

Onsite Computer Training



- Microsoft Word 2000/XP
- Microsoft Excel 2000/XP
- "Getting Started with Windows"
- Web "Surfing" and Email Management
- ACT!

Launch your productivity to the next level!

Need to learn more about Windows, Word, Excel, Access, PowerPoint, QuickBooks, FrontPage, Photoshop, ACT or Outlook? Learn to automate repetitive tasks, create professional charts and reports, improve tracking of your customers and accounts, link your programs and create fabulous sales presentations. We provide customized individual one-to-one coaching and small group training for most software applications.

Group Rates

1 to 1 On-site Coaching \$55 per hour at your location
1 hour Min.

Coaching Rate

First person: \$55.00 per hour
Each additional participants \$15 per hour
Max 6 persons per group

Nancy was just here working on my computer. . . . I had lost all of my letters that I had written . . . I was unable to turn the computer back on . . . Every time that I tried turning the computer on it would shut itself off again. Nancy fixed both problems and did such a magnificent job I can't possibly tell you how totally thrilled I am with what she did. Thank You!!! Robert Kagan, 11/02/03"