



# Software training

## Seminar objective

In this seminar you will become familiar with selected software applications. Coordination with regard to the relevant software programs takes place with the seminar registration.

## Seminar content

- Compact seminar: Compact IT knowledge for today's management tasks, etc.
- Operating systems: Microsoft Windows, Linux, etc.
- Word processing programs: Microsoft Word Basics/Structure
- Spreadsheet Program: Microsoft Excel Basics/Structure
- Database programs: Microsoft Access Basics/Setup MySQL
- Information management programs: Information Management with Microsoft Outlook
- Presentation programs: Create presentations quickly and easily with Microsoft PowerPoint
- Project processing programs: Plan and implement projects clearly with Microsoft Project
- Network training: Unix, Windows NT
- Internet training: Introduction/basics, programming, research in the internet, programming websites with HTML, image processing with ADOBE Photoshop, designing websites with Flash (Macromedia), video conferences made easy, search engines in the internet, internet marketing, designing and building a website
- Overview of current hardware components: Installation, Applications
- Virtual Capital and Business Areas eBanking: Banking Transactions of the Future

## Target audience

The "Software Training" seminar is aimed at anyone who wants to improve their knowledge of selected software applications.

### Course ref.

BWL6005

### Participants

not more than 9 participants

### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:30 - 16:00

### Location & dates

by agreement

### Fee

1.200,00 € (ex. VAT)  
1.428,00 € (inc. VAT)

Please ask for more  
information!



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

\_\_\_\_\_  
Name/Vorname

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E-Mail

\_\_\_\_\_  
Mobilnummer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

Firmendaten/Rechnungsempfänger

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Firma

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Rechnung (Name)

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Straße/Nummer

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PLZ/Ort

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Branche

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Datum

2. Teilnehmer

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Name/Vorname

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Mobilnummer

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Veranstaltung                      Seminarcode

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Kundennummer

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Anmeldebestätigung (E-Mail)

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Unterschrift