Advantage Computer Training, LLC
Computer Training Offerings

Title	Application	Class Style	Hours	Brief Description
Windows 7 Overview	Windows 7	Classroom	3.0	New methods for mailpulating multiple windows, Internet Explorer 8, Enhanced Find feature
Vista New Features	Windows Vista	Classroom	3.0	Learn the new Interface, Windows Defender for System Protection, Mobility Center for Laptop Users
Excel 2007 New Features	Excel 2007	Classroom	3.0	New Chart, Formula, and Conditional Formatting Options
Word 2007 New Features	Word 2007	Classroom	3.0	New Methods for Applying Themes, Formatting Text and Graphics, Reusing Content
PowerPoint 2007 New Features	PowerPoint 2007	Classroom	3.0	Powerful new Chart, Graphics, and Formatting Features
Outlook 2007 New Features	Outlook 2007	Classroom	3.0	New Calendar, Contact, and Attachment Features
Excel Essentials	MS Excel 2003/2007	Classroom	3.0	Spreadsheet Terminology, Entering Text, Numbers, Dates, and Formulas
Excel II	MS Excel 2003/2007	Classroom	3.0	Multiple Worksheets, Graphs/Charts, Sorting and Filtering, Freezing Columns On-screen
Excel III	MS Excel 2003/2007	Classroom	3.0	Pivot Tables and Pivot Charts, Text Functions, Conditional Formatting, IF Functions
Excel Formulas	MS Excel 2003/2007	Classroom	3.0	Detailed Information on Formulas and Functions Our Most Popular Course
Excel as a Database and Excel Charts	MS Excel 2003/2007	Classroom	3.0	Sorting, Filtering, Subtotaling The How's and Why's of Excel charts
Outlook Essentials	MS Outlook 2003/2007	Classroom	3.0	Message Basics, Contacts Folder, Scheduling with the Calendar, Sorting and Finding Messages
Outlook for Excel for Sales Professionals	MS Excel 2003/2007	Classroom	3.0	Learn how to use Microsoft Excel to track clients, prospects, and sales.

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Outlook for Department Managers	MS Outlook 2003/2007	Classroom	3.0	Save Time and Money by Organizing your Inbox, Your Day, and Your Department
PowerPoint Essentials	MS PowerPoint 2003/2007	Classroom	3.0	Creating Presentations, Inserting Slides, Slide Layouts and Design Templates
PowerPoint II	MS PowerPoint 2003/2007	Classroom	3.0	Slide Transitions, Advance Slides on Timings, Simple Animations and Transitions
PowerPoint Animations and Multimedia	MS PowerPoint 2003/2007	Classroom	3.0	Applying Animation Schemes and Custom Animation Adding Video and Sound
Word Essentials	MS Word 2003/2007	Classroom	3.0	Page Setup Options, Views of the Document, Cut, Copy & Paste, Basic Formatting
Word II	MS Word 2003/2007	Classroom	3.0	Creating Tables, Electronic Forms, Table of Contents and Index
Word Mail Merge	MS Word 2003/2007	Classroom	3.0	Form Letters, Mailing Labels, and Envelopes Our Second Most Popular Session
File Management: Working with Folders and Subfolders	Windows XP/Vista	Classroom	3.0	Organizing Your Work in Folders and Sub-folders Move and Copy Files
Access Essentials	MS Access 2003/2007	Classroom	3.0	Overview of Tables, Queries, Forms and Reports Perfect for non-"geeks"
Access II	MS Access 2003/2007	Classroom	3.0	Creating Tables, Forms and Queries Based on Multiple Tables
Publisher Essentials	2003/2007	Classroom	3.0	Create Text Boxes, Linking Text Boxes, Inserting Graphics