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## Computer Training Pays Off

- *We provide solutions to your business needs. Effective training will save your business money as you and your staff become skilled with the computer as a productive tool.*
- *Personalized custom training targets your specific computer requirements.*
- *Hands on training allows for a non-threatening atmosphere.*
- *The training documentation we design is easy to read and understand using non-technical terminology.*
- *Follow up telephone support.*

## Business Solutions Services

- Computer Training with Mobile Lab
  - Application Development / Programming
  - Installation of purchased software
  - Conversion to Microsoft Technology
  - Accounting / Bookkeeping
  - Business Planning and Budgeting
  - Operational and Project Management
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## Experienced Instructors

- We have designed and conducted over 100 computer training classes.
- Five years experience classroom setting training.
- Five years one-on-one personalized training.
- Specializing in over 50 training.
- Cross platform support: Macintosh OS 9, Windows 95,98,2000, XP and ME.
- Technology Specialist for local public school, supporting 300+ staff members.

*Get your computer  
working together with  
your staff.*



Business Solutions LLC

Lancaster, Pa  
Phone: 717-871-0444

Email: [Training@bus-solutions.net](mailto:Training@bus-solutions.net)

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## Computer Training

Business Solutions, LLC can provide training in the following areas from basic level to advanced levels.

Computer Basics

Word Processing

Spreadsheets

Internet Navigation

Presentations

Database Programming

File Management

Video & Digital Photography



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# Course Descriptions

## Computer Basics 1 Level:

Level 1: Mouse functions, desktop management, cut copy & paste, files & folders, save vs. save as, using menus, task bar, shortcuts and icons.

## Word Processing 3 Levels:

Level 1: Tools, select, move, format text, changing views, preview, print options, inserting images, clipart, tabs and margins.

Level 2: Tables, Mail Merge, short cuts, find and replace, symbols, Auto Text, headers and footers, bullets and numbering.

Level 3: Templates, envelopes, labels, columns, newsletters, forms, styles, fields, using and customizing toolbars, password protecting files.

## Spreadsheets 3 Levels:

Level 1: Formatting spreadsheets, tool bars, basic formulas, freezing panes.

Level 2: Range names, working with multiple sheets, charts and graphs, advanced formulas, comments, Auto filter features.

Level 3: Splitting screens, advanced formulas, macros, creating customized views, text to columns, importing and exporting data.

## Internet Basics 1 Level:

Level 1: Learn how to navigate the internet successfully, use search engines, address bars, tool bars, favorites and shortcuts.

## Presentations 2 Levels:

Level 1: Creating presentations, formatting slides, views, handouts, speaker notes inserting charts, images, set timings and transitions.

Level 2: Editing clipart, using design templates, adding animated graphics, inserting sound, movies and automated buttons.

## Database Programming 3 Levels:

Level 1: Defining a database, setting up a table, creating a reports, queries and forms.

Level 2: Linking tables, importing data, record navigation, command buttons and switchboards.

Level 3: Developing custom applications

## File Management 1 Level:

Level 1: Network access, file types, copying files, creating folders, windows explorer, deleting files, and finding lost files.

## Video and Digital Photography 1 Level:

Using your own digital equipment learn how to take pictures, edit and import into a document. Shoot and edit a digital video for implementation into a presentation program.

Courses are delivered at your location. They are 3 hours in duration and the cost is \$75.00 per course.

All courses described can be customized for specific needs. Individualized courses are conducted at the students pace and are charged by the hourly rate.

We offer group and team training discounts to organizations receiving multiple courses.

## Interest Form

I am interested in training in the following courses.

### ***Computer Basics:***

Level 1

### ***File Management:***

Level 1

### ***Word Processing:***

Level 1

Level 2

Level 3

### ***Presentations:***

Level 1

Level 2

### ***Spreadsheet:***

Level 1

Level 2

Level 3

### ***Database:***

Level 1

Level 2

Level 3

### **Digital & Video:**

Level 1

### ***Internet Basics:***

Level 1

### ***Comments:***

Name

Address

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