

## ABOUT US

CBS Technologies is an IT services provider. Our profile includes implementing network infrastructure, project management and staff training in the enterprise environment since 1997.

## STAFF/TRAINERS

Our trainers have over 75 years of combined experience in Information Technologies (ERP&CRM), Computer Security, Computer Services software and hardware.

## PARTNERSHIP

We partner with local organization bringing our workshops session to their facilities at a reduced price to it's members.



**KNOWLEDGE  
IS POWER**

## MICROSOFT OFFICE 2007 NEW FEATURES -

Learn how to get more out of Microsoft Office applications so they can deliver better results faster. Our class will cover the following topics: the ribbon, the Microsoft Office Button, contextual tabs, galleries, and more.

**MICROSOFT WORD** is the standard for Word Processing. Learn to write letters, mail merge labels, use graphics, create tables and more!

**MICROSOFT EXCEL** is a powerful tool for developing spreadsheets. Learn to create financial spreadsheets, utilize formulas, organize your data in charts and more!

**MICROSOFT POWERPOINT** is used to develop on-screen presentations. Learn to create a presentation with colors, graphics animation and more!

**MICROSOFT ACCESS** allows for the creation of complex databases. Learn how to create tables, reports, queries, forms and more!

**MICROSOFT OUTLOOK** is a powerful email client. Learn how to send emails, organize emails, store contacts, set appointments and more!

**MICROSOFT PROJECT** is used to manage projects and tasks of any size. Learn how to create tasks, set deadlines, assign resource and more!

# COMPUTER TRAINING



## WORKSHOP

## MICROSOFT OFFICE 2007

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## COMPUTER FUNDAMENTAL

**OBTAIN THE  
SKILLS TO COMPETE  
IN TODAY'S JOB  
MARKET**

# TRAINING CLASSES

## COMPUTER FUNDAMENTAL

- **PC Introduction**
- **Computer Administration**
- **Windows/Internet How-to**

## MICROSOFT OFFICE 2007

- **Word**
- **Excel**
- **PowerPoint**
- **Access**
- **Outlook**
- **Publisher**
- **Project**

## WEB DESIGN WORKSHOP

- **HTML**
- **Microsoft Live**
- **Internet Marketing**

## OTHER WORKSHOPS

- **Microsoft Accounting**
- **Business Contact Manager**

## PERSONAL COMPUTER WORKSHOP

This class is for the person who is ready to get started with personal computers or has been using a PC but has some general questions. In this class, we'll start with turning the computer on, explain the use of the keyboard and mouse, talk about the major parts of the computer, then we'll start using Windows, the Internet and troubleshoot printers, email etc.

Our classes are all instructor-led, hands-on learning. Each student has their own computer and is given a student manual with practice files to take home. A free repeat, within six months, is included as well as thirty days of technical support.

## MICROSOFT OFFICE WORKSHOP

Microsoft Office is the most popular Office Suite today. It is composed of Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint and Microsoft Access

Microsoft Office 2007 New Features - Learn how to get more out of Microsoft Office applications so they can deliver better results faster. Our class will cover the following topics: the ribbon, the Microsoft Office Button, contextual tabs, galleries, and more.



Microsoft Word is the standard for Word Processing. Learn to write letters, mail merge labels, use graphics, create tables and more!

Microsoft Excel is a powerful tool for developing spreadsheets. Learn to create financial spreadsheets, utilize formulas, organize your data in charts and more!

Microsoft PowerPoint is used to develop on-screen presentations. Learn to create a presentation with colors, graphics animation and more!

Microsoft Access allows for the creation of complex databases. Learn how to create tables, reports, queries, forms and more!

Microsoft Outlook is a powerful email client. Learn how to send emails, organize emails, store contacts, set appointments and more!



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VENT DATA BREACH**