

TimOwens.Com Training Catalog

Training for the 21st Century

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Testimonials for TimOwens.Com

On behalf of the City of Beverly Hills, thank you for delivering such energetic, hands-on, and easy to understand classes for our employees. ...It is with great pleasure that I write this letter of appreciation and endorsement of your wonderful computer training company.

Glenda Berman - Training Manager (retired)
Karine Shirinian, Training Manager (current)
City of Beverly Hills

My top task this afternoon is to thank you for delivering “Managing Your Now” this morning at Los Angeles County Fire Department. It was such an engaging class, and I really like your teaching style – simple to learn and not too “techy” for the non-technical person. I walked away feeling more equipped to use Outlook beyond what I am currently doing.

Kristina Hajjar
Director of Communications
Los Angeles County Fire Department

Our members (me included) were impressed with your presentation. This is what has prompted us to invite you to speak at our annual statewide seminar in September.

Keith LeBrun, L.A. County Sheriff; Executive Director
California CLETS Users Group

In fact, we were so happy with Tim's training, we have discussed futures plans to have Tim conduct more of our software training. I highly recommend Tim's Microsoft Office training.

Mariyah Epich Serratos, I.T. Manager
City of Cupertino, California

I received rave reviews of your presentation in October and we are sincerely hoping you are available and still interested in presenting for our 1/2 day presentation.

**Cindy Picetti, 2nd Vice President and
Program Chair
El Camino Chapter for the IAAP
International Association of Admin Professionals**

Tim was so popular with our staff that we scheduled him to come back as our only computer trainer.

**Mayra Montero, Training Coordinator
City of Lancaster**

I have specifically asked for Mr. Owens in scheduling additional courses at the Los Angeles Convention Center. He is the type of training instructor an employer loves to have because he makes learning fun and instills confidence in the users.

**Jan Zatorski,
Director of Administrative Services
Los Angeles Convention Center**

Tim's ability to implement training based on the work we actually perform was invaluable. Our employees walked away with great ideas and the ability see new ways of creating efficiency.

I highly recommend Tim Owens for any training your company may need. He is friendly, positive, and knowledgeable and his training is truly top notch. Our employees enjoyed his training thoroughly.

**Tia Boyd
Tanner Mainstain Blatt & Glynn
(An Accounting Firm)
Century City, Los Angeles, California**

Course Descriptions

Microsoft Office Classes

Integrating Office Applications

Did you ever need to include an Excel chart in a Word document or PowerPoint presentation? This class will answer all of your integration questions. This session focuses on how various Microsoft Office applications (Word, PowerPoint, Excel and Outlook) can share data. Participants will learn how to: a) embed an Excel chart in a Word document and PowerPoint slide; b) link an Excel spreadsheet to a Word document; c) the pros and cons of linking vs. embedding an object; and d) import Excel lists to create Outlook contacts. You will use Excel lists as data sources for Word's Mail Merge projects. Participants should have experience using one or more of the following: Introduction to Word, Introduction to Excel, Introduction to Outlook, and Introduction to PowerPoint.

Microsoft Office Tips and Tricks

Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things "look right"? Do you have a perfect Word document but you copy and paste into the document and it went weird on you? In this class you will learn use hands on exercises to learn:

- (1) 5 easy steps to make your Word document look perfect.
- (2) Tips and Tricks for Excel
- (3) Easy tips for Mastering PowerPoint (quickly and easily)
- (4) Making Outlook easy, fun, and manageable.

If you spend hours of time frustrated in Word, Outlook, Excel, PowerPoint and want easy quick tips and tricks, this class is for you.

Microsoft Outlook Classes - 3 hours in duration

Outlook New Features

Don't have time to take a class? At least see the new features in Outlook. Microsoft has created many new features. Be sure to know what they are so you can take advantage of the latest shortcuts added to the newest version.

Outlook Basics

So you have been using Microsoft Outlook to send, receive, forward and reply to emails but you are not sure if you are using all the shortcuts to save you time? In this class you will learn not just the basics of Microsoft Outlook but techniques and shortcuts to save you time. This class will cover how to send, receive, reply and forward to emails. Also covered is how to set up an appointment on the calendar.

Outlook Calendar: Appointments and Meetings

So you have the basics but you really want to understand how to use Microsoft Outlook calendar? This class goes into great detail on how to use every aspect of the calendar. In this class we will cover Recurring appointments, recurring activities, changing the work week and work times, setting your calendar options to fit with your own work needs, and shortcuts and tips to save you time.

Outlook How to Use Contacts, Tasks and Assigned Tasks

Few Outlook users have a true understanding of the power behind notes, tasks and assigned tasks. Managers, supervisors and anyone else that coordinates projects thoroughly enjoys the ability to assign, track and manage assignments (tasks) in Outlook. If you have always wondered the power of tasks and assigning tasks, this class is a must!

Outlook Power Users: Advanced Features and Tips

So you think you know all there is to Microsoft Outlook? Come to this class to receive the advanced features and tips that few people even know exist. These features were created by Microsoft so advanced users of Outlook can really save time by knowing the best of the best Outlook has to offer. This class assumes high Outlook experience.

Microsoft Word Classes - 3 hours in duration

Word Creating Long Documents

This fast-paced session is designed for experienced Word users who need skills in handling long document projects. Course topics include: Hyperlinks; footnotes/endnotes; table of contents, index, headers/footers; section formatting; bookmarks, captions and comments.

Word Mail Merge

This fast-paced session is designed for experienced Word users who need to produce form letters, and to create envelopes and labels for mass mailings. Participants will also learn how to perform keyboard merges to create personalized documents in Word. Participants should have intermediate Word skills.

Word Tables and Forms

Creating templates, or patterns, for documents you create often can save time and make you a more efficient Word user. In this fast-paced course, participants will learn how to create a template from scratch, and how to customize and manage templates installed with Office. The first half of this course will focus on creating online and paper-based forms containing form fields. You'll learn how to use the tools on the Forms toolbar to create text fields, drop-down lists and check boxes. The last part of this class we will cover tables. How to create tables, insert rows, columns, and control text direction. This class is a must for anyone looking to save time! Participants should have intermediate Word experience.

Word Basics: How to Format Quickly and Easily

Do you know how to use Word but are tired of hours spent formatting a document? This class is for you. Learn the easy rules to formatting a document that will save you hundreds of hours of time. Learn how to apply numbers and how to apply outline numbering the simple and easy way. Learn how to remove formatting from other users, quickly change case, add bullets, change numbering, justify, styles, line spacing and tons more. This class is a must for everyone!

Working with Graphics in Microsoft Word

This session will explore basic graphic design concepts as well as provide you with the skills and information necessary to effectively incorporate graphics in Office documents. Participants will learn how to use Smart Art, download clipart and photos from the Microsoft website, and use the latest Word tools to correct, rotate, resize and add special effects to images. You'll explore Word's graphic tools while working with the Clip Gallery, Word Art, Auto shapes, text boxes, and watermarks. You'll also work with newsletter and flyer layouts.

Word New Features

Don't have time to take a Word class? At least see the new features in Word. Microsoft has created many new features. Be sure to know what they are so you can take advantage of the latest shortcuts added to the newest version.

Microsoft Excel Classes - 3 hours in duration

Excel Advanced Formulas

For the experienced Excel user, this course provides an opportunity to learn more advanced techniques for creating calculations. Participants will learn: a) new ways to build formulas; b) Absolute Cell Reference versus Relative Cell reference c) tools on the Auditing toolbar; d) tricks with the Go To command; and e) how to use the Function Wizard for more complex functions such as:

1. Create A "Named Range"
2. New Ways To Build Formulas
3. Absolute Cell Reference versus Relative Cell reference
4. Tools On The Auditing Toolbar
5. Tricks with the Go To command
6. How To Use The Function Wizard For More Complex Functions Such As
7. "IF" Formula with Yes / No
8. "IF" Formula with "function" / No
9. "OR" Formula
10. "AND" Formula
11. "NOT" Formula
12. Nested "IF" functions
13. The "IFERROR" function
14. The "SUMIF" function
15. The "COUNTIF" function
16. The "AVERAGEIF" function
17. The "SUMIFS" "COUNTIFS" "AVERAGEIFS" function
18. ROUND
19. VLOOKUP –and- HLOOKUP
20. Use VLOOKUP for exact matches
21. Use VLOOKUP for approximate matches
22. Use HLOOKUP for exact matches
23. Use HLOOKUP for approximate matches
24. Protect your Worksheet
25. Protect your Individual Cells of a Worksheet
26. Subtotal with AutoFilter
27. PMT
28. DATE

Excel Ready for More

If you are an Excel user, this session will initiate you into the ranks of power users. Participants will learn: a) tricks for working with range names in formatting and calculations; b) how to spruce up a basic chart; and c) formulas for working with multi-sheet workbook files. For large analysis projects, you will learn to sort, filter, and subtotal. Topics will also include data validation techniques, custom views and conditional formatting. Participants should have Excel experience.

Excel Critical Basics

Excel is a powerful spreadsheet application that makes it easy to set up even the most complex row-and-column project with formulas and charts. Participants will learn to: a) create and modify a spreadsheet; b) enter text and values into cells; c) create formulas and functions; d) use AutoFill format; e) insert and delete columns and rows; and f) print and save your workbooks. Creating simple charts from worksheet data will also be covered.

Excel New Features

Don't have time to take a class? At least see the new features in Excel. Microsoft has created many new features. Be sure to know what they are so you can take advantage of the latest shortcuts added to the newest version.

Microsoft PowerPoint Classes – 3 hours in duration

PowerPoint Advanced Features

For experienced PowerPoint users, this session will give you plenty of design tips and techniques to add that professional touch to your slide show projects. Participants will learn: a) advanced slide show techniques such as working with sound and other multimedia content; b) customizing design templates; c) branching to other slide shows; d) hiding slides; and e) design strategies f) inserting slides from one presentation into another and other time saving techniques!

PowerPoint Special Effects

Ever wonder how the special effects are created in PowerPoint? In this class you will learn how to add slide transitions, images that spin, slide, streak in and out of your presentation! Learn how to add sounds, music and videos to objects, an individual slide or your entire presentation.

PowerPoint Basics

Tired of guessing how to make a PowerPoint presentation? Are you done spending countless hours looking for things you need to make a basic presentation? In this class you will learn how to make a slide presentation from scratch. Specifically you will learn how to add slides, how to add charts, graphs, bulleted lists, slides with tables and how to present the slide show.

PowerPoint New Features

Don't have time to take a class? At least see the new features in PowerPoint. Microsoft has created many new features. Be sure to know what they are so you can take advantage of the latest shortcuts added to the newest version.

Microsoft Access Classes - 3 hours in duration

Access: New Features

Don't have time to take a class? At least see the new features in Access 2010. Microsoft has created many new features. Be sure to know what they are so you can take advantage of the latest shortcuts added to the newest version.

Access: Administration of a Database

Access allows you to store and find specific information quickly and easily. If you work on a database, this class is for you. This class will cover the basics of database administration. Specifically: How to add new information, delete information and modify existing information.

Other information covered will be:

How to run reports

How to create a simple query

How to export your Access information to Word and Excel to share with others

Access: Building a Database from Scratch

Access is a relational database management program that has powerful features for storing, presenting, and extracting large amounts of information. If you plan to set up an electronic database for tracking customers, services, inventories, or referrals, you will want to take this class. In this session, topics will include:

Design strategies for creating databases and related tables

Setting field properties

Build queries and create summary reports

Import data from Excel to Access to create a table

Access: Security and Controlling Your Data

One of the great features of Access is running queries. However, you cannot run queries without insuring the data in the database is entered properly and accurately. In this class you will learn how to:

Creating drop down lists to increase accuracy of data entry

Limited number of characters allowed in a field

Force users to include data (area codes, 9 character zip codes, etc)

Limit types of data allowed (text, alphanumeric, numeric only, etc.)

Access: Queries

What is a Query in MS Access? Queries in MS Access allow you to find specific information quickly and easily. Queries are a critical area of knowledge to successfully use MS Access. If you don't know how to run queries then you are missing a big part of what makes Access 2010 great! If you work with an Access Database and want to learn the techniques for finding, deleting and updating specific information quickly and easily, this class is for you! In this class the student will learn how to design, create, and modify the following types of queries:

Action Query

Aggregate Query

Append query

Crosstab query

Delete query

Make-table query

Parameter Query

Select query and Update query

Business Skills - 3 hours in duration

Time Management

Based on the New York Times best seller by David Allen, "Getting Things Done", Tim Owens will teach this class that brings you: breakthrough methods for stress-free performance. The premise for David Allen's book (and this class) is simple: our productivity is directly proportional to our ability to relax. Only when our minds are clear and our thoughts are organized can we achieve effective productivity and unleash our creative potential. In this class you will learn how to:

- (1) * Apply the "do it, delegate it, defer it, or drop it" rule to get your in-box to empty
- (2) * Re-assess goals and stay focused in changing situations
- (3) * Overcome feelings of confusion, anxiety, and being overwhelmed
- (4) * Feel fine about what you're not doing.

This class is a must if you feel overwhelmed and stressed about the number of things you have to accomplish in both your personal and private lives. If you feel overwhelmed by the number of things you have to do, or if you want to clarify and learn new, cutting-edge techniques how to get more done in less time, this class is for you!

Email Etiquette

Although e-mail has been a dominant form of communication for many years now, questions still remain as to the “proper” steps to use email to communicate effectively.

In this fast-paced observational class you will learn: (1) Business appropriate steps to construct your email (2) Best practices to make your e-mail efficient, concise and effective. (3) Proper “Netiquette” guides and correct “tones” to use with colleagues and clients.

If you ever have questions or are unsure if you are using email as effectively as possible, this class is for you!

This course will cover:

- What does the header of an e-mail message include?
- When should I send copies or blind copies of my e-mail messages?
- What guidelines should I follow when writing subject lines?
- What is the best way to greet someone in an e-mail message?
- What is the best way to relay information in an e-mail message?
- What is the best way to use lists in an e-mail message?
- What types of lists should I use in e-mail messages?
- What is netiquette?
- What are some guidelines I can follow considering the use of tone in e-mail?
- Why should I not use BTW, TTYL and other acronyms in my email messages?

Manage Your Now!

- Would like to:
 - a. empty your inbox daily?
 - b. learn to get more things done?
 - c. stop forgetting to do the important things?

"Manage Your Now"– (based upon the New York Times Best Seller by Michael Linenberger) - is an innovative class (taught by Tim Owens) for excessively busy people at all levels of your organization.

In this fun, fast-paced and easy to follow class, you will come to understand and utilize a powerful to-do list and email management system that allows you to effectively control very high volumes of email and tasks.

Don't miss this opportunity to learn to easily track all of your emails by turning them into tasks. You can dramatically improve your handling of high task volumes using Microsoft Outlook and ensure the urgent tasks are prioritized accordingly in order to be completed efficiently. "Manage Your Now" will completely change your workday.

(NOTE: This class is for anyone that uses e-mail in their daily work: Gmail, Yahoo Mail, Microsoft Outlook, etc.)

If you ever feel overwhelmed by the amount of email in your Inbox or the number of things in your "To-do" list, this class is for you!

Professional Conduct in a Business Environment

Although business etiquette has changed over the years, there are some professional practices that will never change. These professional etiquette practices are noticed by your clients and colleagues and leave a lasting impression of you and your department or organization.

In this fast-paced class you will learn:

- *Understanding business etiquette*
- *Creating a professional appearance*
- *Practicing cubicle and internal office etiquette*
- *Develop successful co-worker relationships*
- *Conducting yourself professionally*
- *Proper Internet access*
- *Handling ethical dilemmas*
- *Handling personal issues.*

Effective Presentations using PowerPoint

This presentation covers the 35 “critical” areas to giving a powerful (not BORING) presentation so your audience understands AND retains the information you present.

In this presentation you will learn:

- *Less is More*
- *PowerPoint is not Reading*
- *Prepare for total failure to equal total success*
- *Sounds, special effects; music? Yes? No? How many? Too few?*
- *How to Keep it Fun*
- *How to Keep it Engaging*
- *Tips for colors, and TV / Internet Viewing of your Presentation*
- *When to use PowerPoint and when not to.*
- *Colors, black and white, which fonts, and why?*

If you ever give (or create) PowerPoint presentations and want to know how to keep it fun, interesting so your audience understands what you said, retains what you presented and walks away wanting more....this presentation is for you.

Microsoft Online Training

30 Second Training.com

Online training for Microsoft Word, Excel, Outlook and PowerPoint

-- Or request a trial subscription for the decision makers in the organization

Go to www.30SecondTraining.com

Email us for a free trial: tim@timowens.com or call us (310) 625-7711