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# 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 3

### Description:

There are plenty of features that the upper-level users of Microsoft Word can make use of thanks to this course. These 7 modules take users on a trip through the ins and outs of many special tools available to Word users. Covered in this course are: Creating a Bibliography, Creating References to Other Documents, Creating XML Forms, Blogging with Word, Configuring Reviewer Settings, Working with Sections, Using Building Blocks and Quick Parts, Changing Your Styles, Doing More with Styles, working with SmartArt, Working with Equations and Advanced Macro Tasks.

### Course Outline:

Unit 1: Document Interactivity

Topic A: Creating forms

Topic B: Inserting objects and charts

Topic C: Web pages

Unit 2: Document References

Topic A: Tables of contents and captions

Topic B: Indexes, bibliographies, and footnotes

Unit 3: Working Efficiently

Topic A: Customizing the ribbon

Topic B: Building Blocks

Topic C: Master documents

Unit 4: Macros and VBA Fundamentals

Topic A: Control structures

Topic B: VBA Forms

Topic C: Debugging and error handling

Unit 5: VBA Programming

Topic A: Control structures

Topic B: VBA forms

Topic C: Debugging and error handling

### 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.