**ABC Computer Education Company**

The following is a summary of our three new Microsoft courses.

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| **Microsoft Office PowerPoint – Basic Techniques (1 ½ days)** | An introduction to this powerful presentation graphics program. Topics include adding tables, charts and clip art to slides, applying a design template to a presentation, and producing a slide show. |
| **Microsoft Office Word for Legal Personnel (1 day)** | A course for secretaries and other individuals in the legal profession. Topics include creating a table of authorities, numbering lines, and setting up a multi-level list. |
| **Microsoft Office Access – Advanced Techniques (2 days)** | A follow-up to Microsoft Office Access – Intermediate Techniques. Topics include sharing data with other Windows applications, designing a multi-table form, and using macros. |