



www.tbyrdcenter.com

Microsoft Office Professional WORKSHOP Series



This workshop series includes two hour workshops and are hands-on training sessions in Microsoft Word, Excel, Access, Power Point and Publisher.

Each session is project driven and includes lecture and a required project for each workshop. Upon completion of each workshop series subject you will receive an additional certificate of completion.

Pre-requisites: Must be pc proficient in basic computer operating procedures, Internet and E-Mail.

Workshop Descriptions

MICROSOFT WORD:

Students learn the basic and advanced tasks of using Ms Word. Projects include creating: basic business and personal letters, creating a business plans, enhancements with tables, graphics, etc. In addition, attendees learn how to create contracts, business proposals, confidential resume and job search letters (cover, thank you and follow up letters). There are four series for this workshop.

MICROSOFT EXCEL:

Attendees learn the basic and advanced features of using Microsoft Excel. Projects include creating: personal budget and net worth statement, business start up workbook, business monthly budget and financial statements. Enhancements include charts, graphs, inserting graphics, etc. There are four series for this workshop.

MICROSOFT ACCESS:

Attendees learn the basics of creating tables, forms, queries and reports. Attendees will create several customized business databases to track data and produce automated functions for database and customized reports. There are six series for this workshop.

MS POWER POINT:

Attendees learn the basics of creating Power Point presentations. Adding pictures, sound, video, etc. Attendees create several customized business and personal projects in Power Point. There are five series for this workshop.

MS PUBLISHER:

Attendees learn the basics of creating desktop publishing documents and create several projects such as: invitations, professional ads, (PIC) personal information cards, business advertising documents such as: business card, brochure, flyer, post cards, business web site, etc. There are six series for this workshop.



Training Program is designed for individuals who need immediate computer skills and certificate:

All sessions are Certified by the New Jersey Department of Education and Labor

Bring your Laptop or use OURS!

WHERE:

The T.Byrd Training CENTER
1501 S. New Road,
Pleasantville, NJ 08232
609-484-9356 Fax: 484-8777
www.tbyrdcenter.com
tbyrd@verizon.net

WHEN:

Every Thursday 1:00 to 3:00pm

COSTS: Just \$15. a session—Includes all Course Materials, light Snack and at the end of each seminar attendees receive a Certificate of Completion.



Registration: \$25.

Includes ALL software used in Class installed on your Laptop and 1 year Membership!