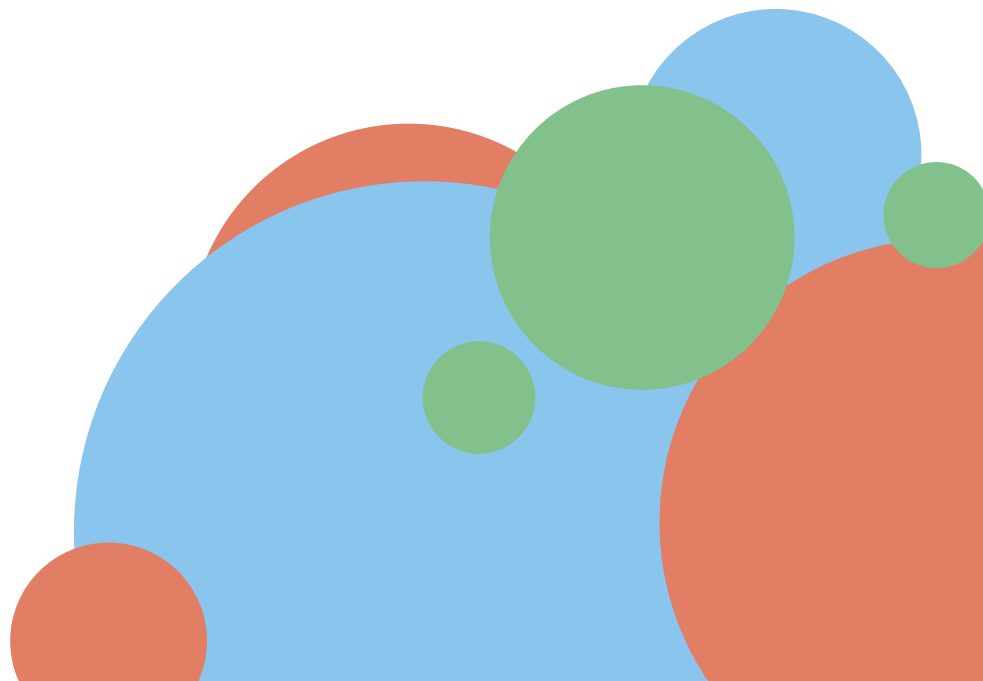




Everyone Learns

Course Catalogue

2018-2019



Everyone Learns Course Catalogue

A one-stop shop for all your corporate training needs, browse Everyone Learns' Course Catalogue to pick and choose from our collection of relevant and timely courses. Instructors will collaborate with you to tailor course content to meet your specific requirements or can deliver general beginner to advanced level courses on your schedule. Browse from our selection of software or corporate skills training courses, below.

Microsoft Training



Microsoft Excel

“There are no speed limits on the road to excellence.” ~ Konfucius

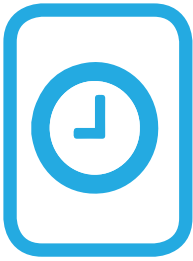
Analyze and visualize your data in new and intuitive ways. Microsoft Excel is a spreadsheet software that features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications (VBA). Now the industry standard for spreadsheets, knowledge of Excel is a must in the workplace.



Microsoft Word

“A gentle word opens an iron gate.” ~ Bulgarian proverb

Discover what you didn't know about Microsoft Word. Create, polish and share beautiful documents using this graphical word-processing software. Students will explore Word's vast and comprehensive selection of tools that can help take their documents from good to great. Discover little-known tricks and techniques like section breaks, tabs, special codes and mail merge.



Microsoft Project

“Thinking well is wise; planning well is wiser.” ~ Persian proverb

Did you know the original vision of Microsoft Project was created to express the recipe and all preparation for eggs Benedict in project-management terms? Microsoft Project has come a long way since the 1980s. Today, Microsoft Project is designed to assist in developing plans, creating tasks, assigning resources, tracking progress, managing budgets, and analyzing workloads. Master multi-level projects using this versatile software.



Microsoft Access

“Without data, one begins to twist facts to suit theories, instead of theories to suit facts.”

~ Sir Arthur Conan Doyle

Create your own custom database applications quickly, and harness the power of your data. Microsoft Access is a database management system made intuitive with a graphical user interface and software-development tools. Users will be able to create tables, queries, forms, reports, and connect them together with macros. Advanced users can use Visual Basic for Applications (VBA) to write solutions with advanced data manipulation and user control. Access also has report creation features that can work with any data source.

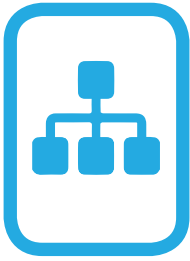


Microsoft Outlook

“The clarity of one’s view will always be obscure in the absence of insight and understanding.”

~ Anonymous

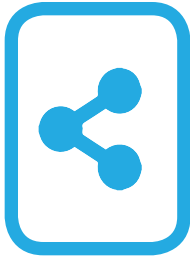
Organize e-mail, coordinate schedules and stay up to date with contacts. Microsoft Outlook provides access to the Microsoft Exchange Server email, but it also includes contact, calendaring and task-management functionality. Exchange public folders, SharePoint lists, and meeting schedules. Companies can also integrate Outlook with Microsoft’s SharePoint platform to share documents, project notes, collaborate with colleagues, send reminders and much more.



Microsoft Visio

“In order to carry a positive action, we must develop here a positive vision.” ~ Dalai Lama

Gain insight into this diagram and flowchart creation software. Microsoft Visio can be used to create simple or complicated diagrams to help express ideas and project flow. It offers a wide variety of built-in shapes, objects, and stencils to work with. Learn to use its templates for more advanced diagrams and layouts, as well as capabilities intended to make it easy for users to connect their diagrams to data sources and display their data graphically.



Microsoft SharePoint

“Share your knowledge. It is a way to achieve immortality.” ~ Dalai Lama XIV

Become versed in Microsoft’s browser-based collaboration and document management platform. SharePoint allows groups to set up a centralized, password-protected space for document sharing. Documents can be stored, downloaded and edited, then uploaded for continued collaboration. SharePoint can help improve your organization’s effectiveness by streamlining the management of and access to data.



Microsoft Publisher

“The publishing of a book is a worldwide event. The attempt to suppress a book is a worldwide event.” ~ Salman Rushdie

Print and share professional-looking publications with powerful, easy-to-use tools. Microsoft Publisher is an entry-level desktop publishing application from Microsoft that emphasizes layout and design. It provides easy-to-use publishing tools for creating designs and logos for businesses, when using other high-end applications or graphic design consultants may not be feasible.

Adobe Training



Adobe InDesign

“To design is to transform prose into poetry.” ~ Paul Rand

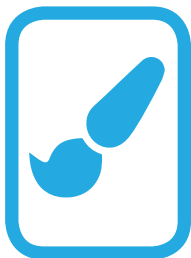
Adobe InDesign is a desktop publishing software application that can be used to create works such as posters, flyers, brochures, magazines, newspapers, and books. Users turn to InDesign to create and lay out periodical publications, posters, and print media. The software also supports export to EPUB and SWF formats to create e-books and digital publications, including digital magazines, and content suitable for consumption on tablet computers. Never hire the services of a graphic designer again.



Adobe Photoshop

“Every artist dips his brush into his own soul, and paints his own nature into his pictures.”
~ Henry Ward Beecher

Take command of the comprehensive collection of editing tools Adobe Photoshop has to offer to manipulate raster images, create graphic design work and output provoking digital art. Use layering to allow for depth and flexibility in the design and editing process and build almost any image. In addition to raster graphics, Photoshop has abilities to edit or render text, vector graphics, 3D graphics and video.



Adobe Illustrator

“A drawing is simply a line, going for a walk.” ~ Paul Klee

Unleash your creativity with Adobe Illustrator – a program used to create vector images that can be sized up and down infinitely without ever losing quality. Create company logos, promotional materials or even personal artwork, both for print and digital outputs. Typically used to create logos, drawings, charts, diagrams, illustrations of real photographs, Illustrator is very worth the learning curve.

Other courses



Corporate Presentation and Design

“Design is not just what it looks like and feels like. Design is how it works.” ~ Steve Jobs

Create, collaborate and effectively present your ideas using a variety of software to assist in corporate presentation and design. Software including Microsoft PowerPoint and a number of online-based tools can create professional presentations that enable the sharing of ideas and information within your organization and with external stakeholders.



Tableau Software

“Visualization is daydreaming with a purpose.” ~ Bo Bennett

Explore this interactive data visualization software that produces a variety of graphs of all types based on data from partner databases. Tableau’s mapping functionality, able to plot latitude and longitude coordinates, uses built-in geocoding to allow for administrative places (country, state/province, county/district), postal codes, area codes, and airports to be mapped automatically. You can group geographies to create custom territories. Live visual analytics and interactive dashboards allow for limitless data exploration.



File management/Windows basics

“One way to organize your thoughts is to tidy up, even if it’s in places where it makes no sense at all.” ~ Ursus Wehrli

A great refresher or entry-level course for computer basics. An organized and up-to-date file management system can save time and money. A familiarity with Windows pathways, shortcuts and file menus can do the same. This course is for anyone working in an office who may be new to computers.



Conflict resolution

“Peace is not the absence of conflict, it is the ability to handle conflict by peaceful means.”
~ Ronald Reagan

Conflict exists in every workplace and managing conflict appropriately can lead to opportunities for improvement and stronger working relationships. This course walks participants through the types of conflict employees may encounter, the five conflict-resolution styles, and tips and techniques to working through different conflict scenarios to achieve the best possible solution.



Leadership development

“Leadership is a choice, not a position.” ~ Stephen Covey

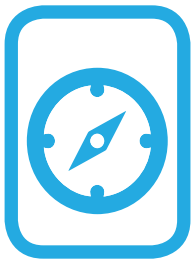
Enhance your management and leadership skills through Everyone Learns leadership development course. Provide critical skills for leaders, and potential leaders within your organization. Exercise your own personal leadership development skills through self-awareness and create positive relationships with colleagues. Learn how to engage and challenge others to inspire them in achieving corporate goals and objectives.



Process mapping

“Perfection has to do with the end product but excellence has to do with the process.”
~ Jerry Moran

Explore the latest process mapping software, to assist your organization’s ability to streamline work processes, build common understanding and spotlight waste. Process mapping allows you to visually communicate details of a project rather than writing complicated directions. Process improvement will occur naturally with the visual representations of the maps that guide your project or processes. Process mapping can be used in many different areas: quality improvement, process redesign, training, simulation, information technology or indicator measurement.



Internet Navigation

“We are all pilgrims on the same journey – but some pilgrims have better road maps.”
~ Nelson DeMille

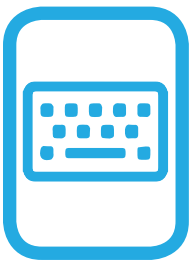
The Internet is a large and daunting place with endless pathways leading to limitless locations. It is a valuable resource of information and can be used to great advantage. Navigate those pathways with confidence and discern the difference between credible and unreliable sources. Learn tips and techniques to perform targeted searches that narrow results within seconds.



Job search skills

“There are lots of jobs in search of talent. And there’s lots of talent in the search for meaningful jobs.” ~ Maynard Webb

LinkedIn, Indeed, Workopolis, Monster, Job Bank make online job tools work for you by setting up notifications personalized to your unique skills and experiences. Learn how to write targeted and effective resumes and cover letters that pique the interests of potential employers. Practice interview techniques that will impress and earn you your dream job.



Touch-typing

“The most important thing I learned in school was how to touch type.” ~ Joichi Ito

Touch-typing is one of the most valuable skills you can learn if you work at a computer. Touch-typing significantly improves your computer productivity. Learn how to type without looking at your keyboard and gradually increase your words-per-minute. Improve your speed and accuracy, while saving time by using practice and muscle memory.

For more information about these
courses or corporate training
opportunities for your organization,
please connect with:

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