

# Training

## Overview

From computer basics to advanced spreadsheet and database topics, our lessons are tailored to your individual needs, allowing you to learn at your own pace. Learn the core concepts that you can apply to any other program in the future. Each lesson is followed by a personal written review, assisting your progress after lessons.

## Methodology

Did you ever notice that a "computer guy" aka techie somehow manages to learn a new program just by looking at it for a few seconds and a computer neophyte struggles with the most basic tasks? There is something that this techie knows! We teach you core concepts that you can apply in your future computer career. The other key is practicing what you've learned and emphasizing the issues that are hardest to grasp. After each lesson the instructor will send out a personalized assessment and review, allowing students to target their studies at the most effective topics.

## Offering

We provide personalized one-on-one training for today's most popular software and systems. This includes the following:

- Computer Basics- From the basics of what are the various parts of a computer to turning it on and getting started.
- Microsoft Windows- We offer the basics of Microsoft Windows for any version through the recently released XP.
- Macintosh OS- The basics of running the Macintosh OS through OS X.
- Microsoft Office (including Word, Excel, PowerPoint, Outlook, )- Learn the tips and tricks for the most popular office productivity suite to effectively complete your project.
- Internet basics- Become familiar with the internet and learn how you can use it to achieve your goals.
- Web page design- Learn the basics of HTML to advanced flash techniques to give your web page the look you want.
- And More- Interested in learning other applications to advance your skills? Because we customize the lessons to you, we can offer you training in your desired area.