

Computer Courses for Business Professionals

[See Courses Calendar for Schedule](#)

Training Facility at Choice Computer Services, L.L.C. Tulsa, OK
9125 S. Sheridan Rd. 74133

We have a short-term computer training facility at 91st and Sheridan. There's no need to enroll in a costly, time-consuming long-term community college! Choice Computer Services has classes that will fit into your busy schedules. You don't have to be a professional, but we will help you become one. We also can customize our schedule for corporate customers.

[Call Today to make a reservation: 918- 409- 8092](#)

So you want to build a website?

Learn what is involved in internet development, and write a basic HTML website. This is a great class for any of my web customers to take! You will learn about what makes your site work, and what is involved in changing it. If websites are still a mystery to you, come on down, and find out what they are all about! **SPECIAL:** This course is currently going to be taught by Bob Hyde! He is a career programmer with 30 yrs. experience. It is a real opportunity to attend a course taught by a programmer of this caliber. Don't miss out!

Microsoft Office Suite (2 sessions)

Microsoft Word, Word Processor Training

Learn the basics of using a Word Processor to give a professional look to your documents. Learn toolbar icons and menu functions, as well as adding graphics and tables to your documents.

Microsoft Excel, Spreadsheet Training

Microsoft Excel is used for computations and graphical display of number data. Learn to work with the spreadsheet icons and menus, format data, and create charts. We will also cover using the Mail Merge function between Word and Excel.

Microsoft Outlook, Email Training

Outlook is the Microsoft communication manager for emails, calendars, and contact lists. Learn how to use the features of Outlook to manage contacts with address books and distribution lists. Organize your mail into folders, send emails with attachments, and set junk mail rules. And use the calendar to schedule meetings.

Microsoft PowerPoint, Slide Presentation Training

Learn to build new presentations and how to format slides using clip-art, and transitions. PowerPoint toolbar and menus will be explained as well as accessing additional resources on Microsoft Office Online.

Basic Computer Confidence

Learn computer terminology, find and organize your files, how to buy a good computer, email basics.

Adobe Photoshop Elements

Create images that dazzle! Learn to edit and manipulate your digital photos for business or personal use. We will also discuss appropriate sizing, image resolutions, and loading pictures onto the internet.