

# Computer Applications

## Category and Courses Marketing Kit

Learn the programs that employers look for.



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# I. Course Summary Descriptions

## Computer Applications

Technology has revolutionized business communications, and workers across all industries are now expected to demonstrate, at the very least, a basic level of computer literacy. In addition to understanding how to search the Internet and use word processing programs, workers can expand their career potential by mastering more advanced computer applications, such as spreadsheets and slideshows. Focusing on Microsoft Office software, these courses will guide learners through the tools and techniques needed to create products that both inform and impress.

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## Certificate in Computer Skills for the Office

Bring to your Office skills to a whole new level by diving into a suite set of powerful instructional courses. Excel with Excel, and move from the basics to an advanced level. Employ all of your newly-learned tips and tricks to unlock new dimensions from your data. Plus, expand your presentation prowess, with courses that deliver on the functional basics of the PowerPoint application while boosting your visual design skillset. Watch well-crafted video tutorials while reinforcing your learning with built-in knowledge checks, interactive exercises, and interactive games. Upon successful completion of all courses in this certificate program, you can download and print a Certificate of Completion. And with this special pricing, you'll get the Excel Basics course free and a cumulative discount of 38%, versus buying each course separately.

**Learner Satisfaction: 99%**

**Estimated length: 18 hours**

**Access Time: 365 days**

**Credits: 1.8 CEUs**

## Excel Advanced Skills

This course is designed for the learner who already has a solid understanding of Excel's basic tools and functions. The course teaches learners some of the more advanced skills and features available in Excel, which may be useful in data analysis. These skills include style templates, conditional formatting, data validation, data manipulation, and pivot tables.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Excel Basics

As big data continues to change the way businesses operate and drive strategy, the ability to efficiently and effectively organize and analyze data is crucial. Managers need to be able to utilize tools to identify trends and help make better business decisions. Microsoft's Excel is a powerful spreadsheet software to organize and manage data related to business operations. This course focuses on mastering the fundamental tasks performed in Excel, including data entry, basic formula calculations, and formatting and style operations. During the course, you will learn how to build a spreadsheet from scratch and gain a greater understanding of the most popular Excel commands and functions.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Excel Tips & Tricks

This course features 25 of the most popular Excel tip and tricks for both novice and advanced Excel users. In this course, you will learn time-saving techniques to boost efficiency, increase productivity and workflow, and improve and advance your skills. Topics include data entry, data organization, data cleaning, elements of style, data sorting, data filtering, and spreadsheet display tips. This course also covers three of the most popular lookup and reference functions: VLOOKUP, HLOOKUP, and Find + Replace.

**Learner Satisfaction: 98%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Google Drive Basics

Google Drive is a file storage service that allows users to create, share, and store files from anywhere. Tools like Google Sheets, Google Docs, and Google Slides make remote work and team collaboration easier with real-time editing, accessible version history, and chat and commenting capabilities. This course reviews the main functions and features of Google Drive and popular Google apps. Topics covered include: creating, uploading, and sharing files and folders; managing team projects and tasks; organizing your workspace; and maximizing productivity with Google Drive.

**Learner Satisfaction: 100%**

**Estimated length: 1.5 hours**

**Access Time: 90 days**

**Credits: 0.15 CEUs**

## Microsoft Project Basics

This course introduces learners to Microsoft's project management software, MS Project. Learners, particularly aspiring project managers, are provided a step-by-step tutorial on mastering basic functions that are essential for any project. MS Project is a popular tool for project managers that allows them to develop schedules, allocate resources and duties to specific tasks, and track a project's progression. It also allows managers to oversee the budget and analyze workloads. This introductory course will focus on the Microsoft Office 2019 version of MS Project. Learners are required to have access to MS Project 2019 in order to complete this course.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Microsoft Project Intermediate

This intermediate-level course provides learners with essential skills for mastering Microsoft's project management software, MS Project. Aspiring project managers are provided a step-by-step tutorial on various functions that are required for every type of project. This course assumes that learners have a basic familiarity with MS Project. MS Project is a popular tool that allows project managers to develop schedules, allocate resources, and track progress. It also allows managers to perform variance analysis and combine multiple projects. This intermediate course will focus on the Microsoft Office 2019 version of MS Project.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## Microsoft Word Basics

This is an introductory-level course designed to both build a foundation of essential skills in Microsoft Word and to gain a greater understanding of its interface and design elements. The course focuses on mastering the fundamental tasks performed in Word, including writing, proofing, finalizing, and printing a document.

**Learner Satisfaction: 97%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# PowerPoint Basics

Learn how to create presentation slides that complement your message and engage your audience. This introductory-level course covers the basic tools and functions required to craft custom slides using Microsoft's PowerPoint. Functions covered in the course include inserting text boxes and images, presenting information with tables, charts, and SmartArt, incorporating transitions and animation, and formatting slide layouts. During the course, you will learn how to build a presentation from start to finish and will gain a greater understanding of the most popular PowerPoint tools.

**Learner Satisfaction: 50%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# PowerPoint for Business

As technology continues to change the way that we engage in business communications, the art of presenting has also undergone a shift. No longer can presenters rely solely on their spoken words to deliver their messages. Now, audiences expect to see multimedia slideshows that both inform and entertain. This course will consider how to plan and design effective slideshow presentations using Microsoft's PowerPoint software. It includes practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements, and delivering the presentation.

**Learner Satisfaction: 98%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

# QuickBooks® Desktop Basics (2020 Mac)

Introduction to QuickBooks® Desktop 2020 (Mac) is an introductory-level course designed to build a foundation of essential skills in QuickBooks®. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables. The course content focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating and customizing reports, and using the Audit Trail.

**Estimated length: 5 hours**

**Access Time: 90 days**

**Credits: 0.5 CEUs**

# QuickBooks® Desktop Pro Basics (2021 Windows)

QuickBooks® Desktop Pro Basics (2021 Windows) is an introductory-level course designed to build a foundation of essential skills in QuickBooks®. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables. The course content focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating and customizing reports, and using the Audit Trail.

**Estimated length: 5 hours**

**Access Time: 90 days**

**Credits: 0.5 CEUs**

## QuickBooks® Online Basics

QuickBooks® Online Basics is an introductory-level course designed to build a foundation of essential skills in QuickBooks® Online. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables. The course content focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating and customizing reports, and using the Audit Log.

**Learner Satisfaction: 100%**

**Estimated length: 5 hours**

**Access Time: 90 days**

**Credits: 0.5 CEUs**

## Visual PowerPoint

In today's professional landscape, PowerPoint presentations can be effective platforms for sharing information and garnering audience interest and support. At the same time, a poorly designed PowerPoint slideshow can quickly turn an audience away. By focusing on how to apply basic design principles to slideshow creation, this course will help learners use Microsoft's PowerPoint 365 software to build visually engaging slideshow presentations. Learners will consider how to select images and photographs for use in slides, the importance of arrangement and placement of images, the use of tools like Shapes and SmartArt, methods for presenting data, and the selection of colors and fonts that increase the readability of content.

**Learner Satisfaction: 95%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs**

## II. Testimonials

The following testimonials are provided by learners that have completed courses in the Computer Applications suite.

### Excel Advanced Skills

*"An easy to do course that give a great overview of Excel!"*

### Excel Basics

*"Excel has always been intimidating, as I have rarely had to use it. I feel a bit more confident now and actually admire what it can do."*

### Excel Tips & Tricks

*"It gives me more information about useful tips and tricks for using Excel effectively."*

### Microsoft Word Basics

*"This course is thoroughly outlined and insightful. Although I use MS Word on a weekly basis, I was more enlightened on other (not so familiar) features and typeface options. I learnt much more than I expected. I will definitely recommend this course to my friends. Thank you."*

### PowerPoint for Business

*"I love the way this is taught. It was easy to understand and taught in multiple intelligences. Awesome!"*

### QuickBooks Online Basics

*"Thanks for the course. It will help me to start using QuickBooks, and now I know more about what QuickBooks can do."*

### Visual PowerPoint

*"I enjoyed the short educative videos and review checkpoints. I know how to create better PowerPoint presentations now. Very helpful tips too. Thank you."*