

Computer Skills Courses

1 COMPUTER FUNDAMENTALS BUNDLE

- Adobe Acrobat XI Pro Part 1
- Adobe Acrobat 7
- Adobe Acrobat 8 Pro
- Adobe Photoshop CS - Foundation
- Adobe Photoshop CS - Intermediate
- Adobe Photoshop CS3 - Foundation
- Adobe Photoshop CS3 - Intermediate
- Adobe Photoshop CS3 - Advanced
- Adobe Photoshop CS3 - Expert
- Computer Basics - Foundation
- Computer Basics - Intermediate
- Computer Basics - Advanced
- Computer Basics - Expert
- Corel WordPerfect 12 - Foundation
- Corel WordPerfect 12 - Intermediate
- Corel WordPerfect 12 - Advanced
- Google G Suite Create
- Google G Suite Connect and Access
- Introduction to HTML and CSS Coding
- Introduction to HTML and CSS Coding Part 2
- Intuit QuickBooks 2008 - Foundation
- Intuit QuickBooks 2008 - Intermediate
- Intuit QuickBooks 2008 - Advanced
- Intuit QuickBooks 2008 - Expert
- Microsoft Internet Explorer 6
- Microsoft Outlook Express 6
- Microsoft Internet Explorer 7
- Microsoft Internet Explorer 8
- Microsoft Windows Vista - Foundation
- Microsoft Windows Vista - Intermediate
- Microsoft Windows Vista - Advanced
- Microsoft Windows Vista - Expert
- Microsoft Windows XP - Foundation
- Microsoft Windows XP - Intermediate
- Microsoft Windows XP - Advanced
- Microsoft Windows 7 - Foundation
- Microsoft Windows 7 - Intermediate
- Microsoft Windows 7 - Advanced
- Microsoft Windows 7 - Expert
- Microsoft Windows 8 - Foundation
- Microsoft Windows 8 - Intermediate
- Microsoft Windows 8 - Advanced
- Microsoft Windows 8 - Expert
- Microsoft Windows 10 Navigating - Navigating the New Windows Environment
- Microsoft Windows 10 Part 1
- Microsoft Windows 10 Part 2
- Microsoft Windows 10 Transition from Microsoft Windows 8.1
- Slack for Business
- Upgrading to Windows 7 From XP
- Upgrading to Windows 7 from Vista
- Upgrading to Windows 8.1
- Windows Mail 7

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2 CORE ESSENTIALS BUNDLE

- Core Essentials - Access 2007
- Core Essentials - Excel 2007
- Core Essentials - Outlook 2007
- Core Essentials - PowerPoint 2007
- Core Essentials - Project 2007
- Core Essentials - Publisher 2007
- Core Essentials - Word 2007

3 COREL OFFICE X3 BUNDLE

- Corel Paradox X3
- Corel Presentations X3
- Corel Quattro Pro X3
- Corel WordPerfect Mail
- Corel WordPerfect X3

4 MICROSOFT OFFICE 2010 (MOS) BUNDLE

- Microsoft Office Access 2010: Part 1
- Microsoft Office Access 2010: Part 2
- Microsoft Office Excel 2010: Part 1 •
Microsoft Office Excel 2010: Part 2
- Microsoft Office Excel 2010: Part 3
- Microsoft Office Excel 2010: PowerPivot
- Microsoft Office Excel 2010: VBA
- Microsoft InfoPath 2010
- Microsoft OneNote 2010
- Microsoft Office Outlook 2010: Part 1

- Microsoft Office Outlook 2010: Part 2
- Microsoft Office PowerPoint 2010: Part 1
- Microsoft Office PowerPoint 2010: Part 2
- Microsoft Office Word 2010: Part 1 •
Microsoft Office Word 2010: Part 2
- Microsoft Office Word 2010: Part 3

5 MICROSOFT OFFICE 2016 (MOS) BUNDLE

- Introduction to Microsoft Power BI
- Microsoft Excel Online
- Microsoft Office Access 2016: Part 1
- Microsoft Office Access 2016: Part 2
- Microsoft Office Excel 2016: Part 1 •
Microsoft Office Excel 2016: Part 2
- Microsoft Office Excel 2016: Part 3
- Microsoft Office Excel 2016: PowerPivot
- Microsoft Office Excel 2016: VBA
- Microsoft Office Outlook 2016: Part 1
- Microsoft Office Outlook 2016: Part 2
- Microsoft Office PowerPoint 2016: Part 1
- Microsoft Office PowerPoint 2016: Part 2
- Microsoft Office Project 2016: Part 1
- Microsoft Office Project 2016: Part 2
- Microsoft Office Visio 2016 Part 1
- Microsoft Office Visio 2016 Part 2
- Microsoft Office Word 2016: Part 1
- Microsoft Office Word 2016: Part 2
- Microsoft Office Word 2016: Part 3

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- Microsoft Office 365 Part 1
- Microsoft Office 365 Part 2
- Microsoft OneNote 2016
- Microsoft OneNote Online
- Microsoft PowerPoint Online
- Microsoft Publisher 2016
- Microsoft SharePoint 2016 For Owners
- Microsoft SharePoint 2016 For Site Administrators
- Microsoft SharePoint 2016 For Users
- Microsoft Skype for Business 2016
- Microsoft Sway
- Microsoft Teams
- Microsoft Word Online

- Microsoft Office PowerPoint 2002 - Advanced
- Microsoft Office Outlook 2002 - Foundation
- Microsoft Office Outlook 2002 - Intermediate
- Microsoft Office Outlook 2002 - Advanced
- Microsoft Office Project 2002 - Foundation
- Microsoft Office Project 2002 - Intermediate
- Microsoft Office Project 2002 - Advanced
- Microsoft Office Publisher 2002 - Foundation
- Microsoft Office Publisher 2002 - Intermediate
- Microsoft Office Publisher 2002 - Advanced
- Microsoft Office Word 2002 - Foundation
- Microsoft Office Word 2002 - Intermediate
- Microsoft Office Word 2002 - Advanced
- Microsoft Office Word 2002 - Expert

6 OFFICE 2002 BUNDLE

- Microsoft Office Access 2002 - Foundation
- Microsoft Office Access 2002 - Intermediate
- Microsoft Office Access 2002 - Advanced
- Microsoft Office Excel 2002 - Foundation
- Microsoft Office Excel 2002 - Intermediate
- Microsoft Office Excel 2002 - Advanced
- Microsoft Office PowerPoint 2002 - Foundation
- Microsoft Office PowerPoint 2002 - Intermediate

7 OFFICE 2003 BUNDLE

- Microsoft Office Access 2003 - Foundation
- Microsoft Office Access 2003 - Intermediate
- Microsoft Office Access 2003 - Advanced
- Microsoft Office Excel 2003 - Foundation
- Microsoft Office Excel 2003 - Intermediate
- Microsoft Office Excel 2003 - Advanced
- Microsoft Office Outlook 2003 - Foundation
- Microsoft Office Outlook 2003 - Intermediate
- Microsoft Office Outlook 2003 - Advanced

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- Microsoft Office PowerPoint 2003 - Foundation
- Microsoft Office PowerPoint 2003 - Intermediate
- Microsoft Office PowerPoint 2003 - Advanced
- Microsoft Office Project 2003 - Foundation
- Microsoft Office Project 2003 - Intermediate
- Microsoft Office Project 2003 - Advanced
- Microsoft Office Publisher 2003 - Foundation
- Microsoft Office Publisher 2003 - Intermediate
- Microsoft Office Publisher 2003 - Advanced
- Microsoft Office Word 2003 - Foundation
- Microsoft Office Word 2003 - Intermediate
- Microsoft Office Word 2003 - Advanced
- Microsoft Office Word 2003 - Expert
- Microsoft Office Business Contact Manager 3
- Microsoft Office Excel 2007 - Foundation
- Microsoft Office Excel 2007 - Intermediate
- Microsoft Office Excel 2007 - Advanced
- Microsoft Office Excel 2007 - Expert
- Microsoft Office InfoPath 2007 - Foundation
- Microsoft Office InfoPath 2007 - Intermediate
- Microsoft Office InfoPath 2007 - Advanced
- Microsoft Office InfoPath 2007 - Expert
- Microsoft Office OneNote 2007
- Microsoft Office Outlook 2007 - Foundation
- Microsoft Office Outlook 2007 - Intermediate
- Microsoft Office Outlook 2007 - Advanced
- Microsoft Office Outlook 2007 - Expert
- Microsoft Office PowerPoint 2007 - Foundation
- Microsoft Office PowerPoint 2007 - Intermediate
- Microsoft Office PowerPoint 2007 - Advanced
- Microsoft Office PowerPoint 2007 - Expert

8 OFFICE 2007 BUNDLE

- Microsoft Office Access 2007 - Foundation
- Microsoft Office Access 2007 - Intermediate
- Microsoft Office Access 2007 - Advanced
- Microsoft Office Access 2007 - Expert
- Microsoft Office Project 2007 - Foundation
- Microsoft Office Project 2007 - Intermediate
- Microsoft Office Project 2007 - Advanced
- Microsoft Office Project 2007 - Expert
- Microsoft Office Publisher 2007 - Foundation
- Microsoft Office Publisher 2007 - Intermediate
- Microsoft Office Publisher 2007 - Advanced

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- Microsoft Office Publisher 2007 - Expert
- Microsoft Office SharePoint Designer 2007 - Foundation
- Microsoft Office SharePoint Designer 2007 - Intermediate
- Microsoft Office SharePoint Designer 2007 - Advanced
- Microsoft Office SharePoint Designer 2007 - Expert
- Microsoft Office SharePoint Server 2007
- Microsoft Office Visio 2007
- Microsoft Office Word 2007 - Foundation
- Microsoft Office Word 2007 - Intermediate
- Microsoft Office Word 2007 - Advanced
- Microsoft Office Word 2007 - Expert

9 OFFICE 2010 BUNDLE

- Microsoft Office Access 2010 - Foundation
- Microsoft Office Access 2010 - Intermediate
- Microsoft Office Access 2010 - Advanced
- Microsoft Office Business Contact Manager 2010 - Complete
- Microsoft Office Excel 2010 - Foundation
- Microsoft Office Excel 2010 - Intermediate

- Microsoft Office Excel 2010 - Advanced
- Microsoft Office InfoPath Designer 2010 - Foundation
- Microsoft Office InfoPath Designer 2010 - Intermediate
- Microsoft Office InfoPath Designer 2010 - Advanced
- Microsoft Office OneNote 2010 - Foundation
- Microsoft Office OneNote 2010 - Intermediate
- Microsoft Office OneNote 2010 - Advanced
- Microsoft Office Outlook 2010 - Foundation
- Microsoft Office Outlook 2010 - Intermediate
- Microsoft Office Outlook 2010 - Advanced
- Microsoft Office PowerPoint 2010 - Foundation
- Microsoft Office PowerPoint 2010 - Intermediate
- Microsoft Office PowerPoint 2010 - Advanced
- Microsoft Office Project 2010 - Foundation
- Microsoft Office Project 2010 - Intermediate
- Microsoft Office Project 2010 - Advanced
- Microsoft Office Publisher 2010 - Foundation
- Microsoft Office Publisher 2010 - Intermediate
- Microsoft Office Publisher 2010 - Advanced
- Microsoft Office SharePoint Designer 2010 - Foundation
- Microsoft Office SharePoint Designer 2010 - Intermediate
- Microsoft Office SharePoint Designer 2010 - Advanced

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- Microsoft Office SharePoint Server 2010
- Microsoft Office Visio 2010 - Foundation
- Microsoft Office Visio 2010 - Intermediate
- Microsoft Office Visio 2010 - Advanced
- Microsoft Office Word 2010 - Foundation
- Microsoft Office Word 2010 - Intermediate
- Microsoft Office Word 2010 - Advanced
- Microsoft Office Word 2010 – Expert

10 OFFICE 2013 BUNDLE

- Microsoft Access 2013 Advanced Essentials
- Microsoft Access 2013 Core Essentials
- Microsoft Access 2013 Expert
- Microsoft Excel 2013 Advanced Essentials
- Microsoft Excel 2013 Core Essentials
- Microsoft Excel 2013 Expert
- Microsoft InfoPath Designer 2013 Advanced Essentials
- Microsoft InfoPath Designer 2013 Core Essentials
- Microsoft InfoPath Filler 2013 Core Essentials
- Microsoft OneNote 2013 Advanced Essentials
- Microsoft OneNote 2013 Core Essentials
- Microsoft OneNote 2013 Expert
- Microsoft Outlook 2013 Advanced Essentials
- Microsoft Outlook 2013 Core Essentials
- Microsoft Outlook 2013 Expert
- Microsoft PowerPoint 2013 Advanced Essentials
- Microsoft PowerPoint 2013 Core Essentials
- Microsoft PowerPoint 2013 Expert
- Microsoft Project 2013 Advanced Essentials
- Microsoft Project 2013 Core Essentials
- Microsoft Project 2013 Expert
- Microsoft Publisher 2013 Advanced Essentials
- Microsoft Publisher 2013 Core Essentials
- Microsoft SharePoint Designer 2013 Advanced Microsoft SharePoint Designer 2013 Core Essentials
- Microsoft SharePoint Designer 2013 Expert
- Microsoft SharePoint Server 2013 Core Essentials
- Microsoft Visio 2013 Advanced Essentials
- Microsoft Visio 2013 Core Essentials
- Microsoft Visio 2013 Expert
- Microsoft Word 2013 Core Essentials
- Microsoft Word 2013 Advanced Essentials
- Microsoft Word 2013 Expert
- Skype for Business

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11 UPGRADING TO OFFICE 2007 BUNDLE

- Upgrading to Access 2007
- Upgrading to Excel 2007
- Upgrading to InfoPath 2007
- Upgrading to Outlook 2007
- Upgrading to PowerPoint 2007
- Upgrading to Project 2007
- Upgrading to Publisher 2007
- Upgrading to SharePoint Designer 2007
- Upgrading to Windows Vista
- Upgrading to Word 2007

12 UPGRADING TO OFFICE 2010 BUNDLE

- Upgrading to Access 2010
- Upgrading to Excel 2010
- Upgrading to InfoPath Designer 2010
- Upgrading to OneNote 2010
- Upgrading to Outlook 2010
- Upgrading to PowerPoint 2010
- Upgrading to Project 2010
- Upgrading to Publisher 2010
- Upgrading to SharePoint Designer 2010
- Upgrading to Word 2010
- Upgrading to Visio 2010

CONTACT US TODAY TO SCHEDULE A
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