



# WELFLEY TECHNOLOGIES

*Networks • Training • Databases • Websites*



## CORPORATE COMPUTER TRAINING

- 500 Computer Tune-Up (Simple Computer Maintenance Procedures)
- 505 Computer Troubleshooting (Simple Troubleshooting Procedures)
- 510 Computer Basics (Windows or Apple)
- 515 Keyboard Basics
- 520 Windows Basics
- 530 Internet Basics
- 540 E-Mail (AOL, Outlook, Outlook Express, Lotus Notes)
- 550 Microsoft Word (Three Class Levels)
- 551 Word Perfect (Beginner)
- 554 Desktop Publishing with Microsoft Word
- 555 Creating Newsletters
- 556 Using Microsoft Publisher
- 557 Electronic Newsletters (Two Levels)
- 560 Microsoft Outlook (Three Class Levels)
- 570 Microsoft Excel (Four Class Levels)
- 580 Microsoft Access (Four Class Levels)
- 590 Microsoft PowerPoint (Three Class Levels)
- 595 Web Page Design (MS Publisher or MS FrontPage)
- 596 Creating On Line Forms for the Internet or Intranet
- 600 Using QuickBooks
- 610 Using Microsoft Project
- 620 Palm Pilot Basics
- 625 Using Adobe Acrobat
- 630 Mail Merge with Excel, Word and Access
- 640 Legal Issues of Internet, E-commerce, Employee Policies
- 650 Top Producer 6i (for real estate agents)
- 660 Importing, Exporting and Linking Data in Windows
- 670 Macros, Templates and Custom Toolbars in Windows
- 680 Using Act
- 690 Worms, Viruses and Computer Safety for Beginners
- 700 Scanning and Working with Photos
- 710 Creating Labels, Certificates and Greeting Cards
- 720 Creating Mailing labels
- 730 Buying and Selling on eBay

## IMPORTANT DETAILS

**Class Length:** All classes last about two hours

**Class Scheduling:** Two-day notice requested. Classes are planned around your schedule.

**Class Size:** Capacity at Welfley Technologies is four.

**Class Costs:**

- Two-hour, private, one-on-one class at Welfley Technologies or your location: \$225
- Class for two or more people at Welfley Technologies or your location: \$125 per teaching hour
- On-site (at your home) computer troubleshooting: \$75 per hour

## SPECIAL OFFERS

### Bring-It-In Computer Tune-up for Your Home Computer

Bring your computer to Welfley Technologies for a tune-up:

- Check for viruses and worms
  - Remove Spyware
  - Optimize computer speed
  - Remove unneeded files...and lots more
- \$125

### Lunch and Learn for Business

Six computer tune-up techniques and Q/A for six members of your staff at your company during lunch hour.

Box lunch included.

90-minute Session: \$250

## OUR SERVICES

Office and Home Networks . Computer Training . Troubleshooting  
Database Development . Virus Removal . Web Site Design and Hosting



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President

### Welfley Technologies

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