



Microsoft Windows and Office

These are our most popular classes. Register early before they are full.

	Apr	May	Jun
Access Introduction	5, 28	20	6, 28
Access Intermediate	12-13	26-27	16-17
Access Advanced	25-26		2-3
Access VBA (Macros)			
Excel Introduction	4, 29	16	7, 29
Excel Intermediate	*11	6, 27	13
Excel Advanced	20-21	12-13	20-21
Excel VB			
PowerPoint Introduction	7	3, 19	9
PowerPoint Advanced	15	31	
Word Introduction	6	2, 19	27
Word Intermediate	14	26	15
Word Advanced	21-22		

Excel Intermediate on April 11th is full.

Business Skills

Business skills are strongly needed in today's workforce. Focus on your people skills and you're focusing on your customers.

	Apr	May	Jun
Time Management Skills		17	
Customer Service Training		4	23
Leadership Skills			
Effective Presentations			
Outlook Beginning			10
Outlook Intermediate			22
Outlook Advanced			

Effective Presentations

Students learn how to determine realistic presentation objectives, analyze the audience, organize a presentation clearly, and successfully incorporate visual aids. Course activities also cover reducing the fear of speaking, remaining calm, appearing relaxed, and improving the delivery of your presentation. Finally, students learn how to assess the audience members, organize a persuasive presentation, and use reasoning and emotional appeals to persuade an audience. **Register Today!**

You can now register at:
<http://saltlake.executrain.com/index-6.html>

Class Schedule

We offer many technical courses. Please call ExecuTrain at 801-561-8511 to find out more information on the following classes:

- Citrix
- Microsoft
- Oracle
- Crystal Reports
- ...and more!

Technical Courses

Microsoft	
MS 2063: ASP.NET	May 9-13
MS 2071: SQL w/ Transact SQL	May 2-3
MS 2072: Administering SQL Database	June 13-17
MS 2124: C# Programming	April 18-22
MS 2373: Advanced Visual Basic	April 18-22
MS 2400: Exchange Server 2003	June 6-10
MS 2596 SMS 2003 Managing	April 8-14
Citrix	
CTX 1223 BI: Citrix MetaFrame 3.0 Admin	May 9-13
HTML	
HTML 4.01 Web Authoring levels 1-3	May 23-25
Crystal Reports	
Crystal Reports Beginning	May 5-6
Crystal Reports Advanced	June 9-10

Macromedia classes

	Apr	May	Jun
Captivate	28-29		13-14
Moving to ColdFusion MX7			1-2
Fast Track to ColdFusion MX7			6-8
DreamWeaver Website Design	25-27		27-29
DreamWeaver Dynamic applications Dev			
Flash MX Rich Media		17-18	
Flash MX Application Develop		23-25	
Flash MX Advanced Application			8-10
RoboHelp X5		2-4	15-17

Web applications won't live up to their real potential until user interfaces are rich and dynamic. The result for businesses is inadequate customer experiences that affect the bottom line. Macromedia solutions for Rich Internet Applications reverse this trend, making desktop quality interfaces possible on the web today. **Register for a MacroMedia class today!**

For a full class list or descriptions of our courses, please visit us online at [Http://saltlake.executrain.com](http://saltlake.executrain.com)

Now members of the Utah Bar Association can earn CLE credit for taking selected classes at ExecuTrain

Utah State Bar Courses for CLE Credit

	Apr	May	Jun
Access 2003 in the Law Office Beg	5, 28	20	6, 28
Access 2003 in the Law Office Inter	12-13	24-25	16-17
Access 2003 in the Law Office Adv	25-26		2-3
Legal Presentations using PowerPoint I	7	3, 19	9
Legal Presentations using PowerPoint II	15	31	
Using Excel 2003 in the Office I	11	6, 27	13
Using Excel 2003 in the Office II	20-21	12-13	20-21
Using Word 2003 in the Office I	14	26	15
Using Word 2003 in the Office II	21-22		

Desktop Publishing & Computer Graphics

	Apr	May	Jun
PageMaker Basic Skills			
Photoshop 7.0		31- Jun 1	
MS Visio 2002 Introduction	20		24
MS Visio 2002 Advanced			
FrontPage			30

Project Management & Other Productivity Courses

	Apr	May	Jun
MS Project Introduction	18	20	8
MS Project Intermediate	27		14
MS Project Advanced		10-11	
Project Management Professional		23-25	
QuickBooks Beginning			
QuickBooks Advanced	1		

**Project Management Professional
 May 23-25th**

Register Today!