COMPUTER APPLICATIONS

Focusing on Microsoft Office software, these courses will guide learners through the tools and techniques needed to create products that both inform and impress.

Expand your presentation prowess, with courses that deliver on the functional basics of the PowerPoint application while boosting your visual design skill set.

Learn the ins and outs of Microsoft Word, Excel, Project, PowerPoint, Google Drive, and QuickBooks® to be a marketable candidate for every field.

Watch well-crafted video tutorials while reinforcing your learning with built-in knowledge checks, interactive exercises, and interactive games.

Course List:

▸ Certificate in Computer Skills for the Office

▸ Excel Advanced Skills

▸ PowerPoint for Business

▸ QuickBooks® Online Basics

Find a complete list of courses at:
https://catalog.mindedge.com/courses/categories/69

Why Computer Applications Training?

In a world where technology evolves rapidly, it's important to stay ahead of the changes by having a strong working knowledge of the softwares used in the office environment each day. Take the opportunity to sharpen your skills in the Microsoft Office suite and keep up with the growing demand for computer mastery.
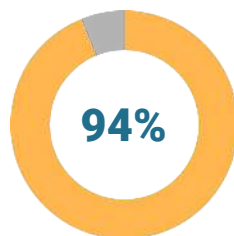
In these courses, you can learn the tips and tricks of Microsoft Excel, how to make a visually-appealing PowerPoint presentation, and the essential skills of QuickBooks®.

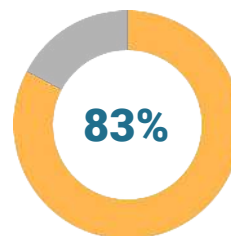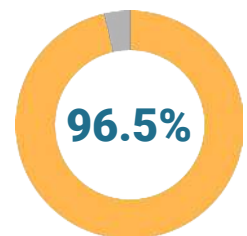## Learners agree that our online courses:
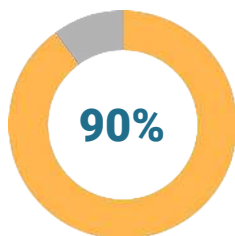
Are Effective	Meet Learning Objectives	Had a positive effect on their career/life	Worth Recommending to a Friend
90%	94%	83%	96.5%

*Based on 2019-2020 MindEdge Learner Feedback surveys.

MINDEDGE LEARNING

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