

PRELIMINARY HANDS-ON COMPUTER-ASSISTED REPORTING CLASSES

CHECK AT REGISTRATION FOR UPDATED SCHEDULE.

Hands-on Classes:

Each hands-on class for Indianapolis is designed to give you a specific skill in an hour and a half. Every class is assigned a level: Basic, Intermediate, Advanced or Expert. Here's what they mean:

Levels of training Available:

● Basic ■ Intermediate ▲ Advanced ★ Expert

CAR TRAINING CLASSES	Bryce Canyon Room - Hyatt	Everglades Room - Hyatt	Sequoia Room - Hyatt	Yellowstone Room - Hyatt
Thursday 1:30 p.m.	● Access Basics I. (filtering and searching)	▲ ArcView: Introduction to mapping	▲ Switching from FoxPro to Access	★ Introduction to Intranets using Active Server Pages
Thursday 3:00 p.m.	● Access Basics II. (summarizing, counting and summing)	★ ArcView: Intermediate mapping	● Windows: Computer Basics – (using a mouse, understanding folders, using menus)	★ Introduction to Intranets using Cold Fusion
Friday 9:00 a.m.	■ Access Importing (strategies, problems, text and other files, creating new fields from old, using formulas)		● Excel for sports reporters (sorting, running totals, averages)	● Access Basics I. (filtering and searching)
Friday 10:30 a.m.	● Access Basics II. (summarizing, counting and summing)	★ ArcView: Advanced mapping (geocoding)	▲ Excel: Date and time values (ages, response times, date math)	★ FoxPro script-writing for data cleaning
Friday 1:30 p.m.	■ Access for crime and court reporters	● Access Basics III. (joining and matching tables)	■ Access: Transportation databases (creating new fields, getting rates)	▲ Access: Building front ends (look-up forms, data entry forms, etc.)
Friday 3:00 p.m.	■ Excel using crime spreadsheets (sorting larger files, ranking, ratios, more complex formulas, etc.)	▲ Access: Cleaning data (splitting names, creating summary categories, etc.)	▲ Access: Aviation databases for beat reporters (SDR, etc.)	■ Access Refresher (filtering, searching, summarizing, counting, summing, joining)
Saturday 9:00 a.m.		▲ ArcView: Introduction to mapping	▲ Switching from Paradox to Access	■ Access Refresher (filtering, searching, summarizing, counting, summing, joining)
Saturday 10:30 a.m.	● Access Basics I. (filtering and searching)	■ Excel Refresher (formulas, sorting, rates, ratios, more complex formulas)	▲ Advanced databases: Switching to Visual Fox (filtering, joining, importing, summarizing)	● Access Basics II. (summarizing, counting and summing)
Saturday 1:30 p.m.	● Excel for local government reporters (budgets, salaries)	★ Access: Introduction to VBA (creating functions, procedures with programs)	■ Cleaning data with a word processor	
Saturday 3:00 p.m.	■ Access refresher using campaign finance records	● Access Basics III. (joining and matching tables)	▲ Excel: Pivot tables (grouping, consolidating, converting data, etc.)	