

A few hours with
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Just a few hours of *hands-on, one-on-one* training, focused directly on your particular needs and at your location, with your own computer, can be an excellent and very cost-effective way to *jump start* your knowledge and command of *Powerpoint, Moodle, Html, Web Page planning & design, or Excel*. Often a single afternoon or evening is more than enough.

- Learn how to set up and maintain a simple Web page
- Learn how to use *Powerpoint* to make presentations
- Learn how to handle your pictures and to integrate them into *Powerpoint* shows, *Word* documents or Web sites.
- Get started using *Excel* for financial planning or doing your taxes
- Get an introduction to *Moodle* as a tool for training (Get access to a special *Moodle* site, at a very nominal charge, in order to try it out.)
- Learn to use the advanced features of *Powerpoint* for creating *interactive* presentations, where readers can choose what they want to look at.
- Learn to use the advanced features of *Powerpoint* to create animation and motion on your slides
- Learn to use the advanced features of *Powerpoint* to include pictures, sound and video
- Learn to use *Excel* to set up ongoing financial spreadsheets
- Learn to use *Excel* to do financial modeling
- Learn to use *Excel* and *Word* to extract and manipulate data, keep lists and reorganize information
- Learn the advanced features of *Moodle* for collecting assignments on-line, for presenting quizzes to learners, and for providing learners with a space to communicate with each other

All this and much more...

At a Special Introductory Rate