



CenterPoint Solution, LLC

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MICROSOFT® VISTA® - BEGINNING LEVEL 2007

Course Description:

In this course, you will familiarize yourself with the basics of personal computers, customize Windows® Vista®, and manage file and folders. You will also work with simple tools and browse the Internet.

Who Should Take This Course:

This course is designed for any knowledge worker, business professional or private individual who needs to use entry-level Windows® Vista® computer skills in a business or personal environment.

Achieved Results:

You will use a personal computer loaded with Microsoft® Windows® Vista® to help you acquire the latest skills in computers.

Course Outline:

- Share Access® data with other applications
- Use VBA to automate a business process
- Create and modify a database switchboard, and set the startup options
- Secure databases
- Share databases using a SharePoint® site