

## Acumen Training Classes

### Microsoft Windows XP/File Management

Windows XP is an operating system that manages your computer's basic functions and supports the software programs you use. It also controls printers and monitors, keeps track of your files and network connections, and protects your data. Windows Explorer helps you view and organize all of your files and folders.

### Microsoft Word

Word is a word processor used to create letters, documents, and memorandums with advanced text and graphic formatting capabilities. It also gives you the ability to create tables for lists, mail merges for mass mailings, hyperlinks to Web pages or other related documents, and macros for repetitive tasks.

### Microsoft Excel

Excel is a spreadsheet program that enables you to organize data and perform simple or complex mathematical and statistical calculations. It also allows you to create 18 different types of charts and filter data to view specific criteria.

### Microsoft PowerPoint

PowerPoint is a presentation program that includes text, tables, graphics, sounds, and animation. It can be as simple as a photographic slide show, or as complex as a corporate financial forecast. The presentation can also be printed and bound as a report.

### Microsoft Access

Access is a database platform which enables you to organize collections of information related to a particular subject. Access will track client or employee information, such as names, addresses, customer orders, and products and then manipulate the data to create professional reports.

### Microsoft Outlook

Outlook is a powerful e-mail, calendar, and contact management program. You can send and receive mail, create appointments, meetings, and to-do lists. Contacts will allow you to store the e-mail and postal addresses of your colleagues and clients.

### Report Writing 101

Learn how to create and modify simple reports.

### Report Writing 102

Learn how to manipulate your data from any system to generate professional-looking reports.

### Sharing Information between Microsoft Programs

Learn how to share information between Outlook, Word, Excel, PowerPoint, and Access to help make you more productive and get the maximum impact from your Microsoft Office products.