



# Crash Course : Summer Tech Program 2008

**\*\*3 Sessions Available\*\***

**July 7th-July 11th** 8am-12pm - Communication or 1pm-5pm - High Impact

**July 14th-July 18th** 4:30pm-8:30pm Communication Series

**July 21st-July 25th** 8am-12pm - Communication or 1pm-5pm - High Impact

## **Week Long Communication Series (Beginner)**

Day 1 - **PC Office Foundations**-This is an introduction to basic computer skills.

*Windows:* The Windows Desktop, Starting Programs, Using the Taskbar, Copying and Moving Objects and Using the Recycling Bin.

*Word:* Setting up Toolbars and Menus, Saving Your Work, Creating Folders, Replacing Text, Moving Text, Copy & Paste, Spell Check, Modifying Page Margins and Printing a Document.

*Email:* Setting up an Email Account, Forwarding Messages and Sending Emails.

*Internet:* Navigating Web Pages, Using Favorites to return to Web Sites, Organizing Favorites, Using the History List and Using Search Engines.

Day 2 - **Magic of Excel Spreadsheets**-Learn how to create formulas, format cells, copy and paste formulas, add charts and use Excel as a database.

Day 3 - **Impressive PowerPoint Presentations**- Create a slideshow with text, graphics and animation that tells your story with style!

Day 4 - **Digital Photography & Photo Editing**- Learn some of the techniques of the pros how to resize images for print, web and email. How to email photos.

Day 5 - **Blogging Benefits Everyone Can Use**- Create your own blog in class for free - no monthly fees.

## **Week Long High-Impact Series (Advanced)**

Day 1 - **PC Enhanced Skills**- Organizing your computer for speed, PC multitasking, protecting your data, blocking spam, creating fancy email letterheads and brochures, email signatures, mastering mail merge techniques including mail merge to custom emails and advanced web search tricks.

Day 2 - **Desktop Publishing with MS Word**-Create sophisticated promotions, fliers and newsletters with overlapping text and pictures!

Day 3 - **Website Design Made Simple!**-Create a five page website using free software that you take home.

Day 4 - **Adding Video to your Website**-Learn how to create and send Video Email for the latest in business sales and marketing. Find out how you can add streaming video to your website for free!

Day 5 - **DVD Movie Marketing Techniques**- Participate in a group movie production that can play on ordinary TV sets.

Please contact Domenic Caloia with any questions regarding the content of these courses at 561-688-9958 or email at [dcaloia@rapb.com](mailto:dcaloia@rapb.com)

See back for pricing and registration information.



# Crash Course: Summer Tech Program 2008

Take the week long crash course for **\$179.00.**

Or

Mix and Match which classes you would like to attend  
for **\$49.99 each.**

**Sign up today! Limited seating available.**

## Communication Series (Beginner)

[July 7-July 11, 8am-12pm](#).....Sign me up for the week course

[July 14-July 18, 4:30pm-8:30pm](#).....Sign me up for the week course

[July 21-July 25, 8am-12pm](#).....Sign me up for the week course

## High Impact Series (Advanced)

[July 7-July 11, 1pm-5pm](#).....Sign me up for the week course

[July 21-July 25, 1pm-5pm](#).....Sign me up for the week course

## Communication Series Individual Courses: see above schedule for times

PC Office Foundations [July 7](#)  [July 14](#)  [July 21](#)

Magic of Excel Spreadsheets [July 8](#)  [July 15](#)  [July 22](#)

Impressive Power Point Presentations [July 9](#)  [July 16](#)  [July 23](#)

Digital Photography & Photo Editing [July 10](#)  [July 17](#)  [July 24](#)

Blogging Benefits Everyone Can Use [July 11](#)  [July 18](#)  [July 25](#)

## High Impact Series Individual Courses: see above schedule for times

PC Enhanced Skills [July 7](#)  [July 21](#)

Desktop Publishing with MS Word [July 8](#)  [July 22](#)

Website Design Made Simple [July 9](#)  [July 23](#)

Adding Video to your Website [July 10](#)  [July 24](#)

DVD Movie Marketing Techniques [July 11](#)  [July 25](#)

**Submit this form by fax to 561-585-4348. Please make sure you select which class(s) you would like to attend.**

Mail by check to: RAPB, 1026 10th Avenue North, Suite 410, Lake Worth, FL 33461.

All forms of payment must be received in order to guarantee your registration.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

I am paying by: **(circle one)**    Check (payable to RAPB)    Visa    MasterCard    AMEX    Discover

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Refunds will be given if written cancellation is received at least 5 days prior to scheduled course.  
"Dress for Success" Attire Required.