



EMERGING
TECHNOLOGIES
INSTITUTE

DESKTOP COMPUTER SKILLS



EMERGINGTECH.EDU/DESKTOP-COMPUTER-SKILLS

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PROGRAM OUTLINE

*Register for one-year **full access** to a wide variety of training programs in desktop computing!*

Price: USD 599.00

Microsoft Office 2016

Adobe

Microsoft Office 365

Best Practice for Desktop Users

Microsoft Windows 10

Using Microsoft Internet Explorer

Google

Social Networking

Mobile Devices

Productivity Tools

Publisher

SAP

QuickBooks Pro

Facebook Business

Microsoft Office 2016

Office 2016 First Look

- Microsoft Office 2016: First Look Modern Productivity
- Microsoft Office 2016: First Look Functionality and Collaboration

Microsoft Office 2016: New Features

- New and Improved Features in Office 2016, Word and Outlook
- Features in Office 2016, PowerPoint, Excel, Visio, Project and Access, OneNote

Microsoft Office 2016: Beginning Word

- Working with the Interface and Performing Basic Tasks in Word 2016
- Formatting Text in Word 2016
- Customizing Options and Using Document Views in Word 2016
- Creating and Formatting Tables in Word 2016
- Headers, Footers, Page Numbering, and Layout in Word 2016
- Using the Navigation Pane and Creating Lists in Word 2016

Microsoft Office 2016: Beginning Excel

- Creating, Editing, and Saving Excel 2016 Workbooks
- Formatting Excel 2016 Data
- Data Presentation Strategies Using Excel 2016
- Formulas and Functions in Excel 2016
- Excel 2016 Charts, Tables, and Images

Microsoft Office 2016: Beginning PowerPoint

- Introduction to the PowerPoint 2016 Interface and Basic Tasks
- Modifying and Formatting Slides in PowerPoint 2016
- Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016
- Working with Graphic, Audio, and Video Content in PowerPoint 2016
- Constructing and Modifying Tables and Charts in PowerPoint 2016

Microsoft Office 2016: Beginning Outlook

- Getting to Know Outlook 2016
- Managing Conversations and E-mail in Outlook 2016
- Managing Attachments, and Inserting Items and Signatures in Outlook 2016
- Organizing Contacts in Outlook 2016
- Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016
- Configuring and Managing Meetings and Notes in Outlook 2016

Microsoft Office 2016: Intermediate Word

- Using Illustrations, Styles, and Themes in Word 2016
- Designing and Formatting Illustrations in Word 2016
- Advanced Table Customization in Word 2016
- Maintaining, Protecting, and Reviewing Documents in Word 2016
- References, Proofing, Mail Merges, and Forms in Word 2016
- Sharing and Collaborating on Documents in Word 2016

Microsoft Office 2016: Intermediate Excel

- Customizing Views, Styles, and Templates in Excel 2016
- Creating Custom Visual Effects in Excel 2016
- Working with Excel 2016 Data
- Macros and Advanced Queries in Excel 2016

- Excel 2016 PivotTables and Advanced Charts
- Share, Review, and Collaborate in Excel 2016

Microsoft Office 2016: Intermediate PowerPoint

- Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016
- Using Hyperlinks, Actions, and Comments in PowerPoint 2016
- Using Slide Show Presentation Tools in PowerPoint 2016
- Customizing Proofing and Default Options in PowerPoint 2016
- Sharing and Protecting Presentations in PowerPoint 2016
- Exporting Presentations and Compressing Media in PowerPoint 2016

Microsoft Office 2016: Intermediate Outlook

- Formatting E-mail in Outlook 2016
- Configuring Message Options in Outlook 2016
- Customizing and Managing Outlook 2016
- Managing Automation, Storage, and Tidying Up in Outlook 2016
- Managing Contacts, Tasks, and the Calendar in Outlook 2016
- Viewing and Configuring Outlook 2016 Backstage Options

Microsoft Office 2016: Advanced Excel

- Microsoft Excel 2016 Advanced: Apps and What-if Analysis
- Microsoft Excel 2016 Advanced: PowerPivot, Custom Formatting, Fills, and Forms
- Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors

Microsoft Office 2016: PowerPoint Best Practices

- Designing Effective PowerPoint Presentations
- Using Slide Masters and Slide Elements to Optimize Impact

Microsoft Office 2016: Beginning Access

- Introduction to the Access 2016 Interface, Database Management, and Tables
- Creating Relationships, Queries, Forms and Reports in Access 2016

Microsoft Office 2016: Beginning OneNote

- Getting to Know Microsoft OneNote 2016
- Working with Microsoft OneNote 2016

Microsoft Office 2016: Beginning Project

- Getting Started with Project 2016
- Working with Tasks, Relationships, Constraints, and Milestones in Project 2016
- Managing Resources and Views in Project 2016
- Tracking, Managing, and Sharing Projects in Project 2016

Microsoft Office 2016: Beginning Visio

- Getting Started with Visio 2016
- Creating and Managing Diagrams In Visio 2016
- Designing and Enhancing Diagrams in Visio 2016
- Collaborating, Evaluating, and Saving Diagrams in Visio 2016

Microsoft Office 2016: SharePoint for End Users

- Navigating, Customizing, Lists and Libraries in SharePoint 2016
- Managing Libraries and Lists in SharePoint 2016
- Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016
- Social Networking and Collaboration in SharePoint 2016
- Tags, Notes, Community Sites, and Search in SharePoint 2016
- Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016

Skype for Business 2016

- Getting Started
- Chatting and Calling
- Organizing and Hosting Meetings
- Meeting Tools

Microsoft Office Sway for Web

- Signing and Creating Presentations
- Building Presentations
- Delivering and Publishing Presentations

Microsoft Office OneDrive

- Sign-In and Setup
- Storage Services
- File Organization
- OneDrive for IOS

Adobe

Adobe Photoshop CC

- Adobe Photoshop CC 2015 Basics
- Adobe Photoshop CC 2015: File Types and Color Editing
- Adobe Photoshop CC 2015: Selection Tools and Techniques
- Adobe Photoshop CC 2015: Layers and Type
- Adobe Photoshop CC 2015 Enhancement Tools and Techniques
- Adobe Photoshop CC 2015 Cloning and Editing
- Adobe Photoshop CC 2015 Paths and Techniques

Adobe Illustrator CC

- Adobe Illustrator CC 2015 Introduction and New Features
- Adobe Illustrator CC 2015 Fundamentals
- Drawing in Adobe Illustrator CC 2015
- Working with Text in Adobe Illustrator CC 2015
- Adobe Illustrator CC 2015 Tools
- Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
- Adobe Illustrator CC 2015 Gradients and Bitmap Images
- Adobe Illustrator CC 2015 Advanced Tools and Effects

Adobe Flash Professional CC

- Adobe Flash Professional CC 2015 Fundamentals
- Drawing with Adobe Flash Professional CC 2015
- Adobe Flash Professional CC 2015 Tools
- Adobe Flash Professional CC 2015 Animations
- Adobe Flash Professional CC 2015 Programming

Adobe Dreamweaver CC

- Adobe Dreamweaver CC 2015 Fundamentals
- Basic Coding with Adobe Dreamweaver CC 2015
- The Adobe Dreamweaver CC 2015 Interface
- Adobe Dreamweaver CC 2015 Browsers and HTML
- Adobe Dreamweaver CC 2015 Web Design

Adobe InDesign CC

- Adobe InDesign CC 2015 Fundamentals
- Adobe InDesign CC 2015 Basic Navigation and Tools
- Working with Images and Exporting Files in Adobe InDesign CC 2015
- Working with Objects and Editing Tools in Adobe InDesign CC 2015
- Working with Text in Adobe InDesign CC 2015
- Working with Pages in Adobe InDesign CC 2015

Adobe Premiere Pro CC

- Adobe Premiere Pro CC 2015 Fundamentals
- Adobe Premiere Pro CC 2015 Panels and Effects
- Adobe Premiere Pro CC 2015 Movies and Application Extensibility

Adobe Edge Animate CC (14)

- Exploring the Interface
- Creating and Animating Artwork
- Importing Artwork, Text Animation and Typeface Properties
- Transitions, Symbols, and Synchronizing Motion
- Interactive Compositions
- Publishing Compositions
- Working with Video and Audio

Microsoft Office 365

Microsoft Office Online and Office 365

- Introducing Microsoft Office Online for Personal Use
- Introducing Microsoft Office 365 Applications

Microsoft Office 365 for Advanced Business Users

- Microsoft Office 365 for Advanced Business Users: Portal Enhancements
- Microsoft Office 365 for Advanced Business Users: Clutter and Compliance
- Microsoft Office 365 for Advanced Business Users: IT Management Controls
- Microsoft Office 365 for Advanced Business Users: New Presentation Features

Office 365: Forms

- Creating Forms
- Sharing & Completing Forms
- Viewing & Analyzing Results

Office 365: Groups

- Group Communication
- Group Calendar Management
- Group Applications

Office 365: Delve

- Using Boards to Organize Documents

Office 365: Teams

- Sign-in and Setup
- Teams and Channels
- Conversation Tools
- Creating, Finding, and Sharing Information

Office 365: Stream

- Finding and Watching Videos
- Publishing Videos and Using Channels

Office 365: Yammer

- Setting Up
- Posting and Reacting to Status Updates
- Using Groups
- Collaborating and Communicating
- Configuring Networks

Best Practices for Desktop Users

IT Security for End Users

- IT Security Fundamentals
- Using Corporate Devices Securely
- Secure Corporate Communications and Networking

Microsoft Windows 10

Microsoft Windows 10 End User

- Signing In and First View
- Hardware, Software, and Security Settings
- Customizing Windows 10
- New Features
- Browsing with Edge
- Cortana

Microsoft Windows 10 Fall Creators Update

- Navigating in a Desktop Environment
- Using Windows
- Accessing & Managing Files
- Using Cortana
- Installing & Using Windows Universal Apps
- Using Screenshot Tools
- Managing Program & Files Types
- Protecting & Backing up Data
- System Appearance
- Configuring & Optimizing a System
- Configuring & Using Peripheral Devices
- Ease of Access and Accessibility Tools
- Managing User Accounts
- Configuring Network & Share Settings

Using Microsoft Internet Explorer

Using Internet Explorer 11

- Using Internet Explorer 11: Exploring the Interface
- Using Internet Explorer 11: Efficient Browsing

- Using Internet Explorer 11: Working with Web Content, RSS Feeds, and Downloads
- Using Internet Explorer 11: Accessibility and User Preferences
- Using Internet Explorer 11: Securing the Environment
- Using Internet Explorer 11: Security Considerations

Google

Google AdWords

- Setting up Ad Campaigns
- Creating Ads & Ad Groups
- Using Audience, Placements & Keywords
- Analyzing Ads & Campaigns
- Managing Accounts & Settings

Google Apps Fundamentals

- Google Drive
- Gmail and Calendar
- Docs and Sheets
- Slides, Sites, and Google+

Google Drawings

- Creating and Sharing Drawings
- Using Drawing Tools
- Adding Text to Drawing

Google Drive

- Getting Started
- Organizing Documents

Google Hangouts

- Hangouts in Gmail
- Google Hangouts on the Web
- Hangouts on Android
- Google Hangouts on iOS

Google Hangouts Meet

- Using Hangouts Meet on the Web
- Using Hangouts Meet for iOS

Google Keep

- Google Keep on the Web
- Google Keep for Android

Google Photos

- Sign-In & Navigation
- Uploading and Editing Photos
- Creating Albums and Slideshows
- Google Photos for Androids
- Google Photos for IOS

Google Analytics

- Google Analytics Fundamentals and Data Collection
- Google Analytics Reports

- Google Conversions and Tags
- Analytics APIs and Tools

Social Networking

Yammer for Business Users

- Using Yammer

Getting the Most from Social Networking

- Social Networking Fundamentals
- Social Networking Services, Strategy, and Management

Buffer for Business Users

- Sign-In & Setup
- Managing Social Media Activity

Flickr for End Users

- Sign-In & Setup
- Photo Storage Tools
- Organizing Photos and Creating Albums
- Editing Photos
- Interacting with the Community

Mobile Devices

Windows 10 Mobile for End Users

- Windows Mobile Devices
- Managing Windows Mobile Apps
- E-Mail and Communication Tools
- Calendar Tools
- Microsoft Edge on Mobile Devices
- Camera and Photo Tools
- Listening to Music
- Getting and Sharing Information
- The Maps Application
- Customizing Windows Mobile Devices

iOS 11 for End Users

- Setting Up and Using Your iPad
- Installing and Managing your iPad Apps
- Using your iPad Communication Tools
- Using the iPad Notes and Calendar Tools
- Using Safari for iPad
- Using the iPad Camera and Photo Tools
- Listening to Music & Podcasts on your iPad
- Getting and Sharing Information with your iPad
- Using the Maps Application
- Customizing your iPad Settings
- Protecting and Backing-Up your Data
- Using iOS for iPhone
- Using iOS for iPad Pro

Productivity Tools

Data Visualization with Tableau for Beginners

- Tableau Visualization
- Tableau Charts, Maps, and Dashboards

Data Visualization and Analytics for Intermediate

- Tableau Visualization
- Tableau Charts, Maps, and Dashboards
- Tableau Interface and Sharing
- Tableau Visualization Design
- Tableau Charts
- Tableau Data Connections
- Tableau Dashboards and Data Organization
- Tableau Time Dimensions
- Tableau Maps
- Tableau Advanced Visualizations
- Tableau Calculations
- Tableau Scripting

Salesforce Lightning

- Sign-in & Setup
- Leads, Opportunities, & Accounts
- Keeping Track of Activities
- Contact Management & Communication
- Managing Sales Data

Publisher

Publisher 2016 for Windows

- Creating, Opening & Saving Publications
- Editing Publications
- Designing & Structuring Publications
- Illustrating Publications
- Using the Merge Tools
- Configuring the Application

SAP

SAP Business Suite 7 for End Users

- SAP Enterprise Resource Planning (ERP)
- SAP Customer Relationship Management (CRM)
- SAP Product Lifecycle Management
- SAP Supply Chain Management
- SAP Supplier Relationship Management

SAP Business Objects Business Intelligence

- Overview
- Crystal Reports

- Web Intelligence
- Dashboards and Analytics
- InfoView
- Business Intelligence

QuickBooks Pro

QuickBooks Pro 2017 Fundamentals

- Getting Started with QuickBooks Pro 2017
- Interface and Company Settings
- Vendors, Bills, Customers, and Income
- Employees, Banking, and Reports

Facebook Business

Facebook Workplace

- Sign-In & Setup
- Posting Updates
- Using the Photo Tools
- Using Groups
- Creating & Organizing Events
- Using the Private Communication Tools
- Administering a Workplace Network

Facebook Business: Facebook Pages

- Setting Up a Page
- Creating Page Posts
- Building your Page Reach

Facebook Messenger

- Sign-In & Setup
- Communication & Connections
- Using Messenger on the Web