

# Government Solution Advisors

a SDVOSB Validated Contractor



Course Type	Course Description	Course Model
<b>Intermediate Courses</b>		
MS WORD, level two	Managing lists, customizing tables and charts, formatting text, custom styles, modifying pictures, customized graphic objects, controlling text flow and automating common tasks using macros	IC-WORD-010
MS Excel, level two	Creating and applying templates, charting, working with graphic objects, advance formulas, functions, sorting and filtering an Excel database.	IC-EXCEL-010
MS PowerPoint, level two	Creating a custom design template, organization charts and diagrams, adding special effects, creating web presentations, collaborating with others and delivering a presentation	IC-PPT-010
MS Outlook, level two	Tracking work activities with the journal, setting calendar and message options, sharing folder information, managing tasks, customizing Outlook and locating Outlook items	IC-OUT-010
MS Access, level two	Planning a database, building the structure of a database, controlling data entry, improving queries and forms, and customizing reports	IC-ACCESS-010
MS Project, level two	Exchanging project plan data with other applications, updating the project plan, tracking progress, creating custom reports and re-using project plan information	IC-PROJ-010

MS Publisher, level two	Add text, insert a picture from a file, changing layout and the publication structure, edit content and formatting a publication	IC-MSPII-010
Integrating Excel and Access, level two	Using elementary Visual Basic for Applications to automate tasks within each application, using the Excel object model and the Access object model along with general procedures and functions.	IC-IE&AII-010
VBA, level two	Visual Basic for Applications, intermediate skills. Data types and variables, advanced topics, modular programming techniques, creating and using libraries and references.	IC-VBAII-010
MS Visio, level two	Creating a route map, enhancing a basic diagram, creating process diagrams, representing an organization hierarchy.	IC-PUBL-010
Windows SharePoint Services, level two	Finding what you want in MOSS 2007, using "alerts" in SharePoint, intermediate skills in document management, document repository, enterprise search and business intelligence	IC-WSPII-010