

Government Solution Advisors

a SDVOSB Validated Contractor



Course Type	Course Description	Course Model
Advanced Courses		
MS WORD, level three	WORD can interact with other MS Office applications, collaborating on documents, managing document versions, adding reference marks and notes, working with long documents and securing a document	AC-WORD-010
MS Excel, level three	Streamlining workflow with macros, collaborating with others, auditing your worksheets, analyzing data, working with multiple worksheets and workbooks, importing and exporting data	AC-EXCEL-010
MS PowerPoint, level three	Linking PowerPoint to data sources for automatic updating. Using macros and VBA to automate PowerPoint. Creating custom templates.	AC-PPT-010
MS Outlook, level three	Personalizing your E-mail, organizing Outlook items, managing Outlook data files, working with contacts, saving and archiving E-mail, creating a custom form and working offline and remotely	AC-OUT-010
MS Access, level three	Structuring existing data, advanced queries, macros, making forms more effective, and advanced reporting	AC-ACCESS-010

MS Project, level three	Advantages and disadvantages to the three kinds of project tracking. Everything you ever wanted to know about "Earned Value Analysis", the best project tracking tool that exists.	AC-PROJ-010
MS Publisher, level three	Formatting pictures and graphic objects, prepare the publication for distribution, using templates, create a newsletter to E-mail, create a web page and publish to a web page.	AC-PUBL-010
Integrating Excel and Access, level three	Using intermediate Visual Basic for Applications skills to further automate tasks within Excel and Access, and learning the techniques for activating and controlling the other application's full functionality from within either Excel or Access.	AC-IE&AIII-010
VBA, level three	Visual Basic for Applications, advanced skills, including "shelling out" of one MS Office application and opening/running another MS Office application, advanced arrays, managing files, advanced error handling and debugging.	AC-VBAIII-010
MS Visio, level three	Creating custom shapes, designing custom stencils, using styles and templates, designing a "floor plan", representing external data in Visio and sharing your work.	AC-MSVIII-010

Windows SharePoint Services, level three	Welcome [User] links, using the My Settings feature, sign in as a different user, request access for additional permissions, sign out, how to personalize a SharePoint page.	AC-WSPIII-010
Theory of relational database design	Using MS Access, the underlying theory of database design leads to the understanding of the importance of the data model. Both the database (tables and relationships) and the application(queries/forms/reports) will be covered. Why and how to "split" the database.	AC-RDD-010