

desktop skills *skills to prepare you for your career*



Desktop Skills Training: For Everyday Performance Improvement

The world's most successful corporations have learned that better trained employees with up-to-date skills are more productive and less expensive than consultants and new recruits.

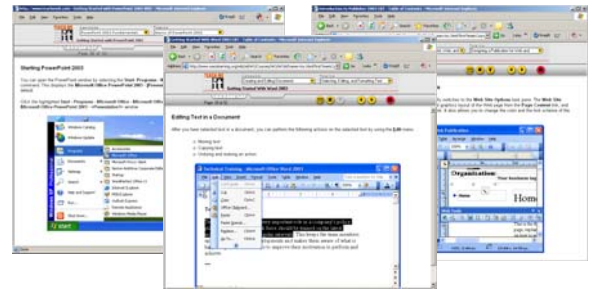
Do you have the right training strategy in place to ensure your employees get the training they need, when they need it, to be successful?

With EasyLearning's desktop skills training curriculum, learners will be taught how to use common desktop computing applications like Microsoft Word, Excel, PowerPoint, Access and many more. They will also be able to learn about operating systems and the Internet.

Greater Motivation, Higher Productivity and Better Results with Desktop Training

By improving the basic computer skills of your organization's workforce, Serebra's library of desktop skills provides just the right tools to improve the basic computer skills of your organization's workforce. Our curriculum:

- Allows individuals to learn basic computer skills at their own pace, on their own time
- Helps employees get trained on completing common business tasks, such as word processing, e-mail, presentations, data management and analysis, and much more
- Improves your workforce performance by providing unparalleled consistency between applications so employees can get their work done faster and better than ever before
- Reduces the number of PC support calls to the support desk
- Provides high level of interactivity, helping employees develop skills, and boost office productivity



We are happy to announce the addition of a **new desktop skills library** with over 100 courses!

- Microsoft Office 2003
- Microsoft Office 2002 (XP)
- Microsoft Office 2000
- Microsoft Office 97/98
- Adobe Photoshop Album
- Corel WordPerfect
- Lotus Notes
- Macromedia Director
- Microsoft FrontPage
- Microsoft InfoPath
- Microsoft Project
- Microsoft Publisher
- Microsoft Visio
- Operating Systems



View the entire course library at www.easylearning.org!