



Professional Data  
Communications  
1985, University of  
Buffalo, School of  
Management

First ever PC applications  
training in Western NY

Certified since 2003



**The Microsoft Office Specialist Certification** is the primary credential recognized by academia, business and globally to validate an individuals' knowledge, skills and abilities relating to Microsoft Office systems software. Microsoft Office training prepares job candidates with the software skills employers require and promotes job satisfaction and achievement.

All training classes utilize industry standard training materials or custom documentation as required.

## APPLICATION TRAINING



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TRAINING



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## MICROSOFT OFFICE

## ACCESS



All courses are offered in versions  
2003, 2010, 2013 or 2016

### Access - Part 1 – 2 Day



In this course, students will learn how to use Access to manage data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.



### Access - Part 2 – 2 Day



In this course, students learn about the Access query process and how it is used to filter data for forms and reports. Students will also become familiar with various queries to select, delete, or Append records and more.



### Access - Part 3 – 2 Day



In this course, students learn Access advanced form features used in database design & management, packaging a database, encrypting a database, preparing a database for multi-user access and more.



### Access - Part 4 – 2 Day



In this course, students learn Access advanced report design features used in database reporting & management, including the ability to combine reports using sub-reports and how to create summary reports



### Access - Part 5 – 2 Day



In this course, students will learn how to build an Access application system through menu system design to manage and organize Access objects like tables, queries, forms and reports, for easy data accessibility.



### Access - Part 6 – 2 Day



In this course, students learn how to use Access macros in application design and database management to automate Access objects for building menus, simplifying processes, and streamlining repetitive tasks.



## MICROSOFT OFFICE

## EXCEL



All courses are offered in versions  
2003, 2010, 2013 or 2016

### Excel - Part 1 – 2 Day



In this course, students will use Microsoft® Office Excel® to create spreadsheets and workbooks to store, manipulate, and share your data. Students will become familiar with cell data entry, editing and formatting spreadsheet data.



### Excel - Part 2 – 2 Day



In this course, students will build upon the foundational Microsoft® Office Excel® skills already acquired and learn to create workbooks using advanced formulas, tables, data filtering, PivotTables and PivotCharts



### Excel - Part 3 – 2 Day



In this course, students will learn some of the more advanced features of Excel, including automating tasks, auditing workbooks, sharing data with others, analyzing data, & using Excel data in other applications.



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## MICROSOFT OFFICE

## EXCEL



All courses are offered in versions  
2003, 2010, 2013 or 2016

### Excel - Part 4 – 2 Day



In this course, students will learn how to use Microsoft® Office Excel® to create charts that graphically represent data and express the meaning and value in the data for managerial decision making.

ILT OLL TL

### Excel - Part 5 – 2 Day



In this course, students will learn how to use Microsoft® Office Excel® to create manage lists of data and discover other useful database management features for filtering, sorting, and reporting data.

ILT OLL TL

### Excel - Part 6 – 2 Day



This course builds upon the foundational Microsoft® Office Excel® knowledge and skills you've already acquired, deepen your firm's understanding of the business intelligence and power features of Excel.

ILT OLL TL

## MICROSOFT OFFICE

## WORD



All courses are offered in versions  
2003, 2010, 2013 or 2016

### Word - Part 1 – 1 Day



In this course, students will learn how to use Word to enter text, edit document information and format documents for printing or saving. Student learn word processing fundamentals for creating professional documents.

ILT OLL TL

### Word - Part 2 – 1 Day



In this course, students will learn Word's extensive formatting features and format documents for printing or publishing. Student learn how to reveal codes to manage and edit document formatting.

ILT OLL TL

### Word - Part 3 – 1 Day



In this course, students will learn how to use Word to enter graphics to bring attention to areas of the document, edit and format graphics, use SmartArt diagrams to express processes or work with other multimedia in docs.

ILT OLL TL

### Word - Part 4 – 1 Day



In this course, students will learn how to use Word features to work with documents setup in rows and columns. Student learn Word tables, columns and tab features used to structure documents in list or table format

ILT OLL TL

### Word - Part 5 – 1 Day



In this course, students will learn how to use Word to review and compare documents, enter comments, protect documents, track changes work with multiple documents versions and collaborating with others.

ILT OLL TL

### Word - Part 6 – 1 Day



In this course, students will learn best practices for working with large, multiple page documents in Word, how to create TOC's, indexes, page numbering, footnotes, rearrange, print and use Sections to control formatting.

ILT OLL TL

## MICROSOFT OFFICE

## POWERPOINT



All courses are offered in versions  
2003, 2010, 2013 or 2016

### PowerPoint - Part 1 – 1 Day



In this course, students will learn how to use PowerPoint to create presentations onscreen, in handout or outline format, add text and graphics to slides, create slide layouts and manage master slide layout.

ILT OLL TL

### PowerPoint - Part 2 – 1 Day



In this course, students build on the PowerPoint basics editing and formatting slides, preparing presentations, creating slide masters, adding multimedia objects to slides and using slides for creating manuals and notes.

ILT OLL TL

### PowerPoint - Part 3 – 1 Day



In this course, students will learn presentation skills using PowerPoint's Slide Show features to create outstanding onscreen presentations, package and deliver well organized and professional presentations

ILT OLL TL

## MICROSOFT OFFICE

## OUTLOOK



All courses are offered in versions  
2003, 2010, 2013 or 2016

### Outlook - Part 1 – 1 Day



In this course, students will learn how to use Outlook for email communications, calendar scheduling and events, contacts, tasks and notes. Explore Outlook's interface to manage desktop information.

ILT OLL TL

### Outlook - Part 2 – 1 Day



In this course, students learn to manage Outlook and using email folders, manage and share calendars, use advanced searching, manage contacts and Outlook journals & look at various customization options features.

ILT OLL TL

### Outlook - Part 1 – 1 Day



In this course, students learn Access advanced form features used in database design & management, packaging a database, encrypting a database, preparing a database for multi-user access and more.

ILT OLL TL

## MICROSOFT OFFICE

## OFFICE 365

## OFFICE INTEGRATION

### Office 365 - Part 1 – 1 Day



In this course, students will learn about all Office 365 applications and how to create, edit, format and print documents online. Students also learn file management skills using OneDrive to organize files and documents

ILT OLL TL

### Office 365 - Part 2 – 1 Day

In this course, students learn how to use Office 365 applications interactively with the desktop version of Office applications. Student also learn to collaborate with others via SKYPE and How to share data online.

ILT OLL TL

### Integration - Part 1 – 1 Day

In this course, students learn how to integrate Word and Excel documents, use Access tables or Outlook contacts to create labels and provide name/address information for mail merge, & how to merge PowerPoint slides

ILT OLL TL

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## MICROSOFT OFFICE CERTIFICATION TRAINING (3 or 5 day format)

### Word Certification – 5 Day



In this course, students will learn the specific features and skills in Word focusing on the predefined test skills students will be required to know in preparation for the certification exam

ILT OLL TL

### Excel Certification – 5 Day



In this course, students will learn the specific features and skills in Excel focusing on the predefined test skills students will be required to know in preparation for the certification exam

ILT OLL TL

### Access Certification – 5 Day



In this course, students will learn the specific features and skills in Access focusing on the predefined test skills students will be required to know in preparation for the certification exam

ILT OLL TL

### PowerPoint Certification – 5 Day



In this course, students will learn the specific features and skills in PowerPoint focusing on the predefined test skills students will be required to know in preparation for the certification exam

ILT OLL TL

### Outlook Certification – 5 Day



In this course, students will learn the specific features and skills in Outlook focusing on the predefined test skills students will be required to know in preparation for the certification exam.

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### Certification Testing – 2 Day



In this course, students will take practice tests to familiarize with the format of typical questions and the overall testing environment to expose students to actual testing conditions and ease testing jitters.

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## MICROSOFT OFFICE SKILLS ASSESSMENTS

Skill assessments are offered for all Office or other custom applications

### Word Skills Assessment

#### 1 Day

Students will be evaluated and screened for specific Microsoft Office Word skills and features to determine a basic level of understanding and to further refine training or other remedial steps to their strengthen skills.

ILT OLL TL

### Excel Skills Assessment

#### 1 Day

Students will be evaluated and screened for Microsoft Office Excel skills and features to determine a basic level of understanding and to further refine training or other remedial steps to their strengthen skills.

ILT OLL TL

### Access Skills Assessment

#### 1 Day

Students will be evaluated and screened for Microsoft Office Access skills and features to determine a basic level of understanding and to further refine training or other remedial steps to their strengthen skills.

ILT OLL TL

### PowerPoint Skills Assessment

#### 1 Day

Students will be evaluated and screened for specific Microsoft PowerPoint skills and features to determine a basic level of understanding and further refine training or other remedial steps to strengthen skills.

ILT OLL TL

### Outlook Skills Assessment

#### 1 Day

Students will be evaluated and screened for specific Microsoft Outlook skills and features to determine a basic level of understanding and to further refine training or other remedial steps to their strengthen skills.

ILT OLL TL

### Office 365 Skills Assessment

#### 1 Day

Students will be evaluated and screened for specific Office 365 skills and features to determine a basic level of understanding and to further refine training or other remedial steps to their strengthen skills.

ILT OLL TL

## MICROSOFT OFFICE other APPLICATIONS

All courses are offered in versions 2003, 2010, 2013 or 2016

### Visio - Part I - 1 Day



Students will learn to use Microsoft Visio to create professional-looking visual documents using Visio's extensive gallery of shapes, pictures, and diagrams adding graphic elements to documents with ease.

ILT OLL TL

### Visio - Part 2 - 1 Day



Students explore more advanced Visio shapes and graphics element to create flowcharts and workflows expanding their knowledge of the many tools Visio provides to give graphics greater expression.

ILT OLL TL

### Publisher – Part I - 1 Day



Students will learn desktop publishing skills using Microsoft Publisher to create, edit and format letterhead, business cards, documents, flyers, organizational announcements or other promotional documents.

ILT OLL TL

### Project – Part I - 1 Day



Students will learn to use Microsoft Project to design projects, setup milestones and baselines, view the project in various format to get a better picture of where the project stands at any given point in the project timeline.

ILT OLL TL

### Project – Part 2 - 1 Day



Students will learn advanced Microsoft Project projects design and how to combine projects to maximize the use of project personnel, resources and hours including how to level projects to remove conflicts

ILT OLL TL

### Publisher – Part 2 - 1 Day



Students will learn to use Microsoft Publisher to create and format marketing documents for promotions, organizational events and to expand the organizational branding in every publicly distributed document.

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### MICROSOFT OFFICE other APPLICATIONS



All courses are offered in versions  
2003, 2010, 2013 or 2016

#### Transition – WordPerfect to Word 1 Day

Students will learn the word processing skills familiar in all word processing software and how to perform those same or similar tasks in Microsoft Word to facilitate the smooth transition from one application to another.

ILT OLL TL

#### Transition – Office 2010 to 2013 1 Day

Students will learn and discover the new features in Microsoft Office 2013 and advance their knowledge about features that remained the same, or those that have been abandoned or upgraded.

ILT OLL TL

#### Transition – Office 2013 to 2016 1 Day

Students will learn and discover the new features in Microsoft Office 2016 and advance their knowledge about features that remained the same, those that have been abandoned or upgraded.

ILT OLL TL

### MICROSOFT OFFICE other APPLICATIONS



All courses are offered in versions  
2003, 2010, 2013 or 2016

#### OneNote - Part I - 1 Day



Students will learn to use Microsoft OneNote create, edit and organize simple or more extensive notes that eliminate the need for paper notes, pieces of paper and make them accessible for future reference.

ILT OLL TL

#### OneNote - Part 2 - 1 Day



Students learn to use OneNote to organize a complete project of documents, combine documents and maintain detailed information not found in other documents or stored in other applications.

ILT OLL TL

### MICROSOFT WINDOWS



All Windows courses are offered in  
versions 7, 8.1, or 10

#### Windows - Part I - 1 Day



Student will understand the Windows operating system and its role in computer hardware, software and maintaining the overall computing environment. Students learn how manipulate windows & manage the PC

ILT OLL TL

#### Windows - Part 2 - 1 Day



Students learn to use Windows to install programs, perform file management, customize the Windows desktop and specific features used in desktop applications to familiarize the user with the OS system & functions.

ILT OLL TL

#### Intro to Computer and Windows 1 Day

Students will learn about computer hardware, the Windows operating system and software terms and concepts. Mouse skills, keyboard skills, and general hardware/software operations will be discussed. FOR NEW USERS

ILT OLL TL

#### Transition – Windows 7 to Windows 8.1 - 1 Day

Students will learn and discover the new features in Microsoft Windows 8.1 and advance their knowledge about features that remained the same, or those that have been abandoned or upgraded from Windows 7.

ILT OLL TL

#### Transition – Windows 8.1 to Windows 10 - 1 Day

Students will learn and discover the new features in Microsoft Windows 10 and advance their knowledge about features that remained the same, or those that have been abandoned or upgraded from Windows 8.1.

ILT OLL TL

#### Transition – Windows 8.1/Office 2013 to Windows 10/Office 2016 - 1 Day

Students will learn and discover the new features in Microsoft Office 2016 and how it interacts within the Windows 10 environment and the difference in the earlier version of Office running in Windows 8.1

ILT OLL TL

### QUICKBOOKS



All QuickBooks courses are offered  
in versions 2014, 2015, and 2016

#### QuickBooks - Part I – 2 Day

Student will learn how to setup a new business in QuickBooks, enter company information, setup and process checks, manage customer data and pay bills, enter vendors and starting balances in a computerized system

ILT OLL TL

#### QuickBooks - Part 2 - 2 Day

Student will learn how to manage customer data in QuickBooks, how to gather information for starting balances, print customer reports and enter custom products & services creating an Item list for quick access.

ILT OLL TL

#### QuickBooks - Part 3 - 2 Day

Student will learn how to manage vendor data in QuickBooks, how to gather information for starting balances, print checks and vendor reports for transitioning from a paper-based accounting system.

ILT OLL TL

#### QuickBooks - Part 4 - 2 Day

Student will learn how to setup and manage inventory data in QuickBooks, how to gather and enter inventory information, starting balances, and print inventory reports in preparation for transition to QuickBooks.

ILT OLL TL

#### QuickBooks - Part 5 - 3 Day

Student will learn how to setup and manage personnel data in QuickBooks, how to gather and enter employee data for processing payroll, printing W2's, or tax reports and how to prepare for a payroll system transition.

ILT OLL TL

#### QuickBooks - Part 6 - 1 Day

Student will learn how to setup and manage the general journal in QuickBooks, for entering transactions, inputting redundant or frequently occurring expenses, modifying transactions, and entering other transactions.

ILT OLL TL