




At DataCorp, we create time for you, with your newly developed computer skills!
DataCorp offers computer training for individuals and business in the Billings, Montana area.


We offer energetic and professionally customized training for your needs and interests - at your own pace. You learn exactly what you need to know to stay competitive in today's technology-driven society. Lessons are available for business, educational, and home applications. Individual or group courses can be held at your home or business with flexible scheduling available. We give each student a pre-assessment, which eliminates going over skills the student already knows. At DataCorp we create time for you, with your newly developed computer skills.

One-on-one computer training is the most effective approach to computer training for the student who requires skills at the lower levels and for specific advanced training. Students work in their own comfortable environment. In a classroom setting too many students are hesitant to ask questions about simple tasks when they are in a group with more highly skilled peers. In the personalized setting, students are free to ask questions, learn just what is needed, and acquire computer skills in a familiar environment.





Basic Computer Skills

 **The Internet** - Learn how to use search engines, download files, copy and paste text, save pictures, and send e-mails with attachments.

 **Windows 95/98** - Learn how to boot up, log on, operate a mouse, use a variety of keyboard functions, find/ open/save files, explore directory structures and menus, customize/personalize the desktop, delete/resurrect files, explore and empty the Recycle Bin, use right-click context menus, drag and drop, move and copy files, resize windows, log off, and shut down.


Software Applications:


 **Outlook** - From MS Outlook is a personal information management and communication solution. Help you simplify e-mail communication, streamline group planning and scheduling, and access the information you need—all in one place.


 **Word Processing** - basics to complex formatting, templates, graphic usage

 **Spreadsheets** - basics to complex auto calculating spreadsheets

 **Presentations** - high tech fully animated presentations

 **Databases** – from basic MS Access wizard usage to intensive table structures

 **Electronic Documents** - create simple Portable Document Format files to creating complex hyperlink structures

 **QuickBooks** - Get the most out of QuickBooks, with tips for using QuickBooks and other useful information for your business.