

## **VS Computer Courses Index**

### **COMPUTER SOFTWARE COURSES**

To be complaint and up to date with the fast changing IT environment, the Academy offers computer software courses to industry in most of the packages available on the market. A total of 110 different courses are available and fall within the following categories:

- Computer basics
- Microsoft Office (2007/2010)
  - Foundation
  - Intermediate/Expert
  - Expert/Advanced
- Upgrading from Microsoft Office 2007 & 2010
- Windows XP, Windows 7, Windows 2010
- Upgrading from Windows XP, 7
- Internet
- Basic webpage design

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c0414\_Adobe Photoshop CS3

c0415\_Intuit QuickBooks 2008

c0416\_IE 8

c1001\_UpgradingtoAccess2007c

c1002\_UpgradingtoOutlook2007c

c1003\_UpgradingToVistac

c1004\_UpgradingToExcel2007c

c1005\_UpgradingtoPowerPoint2007c

c1006\_UpgradingToWord2007c

c1007\_UpgradingToInfoPath2007c

c1008\_UpgradingToProject2007c

c1009\_UpgradingToSharePointDesigner2007c

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c1201\_WordPerfectX3c

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c1203\_QuattroProX3c  
c1204\_WordPerfectMailc  
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c1301\_Core Essentials for Business Professionals - Word 2007  
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c1307\_Core Essentials for Business Professionals - Publisher 2007  
c1501\_Time Management and Outlook  
c1502\_Time Management and Excel  
c1503\_Creating a Dynamite Presentation with PowerPoint 2007  
c1504\_Minute Taking with OneNote 2007  
c1505\_Integrating with Word, Excel, and Access 2007  
c1506\_How to Blog and Podcast  
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c1602\_Upgrading to Microsoft Windows 7 from Windows XP  
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c1707\_Publisher 2010

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- c0102\_Excel2007
- c0103\_PowerPoint2007
- c0104\_Access2007
- c0105\_Outlook2007
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- c0107\_Publisher2007

- c0108\_SharePointDesigner2007
- c0109\_Visio2007 Complete
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- c0412\_Adobe Acrobat 8 Pro
- c0413\_Adobe Photoshop CS Foundation