



www.compvisions.com
16 Corporate Woods Blvd.
Albany, NY 12211

Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

Word: Level 2

Description:

The full power of Microsoft Word is revealed in this Advanced Essentials course. Topics covered include using templates; commenting and reviewing documents; configuring reviewer settings; working with multiple documents; performing a mail merge; creating an index, outline, table of contents, and references; and using macros.

Course Outline:

Unit 1: Styles and Outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 2: Table formatting

Topic A: Table design options

Topic B: Table data

Unit 3: Illustrations

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

Unit 4: Advanced Document Formatting

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

Unit 5: Document Sharing

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

Unit 6: Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Consulting Solutions

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

Classroom and Computer Rentals

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.