

Course Catalog



EXCEL FOR BUSINESS:

- Create and manipulate charts
- Understand how to manage Excel databases with Table tools
- Create complex formulas
- Format text and numbers
- Efficiently maneuver around Excel
- Understand how to use any predefined functions
- Feel confident when printing large spreadsheets



ADVANCED EXCEL FOR BUSINESS:

- Extract data from large databases based on dynamic criteria with Vlookups
- Save time with recording and replaying straight forward macros
- Quickly organize and analyze large amounts of raw data with Pivot Tables and Charts
- Increase your Excel knowledge with efficiency techniques, advanced formulas and collaborating techniques.



ADVANCED EXCEL POWER USERS:

- Write macros to create pivot tables and charts
- Utilize advanced nested text, lookup, date and array formulas
- Advanced comparison of multiple lists
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EXCEL POWER PROGRAMMING WITH VBA:

- Write macros to automate your Excel tasks, even if the data is not consistently formatted.
- Create custom Excel applications and environments.
- Create custom Excel Add-ins to increase the functionality of the program.



POWERPOINT FOR BUSINESS:

- Create a reusable PowerPoint Template
- Make an easily updatable, engaging, consistent presentation utilizing Master Layouts
- Quickly import and update slides from other presentations
- Deliver a presentation without difficulty
- Feel comfortable with importing any type of file



ADVANCED POWERPOINT FOR BUSINESS:

- Easily handle multimedia files and large files
- Be the "go to" person for PowerPoint questions in your office
- Deliver your presentations in many different forms, including kiosk, web and interactive web presentations
- Collaborate on presentations



KEYNOTE

- Create a reusable KeyNote Template
- Make an easily updatable, engaging, consistent presentation
- Deliver a presentation without difficulty
- Feel comfortable with importing any type of file



WORD

- Reduce hours of repetitious tasks
- Send mass emails, letters and labels from your Outlook contacts, Excel databases and other databases
- Eliminate page numbering bulleting problems
- Easily track changes from multiple people and documents



ACCESS 2 DAY CLASS

- Create a relational database in Access
- Define and populate a data table
- Modify table structure and fields
- View and maintain data using queries and forms
- Create summary fields in queries, forms, and reports



SHAREPOINT:

- Set up Collaborative Workspaces
- Use workflows
- Manage Versioning and advanced Library and Document

Permissions

- Create useful intranets and extranets
- Shared Group Calendars, Task Lists and Projects.



QUICKBOOKS LEVEL 1

- Feel comfortable with the fundamentals of Quickbooks
- Set up a Company
- Write Checks
- Enter invoices and Payments
- You will also feel comfortable with general accountant terms and procedures



QUICKBOOKS LEVEL 2

- Feel comfortable with the Advanced Features of Quickbooks
- Financial Reports in details
- Credit card entries and reconciliations
- General Journal Entries
- Payroll
- Purchasing Inventory



PHOTOSHOP ESSENTIALS 2 DAY CLASS

- Create graphics for use in websites
- Retouch damaged photography
- Use Text, Layers and Drawing Tools to create images



ADVANCED PHOTOSHOP

- Use Masks, Tools, Channels more effectively
- Create Vector drawings
- Automate hundreds of repetitive image tasks
- Produce & Print Consistent Color
- Create artistic interpretation of pictures using Filters
- Advanced correction of digital photos



ADVANCED PHOTOSHOP FOR WEB DESIGN

- Retouch images with the most powerful techniques
- Retouch ads and get professional results.



ADVANCED PHOTOSHOP FOR PHOTOMONTAGE AND AD CREATION

- Correctly create light source
- Created Shadows
- Create Surfaces
- Create Reflections



INDESIGN

- Lay out a multiple page document
- Insert photos
- Create text styles
- Master documents and pages
- Flow in copy from Microsoft Word
- Send a document off to print



ADVANCED INDESIGN

- Use tables and columns effectively
- Create a long document, such as a book
- Create advanced text styles, such as Drop Caps
- Use XML with InDesign



CREATING EBOOKS

- Create & EPUB files imported from InDesign
- Edit EPUB files to be read on ereaders



DREAMWEAVER 2 DAY CLASS

- Create and manage large web sites using accepted design standards
- Consistently control the styles of an entire web site using CSS
- Add Text, Images and special characters to web pages
- Use CSS to layout your web page
- Use Templates to ensure consistency and allow ease of update
- Create easy, clear and manageable navigation
- Use Sprys (AJAX) for sophisticated navigation
- Manage and Upload your web site



WORDPRESS

- Create a website using WordPress
- Add posts and pages
- Customize existing templates
- Feel comfortable updating your site



ILLUSTRATOR

- Create vector art for design and websites
- Create Perspective Drawings
- Control your brushes to create a more natural brush stroke



FILEMAKER:

- Create and manage your own database
- Find, search, sort and filter records
- Create reports and "mail merge" letters from your database
- Manage the look and layout.

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