- Desktop Applications
- SharePoint
- Web Development
- Networking
- Programming
- Security
- Business Skills
- E-Learning
- Collaboration Software
- And Many More...

Computer Training Source

Informational Brochure

Computer Training Source

Our success is widely recognized and continues to grow. Computer Training Source has trained over 30,000 students in the San Francisco Bay Area. We also provide training services for many clients with offices nationwide.

Computer Training Source can help you administrate your company's training program. We realize that businesses have varying needs within each application they use. Our Needs Assessments allow us to design Course Customization to fit your specific requirements. CTS can help you with scheduling, placement and enrollment.

SOLUTIONS

• PUBLIC & ONSITE TRAINING

• CONSULTING

• MICROSOFT OFFICE CLASSES

• SAP

• SHAREPOINT

• PRIMAVARA

• TABLEAU

Solution to Your Growing Training Needs

CUSTOM SOLUTIONS

We realize that businesses have varying needs within each application they use. Our Needs Assessments allow us to design Course Customization to fit your specific requirements.

E-LEARNING

We understand that people learn new things in different ways. That is why we offer e-Learning as a supplement to our instructor-led training.

PC RENTALS

We provide a full range of services; including delivery, installation and technical assistance. We offer a wide range of state - of - the - art computer & audio-visual products to meet the demanding needs of today and tomorrow's technology.

CERTIFIED MICROSOFT SOLUTIONS PROVIDER

Our Microsoft Certified Trainers review beta copies of future software releases to prepare for changes that lie ahead. This knowledge allows them to perform as excellent instructors, and as consultants in making software recommendations that may positively affect the future of your business.

APPLICATION TRAINING

Most applications your company uses have particular functions that significantly impact workflow while others are rarely utilized. Contact our staff to discuss these critical features so that we may structure relevant course content as it pertains to your business needs.

Table of Contents

Computer Training Source

Who We Are

Computer Training Source is the value leader in computer training, specializing in the most popular and widely used applications in today's work place. Our certified instructors' help clients get the most out of their software investment through hands-on, instructor led training and e-learning.

What We Do

Helping companies in the San Francisco Bay Area since 1996, Computer Training Source continues to provide affordable hands on, instructor-led training and e-learning solutions. Our instructors are experienced professionals who understand the importance of clear, accurate, and patient instruction.

You'll find that our public class offering and private on-site training offers flexible, money-saving options that allow you to train everyone in your organization. If you don't' have a training center, we can either bring in our portable classroom that accommodates up to 12 students or conduct the classes at our facility in Pleasanton. For fees, please call our consulting team at 1-888 CTS-1950 or email us at info@ComputerTrainingSource.com

Have Computer Training Source experts deliver cost-effective training courses to your employees at the location of your choice. From Microsoft Office classes to web development to programming and networking, CTS is here to provide you the best in computer training.

Solution to Your
Growing Training Needs

VALUE

Computer Training Source is the value leader in computer training. Because our focus is on the most popular applications utilized by businesses today, our resources are concentrated and the resulting savings are passed on to you. Our charter is not to offer a confusing mix of courses for every software program, but rather a convenient, well-defined course offering for software your people rely on day in and day out.

EXPERIENCED TRAINERS

Computer Training Source instructors have successfully completed multiple certification programs and follow a rigorous schedule of continuing education. Our trainers are experts in their field and have been recognized as such. Not only do they acquire the necessary knowledge to teach, they possess the ability to positively impact student retention and motivation.

CUSTOMIZED TRAINING

Most every application your company uses has particular functions that significantly impact work flow while others are rarely utilized. At CTS we ask that you describe these critical features so that we may structure relevant course content as it pertains to your business needs, while de-emphasizing extraneous options.

ONSITE CLASSES

Enjoy the convenience of on-site training and let us provide all the necessary computer equipment

PUBLIC CLASSES

CTS conducts public classes that are open to the public. Two schedules are created throughout the year with over 100 class titles.

FREE PHONE SUPPORT FOR DESKTOP APPLICATION SOFTWARE

Phone support covering the content of your course is provided for a full year at no charge.

To Register For a Class, Please Call 925-847-2656

The following is an example of the monthly tip that we that we send out to those who wish to receive it.

Application: Microsoft Office /2016
Topic: Copy and Paste up to 12 Pieces of Information at Once

If you're constantly copying text and data between different Office programs, here's a way to save time by copying multiple items at once.

For example, you can copy a chart in Microsoft Excel, switch to Microsoft PowerPoint and copy a bulleted list, switch to Microsoft Internet Explorer and copy a page of text, and then switch to Microsoft Word and paste the collection of copied items into your document.

Here's how:

1. From the View menu, point to Toolbars and click Clipboard to display the Office Clipboard.

2. Select an item you want to copy.

3. Copy the item into the Office Clipboard by clicking Copy on the Edit menu or clicking the Copy button on the Clipboard toolbar.

4. Repeat steps two through four until you have copied all the items (up to 12) you want. If the item you want to copy is in another program, switch to that program first. The Clipboard will remain available.

5. In an Office program, click where you want to paste the items.

6. To paste all the items at once, click Paste All on the Clipboard toolbar. Or to paste the items one at a time, click the icon for the item you want to paste.

Specializing in the most popular and widely used applications in today's work place. Our certified instructors' help clients get the most out of their software investment through hands-on, instructor led training. A complete mastery of your applications as they relate to vital business needs will lay the foundation of efficiency and productivity necessary to keep your organization growing and profitable for years to come.

Because our focus is on the most popular applications, operating systems and databases utilized by businesses today, our resources are concentrated and the resulting savings are passed on to you. Our charter is not to offer a confusing mix of courses for every software program, but rather a convenient, well-defined course offering for software your people rely on day in and day out. We are specialists on applications critical to the success of your business.

Word

Excel

PowerPoint

Access

Outlook

Windows

Project

SharePoint Server

Crystal Reports

ACT!

Visio

PageMaker

PhotoShop

Publisher

SAP

Tableau

Just To Name a Few...

To Register For a Class, Please Call 925-847-2656

Web Development

At Computer Training Source we offer everything from basic web site development to more advanced web programming languages, databases, and other programs. Our courses are intended to encourage beginners and professionals to start at the level that matches their skills and to lead them progressively to more advanced topics

Our instructors have years of real-world web development experience and have the knowledge and communication skills to back it up. Students learn in a fun, informal setting while working with the latest computers that are connected via DSL to the Internet.

Designed to sharpen your skills and increase your knowledge, our courses will accelerate your career development. Regardless of your skill level, we have instructor-led classes or self-paced training that will empower you to accomplish more on the Web and become an expert user on the software of you choose.

Flash

DreamWeaver

ColdFusion

Director

FreeHand

Fireworks

Authorware

FrontPage

PhotoShop Web

HTML

Visual InterDev

JavaScript

ActiveX

To Register For a Class, Please Call 925-847-2656

Business Skills

Our goal is to maximize employee potential to positively drive an organization's bottom-line results. We demonstrate our commitment to our goal through excellent training and hands-on participation in class.

We empower people through interactive learning experiences that positively impact society - one client at a time.

Business Skills Certifications
Many of our business skills classes are designed to position learners to obtain a number of valuable professional certifications, including CAPM® and PMP®. Our classes prepare learners for the most rigorous Business certifications, with courses mapping to the prerequisites established by the certification providers.

Communication

Compliance

Customer Service

Conflict &
Stress Management

Finance

Leadership &
Management Skills

HR & Training

Personal Development

Professional
Development

Sales

Teams

Excel 2010

Computer Training Source

Pre-Training Assessment Form

At Computer Training Source, we are committed to increasing your computer skills through effective high quality training. To help us ensure that your training needs are met, please complete the following information.

Please indicate whether or not you feel comfortable with the following features of Microsoft Excel 2010, by placing an "X" in either the **Yes** or **No** column.

Name [   ]   **Date** [   ]

Company [   ]   **Phone** [   ]

Excel 2010 Level 1

Yes	No	
☐	☐	Explore the User Interface and the Ribbon
☐	☐	Navigate and Select in Excel
☐	☐	Obtain Help
☐	☐	Enter Data and Save a Workbook
☐	☐	Customize the Quick Access Toolbar
☐	☐	Create Basic Formulas
☐	☐	Calculate with Functions
☐	☐	Copy Formulas and Functions
☐	☐	Manipulate Data
☐	☐	Insert and Delete Cells, Columns, and Rows
☐	☐	Search for Data in a Worksheet
☐	☐	Spell Check a Worksheet
☐	☐	Modify Fonts
☐	☐	Add Borders and Color to Cells
☐	☐	Change Column Width and Row Height
☐	☐	Apply Number Formats
☐	☐	Position Cell Contents
☐	☐	Apply Cell Styles
☐	☐	Print Workbook Contents Using Default Print Options
☐	☐	Set Print Options
☐	☐	Set Page Breaks
☐	☐	Format Worksheet Tabs
☐	☐	Manage Worksheets in a Workbook
☐	☐	Manage the View of Large Worksheets

A

- A+ CERTIFICATION FIRST LOOK: HARDWARE A+ CERTIFICATION NETWORKS & OPERATING SYSTEMS
- ACCESS : LEVEL 1
- ACCESS : LEVEL 2
- ACCESS : LEVEL 3
- ACCESS : LEVEL 4
- ACCESS : LEVEL 1
- ACCESS : LEVEL 2
- ACCESS : LEVEL 3
- ACCESS : LEVEL 4
- ACCESS RELATIONAL DATABASE DESIGN MICROSOFT ACCESS DATABASE & COLLABORATION TOOLS
- ACCESS: ADVANCED TOPICS & MACROS MICROSOFT ACCESS DATABASE & COLLABORATION TOOLS
- ACROBAT 7.0: INTRODUCTION (WINDOWS) ADOBE ACROBAT BUSINESS & OFFICE APPLICATIONS
- ACROBAT 8.0 PROFESSIONAL FOR CREATIVE AND PRINT PROFESSIONALS ADOBE ACROBAT BUSINESS & OFFICE APPLICATIONS
- ACROBAT 8.0 STANDARD ADOBE ACROBAT BUSINESS & OFFICE APPLICATIONS
- ACTIVE SERVER PAGES LEVEL I MICROSOFT INTERNET INFORMATION SERVER WEB DESIGN & INTERNET
- ACTIVE SERVER PAGES: LEVEL 2 MICROSOFT INTERNET INFORMATION SERVER WEB DESIGN & INTERNET
- ASP.NET USING VISUALBASIC.NET, ADO.NET, AND XML MICROSOFT ASP.NET WEB DESIGN & INTERNET

B

- BUSINESS ACCOUNTING BUSINESS SKILLS OTHER
- BUSINESS ETHICS BUSINESS SKILLS OTHER
- BUSINESS WRITING BUSINESS SKILLS OTHER

C

- CHANGE MANAGEMENT BUSINESS SKILLS OTHER
- COLDFUSION CS4 LEVEL 1 COLD FUSION WEB DESIGN & INTERNET
- COLDFUSION CS4 LEVEL 2 MACROMEDIA COLD FUSION WEB DESIGN & INTERNET
- COMMUNICATION SKILLS BUSINESS SKILLS OTHER
- CONDUCTING MEETINGS BUSINESS SKILLS OTHER
- CREATE BROCHURES, FLYERS AND MORE USING WORD MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- CRYSTAL REPORTS LEVEL 1 CRYSTAL REPORTS DATABASE & COLLABORATION TOOLS
- CRYSTAL REPORTS LEVEL 2 CRYSTAL REPORTS DATABASE & COLLABORATION TOOLS
- CUSTOMER RELATIONSHIP MANAGEMENT BUSINESS SKILLS OTHER
- CUSTOMER SERVICE SKILLS BUSINESS SKILLS OTHER

D

- DREAMWEAVER: ADVANCED DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER: INTRODUCTION DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER: DESIGNING AND DEVELOPING WEB SITES MACROMEDIA DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER(WINDOWS) MACROMEDIA DREAMWEAVER WEB DESIGN & INTERNET
- DREAMWEAVER (WINDOWS) MACROMEDIA DREAMWEAVER WEB DESIGN & INTERNET

E
- EFFECTIVE MANAGEMENT SKILLS BUSINESS SKILLS OTHER
- EFFECTIVE PRESENTATION BUSINESS SKILLS OTHER
- E-MAIL ETIQUETTE BUSINESS SKILLS OTHER
- EXCEL 106: CUSTOMIZING & MACROS MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL : LEVEL 1 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL : LEVEL 2 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL : LEVEL 3 MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL : VBA MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- EXCEL : PowerPivot MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS

- EXCELLENCE IN SERVICE: ADVANCED BUSINESS SKILLS OTHER
- EXCELLENCE IN SERVICE: BASIC BUSINESS SKILLS OTHER

F
- FINANCIAL MANAGEMENT BASIC BUSINESS SKILLS OTHER
- FIREWORKS LEVEL 1 (WINDOWS) FLASH WEB DESIGN & INTERNET
- FIREWORKS LEVEL 2 (WINDOWS) FLASH WEB DESIGN & INTERNET
- FLASH: DESIGNING AND DEVELOPING MEDIA MACROMEDIA FLASH WEB DESIGN & INTERNET
- FLASH LEVEL 1 (WINDOWS) MACROMEDIA FLASH WEB DESIGN & INTERNET

H
- HTML - WEB AUTHORING LEVEL 1 HTML WEB DESIGN & INTERNET

I
- ILLUSTRATOR CS4: LEVEL 1 (WINDOWS) ADOBE ILLUSTRATOR BUSINESS & OFFICE APPLICATIONS
- ILLUSTRATOR CS4: LEVEL 2 (WINDOWS) ADOBE ILLUSTRATOR BUSINESS & OFFICE APPLICATIONS
- INDESIGN CS4: CREATING BASIC PUBLICATIONS (LEVEL 1 - WINDOWS) ADOBE INDESIGN BUSINESS & OFFICE APPLICATIONS
- INTERNET EXPLORER 7.0: INTRODUCTION MICROSOFT INTERNET EXPLORER WEB DESIGN & INTERNET
- INTERVIEWING SKILLS (COURSE TECHNOLOGY) BUSINESS SKILLS OTHER
- INTRODUCTION TO PERSONAL COMPUTERS USING WINDOWS VISTA MICROSOFT WINDOWS NETWORKS & OPERATING SYSTEMS

J
- JAVA PROGRAMMING FOR NON C-PROGRAMMERS JAVA PROGRAMMING & DEVELOPMENT TOOLS
- JAVASCRIPT SCRIPTING ADVANCED JAVA PROGRAMMING & DEVELOPMENT TOOLS
- JAVASCRIPT SCRIPTING INTRODUCTION JAVA PROGRAMMING & DEVELOPMENT TOOLS

L
- LEADERSHIP SKILLS BUSINESS SKILLS OTHER

M

- MAKE SENSE OF SALES AND PRODUCT DATA WITH PIVOTTABLES USING EXCEL MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- MANAGEMENT OF CHANGE BUSINESS SKILLS OTHER
- MANAGERIAL LEADERSHIP BUSINESS SKILLS OTHER
- MICROSOFT OFFICE EXCEL : INTRODUCTION TO VBA MICROSOFT EXCEL BUSINESS & OFFICE APPLICATIONS
- MOC 1303 MASTERING MICROSOFT VISUAL BASIC 6 FUNDAMENTALS MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS
- MOC 2373 PROGRAMMING WITH MICROSOFT VISUAL BASIC .NET MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS
- MOC 2400 IMPLEMENTING AND MANAGING MICROSOFT EXCHANGE SERVER   MICROSOFT EXCHANGE NETWORKS & OPERATING SYSTEMS
- MOC 2433 MICROSOFT VISUAL BASIC SCRIPTING EDITION & WINDOWS SCRIPT HOST ESSENTIALS MICROSOFT VBSCRIPT PROGRAMMING & DEVELOPMENT TOOLS
- MOC 2830 DESIGNING SECURITY FOR MICROSOFT NETWORKS MICROSOFT NETWORKING NETWORKS & OPERATING SYSTEMS

N

- NEGOTIATING BUSINESS SKILLS OTHER
- NOC 3001 FOUNDATIONS OF NOVELL NETWORKING: NETWARE 6 NOVELL NETWARE NETWORKS & OPERATING SYSTEMS
- NOC 3004 NOVELL NETWORK MANAGEMENT NOVELL NETWARE NETWORKS & OPERATING SYSTEMS
- NOC 3006 DESKTOP MANAGEMENT WITH ZENWORKS FOR DESKTOPS 4 NOVELL NETWARE NETWORKS & OPERATING SYSTEMS
- NOC 3015 NOVELL NTERPRISE LINUX SERVICES NOVELL NETWARE NETWORKS & OPERATING SYSTEMS

O

- OUTLOOK   LEVEL 1 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS
- OUTLOOK   LEVEL 2 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS
- OUTLOOK : LEVEL 3 MICROSOFT OUTLOOK BUSINESS & OFFICE APPLICATIONS

P

- PHOTOSHOP : COLOR CORRECTION AND PRINTING (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP: LEVEL 1 (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP: LEVEL 2 (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP: WEB PRODUCTION (WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP: BASIC IMAGE ENHANCEMENT ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- PHOTOSHOP CS:3 REDEFINED MASKING, IMAGE EFFECTS, AND RETOUCHING (LEVEL 2 - WINDOWS) ADOBE PHOTOSHOP BUSINESS & OFFICE APPLICATIONS
- POWERPOINT : LEVEL 1 MICROSOFT POWERPOINT BUSINESS & OFFICE APPLICATIONS
- POWERPOINT : LEVEL 2 MICROSOFT POWERPOINT BUSINESS & OFFICE APPLICATIONS
- PRESENTATION SKILLS BUSINESS SKILLS OTHER

Available Classes

P
- PROJECT : LEVEL 1 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT : LEVEL 2 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT : LEVEL 3 MICROSOFT PROJECT BUSINESS & OFFICE APPLICATIONS
- PROJECT MANAGEMENT ADVANCED BUSINESS SKILLS OTHER
- PROJECT MANAGEMENT BASIC BUSINESS SKILLS OTHER
- PROJECT MANAGEMENT INTERMEDIATE ABC FLOWCHARTER BUSINESS & OFFICE APPLICATIONS
- PROJECT MANAGEMENT: ESSENTIALS BUSINESS SKILLS OTHER
- PUBLISHER   MICROSOFT PUBLISHER BUSINESS & OFFICE APPLICATIONS

R
- RELATIONAL DATABASE DESIGN DATABASE DESIGN DATABASE & COLLABORATION TOOLS

S
- SAP Basics
- SAP Analysis For Microsoft Office (AO)
- SALES SKILLS: BASIC BUSINESS SKILLS OTHER
- SHAREPOINT Foundation and Server
- SQL ADVANCED QUERYING MICROSOFT SQL SERVER DATABASE & COLLABORATION TOOLS
- SQL FUNDAMENTALS OF QUERYING SQL - STRUCTURED QUERY LANGUAGE PROGRAMMING & DEVELOPMENT TOOLS
- SQL: FUNDAMENTALS OF QUERYING SQL - STRUCTURED QUERY LANGUAGE PROGRAMMING & DEVELOPMENT TOOLS

T
- Tableau Introduction and Advanced
- TEAM BUILDING TECHNIQUES BUSINESS SKILLS OTHER
- TECHNICAL WRITING IN THE CORPORATE WORLD
- TIME MANAGEMENT BUSINESS SKILLS OTHER
- TIME MANAGEMENT MANAGING TIME USING OUTLOOK 2000 BUSINESS SKILLS OTHER
- TIME MANAGEMENT SKILLS BUSINESS SKILLS OTHER
- TOOLS AND TECHNIQUES FOR PROJECT MANAGEMENT

U
- UNDERSTANDING LEADERSHIP BUSINESS SKILLS

V
- VISIO   PROFESSIONAL: LEVEL 1 VISIO BUSINESS & OFFICE APPLICATIONS
- VISIO   PROFESSIONAL: LEVEL2 VISIO BUSINESS & OFFICE APPLICATIONS
- VISUAL BASIC 6.0 - DESIGNING AND IMPLEMENTING DESKTOP APPLICATIONS MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS
- VISUAL BASIC 6.0: INTRODUCTION MICROSOFT VISUAL BASIC PROGRAMMING & DEVELOPMENT TOOLS

W
- WINDOWS PROFESSIONAL INTRODUCTION MICROSOFT WINDOWS NETWORKS & OPERATING SYSTEMS
- WORD : LEVEL 1 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- WORD : LEVEL 2 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS
- WORD : LEVEL 3 MICROSOFT WORD BUSINESS & OFFICE APPLICATIONS

X
- XML: AN INTRODUCTION XML PROGRAMMING & DEVELOPMENT TOOLS

Public Classes

On-site Training

Consulting

**Network and
Communications
Configuration**

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We offer public and private classes for small, medium and large corporations. The classes can be held at either one of our locations in Pleasanton or San Jose. We also have portable classrooms which we can take to your site. Our portable classrooms can accommodate up to 12 students and is the most cost effective way to educate your employees. All you need is a conference room.

From Microsoft Office classes to web development to programming and networking, Computer Training Source is here to provide you the best in computer training. We look forward to working with you to achieve your training goals!

*Computer
Training
Source*