



Benefits:

- Save time, money, and resources
- Flexible, fast, and convenient
- Delivers tangible results
- Available when and where it's needed
- Interactive instructional design with real-world hands-on simulations



Push the enterprise to its max with e-learning from ServiceConnection and CGS

Today's business enterprise moves fast. Office professionals and management rely on trained staff to execute their responsibilities with minimal supervision. Competitive conditions demand the ability to use and manage software tools to maximize productivity and profitability. To succeed, everyone must maintain existing skills while also developing new ones.

No matter your position, competence drives excellence. That is why ServiceConnection and its partner CGS have assembled a comprehensive collection of online training materials—interactive, self-study courses, books, and collaboration components—to support you and your office with a single, easy-to-use resource.

The CGS Office Productivity e-learning suite (SKU# 7986765) includes eight critical categories that span the gamut of office functions.

Spreadsheet Applications: Organize, manipulate, graph, and display data in spreadsheets and more using tools such as Microsoft Excel.

Word Processing Applications: Create and edit documents such as HR policies, operational procedures, sales proposals, and more using Microsoft Word.

Presentation and Publishing Applications: Develop presentations and publish internal and external communications with Microsoft PowerPoint and Microsoft Publisher.

Desktop Databases: Organize and track data such as product information, business transactions, and customer profiles with Microsoft Access.

Mail and Communications Tools: Organize and share information and communication through email, instant messaging, and Internet conferencing using standard applications such as Microsoft Outlook.

Web Tools: Take advantage of global communications, immediate access to information, and e-commerce using Microsoft Internet Explorer and Microsoft FrontPage to create Web pages.

Project Management Tools: Ensure project success from end-to-end with the ability to identify potential problems, develop a response plan, and report progress; all with Microsoft Project.

PCs and Operating Systems: Maximize the use of computer hardware and software by being competent in operating systems, components, and peripherals.

E-Learning delivers more training to more people for the fewest dollars.

ServiceConnection has teamed with CGS to provide a wealth of training opportunities designed to increase your knowledge and productivity. From classroom to practical applications, our software will help you gain a solid understanding of computer and business skills. Other courses available from ServiceConnection and CGS include Microsoft Office e-learning pack (SKU# 7986773) and Business Skills e-learning (SKU# 7986757).

For more information, call Service Connection at

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