



PC SKILLS

Microsoft Office

Access 2003

This course is ideal for individuals who need to effectively create professional-looking databases with Access 2000. The student can learn how to build tables, work with table data, modify a database.

Excel 2003

This course is ideal for beginners and experienced users who wish to improve their productivity. This course is excellent for participants who need to effectively create and manage spreadsheets and worksheet data. The student can learn how to build, edit, and format worksheets, and how to work with charts, formulas, and functions etc..

Excel 2003 Advanced

Designed to help anyone who wants to learn advanced skills using Excel 2003. The student can learn how to work with macros, validate data, link workbooks, use report manager, use data forms, use scenario manager, and create pivot tables. Use qualitative information from a variety of sources to complement quantitative.

PowerPoint 2003

This course is excellent for participants who need to effectively create professional-looking presentations with PowerPoint 2003. The student can learn how to create and modify a presentation, enhance the appearance of the slides with color, graphical backgrounds, shading, texture and patterns, create and run a slide show with transitions, animations and timers.

Word 2003

This course is ideal for participants who need to effectively create professional-looking documents using Microsoft Word 2003. The student can learn how to design, create, edit and format text, paragraphs, and drawings, as well as enhance documents, work with files, and work with tables and columns.

Word 2003 Advanced

This course is designed to help anyone who wants to learn advanced skills using Word 2003. The student can learn how to sort paragraphs and lists, use macros, use mail merge techniques, embed and link objects, customize word, work with Master documents, and manage sub-documents.

Outlook 2003

This course is excellent for participants who need to effectively manage their time, communications, and tasks with Outlook 2003. The student can send, receive, track and recall electronic mail, create a form, customize the Calendar, create Appointments and set up Reminders in the Calendar, organize meetings, maintain a journal, and use Notes.

Access XP

This course is excellent for participants who need to effectively create professional-looking databases with Access XP. The student can learn how to access screen components, create table, modify table design, create, modify and format forms, create table relationships, create and run queries and create a report.

Excel XP

This course is ideal for individuals who need to create professional-looking spreadsheets in Microsoft Excel XP. The student can learn how to create worksheets, work with formulas, functions and ranges, use toolbars and menu bar formatting, create and modify charts, create a web page, set and clear print areas and print a workbook or a worksheet.



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PC SKILLS

Excel XP

Advanced Designed to help anyone who wants to learn advanced skills using Excel XP. The student can learn how to work with macros, validate data, link workbooks, use report manager, use data forms, use scenario manager, and create pivot tables. Use qualitative information from a variety of sources to complement quantitative.

XP New Features

This course is designed to quickly introduce individuals to the new functionality introduced in Office XP. The student can learn how to use task panes in general, work with smart tags, and use office template gallery.

Word Xp

This course is ideal for participants who need to effectively create professional-looking documents using Microsoft Word XP. The student can learn how to design, create, edit and format text, paragraphs, and drawings, as well as enhance documents, work with files, and work with tables and columns.

Word XP Advanced

This course is designed to help anyone who wants to learn advanced skills using Word XP. The student can learn how to sort paragraphs and lists, use macros, use mail merge techniques, embed and link objects, customize word, work with Master documents, and manage sub-documents.

Outlook XP

This course is excellent for participants who need to effectively manage their time, communications, and tasks with Outlook XP. The student can learn how to create and send messages, customize address books, work with folders, plan meetings, add events, customize Outlook, and create tasks.

PowerPoint XP

This course is excellent for participants who need to effectively create professional-looking presentations with PowerPoint 2003. The student can learn how to create and modify a presentation, enhance the appearance of the slides with color, graphical backgrounds, shading, texture and patterns, create and run a slide show with transitions, animations and timers

Internet Explorer

Covers, Basic Navigation, and Web Browsing, Search, Favorites History, Using Outlook Express for Email, Working with Folders, Newsgroups Customizing Settings and Printing.

Lotus Notes 6.5 Covers, Networks, Components, Emailing, Databases, Creating Documents and replication.

PC Basics Covers, Basic Concepts of IT. and Using the Computer and managing files.

Microsoft Project 98 Working with Microsoft Project, Calendars, Resources, Viewing Dependencies & Task Constraint and Baseline & Tracking Progress

Office 2007 coming soon

Computer Security (V)

Students will be able to define measures to ensure the security of the computer systems, know how to respond to potential violations, recognize essential and sensitive data and its associated protections, and identify authorized computer uses.

Quickbooks

This course familiarizes users with the features and interface of QuickBooks Pro 2002. It also teaches users how to set up a company file and provide access to it to multiple users. This course also details the process involved in creating accounts and lists and then adding detailed transactions to them. It deals with various other features related to the accounts receivable activities exercised while maintaining financial details for a company. Additionally, this course takes users through the tasks involved in generating reports.



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Get Office 365 for home or for business or try it for free. Office 365 gives you virtually anywhere access to Office applications plus cloud productivity services. Office Products. From home to business, from desktop to web and the devices in between, Office delivers the tools you need to create your best work. See plans & pricing. Get the premium versions of the Office applications to create your best work. Office applications. Outlook. OneDrive. Microsoft Office, or simply Office, is a family of client software, server software, and services developed by Microsoft. It was first announced by Bill Gates on August 1, 1988, at COMDEX in Las Vegas. Initially a marketing term for an office suite (bundled set of productivity applications), the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with shared features such as a common spell Microsoft Office is a suite of productivity applications from Microsoft, first released on November 19, 1990. It is available for Windows, macOS, Windows Phone, Android, and iOS. An online version, Office Online, is also available. Microsoft Word "word processor released in September 1983. Microsoft Excel "spreadsheet program with advanced formulas and formatting released in January 1985. Microsoft PowerPoint "presentation program with animation and multimedia capabilities, released in July 1987.