



Computer Software Training

# **WebTech Institute**

## **Computer Software Training Program**

### **2011-2012**

#### **Overview**

WebTech Institute, Inc. is an Atlanta-based corporation providing computer software training to Adults, Students, Corporate Employees, and Non-Profit Organizations. Our goal is to support those in need of basic computer training to help them become familiar with the computer and learn software programs most common in the workplace today.

The value in using the WebTech Institute Training program is individuals have the opportunity to acquire new skills that can position them for employment, career changes, or enhance the level of computer software knowledge in their current career.

We're all about saving time and money, without cutting corners. Our corporate computer training solutions minimize time away from the desk, and make the most of every class minute. You and your team get practical training using business relevant examples and course choices that let you target specific skill sets. In addition to a full range of open enrollment course choices, WebTech specializes in customized on-site training with a variety of schedule and delivery options. Our expert level instructors can handle every possible training scenario from transition training for Microsoft Office version upgrades to high-end Excel, SQL, QuickBooks, Graphics, and Real Estate training, all delivered at the location of your choice.

We believe in a personal approach that works. WebTech Institute is a turnkey solution to your training needs. So if you're looking for hands-on Microsoft Office (2010 and 2007 versions), Adobe Creative Suite, or other business applications training, WebTech can provide training to keep you on top of today's technology. Experience computer training the way it should be!

## **Pre-Training Business Etiquette (Best Practices and current trends in the new Millenium)**

As part of our career training program, we provide a brief overview of the latest trends in business etiquette to support all our students during their coursework. This short session maps out the do's and don'ts of the business world and include:

- People and peers
- Working with Management
- Email protocol...What to write and what not to write
- Dress Code for the office place
- Etiquette during Lunch with peers or clients
- How to conduct yourself during meetings

### **Our training programs specialize in:**

- Career Path Changes
- Skills Development
- Work Readiness
- "Train our Troops" – Veteran Training Program

## Software Training Offered

### ***Microsoft Office 2010 Training***

*(Word, Excel, PowerPoint, Outlook & Publisher)*

We are pleased to offer you the opportunity to get hands-on computer training and experience with **Microsoft Office 2010**. Things that you have grown familiar with in the Office interface have dramatically changed. Discover the exciting new user interface and features with us! As always, you can count on the WebTech trainers to show you the way through these new challenges. Choose from any of our open enrollment dates or contact WebTech about private group sessions, custom courses, on-site training, and Microsoft Office consulting services. You can also reach us by phone at 770-997-2840.

### ***Microsoft Word 2010***

This Introduction to Microsoft Word training class is designed for students new to working with Microsoft Word 2010 on Windows. Students will learn to create, edit, format, and print Microsoft Word 2010 documents.

#### **Class Goals**

- Learn to create and edit Microsoft Word 2010 documents.
- Learn about the Ribbon.
- Learn about the Backstage View.
- Learn to create new documents and use Word templates.
- Learn to format Word documents.
- Learn to add page numbers, headers and footers, and spell and grammar check documents.

#### **Class Outline**

1. Creating a Microsoft Word Document
  1. Starting Microsoft Word
  2. Creating a Document
  3. Saving a Document
  4. The Status Bar
  5. Closing a Document
2. The Ribbon
  1. The Ribbon
  2. Tabs
  3. Groups
  4. Commands

3. The Backstage View (The File Menu)
  1. Introduction to the Backstage View
  2. Opening a Document
  3. New Documents and Word Templates
  4. Printing Documents
  5. Getting Help
  6. Adding Your Name to Microsoft Word
4. The Quick Access Toolbar
  1. Adding Common Commands
  2. Adding Additional Commands with the Customize Dialog Box
  3. Adding Ribbon Commands or Groups
  4. Placement
5. Formatting Microsoft Word Documents
  1. Selecting Text
  2. Selecting Fonts
  3. Working with Lists
  4. Using Styles
  5. Using the Ruler
  6. Setting Margins
6. Editing Documents
  1. Find
  2. Find and Replace
  3. Using the Clipboard
7. Finalizing Microsoft Word Documents
  1. Adding Page Numbers
  2. Headers and Footers
  3. Checking Spelling and Grammar

# **Microsoft Excel 2010**

In this Introduction to Microsoft Excel 2010 training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 2010 worksheets.

## **Class Goals**

- Create basic worksheets using Microsoft Excel 2010.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.

## **Class Outline**

1. Creating a Microsoft Excel Workbook
  1. Starting Microsoft Excel
  2. Creating a Workbook
  3. Saving a Workbook
  4. The Status Bar
  5. Adding and Deleting Worksheets
  6. Closing a Workbook
2. The Ribbon
  1. Tabs
  2. Groups
  3. Commands
3. The Backstage View (The File Menu)
  1. Introduction to the Backstage View
  2. Opening a Workbook
  3. New Workbooks and Excel Templates
  4. Printing Worksheets
  5. Getting Help
  6. Adding Your Name to Microsoft Excel
4. The Quick Access Toolbar
  1. Adding Common Commands
  2. Adding Additional Commands with the Customize Dialog Box

3. Adding Ribbon Commands or Groups
  4. Placement
5. Entering Data in Microsoft Excel Worksheets
  1. Entering Text
  2. Using AutoComplete
  3. Entering Numbers and Dates
  4. Using the Fill Handle
6. Formatting Microsoft Excel Worksheets
  1. Selecting Ranges of Cells
  2. The Font Group
  3. The Alignment Group
  4. The Number Group
7. Using Formulas in Microsoft Excel
  1. Math Operators and the Order of Operations
  2. Entering Formulas
  3. AutoSum (and Other Common Auto-Formulas)
  4. Copying Formulas and Functions
  5. Relative and Absolute Cell References
8. Working with Rows and Columns
  1. Inserting Rows and Columns
  2. Deleting Rows and Columns
  3. Setting Row Height and Column Width
  4. Hiding and Unhiding Rows and Columns
  5. Freezing Panes
9. Editing Worksheets
  1. Find
  2. Find and Replace
  3. Using the Clipboard
10. Finalizing Microsoft Excel Worksheets
  1. Setting Margins
  2. Setting Page Orientation
  3. Setting the Print Area
  4. Print Scaling (Fit Sheet on One Page)
  5. Headers and Footers

## **Class Materials**

Each student in our Live Online and our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

## **Class Prerequisites**

Experience in the following areas is required:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## ***Microsoft PowerPoint 2010***

This Introduction to PowerPoint 2010 training class is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010. Students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

## **Class Goals**

- Identify the components of the PowerPoint 2010 interface.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify graphical objects in a presentation.
- Work with tables in a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

## **Class Outline**

1. Getting Started with PowerPoint
  1. Identify the Elements of the User Interface
  2. View Presentations



3. Save a Presentation
  4. Use Microsoft PowerPoint Help
2. Creating a Basic Presentation
  1. Select a Presentation Type
  2. Enter Text
  3. Edit Text
  4. Format Text Placeholders
  5. Add Slides to a Presentation
  6. Arrange Slides
  7. Work with Themes
3. Formatting Text on Slides
  1. Apply Character Formats
  2. Format Paragraphs
4. Adding Graphical Objects to a Presentation
  1. Insert Images into a Presentation
  2. Add Shapes
  3. Add Visual Styles to the Text in a Presentation
5. Modifying Graphical Objects in a Presentation
  1. Edit Graphical Objects
  2. Format Graphical Objects
  3. Group Graphical Objects on a Slide
  4. Arrange Graphical Objects on a Slide
  5. Apply Animation Effects
6. Working with Tables
  1. Insert a Table
  2. Format Tables
  3. Import Tables from Other Microsoft Office Applications
7. Working with Charts
  1. Insert Charts
  2. Modify a Chart
  3. Import Charts from Other Microsoft Office Applications
8. Preparing to Deliver a Presentation
  1. Review the Content in a Presentation
  2. Divide a Presentation into Sections
  3. Add Transitions
  4. Add Speaker Notes

5. Print a Presentation
6. Deliver a Presentation

### **Class Materials**

Each student in our Live Online and our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

### **Class Prerequisites**

Experience in the following areas is required:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## ***Microsoft Outlook 2010***

In this Introduction to Outlook 2010 training class, students will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes. This course is intended for students who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

### **Class Goals**

- Explore the Outlook interface, send mail, and respond to messages.
- Compose email messages.
- Organize email messages into folders.
- Manage contacts and contact information.
- Schedule appointments.
- Schedule a meeting.
- Manage tasks and notes.

### **Class Outline**

1. Getting Started with Outlook
  1. Identify the Components of the Outlook Interface
  2. Read an email Message

3. Reply to and Forward an email Message
  4. Print an email Message
  5. Delete an email Message
2. Composing Messages
  1. Create an email Message
  2. Format a Message
  3. Check Spelling and Grammar
  4. Attach a File
  5. Enhance an email Message
  6. Send an email Message
3. Organizing Messages
  1. Manage email Messages
  2. Move email Messages into Folders
  3. Open and Save an Attachment
4. Managing Contacts
  1. Add a Contact
  2. Sort and Find Contacts
  3. Find the Geographical Location of a Contact
  4. Update Contacts
5. Scheduling Appointments
  1. Explore the Outlook Calendar
  2. Schedule an Appointment
  3. Edit Appointments
6. Managing Meetings in Outlook
  1. Schedule a Meeting
  2. Reply to a Meeting Request
  3. Track and Update Scheduled Meetings
  4. Print the Calendar
7. Managing Tasks and Notes
  1. Create a Task
  2. Edit and Update a Task
  3. Create a Note
  4. Edit a Note

## **Class Materials**

Each student in our Onsite classes receives a comprehensive set of materials, including course book and CD with tutorials and samples.

## **Class Prerequisites**

Experience in the following areas is required:

- Familiarity with using personal computers.
- Comfort in the Windows environment and ability to use Windows to manage information.
- Ability to launch and close programs; navigate to information stored on a computer; and manage files and folders.

## ***Microsoft Publisher 2010***

In this Microsoft Publisher 2010 training class, students will create, format, edit, and distribute publications. This course is intended for students with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher 2010 to create, layout, and edit publications.

## **Class Goals**

- Become familiar with the Publisher 2010 environment and start working on a publication.
- Modify the layout and structure of a publication.
- Format text in a publication.
- Edit the contents in a publication.
- Format graphics in a publication.
- Prepare a publication for distribution.

## **Class Outline**

1. Getting Started with Publisher 2010
  1. Identify the Components of the Publisher Interface
  2. Customize the Publisher Interface
  3. Create a Basic Publication
  4. Add Content to a Publication
2. Modifying the Layout and Structure of a Publication
  1. Import Text into a Publication
  2. Organize Text Boxes and Picture Placeholders in a Layout

3. Control the Display of Content in Text Boxes
4. Insert Common Layout Elements
5. Use Building Blocks
3. Formatting Text in a Publication
  1. Format Text
  2. Format Paragraphs
  3. Apply Paragraph Styles
  4. Apply Schemes
4. Editing Content in a Publication
  1. Edit Text in a Publication
  2. Present Content in Tables
  3. Review Text in a Publication
  4. Insert Symbols and Special Characters
5. Formatting Graphics in a Publication
  1. Customize the Appearance of Pictures
  2. Add Graphical Objects to a Publication
6. Preparing a Publication for Distribution
  1. Check the Design of a Publication
  2. Save a Publication for Distribution
  3. Preview and Print a Publication
  4. Send a Publication by Email

### **Class Materials**

Each student in our Live Online and our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

### **Class Prerequisites**

Experience in the following areas is required:

- Familiarity with using personal computers and a mouse and keyboard (basic typing skills are recommended).
- Comfort in the Windows environment and ability to use Windows to manage information on computers.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.

---

## **Microsoft Office 2007 Training**

***(Word, Excel, PowerPoint, Outlook & Publisher)***

We are pleased to offer you the opportunity to get hands-on computer training and experience with **Microsoft Office 2007**. Learn this exciting user interface and features with us! As always, you can count on the WebTech trainers to show you the way through these new challenges. Choose from any of our open enrollment dates or contact WebTech about private group sessions, custom courses, on-site training, and Microsoft Office consulting services. You can also reach us by phone at 770-997-2840.

### **Microsoft Word 2007 Training**

Microsoft Word is used to create, revise, and save documents for printing and future retrieval. This Word training class is the first in a series of three Microsoft 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

#### **Class Goals**

- Learn to create a basic document using Microsoft Word.
- Learn to edit documents by locating and modifying text.
- Learn to format text.
- Learn to format paragraphs.
- Learn to add tables to a document.
- Learn to add graphic elements to a document.
- Learn to control a document's page setup and its overall appearance.
- Learn to proof documents to make them more accurate.

#### **Class Outline**

1. Creating a Basic Document
  1. Explore the User Interface
  2. Open and View a Document
  3. Customize the Word Environment
  4. Obtain Help
  5. Enter Text
  6. Save a Document
  7. Preview and Print a Document
2. Editing a Document
  1. Navigate and Select Text in a Document
  2. Insert, Delete, or Rearrange Text

3. Undo Changes
  4. Search and Replace Text
3. Formatting Text
  1. Change Font Appearance
  2. Highlight Text
4. Formatting Paragraphs
  1. Set Tabs to Align Text
  2. Control Paragraph Layout
  3. Add Borders and Shading
  4. Apply Styles
  5. Create Lists
  6. Manage Formatting
5. Adding Tables
  1. Create a Table
  2. Modify the Table Structure
  3. Format a Table
  4. Convert Text to a Table or Tables to Text
6. Inserting Graphic Objects
  1. Add Visual Effects Using Symbols and Special Characters
  2. Insert Illustrations
7. Controlling Page Appearance
  1. Control Page Layout
  2. Apply a Page Border and Color
  3. Add Watermarks
  4. Add Headers and Footers
8. Proofing a Document
  1. Check Spelling, Grammar, and Word Count
  2. Enhance Textual Meaning Using the Thesaurus
  3. Customize AutoCorrect Options

## **Class Materials**

Each student in our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

# ***Microsoft Excel 2007 Training***

This Microsoft Excel training course is designed for students new to working with Microsoft Excel 2007. Students will learn to use Excel to create, modify and format Excel worksheets, perform calculations, and print and Excel workbooks.

## **Class Goals**

- Explore the Microsoft Office Excel 2007 environment and create a basic worksheet.
- Learn to perform calculations.
- Learn to modify a worksheet.
- Learn to format a worksheet.
- Learn to print workbook contents.
- Learn to manage large workbooks.

## **Class Outline**

1. Creating a Basic Worksheet
  1. Explore the User Interface and the Ribbon
  2. Navigate and Select in Excel
  3. Obtain Help
  4. Enter Data and Save a Workbook
  5. Customize the Quick Access Toolbar
2. Performing Calculations
  1. Create Basic Formulas
  2. Calculate with Functions
  3. Copy Formulas and Functions
3. Modifying a Worksheet
  1. Manipulate Data
  2. Insert and Delete Cells, Columns, and Rows
  3. Search for Data in a Worksheet
  4. Spell Check a Worksheet
4. Formatting a Worksheet
  1. Modify Fonts
  2. Add Borders and Color to Cells
  3. Change Column Width and Row Height
  4. Apply Number Formats
  5. Position Cell Contents



6. Apply Cell Styles
5. Printing Workbook Contents
  1. Print Workbook Contents Using Default Print Options
  2. Set Print Options
  3. Set Page Breaks
6. Managing Large Workbooks
  1. Format Worksheet Tabs
  2. Manage Worksheets in a Workbook
  3. Manage the View of Large Worksheets

### **Class Materials**

Each student in our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

## ***Microsoft PowerPoint 2007 Training***

In this Microsoft PowerPoint training class, you will work with Microsoft Office PowerPoint 2007 to create electronic presentations. In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats.

### **Class Goals**

- Learn to get started with PowerPoint.
- Learn to create a presentation.
- Learn to format text on slides.
- Learn to add graphical objects to a presentation.
- Learn to modify objects on slides.
- Learn to add tables to a presentation.
- Learn to add charts to a presentation.
- Learn to prepare to deliver a presentation.

### **Class Outline**

1. Getting Started with PowerPoint
  1. Explore the User Interface
  2. Navigate and View a Presentation

3. Use Microsoft PowerPoint Help
  4. Enter Text
  5. Save a Presentation
2. Creating a Presentation
  1. Create a Presentation
  2. Edit Text
  3. Add Slides to a Presentation
  4. Arrange Slides
  5. Work with Themes
3. Formatting Text on Slides
  1. Apply Character Formats
  2. Apply Paragraph Formats
  3. Format Text Placeholders
4. Adding Graphical Objects to a Presentation
  1. Insert Clip Art and Pictures
  2. Draw Shapes
  3. Insert WordArt
5. Modifying Objects
  1. Work with Objects
  2. Change Object Orientation
  3. Format Objects
  4. Group and Ungroup Objects
  5. Arrange Objects
6. Adding Tables to a Presentation
  1. Create a Table
  2. Format Tables
  3. Insert a Table from Microsoft Word
7. Inserting Charts in a Presentation
  1. Create a Chart
  2. Edit Chart Data
  3. Modify a Chart
  4. Paste a Chart from Microsoft Excel
8. Preparing to Deliver a Presentation
  1. Review Content
  2. Add Transitions
  3. Apply an Animation Effect

4. Create Speaker Notes
5. Print a Presentation

### **Class Materials**

Each student in our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

## ***Microsoft Outlook 2007 Training***

This Microsoft Outlook 2007 training class is the first in a series of Outlook 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft Office Outlook 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

### **Class Goals**

- Learn to identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- Learn to compose messages.
- Learn to use folders to organize messages.
- Learn to manage contacts and contact information.
- Learn to schedule appointments.
- Learn to schedule meetings.
- Learn to manage tasks and notes.

### **Class Outline**

1. Getting Started with Outlook
  1. Explore the Outlook Interface
  2. Send a Simple Message
  3. Read Messages
  4. Reply to and Forward a Message
  5. Print a Message
  6. Delete a Message
2. Composing Messages
  1. Address a Message
  2. Format a Message

3. Check Spelling and Grammar
  4. Attach a File
3. Organizing Messages
  1. Open and Save an Attachment
  2. Flag a Message
  3. Organize Content with Folders
4. Managing Contacts
  1. Add a Contact
  2. Sort and Find Contacts
  3. Find the Geographical Location of a Contact
  4. Manage Contacts
5. Scheduling Appointments
  1. Explore the Outlook Calendar
  2. Schedule an Appointment
  3. Assign Categories and Edit Appointments
6. Scheduling Meetings
  1. Schedule a Meeting
  2. Reply to a Meeting Request
  3. Propose a New Meeting Time
  4. Manage Meetings
  5. Print the Calendar
7. Managing Tasks and Notes
  1. Create a Task
  2. Edit and Update a Task
  3. Create a Note
  4. Edit a Note
  5. Display a Note on the Desktop

## **Class Materials**

Each student in our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

## ***Microsoft Publisher 2007 Training***

This Microsoft Publisher training class teaches the core features and functions of Microsoft Publisher 2007. Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing. On the second day, students will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks.

### **Class Goals**

- Learn to create basic documents
- Learn to multi-page publications
- Learn to work with text
- Learn to create tables
- Learn layout and design techniques
- Learn about Typography
- Learn to work with long publications
- Learn to use mail merge
- Learn to create interactive forms
- Learn to publish to the web

### **Class Outline**

1. Getting started
  1. The Publisher interface
  2. Getting help
2. Basic documents
  1. Basic publications
  2. Object positioning
3. Multi-page publications
  1. Multi-page layouts
  2. Master pages
4. Working with text
  1. Text box linking
  2. Paragraph formatting
5. Tables
  1. Table basics
  2. Table structure

3. Table formatting
6. Layout and design techniques
  1. Text boxes
  2. Graphics
  3. Stacking and grouping objects
7. Finalizing documents
  1. Document output
  2. Print preparation

### **Class Materials**

Each student in our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.

---

## ***Intuit Basic QuickBooks Training (Coming in 2012 – Pre-enrollment available)***

**With Learning QuickBooks, you'll gain a firm grasp on these important concepts and tasks:**

- An overview of bookkeeping basics
- Orientation to QuickBooks
- Why good accounting is crucial to your business
- How to set-up your data in QuickBooks and get started the right way
- Essential QuickBooks tasks, like invoicing, receiving payments, and paying bills
- Guidance on early key decisions
- Introduction to financial statements
- Setting up your chart of accounts
- Using QuickBooks for billing customers
- Receiving payments and making deposits
- Monitoring customer payment status
- Entering and paying bills
- Writing and voiding checks
- Reconciling bank accounts
- Backing up your QuickBooks data
- When to consult your accountant
- Shortcuts, tips and tricks for working faster in QuickBooks
- Interpreting reports
- Analyzing trends

---

## ***Adobe Creative Suite Software Training Graphic Design, Desktop Publishing, and Web Design (Coming in 2012 – Pre-enrollment available)***

Adobe Creative Suite is the state-of-the-art graphics software collection that combines the best software in the publishing world. Packed full of real-world tips and techniques, this class offers a comprehensive 3 days of training on the latest versions of:

### **Graphic Design Skills**

- Photoshop
- Illustrator

### **Desktop Publishing Skills**

- InDesign

### **Website Design Skills**

- Dreamweaver
- Flash

### **Digital Document Skills**

- Acrobat PDF
- 

### **Post-Training Readiness Test**

Upon completion of each training course, students are given an electronic test that determines whether the student has a grasp on the functions of the software program. This test is a brief 25-50 question quiz which covers each area of training including:

- Tools
- Shortcuts
- Formatting Page Layouts
- Formatting Text and Fonts
- Inserting illustrations, headers & footers, text, and symbols
- Review/Spellcheck
- View modes
- Create colors
- And more...

### **Post-Training Re-Test**

In the situation where a student does not pass the Post-Training Test, WebTech wants to ensure they understand the details of the software program for which they've been trained. WebTech will reschedule student to retake entire course for only half the standard training price. A WebTech representative will place the student in the next available class that has additional seats open. At the end of the class, the student will be given the Post-Training Test to take. Score will be provided immediately. When successfully passed, certificate of completion will be presented to student.

## **Certificates of Completion**

When a student completes one of our computer software training classes, takes and passes our post-training readiness test, they will receive an official WebTech Institute Certificate of completion. This ensures that the student has successfully completed the program and can be competent in using the basics of the software in a real-world environment.

## **Self-Paced Online Training**

Our program provides those who prefer a self-paced, self-learning environment can take advantage of our Internet training courses. We provide you with the facility, computer, Internet access, and on-site assistance to help you learn software programs you desire to learn. These programs are offered on a "appointment-only" schedule and must be made at least one week in advance.

Courses for the Online Training program give you a simplified introduction to the Microsoft Office suite of programs including (Word, Excel, PowerPoint , Outlook, and Publisher). They provide you with tutorials for some of the most common practices for these programs.

## **Enrollment**

Enrolling in the WebTech Institute software training courses is easy. Clients contact a WebTech representative who will walk you through the enrollment process. From determining the number of students to enroll to selecting coursework and deciding the class schedules, our team is available to get your group registered.

## **Our Staff**

WebTech Institute has a highly capable group of certified trainers with years of experience both in corporate and non-corporate environments. Our staff focuses on giving you the tools to be competent in any course we offer. We encourage our team of instructors to give hands-on training and provide real-world examples to help each student better relate to the course.

## **Directions**

WebTech is located in Atlanta, Georgia, less than one mile from the world's busiest airport, Atlanta Hartsfield-Jackson International Airport.

### **WebTech Institute, Inc**

One Crown Center

1895 Phoenix Boulevard

Suite 128

Atlanta, Georgia 30349

770-997-2840 Office

770-997-2834 Fax

[training@webtechinstitute.com](mailto:training@webtechinstitute.com)