



## Computer Technology Solutions

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### CTS Applications Training Modules

*\* (all Modules are one-full day except where noted)*

#### **Windows 2000/XP**

##### *Introductory*

- Using Windows 2000/XP
- File Management with Windows 2000/XP

##### *Advanced*

- Network and Wireless Basics with Windows 2000/XP

#### **Office 97/2000/XP/2003**

- Office 97/2000/XP/2003 Transition
- Office 97/2000/XP/2003 Integration

#### **Outlook 97/98/2000**

- Basic Skills (1/2 or 1 day)
- Scheduling & Adv. Topics (1 day)
- Remote Outlook and Outlook Web Access (1/2 day)
- Contact Management (1/2 day)

#### **Word 97/2000/XP/2003**

##### *Introductory*

- Basic Tasks
- Formatting

##### *Intermediate*

- Tables & Forms
- Styles & Templates
- Productivity Tools

##### *Advanced*

- Merging & Macros
- Desktop Publishing
- Large Documents

#### **Excel 97/2000/XP/2003**

##### *Introductory*

- Basic Tasks
- Formatting Spreadsheets
- Charting Data

##### *Intermediate*

- Formulas & Functions
- Database Features
- Multiple Sheet Functionality

##### *Advanced*

- Pivot Tables
- What-If Analysis
- Macros

- MS Query Features (1 day)

#### **PowerPoint 97/2000/XP/2003**

##### *Introductory*

- Basic Presentations
- Slide Show

##### *Intermediate/Advanced*

- Advanced Skills
- Animation Features

#### **Access 97/2000/XP/2003**

##### *Introductory*

- Creating a Database
- Forms & Reports

##### *Intermediate*

- Advanced Database Features
- Advanced Forms & Reports

##### *Advanced*

- Macros & Menus (1 day)
- Application Development (1 day)



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### **Microsoft Project 2000/2003**

- Creating a Project (*1 day*)
- Managing a Project (*1 day*)

### **Lotus Notes**

- Introduction
- Notes Mail
- GroupWare Features
- Notes Database Design
- Notes Forms & Reports

### **Internet**

- Basic Internet and Email Skills
- Internet Marketing
- NetMeeting / Outlook Web Access
- Researching on the Internet

### **FrontPage 2000/2002/2003**

*(one day classes)*

- Introduction to Web Development
- Intermediate FrontPage Skills
- Advanced Features of Web Development using FrontPage