

PROGRAMS THAT WE TRAIN IN

Windows and Macintosh



Wordprocessing Packages

MS Word
WordPerfect
WordPro
MS Works Wordprocessing
AppleWorks / ClarisWorks Wordprocessing

Spreadsheet Packages

MS Excel
Lotus 123
Quattro Pro
AppleWorks / ClarisWorks Spreadsheets
MS Works Spreadsheets

Presentation Packages

MS PowerPoint
MS Publisher
Freelance Graphics
Paint Shop Pro

Contact Diary Programs

MS Outlook
Scheduler
Lotus Notes

Database Packages

MS Access
Lotus Approach
Filemaker Pro
MS Works Database
FoxPro
AppleWorks / ClarisWorks Database

Accounting Packages

MYOB
Quickbooks
Quicken
Cash Book
Cash Flow Manager

Desktop Publishing

PhotoShop
QuarkXpress
PageMaker
Acrobat
Illustrator
Freehand

Internet - All facets –

Browsers – Explorer & Netscape
FTP
E-mail
Web Cam - Setup and Operation
Video Conferencing
Macromedia Dreamweaver
Macromedia Fireworks
Macromedia Director
Macromedia Flash
Allaire Homesite
GIF Animator
Adobe Pagemill
Go Live
FrontPage & FrontPage Express

Programming

Javascript
Visual Basic
MS Access
SQL
Cobol
Basic
Asp
C. C++
Oracle
Excel & Design Support Tools
HTML, DHTML & VBSCRIPT

Imaging and Digital Photography

Scanning and all facets of digital imagery
Most Technical Areas - Peripherals, Digital Video
Editing and Digital Cameras (Photography)
Ulead Media Studio Pro - Digital Video Editing

Other

Laplink
PC Anywhere
Timbuktu
Computer Fax Setup
Networking. Configuration and Installation
Website Design and Web Hosting
Systems analysis and design
Crystal reports, Data reports
Troubleshooting of hardware/software

If a program that you wish to train in is not listed, please contact us and we will see if we can help you.