



CUSTOMIZED MS OFFICE TRAINING



KEY BENEFITS

- Increase productivity.
- Improve job satisfaction.
- All participants receive take-home materials and framed certificates of completion.

COURSE SCHEDULE

- Full-day classes run from 8:30 am to 4:30 pm, with a lunch break from 12:00 to 1:00 pm.
- Half-day classes run from either 8:30 am to 12:00 pm, or 1:00 pm to 4:30 pm.

PRICING

Please contact Docustore for available dates and pricing.

- Once dates, location, and course content have been chosen, we will send you an official quote. Final payment terms will be outlined in the quote.
- If your agency has a smaller staff, consider a joint training with other nearby (or affiliated) agencies.

FOR MORE INFO

Contact Nancy Miller by email (nancym@docustore.com) or phone (800-730-7347).

Docustore, Inc. provides customized computer training to companies and individuals needing to learn popular computer software.

Our short-term classes make you proficient in a specific software program as quickly and thoroughly as possible.

Customized courses consist of one to three days (up to seven hours per day) of guided instruction and hands-on practice.

Our custom class sizes are small (maximum of 10-12 participants), which allows individual attention.

Location

One of the best things about Docustore's Customized Training is that we can come to you if that works best. Our training coordinator will work with you to determine the best location for your training. If you have a computer lab or meeting room on-site, it can be held there. If you would like your staff to have more of a 'conference' experience, the training can be held at an off-site location,

Course Selection

If the majority of your staff is new to (or are afraid of) computers, start with a beginning course. They are taught at a fundamental level, by instructors who thoroughly explain terms and steps.

If your staff is more comfortable with their computer skills, then we can provide a level 1 (basic/intermediate) or level 2 (advanced) course. Level 2 courses are advanced and faster-paced: participants should know most of the concepts covered in the first level.

Course Content

Course content highlights shown are starting points. With our customized training solution, you can work with our training coordinator to mix and match from different core courses, and develop a course outline specific to your organization's needs.

Word/Excel Intro (Beginner)

- Windows, Word & Excel basics

Access Boot Camp (Level 1)

- Overview of data concepts and tables
- Creation of databases, analyzing data
- Construction of reports and custom forms

Advanced Access (Level 2)

- Review of concepts from Access Boot Camp
- Advanced concepts (delete, update, append)
- Sub forms, tabbed forms, command buttons
- Report design

Excel Boot Camp (Level 1)

- Basic spreadsheet operations
- Multiple tables and data sorting
- Formatting of tables

Advanced Excel (Level 2)

- More advanced math operations
- Charting
- Advanced database functions

Outlook (Level 1)

- Recurring appointments
- Calendar views, tasks, contact views
- Custom address books

PowerPoint Boot Camp (Level 1)

- Overview of presentation slide shows

Advanced PowerPoint (Level 2)

- Outlining, speaker notes, sorting
- Transition effects, creating templates

Word Boot Camp (Level 1)

- Margins and tabs, bullets and indents
- Headers and footers
- Envelopes and labels
- Shortcuts, tables and columns
- Graphics and templates

Advanced Word (Level 2)

- Review of concepts from Word Boot Camp
- Tables of Contents and Indexes
- Inserting of objects
- Creation of templates
- Mail merge