and time entries and the difference of inserting a field.

Word Module 1

Working with Paragraphs
WD300

* **Align text in paragraphs** (center, left, right) Learn to align text using the formatting toolbar and Paragraph in the format

* **Add bullets and numbering** - Add bullets and numbering to a list view, restart numbering and create custom bullets.

* **Set character, line, paragraph spacing**- Work with character and line spacing; learn how to set space before and after paragraphs

* **Apply borders and shading** to paragraphs and sections- Learn to add, remove and modify borders to pages and paragraphs. Emphasize your document with shading and colors.

* **Use indentation options** (left, hanging indent) learn to set hanging indents, page stops, use the horizontal ruler to establish margins.

* **Use Tabs command** (center, decimal, right) – set margins using the format menu and using the horizontal ruler. Use the format tab command, add, remove modify tab stops.

* **Set tabs** with leaders learn to set tabs with four different leader styles

* **Create a numbered list** – Authors and editors greatly rely upon detailed outlines to compose documents. An outline is essential to the gathering of specific thoughts and the organization of them .Learn to create outlines

* **Use text flow options** (keeping lines together) Ever have a paragraphs break in the middle of the page or lines that wrap into another page or column?   Understanding text flow and controlling pagination will help resolve these nuisances.

* **Sort lists, paragraphs, and tables** - Most writing is an iterative adventure. When writing a document of any length, you will find that you write it once, making changes as you go. Sorting paragraphs makes the final job of rearranging easier.
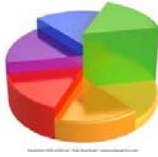
Word Module 2

**Documents
WD400**

* **Print a document** Work with setting print options including selecting pages for printing.

* **Use print preview** work with print preview options

* **Use Web Page Preview** View your document as a webpage. Make and revise webpage items and preview before publishing.

* **Navigate through a document** Use the document map to quickly maneuver through your document

* **Insert page number**– learn the multiple ways of inserting page numbers and how **s** each entry affects the main document.

* **Set page orientation** – prepare your document for printing landscape or portrait.

* **Set margins** Learn to set margins through page layout, print preview

* **Use Go-To** to locate elements in a document –Learn to effectively navigate a document using go-to. Jump to specific sections; use a % to find an area, a specific page, bookmark or reference.

* **Create and modify page numbers** work with inserting page numbers through the format menu and through the use of footers.

* **Create headers and footers** create a universal header and footer, or change headers /footers based on sections.

* **Align text vertically** –Learn to center data horizontally and vertically on the page, set margins from print preview or using the page setup dialog.

* **Create and use newspaper columns** Learn to utilize newspaper column; revise column structures and create section breaks

Word Module 2

Tables
WD500

* **Create and format tables** – work with inserting tables from the table menu and the Tables and Borders toolbar or drawing custom tables.

* **Add borders and shading** to tables add color and distinction to your table using the Tables and Borders toolbar.

* **Revise tables** (insert rows, columns, change cell) insert and delete rows and columns in a table.

* **Modify table structure** (merge cells, height) customize the cell widths, heights, and merge cells.

* **Rotate text** in a table change the orientation of text in a table.

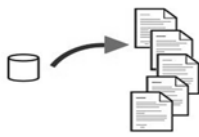## Word Module 2

Pictures, Charts and Smart Art
WD600

∗ **Use the drawing toolbar**-become familiar with the contents and functions of the drawing toolbar.

∗ **Insert graphics** (clip art, WordArt, images) Learn to enhance your document with the use of WordArt and graphics. Work with inserting, modifying and anchoring clip art.

∗ **Smart Art** Quickly add designs and other elements to your document.

∗ **Add bitmap graphics** – Learn the different types of graphics and the appropriate use for each. Work with modifying graphics in Paint.

∗ **Delete and position graphics** – Learn the tricks behind deleting and positioning graphics in a document.

∗ **Create and modify charts**- Learn to charts directly in Word.

∗ **Import data into charts** Import information from Excel into Word charts

Word Module 3

Enhanced Formatting & Document Management
WD700

- **Prepare and print** envelopes and labels learn to print labels and envelopes using the wizard or from an existing document.

* **Apply styles apply fonts** using the format command, and the formatting tool bar. Learn how use fonts for best effect.

* **Create sections** with formatting that differs Learn how to add sections to a document; change section styles and properties.

* **Use click and type** – how to set the options to use the click and type option in word.

* **Create and modify page borders** add page borders, frame your work to make it stand out.

* **Format first page** create a first page that is different than other pages How to change headers and footers along with styles on the first page.

* **Use bookmarks** –bookmarks are another navigation tool that allows you to move quickly between sections, and areas of a document. Learn how to create bookmarks in a document.

* **Create and edit styles** –working with styles provides quick easy way to consistently format a document.

* **Create watermarks** ever want to mark your document as a draft? Have a logo on the page as a watermark?

Word Module 4

Mail Merge
WD800

* **Create main document** - Learn the basics principles behind a merge document. Create a basic document using merge fields.

* **Create data source** –learn to create a data source through Word.

* **Sort records to be merged** – Sort and filter data records to merge only those that you want or need to.

* **Merge main document** and data source –explore the options for the final product. Print, Save or email the document.

* **Generate labels** – Learn to format and generate labels using the Merge wizard.

* **Merge a document** using alternate data sources; Learn to attach a data source from Access or Excel to your main document.

Module 4

Advanced Features
WD800

* **Use the Spelling and Grammar** – Ever wonder why squiggly red and green lines appear under words in your document? How to use Spell checker, add words to your custom dictionary and apply corrections.

* **Use the Thesaurus**- Unsure if you used the correct word? Looking for a better word to express what you are trying to say. Thesaurus can help you look up those powerful words.

* **Track Changes and Revisions**—Collaboration tools for reviewing documents

* **Macros—**Learn to automate tasks with the use of macros

* **Manage long documents**– Inserting table of contents, table of figures, indexes and cross references.

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Outlook

Welcome to the Microsoft Outlook2010 - Outlook is a powerful e-mail application. However, it does much more than that to help you stay organized. With contacts, calendars, and tasks, Outlook can help you manage every aspect of your life.

Introduction to Outlook

Instructor-led Classroom Learning

Overview:
This course will provide students with the skills needed to start sending and responding to email in Microsoft Office Outlook as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.

Who Should Attend:
This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Outlook to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

At Course Completion:
You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Prerequisite:

None

Outlook Module 1

Communicate
OL100

* **Read mail**- customize the way your inbox functions. Use various views, navigation pane, reading pane.

* **Send mail** using the toolbar, icons and file menus to send mail

* **Compose mail** by entering text- advantages and differences between using plain text, Rich text format and HTML

* **Print mail**- how to configure and print mail from the mailbox.

* **Address mail** by entering text- understand the difference between the address book and manually entering an email address.

* **Use mail features** (forward, reply, and recall) work with forward and reply. Understand the difference of reply and reply all. Learn to recall messages sent in error.

* **Use address book** to address mail – how to use the exchange address book the difference between a global address and your contacts.

* **Flag mail messages** – set flags for visual reminders to help prioritize your work.

* **Navigate within mail**- learn how to change views, quickly find information in folders and subfolders.

* **Find messages** locate messages using pieces of data.

* **Configure basic mail print options** – learn to setup your mail to print to your personal configuration.

* **Work with attachments** Add and remove attachments to a message, understand where received attachments are temporarily stored and how to save and make changes to attachments.

* **Add a signature to mail** – learn to customize your signature for both new and reply messages.

* **Customize the look of mail** –add stationary and other custom features

* **Use mail templates** (themes) to compose mail; create custom templates to ensure a consistent presentation when using email to communicate frequently on a topic.

* **Integrate components** – Add contact entries from email messages, drag and drop items onto calendar.

* **Customize menu and or task bars** – customize the task bar and add custom menu items to your outlook.

Outlook Module 1

Manage Messages
OL200

* **Create folders** learn how to create custom folders and subfolders in your mailbox.

* **Sort mail** Email messages accumulate rapidly. Since folders can contain hundreds of messages, searching for a particular email can seem overwhelming. Instead of scrolling through a listing of emails, Outlook makes finding a specific email easy with its sort feature.

* **Set viewing options** learn to set the view to lists, auto preview, or reading pane.

* **Archive mail messages** understand how to archive mail and retrieve mail that has been archived.

* **Filter a view Filters** and rules provide a way to view only messages that meet specific criteria so it is a way to categorize and reduce clutter for easier reading.

* **Add a signature to mail** – learn to customize your signature for both new and reply messages.

* **Customize the look of mail** –add stationary and other custom features

* **Use mail templates** (themes) to compose mail; create custom templates to ensure a consistent presentation when using email to communicate frequently on a topic.

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*   **Set viewing options** learn to set the view to lists, auto preview, or reading pane.

*   **Archive mail messages** understand how to archive mail and retrieve mail that has been archived.

*   **Filter a view Filters** and rules provide a way to view only messages that meet specific criteria so it is a way to categorize and reduce clutter for easier reading.

Outlook Module 2

Using Contacts
OL300

∗ **Create, edit and delete contacts** Add new contacts, address books and groups. Explore the depths of contact management in Outlook

∗ **Send contact information via e-mail** create virtual business cards and via the clipboard.

∗ **Organize contacts** by category Organize, sort, filter and quickly build distribution lists using categories.

∗ **Manually record an activity** in a journal – add journal entries track calls, tasks and notes associated to a contact.

∗ **Link activities to a Contact-** Use contacts to complete labels, letters and other mail merge documents

∗ **Sort contacts** using fields use contact fields to sort, search and filter data and contacts.

Outlook Module 2

Tasks and Notes
OL300 OL400

∗ **Create and update one-time tasks** – add tasks and reminders, set due dates and track status.

∗ **Accept and decline tasks** learn to track tasks, accept and decline personal assigned tasks

∗ **Organize tasks** using categories use categories to sort filter and distinguish tasks

∗ **Assign tasks to others** Learn how to assign tasks to other individuals, track the status of the task and necessary dates for completion.

∗ **Create tasks** from other Outlook components – it's as simple as drop and drag with a few edits to create tasks from other components.

∗ **Change the view for tasks**¬ Customize the view of the task menu. Sort, view and filter tasks to meet your needs.

∗ **Create and edit notes** – get rid of those expensive paper sticky notes! Learn to use Outlook notes instead.

∗ **Organize Customize** and view notes – Learn to color code, and customize notes

Outlook Module 3

Calendar
OL500

* **Navigate within the calendar** – set calendar views and learn to maneuver between calendars

* **Schedule appointments**- Using Outlook's Calendar feature, you can create a schedule of new and/or recurring appointments and multi-day events.

* **Set reminders** –record events and to set reminder notices for appointments (items shorter than 24 hours) and events (items longer than 24 hours).

* **Print calendar** – Configure calendar print options configure your calendar to print in various formats including notes, tasks, or as a webpage.

* **Customize the calendar view** – learn to color code events, appointments and meetings, add labels and categories for quick reference.

* **Plan meetings involving others** – Invite attendees, schedule resources and manage meetings.

* **Add and remove meeting attendees** – learn to view availability and schedule attendees.

* **Save personal or team calendar** as a Web Page – print or publish calendars as webpage.

* **Book office resources directly** (i.e., conference rooms) –add resources to your calendar.

Outlook Module 3

Navigating Effectively

OL600

∗ **Use Outlook Help** and the Microsoft Office Assistant – review Microsoft assistant and help available, including online assistance

∗ **Move items between folders** – work with moving items between folders and subfolders not only in outlook but in exchange, and on your network drive.

∗ **Navigate between Outlook components** – use easy drag and drop method between mail, calendars and tasks, track information and contacts.

∗ **Assign items to a category** work with categories to quickly sort and filter information

∗ **Modify Master Categories List** –create custom categories to facilitate handling calendar items, contacts, tasks, and journal entries.

∗ **Sort information using categories** create custom sort and filters using categories.

∗ **Use the Office Clipboard**¬ quickly moves data between components

OneNote

OneNote is a program that helps you collect notes about anything. You can store all of your notes – in a variety of formats – in one place. Then you can organize and share your notes.

Overview:

In this course, students will create, edit, and enhance OneNote items.

Who Should Attend: Persons with a basic understanding of Microsoft Windows, who have Office 2010 professional version and are interested in creating editing, and expanding Notebooks.

At Course Completion:

Upon successful completion of this course, students will be able to: - Open and close OneNote, create notebooks, open, close save and search notebook, add extra writing space and link to outlook meetings and tasks.

Prerequisite: Office 2010 Professional

PowerPoint

PowerPoint is a powerful application used for the presentation of visual and graphical items. You can do everything from creating simple handouts to developing an animated presentation with audio.

PowerPoint, is part of the Microsoft Office suite. PowerPoint presentations consist of a number of individual pages or "slides". The "slide" analogy is a reference to the slide projector. Slides may contain text, graphics, sound, movies, and other objects, which may be arranged freely. PowerPoint, however, facilitates the use of a consistent style in a presentation using a template or "Slide Master".

The presentation can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences the computer display is often projected using a video projector. Slides can also form the basis of webcasts.

Instructor-led Classroom learning
Full day

Overview:

In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.

Who should attend:

This course is designed for anyone who is interested in learning the fundamentals needed to create and modify basic PowerPoint presentations.

Prerequisite:

Module 1: None

Module 2

PowerPoint Module 1

Creating a Presentation
PP100

* **Create a blank presentation** - When you create your presentation, you can use features such as built-in design templates, drawing tools, animation, and sound.

* **Create a presentation using the AutoContent** Wizard Instead of creating a Microsoft PowerPoint presentation from scratch; you can use the AutoContent Wizard to create your presentation. The AutoContent Wizard contains already-created presentations on several different topics.

* **Create a specified type** of slide work with text and content layouts

* **Create a new presentation** from existing slides – Insert slides from other presentations quickly and easily.

* **Copy a slide from one presentation** into another use the PowerPoint slide finder to move slides between presentations.

* **Insert headers and footers** - Headers and footers refer to the text or data (such as slide number, page number, date, and so on) that you want to appear at the top or bottom of your slides, handouts, outlines, or notes pages. Instead of adding this type of information on every slide or page

* **Delete slides** The question is "To Delete or not Delete" when do you delete slides vs. hiding slides in a presentation

* **Presentations from a template** or a wizard - templates provide a consistent presentation of information. Wizards contain several already created presentations on different topics simply insert your data to customize.

* **Navigate views** (slide, outline, and sorter) become comfortable with the various views offered in PowerPoint, when the outline view is more effective than a slide sorter view.

* **Send via e-mail**- learn to bundle a presentation to email.
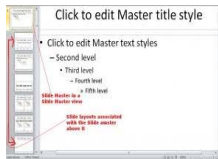
PowerPoint Module 1

Managing Files
PP200

* **Save changes to a presentation** Work with opening and editing an existing presentation. Learn to recognize file extension for PowerPoint

* **Save as a new presentation** - Save edited   presentation to a new file, including graphics, timing and

* **Publish a presentation** create a web publication quickly from a new or existing PowerPoint presentation

* **Insert hyperlink** Insert hyperlinks to other sites, documents, and files quickly.

PowerPoint Module 1

Delivering a Presentation
PP300

* **Start a slide show** on any slide- learn to use slide sorter to begin show on a specific slide

* **Use on screen navigation** tools Understand the navigation tools to advance or return to slides during a presentation

* **Use the pen tool** during a presentation highlight, annotate and callout areas of a presentation using the pen tool. Learn to utilize PowerPoint as a whiteboard.

**PowerPoint Module 2
Modify a Presentation
PP400**

* **Slide Sorter** Change the order of slides using Slide Sorter view-need to reorganize your thoughts? Quickly reorganize your presentation using the slide sorter view.

* **Find and replace** text Quickly find and replace text using the same tools used in MS Word.

* **Change the layout** for one or more slides need to add a picture, chart or table to your slide quickly change the layout of your slide using the slide layout wizard

* **Modify the Slide Master** Working with a slide master allows you to set fonts, headers, footers and layouts once and apply to all future slides.

* **Modify slide sequence** in the outline pane The outline pane allows you to quickly reorganize your thoughts through a simple drag and drop method.

* **Apply a design template** Using PowerPoint templates for your presentations can be very convenient and efficient. PowerPoint provides a number of choices for working with templates. Learn to customize a template to meet your needs.

PowerPoint Module 2
Working with Text
PP500

* **Check spelling spell checker** is another function which crosses over from word. Work with checking a single slide or the entire presentation.

* **Change and replace text fonts** Using styles and formatting allows the quick and easy change of fonts.

* **Enter text in tri-pane view** default or "Normal" view is called the Tri-Pane View. This view opens automatically when you launch PowerPoint, and allows you to see several aspects of the presentation simultaneously.

* **Import text from Microsoft Word** - outline your project using the outline view and headings in Word and simply pull the file into PowerPoint.

* **Change the text alignment** text may be aligned using the formatting tool bars. Text boxes are aligned using the drawing toolbar.

* **Create a text box** for entering text PowerPoint offers numerous predefined slide formats. Each of these slide formats contains text placeholders in which you can enter your titles, text, tables, and other objects.

* **Use the Wrap text in Text Box** feature learn to use the format AutoShape dialog box to wrap text, establish anchor points and resize the shape.

* **Use the Office Clipboard** This Microsoft Office feature enables the user to store up to twenty four items to be clipped. Learn to quickly conquer repetitive tasks with this handy tool.

* **Use the Format Painter** Use the format painter to quickly copy the look and style of text.

* **Promote and Demote text** in slide and outline panes Using the increase and decrease indent icons on the standard formatting tool bar make short work of changing the status of an item in the basic outline.

PowerPoint Module 2

Visual Elements
PP600

* **Add a picture** from the Clip Art Gallery Learn to work with inserting clip art, and pictures from other image sources

* **Add WordArt and Diagrams** Work with creating diagrams, organizational charts and WordArt to augment your presentation.

* **Apply formatting to the diagram**, picture or image to improving the layout of your presentation.

* **Add text to a graphic object** using a text box Learn to add and format text boxes to customize your image.

* **Scale and size an object** including clip art Learn to proportionally size objects in your presentation.

* **Create tables** within PowerPoint add custom tables to your presentation.

* **Rotate and flip an object**   Learn to change the orientation of the image or object in your presentation. Learn to rotate, flip an object to obtain a more desired result.

PowerPoint Module 2

Customizing a Presentation
PP700

∗ **Add AutoNumber bullets** - adding bullets or numbering to your presenta-tion is a snap with the formatting too bar.

∗ **Add graphical bullets** work with customizing your bullets by adding a picture as a bullet.

∗ **Add speaker notes** Learn to add speaker's notes to each slide in your presentation and print for reference during the slide show.

∗ **Add slide transitions** Learn to add transitions to your slides and automate the timing, speed, and triggers for these transitions

∗ **Animate text and objects** add customized animation to text and objects on your slides for a more effective presentation.

PowerPoint Module 2

Creating Output
PP800

* **Preview presentations** When you're creating a presentation in color, you might want to print handouts in shades of gray (gray scale) or in pure black and white. Learn which objects appear best in black or gray scale.

* **Print slides** Presentations and individual slides can be printed as handouts, notes, transparencies, or as an outline, which ever is most suited to your needs.

* **Print audience handouts** Presentation hand outs can be printed in a number of formats, learn to set the number of slides to print on a page along with the orientation.

* **Print speaker notes** in a specified format just as audience handouts can be customized so to can speaker notes. Learn how to organize your views for your optimal comfort when presenting.

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Publisher

Publisher is a desktop publishing tool and is a flexible and powerful authoring software. It goes well beyond what you can produce with word processing software like Word. This course will help you learn to produce high-quality publications for both personal and business use.

Instructor-led Classroom Learning
Full Day

Overview:
This course is designed for those who already have a basic knowledge of Word and who desire to gain the skills necessary to create, edit, format, and print basic bulletins, brochures, catalogs and postcards.

Who should attend:
Those who want to learn the basic components of publisher for use in creating communication materials such as flyers, bulletins, brochures, and catalogs.

At Course Completion:
You will have the ability to design basic publications using graphics, WordArt, text boxes.

Prerequisite: None

Getting Started with Publisher
PB001

* **Planning your project**- define the audience, purpose and tone for your publication. Writing articles and compiling graphics.

Publisher Graphics
PB003

* **Add a picture** from the Clip Art Gallery Learn to work with inserting clip art, and pictures from other image sources

* **Add WordArt and Diagrams** Work with creating diagrams, organizational charts and WordArt to augment your publication.

* **Apply formatting to the diagram**, picture or image to improving the layout of your publication.

* **Add text to a graphic object** using a text box Learn to add and format text boxes to customize your image.

* **Scale and size an object** including clip art Learn to proportionally size objects in your publication.

* **Create tables** add custom tables to your publication.

* **Rotate and flip an object** Learn to change the orientation of the image or object in your publication. Learn to rotate, flip an object to obtain a more desired result.
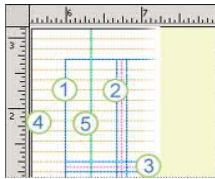
Publisher Layout and Text
PB002

* **Working with Rulers and Guides** Work with rulers and guides in your publication; quickly set alignment guides. Learn how to place and move guides in your publication.

* **Working with Text-** Create text boxes, adding, cutting copying, and pasting, selecting and formatting text in your document.

* **Working with Text boxes** Select multiple text boxes; learn to apply formats to text boxes and manipulate multiple text boxes.

* **Working with Linked Boxes** Linked Text Boxes Learn the visual clues as to whether there is text previous to or following the current text box, and whether there is text in your story that is not yet displayed in your publication.

* **Working with Text Options** Text Options Publisher offers options for creating special effects with text. Work with inserting a drop cap into your document to distinguish the beginning of a paragraph. Reverse text can be used to emphasize text such as a heading or label. Create custom bullets or add numbering to your document.

* **Working with Columns** Publications such as newsletters and brochures often require the use of columns. You can create columns manually by setting the width of your text box.

* **Printing a Standard Document** Work print parameters for basic and non -standard sizes. Learn to configure printers for various document sizes: configuration will determine your ability to print various document sizes

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Access

Access is the world's premier database software. You can use Access to create and edit databases -- just download a ready-made database template and start typing. It's that easy. You can create a database of contacts, expenses, household and/or business inventory. In other words, if you have data, you can create a database of that data using Access. Microsoft's newest version of Access uses the new ribbon interface, and offers significant improvement to its database capability.

Instructor-led Classroom Learning
2 Day Course

Overview:

In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application, and information management tools. Also, you will learn how to design and create a new Access database.

Who should attend:

This course is designed for students who wish to learn the basic and intermediate-level operations of the Microsoft Access Database program to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes.

At Course Completion:

You will be introduced to the features Access application. You will design and create a new Access database.

Access Module 1

Planning and Designing Databases
AC100

- **An Overview of Microsoft Access** – learn the basic terminology used in   Access how it differs from Excel and the advantages of using Access.

- **Relational Databases** – get to understand what a relational database is and how it operates.

- **The Access Environment** – Explore Access Objects: tables, queries; forms and reports; learn what primary keys and foreign keys are and how they are used.

- **The Database Environment** -Learn the components in a database environment; Fields, records, rows cells.

- **Examine an Access Table** – define the database view versus a design view

- **Explore the Properties** and field components in an Access Table

Access Module 1

Working with Access
AC200

- **Using the Objects Bar** Explore the database objects pane to move between objects in a dataset.

- **Print database objects** (tables, forms, report, and queries) utilize the print function and identify properties unique to database objects.

- **Navigate through records** – use the navigation tool to move easily through records.

- **Create a database** (using a wizard or in design view) Design a Relational Database, Identify the database purpose, review existing data determine fields, group fields into tables.

Access Module 1

Building and Modifying Tables
AC300

* **Using the Table Wizard** Using the Table Wizard is the easiest way for a novice Access user to create tables. It is also the fastest way for experienced user to create tables as well.

* **Set primary keys** Access uses the primary key to identify each item in a database table. Learn to set or change the key, used as the ID number that   Access uses to match records from one table to another.

* **Modify field properties** Learn to set the following properties of a field: size, format, input mask, caption, default value, validation rule, validation text, required, allow zero length, indexed, Unicode compression, IME mode, IME sentence mode, and smart tags.

* **Use multiple data types** – setting parameters on data types in field properties.

* **Modify tables in Design View** – This is the most common way of creating or modifying a table design view allows you to create and modify the fields of the table before adding any data to the datasheet.

* **Use the Lookup Wizard** – learn to create a look up table using the wizard.

* **Use the Input Mask Wizard** – set specific data entry parameters for fields.

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Census Management

ParishSOFT

ParishSOFT Family Suite is the chosen diocesan church management software and provides Census family and member information management including   Sacrament management, census reports, directories and member ministry management.   Their ConnectNow Accounting and Census is an online management tool meeting the needs of today's mobile society.

Instructor-led Classroom Learning
Webinars
Online Videos

Overview:
In this course, you will be introduced to the concept of the relational database and the ParishSOFT application. You will have hands on experience with the full   'life-cycle' of a parish family including Family, Member, Sacramental, Religious Education, Offertory and Ministry data management and explore the functionality between ParishSOFT and Microsoft modules.

This is a in-depth introduction to all four modules that comprise the ParishSOFT Family Suite.

Who should attend:
This course is designed for all parish staff who will be working this collaborative system. It is especially recommended for Parish Administrators, posters, parish secretaries and religious education personnel.

At Course Completion:
You will be able to add a family, member data; record sacraments; build classes, manage ministry tables; filter, sort, and utilize data for reporting purposes.
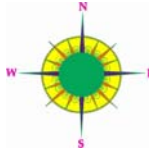
Basic Navigation
PSB1-01

* **ParishSOFT –**how does ParishSOFT function and how the parish and diocese communicate through synchronization. Learn why we enforce data standards.   Learn how to search, filter and customize data views for optimal use.

Family Data
PSB1-02

* **Family Search Screen** – includes an over view of data recorded, how to search, use advanced search and mine data. In this module you will create a family, search AIM for existing records and learn to import data.

* **Addressing Family Data** This section focuses on family related data, learn the tips and tricks of working with the family screen while building a complete family record including best practices.

* **Map Codes** Work with built in geographical mapping features including best practices for the Map code fields.

* **Contribution Envelopes & Giving** Assign contribution envelopes and review the highlights of giving history, including how to quickly view taxable, lifetime and current year contributions.

Workgroups
PSB1-03

∗ **Electronic "To-Do"** Box Learn to utilize this electronic 'to-do' box to communicate with parish families. Explore how workgroups function, utilize workgroups with mail merge and add, edit, and delete records from workgroups.

Member Data
PSB1-04

∗ **Build complete member data**, Learn system functions and assumptions, review global member tables. Explore the relationships between member data and dependent tables.

∗ **Importing Member Information -** Move members quickly between family records using the import feature.
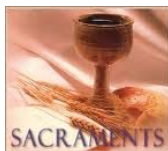
Sacraments
PSB1-05

∗ **Recoding Sacraments** ParishSOFT sacramental register functions as an electronic version of your written Sacramental Register. Complete a full range of sacraments including Matrimony, Baptism, First Communion, and Confirmation also learn to record Funerals and Graves Registrations.

Religious Education
PSB1-06

* **Build Sessions and Classes** Build Religious Education Sessions, Classes and a student directory.

* **Working with classes and sessions**; Work with modifying sessions in Religious Education Module and the Class Setup mode.

* **Add Students to Directory** Learn to add students, edit and modify student class assignments in both the RE module and Family Directory.

* **Promote Students** – learn to move students from one class session to another quickly as a group.

* **Reports** print necessary reports to quickly manage all aspects of your Religious Education program.

Offertory
PSB2-01

* **Add Edit and Delete Funds** In this lesson you will learn to add, edit and delete funds, post contributions,

* **Best practices** for handling offertory contributions from count to reporting.

* **Post Contributions** Will learn to create batches, make adjustments for returned items;

* **Transfers and adjustments** to funds how to move posting from one account to another.

* **Create contributors and import data** from other parishes to quickly post items.

* **Contribution and Weekly Reports** –create and explore weekly report options.

Manage Pledge Records
PSB2-02

* **Create and manage pledge accounts,** family pledge records and post funds against existing pledges.

* **Add, edit and delete** pledge records for families. Work with the options available for billing and statements.

*

Periodic Reports
PSB2-03

* **End of Year Reporting**- create EOY and ad-hoc periodic financial report. Review best practices and reporting requirements.

* **Ad Hoc Financial reporting** - Sort, filter and mine financial data for specific periods, funds, and Workgroups.

Time & Talent
Liturgical Scheduler
PSB2-04 & PSB2 -05

* **Working with ministry lookup tables** Add, edit and delete ministry groups, events and roles. Explore best practices for Hierarchy and table planning.

* **Minister Directory** Add, edit and remove ministers within Ministries. Explore the filter options, assigned and unassigned status along with exporting and merging for quick communications.

* **Schedule Ministers** quickly schedule ministers for your weekend Masses, post schedule to web, reset service counter and work with scheduler.

ParishSOFT Reporting

Instructor-led Classroom Learning
Webinars and Online Video

Half Day

Overview:

This course will review available ParishSOFT Reports.

Who should attend:
This is for all levels of ParishSOFT users who want a better understanding of the capabilities of existing ParishSOFT reports in all modules.

Prerequisite:
Basic knowledge of ParishSOFT fundamentals is preferred.

* **Census Reports** – Learn to utilize family filtering and sorting, member filtering and sorting; create rosters, directories; list birthdays, baptisms, funerals and wedding anniversaries. Create new family reports, list of un-registered families and parish registration forms.

* **Contribution Reports** Create date range reports, family contribution re-ports, End Of Year and Periodic ad hoc reporting. Customize the body of statements and add headers to periodic reports.

* **Religious Education Reports** – Work with student directory reports, stu-dent list by grade; Sacramental Preparation reports, Tuition reports, Baptis-mal records reports, List children's sacraments, create teacher rosters and milestone reports.

* **Time & Talent Reports** – Create lists of liturgical ministers by alpha, or service; work with member ministry assignment reports, monthly liturgical minister schedules and weekend schedules.

ParishSOFT In-Depth Reporting
PSBIDR

Instructor-led Classroom Learning
Webinar, Online Videos
6 hours

Overview:

These courses are for the advanced user and system administrator

Who should attend:

ParishSOFT users who desire a greater knowledge of reporting and use of extended functions. This course is especially designed for administrators and key personnel who need to create more customized reports.

Prerequisite:

Must have attended a fundamentals class and have a working knowledge of Microsoft Access; **OR** you must have used ParishSOFT software full time for 6 months.

* **Understanding table relationships**   Explore the function and relation-ship of tables in the ParishSOFT database.

* **Modify existing reports** – work with existing reports and data results to customize reports to meet your needs.

* **Build custom reports** – create custom queries to using data tables and select statements to create custom reports.

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Parish IQ
PSIQ

Prerequisite: Must have you must have used ParishSOFT software full time for 6 months and have Parish IQ software license in the parish.

Build custom reports – create custom reports quickly and easily using multi-ple modules and select data. Learn to export results to workgroups, Excel and Word.

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ParishSOFT
System Administrator
PSBSA

Instructor-led Classroom Learning
Webinar, Online Videos
3 hours

Overview:

These courses are for the advanced user and system administrator

Who should attend:

System Administrators and parish personnel designated to maintain synchronization and backups.

Prerequisite:

ParishSOFT Fundamentals.

System Manager

* **Staff** -Learn to add or delete staff from to your parish, Review best practices for database management,

* **Synchronization Manager** - work with synchronization manager starting synchronization, connecting to server and monitoring status.

* **Database Management** Learn how to perform Backup, Compact and Repair, and Database maintenance which are required weekly tasks and how to perform them.

ParishSOFT for Stewardship
PSTT

Instructor-led Classroom Learning,
Webinars, Online Videos
Half Day

Overview:

Focus in this class is on preparing your database for stewardship.

Who should attend:

Personnel who are responsible for preparing EOY Statements or manage Time & Talent within their parish.

Prerequisite: None

Prepare your database for EOY statements, and major mailings in preparation for Ministry. Learn how to quickly clean up tables so that Time & Talent ministry efforts are quickly accomplished. Discuss Best Practices for increasing stewardship in the Parish.

Duplicate Checker
PSDUP

Instructor-Led Classroom
Webinars and Online videos
3 hours

Overview:

 Learn to use ParishSOFT Duplicate Checker to remove duplicate records from your census database. Match records based on a combination of   family name, address, ZIP Code, phone, member first names, and birthdates.

Who should attend:

This course is for parish database administrators and ParishSOFT system administrators with a thorough knowledge of ParishSOFT.

ParishSOFT RE Extended Tuition
PSRE

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Instructor-led Classroom Learning,
Webinars, Online Videos
Half day

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Overview:

Working with Religious Education and the extended tuition module. Create and Manage Religious Ed tuition payments and collections

*   **Who should attend:**

Any parish personnel who are responsible managing Religious Ed tuition payments and collections.

Prerequisite: ParishSOFT Fundamentals

My Own Church
CNMOC
Webinar

Members can submit online registrations, edit their family or member information, add a new family member, upload a family photo, and more.

As a church administrator, learn to view and accept changes into your Parish-SOFT database or reject them as needed. Learn to manage your church database from a smart phone or any device with an Internet connection.

Ministry Scheduler
CNMS

Instructor-Led Classroom

Overview:

Learn to organize any service, special event, or ministry and keep track of every volunteer. From liturgical schedules to your annual festival and everything in between, Ministry Scheduler makes it fast, easy and automatic to recruit volunteers and schedule them according to their qualifications and availability. And because the system integrates with the ParishSOFT Family Suite, church staff will never have to re-key member information into the system.

Who should attend:

This course is for parish ministry leaders and ParishSOFT system administrators with a thorough knowledge of ParishSOFT

Online Giving
On request
2.5 hours

For business managers who are interested in offering families flexible, paperless ways to contribute to your annual appeals, offertory, special collections, parish pledge campaigns, while reducing staff workload, increasing income, stabilizing finances
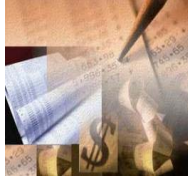
Count Team and Posting Workshop
On request
2.5 hours

This is for parish business managers who would like a review of diocesan recommended best practices for their counters and posting personnel. Tips and suggestions to meet process audit standards, create good audit trails and maintain transparency from collection plate to bank deposit.

Accounting

Accounting classes are presented on an as needed basis in conjunction with the Finance Office. To schedule the following please contact the finance office directly.

Basic Accounting Workshop

Overview:

This is an overview of basic accounting process; including general ledger and journal entries and adjustments.

Who should attend:

This course is for Bookkeepers, business managers and personnel wanting to refresh their basic skills in fund accounting.

Prerequisite:

A basic knowledge of general accounting is preferred.

This course provides a basic review of fund accounting; working with the general ledger, making journal entries and adjustments to the general ledger. Prepare and read trial balance statements.

Budgets Workshops

Instructor-Led Classroom
3 Hours

Overview:

This is an Introduction to the budget process; including how to utilize the budget worksheet and reporting tools.

Who should attend:
This course is for Bookkeepers, business managers and personnel new to parish budget processes.

Prerequisite:
A basic knowledge of general accounting

* **Focus is on the next year's budget**. Creating next years budget just became a snap when you complete this hands on workshop. Learn to adjust budget amounts using the budget worksheet and the historical data. Print the new budget for submission to the diocese.

Diocesan Development Reports Webinar

Overview:

 Diocesan Development Manager Solution offers integrated software to help dioceses and parishes achieve more successful appeals. From managing fundraising, pledges, and gifts to tracking campaign goals. Learn how to access and utilize parish reports online real time.

Who should attend:
Authorized business managers, development staff and pastors.

Working with Sacramental Records
SACREC
Webinar

Overview:

Maintaining sacramental records canon law requirements and utilizing the electronic records.

Who should attend:

This course is for Parish administrators, secretaries, and staff who are responsible for managing sacramental records within the parish.

Prerequisite: None

This module focuses on canon law requirements for sacramental record keeping. What you need to know about electronic versions and what must be done when using electronic records. There will be a brief overview of how to correctly complete sacramental records in an electronic data system.

Pastoral Relief: Introduction to Emerging Social Technologies
(A Priest Only Series)

Instructor Lead Classes
4 hours

Our newest series of half-day, hands-on technical training opportunities offered ***exclusively to the priests of the Diocese***. The series is designed to provide you the opportunity to explore and become comfortable with new and emerging technologies.

Topics in the series include

- Introduction to Windows 7,
- Word,
- Excel Outlook 2010
- Social Media
  - Blogging
  - Vimeo
  - Facebook
  - Twitter

This is an opportunity to not only increase your proficiency but also learn how these applications integrate with communication tools which are used to further the call to Evangelization.

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Lunch 'n Learn Series

Presented simultaneously live and on web
1 hour

Overview:
This is a series of hour long "topic specific" overviews.

Who should attend:
Designed as a quick overview for those that don't' have time for a full day hands on class. Designed for those who just need a quick refresher or want to learn more on a particular topic. Drop in for an hour it's BYOL (bring your own lunch) and spend 60 minutes sharing best practices and quick tips.

Prerequisite:
   None

   * **Topics Include:**

   * Microsoft Office, ParishSOFT, Internet, Social Media and Constant Contact- Email Marketing & Event Management, Data Security

Information Technology Training

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