



Dear student:

**CTS** Flexible Training System allows the trainee to have open access to our site up to 12 hours a day, 6 days a week. We open doors between 9:00 A.M. and 9:00 P.M. to provide flexibility to our trainees.

Trainees can show up any time at our base and can stay as long as they can. They are guaranteed to have individual training from an experienced certified bilingual educator. For example, a trainee can study today for 2 hours in the morning and come tomorrow for 3 hours in the afternoon, or come the day after for 1 hour in the evening. Trainees do not need to book or cancel their training sessions. With **CTS** Flexible Training System trainees can miss a day, a week, or even a month and come back to pick up from where they left off.

Trainees can study at their own pace using our instructor led, one to one, Flexible Training System. With our system, trainees can repeat their sessions if they desire, not if needed. For example, our trainees can decide if they would like to spend a couple of hours reviewing a lesson rather than moving to a new lesson.

Trainees are requested to score at least 90% in the assessment exam of any course. If a trainee couldn't pass the exam, he shall remain in training until he passes regardless of the time it takes him and completely at no extra charges.

Flexible Training System is a unique methodology that has been proven effective for thousands of trainees all over the Middle East.

**CTS** has developed a plan for students to pass their 5-Pack course and get the experience they need, this plan is well studied and its also not available in most companies in Jordan , and it also helps the student to take advantage of our courses and services.

5-Pack course is divide to 5-parts which are: Window Vista, Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office Power Point 2007, and Microsoft Office Access 2007.

## **Windows Vista:**

Windows in general takes 7-lectures:

Before beginning in Windows Vista material a quick reminding is given about what is new in *Windows Vista*.

1. Getting started with Windows Vista, activate windows, update, power option, logging off/on, shutdown, working efficiently with Windows Vista, start menu and desktop properties.
2. Working with files/folders/windows.
3. Personalizing Windows Vista, efficient use of control panel, and installing and configuring devices.
4. Connecting to internet, safe and efficient use of internet.
5. Working with program, install/uninstall, making connection and work with it.
6. Working with digital media, managing computer security, create new user and modify it, add password, and set internet security setting.
7. Optimizing your computer system, adjust visual setting, disk cleanup, disk defragmenter, identifying and solving problems using help and support options, and backup and restore your system.

Any revision students need could be apply in single, couple, or more lectures.

## **Microsoft Office Word 2007:**

Microsoft Office Word 2007 in general takes 10 lectures:

Before beginning in Microsoft Office Word material a quick reminding is given about what is new in *Word 2007*.

1. How to start Microsoft Office Word, content of Word interface, explain task pane and tools bar, insert texts in both Arabic and English languages, selecting text, delete text, open a document, switch between several documents, create new document, save the current one, describe the places bar and show how to work with it.
2. Explains way of view the document, overall formatting for the entire document appearance “formatting texts and paragraph, page/paragraph border, tabs mark, controlling in page setup, print preview, and print option.
3. Copy formatting, move and copy texts, show how to present and use office clipboard, explain undo, redo, how to use check spelling, and using pullet numbering list, sorting items on a list, and using building block.
4. How to work with word without using mouse, changing letter case, line and paragraph spacing, add page number/date and time, symbols, page break, and header and footer to the document. And how to use Word template.
5. Using styles and themes, format background, page setup, insert breaks, and present paragraphs as columns.
6. Inserting tables and work with it.
7. Drawing and format the drawings and mail merge.
8. Working with longer document, add index, table of content, cross-references, bookmark, hyperlink, footnote, and work with bibliography.
9. Collaborating with others, work with comment, add password, prevent formatting, and create document workspace.
10. Save word in different format to use it in other programs, and customizing word by modifying toolbar and menu bar.

Any revision students need could be apply in single, couple, or more lectures.

## **Microsoft Office Excel 2007:**

Microsoft Office Excel 2007 in general takes 12 lectures:

Before beginning in Microsoft Office Excel material a quick reminding is given about what is new in *Excel 2007*.

1. How to start Microsoft Office Excel, content of Excel interface, explain task pane and tools bar, set file properties, selecting cells,

- delete cells, insert cells, open a book, switch between several books, create new book, save the current one, describe the places bar and show how to work with it, sheet properties, hide/unhide rows/columns, and change width/height columns/rows.
2. Enter data series using auto fill, enter data using auto complete, enter data by picking from list, copy/cut cells/columns/rows, paste/paste special options, find/replace, edit cells manually, check spelling, using thesaurus/translate options, create data tables, add/delete rows/columns, resize table, add total row to columns and modify it, and rename tables.
  3. Create named range and work with it, create a formula and modify it, using tracer, locate error in a worksheet, adding watch, and delete a watch.
  4. Changing document appearance, format cells, format font, format columns/rows, format borders, work with style, copy formatting, work with themes, work with conditional formatting, display data bar/colour scale in multiple cells, display icon sets in one or more cells, add picture to worksheet and change characteristics.
  5. Using filters to display data, generate random values, summarize data, summarize filtered data, finding rows with a unique value, and working with validation.
  6. Sorting data, create custom list, organize worksheet data into levels, show/hide data levels, remove grouping levels from a data list, and look up data in data list.
  7. Create workbook template and work with it, create link between cells, open multiple workbook simultaneously, define an alternative data set, using scenario, problem solver, and analyse data using descriptive statistics.
  8. Create pivot tables and modify it, and import data from external data source.
  9. Drawing charts and modifying it, create smart art, add pictures, diagrams, and change the format of the diagram.
  10. Page setup, print preview, print, and working with macros.
  11. Working with other Office Program, and Collaborating With others.

Any revision students need could be apply in single, couple, or more lectures.

# Microsoft Office Power Point 2007:

Microsoft Office Power Point 2007 in general take ??? lectures:

Before beginning in Microsoft Office Power Point material a quick reminding is given about what is new in *Power Point 2007*.

Any revision students need could be apply in single, couple, or more lectures.

## 1. Exploring power point 2007.

- Working in the PowerPoint environment.
- Opening, moving Around in, and closing a presentation.
- Sidebar: compatibility with Earlier Versions
- Displaying Different views of presentation
- Saving a presentation
- Key point

## 2. Starting a new presentation.

- Quickly Creating presentation
- Creating a presentation based on a ready-made Design
- Converting an outline to a presentation
- Sidebar: exporting a presentation as an outline.
- Reusing existing slides.
- Sidebar: working with slide library.
- Key point

## 3. Working with Slide Text.

- Entering Text
- Editing Text
- Adding and manipulating text boxes
- Sidebar: changing the default font for text boxes
- Correcting and sizing text while typing
- Sidebar: Smart tags
- Checking spelling and choosing the best words
- Finding and replacing Text and Font
- Changing the Size, Alignment, Spacing, and look of text
- Key point

#### 4. Adjusting the layout , order , and look of slide.

- Changing the layout of slide
- Rearranging slides in a presentation
- Applying a theme
- Switching to different color scheme
- Sidebar: changing a theme's font and Effects.
- Using colors that are not part of the scheme
- Adding shading and texture to the background of a slide .
- Sidebar: adding a picture to the slide background
- Key point

#### 5. Adding tables, charts, and diagrams.

- Inserting and formatting a table
- Inserting and updating an excel worksheet
- Inserting and formatting a chart
- Sidebar: additional chart formatting options
- Inserting and formatting a Diagram
- Key point

#### 6. Enhancing slides with graphics.

- Inserting and modifying Clip Art Images
- Sidebar: using the clip organizer
- Inserting and modifying pictures
- Sidebar: graphic formats
- Creating a photo album
- Drawing, Modifying, and connecting shapes
- Inserting and modifying stylized Text
- Aligning and stacking graphics
- Key point

#### 7. Adding animation , sound , and movies.

- Animating Slide Elements
- Adding Transition Effects.
- Inserting. Playing, and modifying sounds
- Sidebar: recording a narration
- Inserting, playing, and modifying movies
- Key point

## 8. Reviewing and Sharing a Presentation.

- Reviewing and printing presentation
- Restricting Access to a presentation
- Inserting review comments in a presentation
- Using a Document workspace
- Sidebar: sending a presentation as an E-mail Message Attachment
- Finalizing a presentation
- Sidebar: Attaching a Digital Signature
- Sidebar: information right management
- Key point

## 9. Create your own presentation elements.

- Creating theme colors and fonts
- Viewing and changing a Presentation master slides
- Creating a slide Layout
- Saving a Custom Design Template
- Key point

## 10. Delivering presentation electronically.

- Adapting a Presentation for different Audiences.
- Rehearsing a presentation
- Sidebar: creating a self- running presentation
- Preparing Speaker Notes and Handouts
- Preparing a presentation for travel
- Showing a presentation
- Sidebar: using two monitors
- Key points

## 11. Setting up a presentation for web viewing.

- Creating a Hyperlink
- Sidebar: attaching the same hyperlink to every slide.
- Attaching an action to text or an object
- Saving a presentation for the web
- Key point

## 12. Customizing power point.

- Changing default presentation Option
- Making Favorite PowerPoint Commands Easily Accessible
- Sidebar: Tracking Down Keyboard shortcuts
- Making Commands Available with a Specific Presentation
- Key point

## **Microsoft Office Access 2007:**

Microsoft Office Access 2007 in general take ??? lectures:

Before beginning in Microsoft Office Access material a quick reminding is given about what is new in *Access 2007*.

Any revision students need could be apply in single, couple, or more lectures.

### 1. Exploring Access 2007

- Working in access 2007
- Understanding Database Concept
- Opening a n existing Database
- Sidebar : enabling Macros and Other Database Content
- Exploring Tables
- Exploring Quires
- Exploring Forms
- Exploring Reports
- Exploring other access object
- Previewing and printing Access objects
- Key points

### 2. Creating a Database

- Creating a Database from Templates
- Creating a Table Manually
- Creating a Table from Template
- Manipulating Table Columns and Rows
- Key points

### 3. Populating a Database.

- Importing information from another Access Database
- Sidebar: Migrating a Database from a previous Version of Access.
- Importing information from Excel worksheet
- Sidebar: linking to information
- Importing or linking to SharePoint list.
- Collecting Data through E-mail .
- Importing information from a text file
- Sidebar: importing information from other resource
- Importing information from XML file
- Importing information from outlook folder
- Importing information from a dBase file
- Key point

### 4. Sharing and reusing information

- Exporting information to Another Access Database.
- Exporting information to Excel .
- Exporting information to SharePoint list .
- Exporting information to Word .
- Sidebar: Exporting information to PDF and XPS files.
- Exporting information to a text file.
- Exporting information to an XML file.
- Exporting information to an HTML file .
- Copying information to another Office programs
- Key points.
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### 5. Simplifying Data Entry by using forms.

- Creating Form by Using Form Tool.
- Sidebar: Relationships
- Refining form properties
- Changing the Arrangement of a Form
- Adding Controls to a Form
- Entering Data in a Form by Using VBA
- Creating a form by using an Autoform
- Sidebar: Simultaneously creating forms and subforms
- Adding a subform to a form
- Key point

### 6. Locating specific information

- Sorting information in a table
- Sidebar: How Access sorts
- Filtering information in a table
- Sidebar: Wildcard
- Sidebar: Expressions
- Filtering information by using a Form
- Locating information that matches Multiple criteria
- Creating Query Manually.
- Sidebar: filtering and sorts Vs. Queries
- Sidebar: Expressions builder
- Creating a Query by using wizard
- Performing calculations by using Query
- Key point

#### 7. Keeping your information accurate.

- Restricting the type of data in a field
- Restricting the amount of Data in a field
- Specifying the format of data in a field
- Restricting data by using validation rules
- Creating a simple lookup list
- Creating a multi-column look up list
- Updating information in a table
- Deleting information from a table
- Preventing Database problems
- Key point

#### 8. Working with reports

- Sidebar: forms vs. Reports.
- Creating a Report by Using a wizard
- Modifying Report design
- Creating a report Manually
- Modifying Report content
- Adding subreport to a report
- Previewing and printing a report
- Key point

#### 9. Making your Database Easy to use

- Crating a switchboard

- Creating custom categories
- Controlling the features Available to database users
- Making favorite Access Commands Quickly Available
- Key point

#### 10. Securing and sharing information.

- Assigning a password to a database
- Sidebar: creating a Secure Password
- Sidebar: Database Encrypting
- Preventing Changes to database code
- Securing a Database for Distribution
- Sidebar: collaborating through SharePoint
- Key point



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