



computer training options

## Apple iWork

In this course for Apple's iWork, you'll learn to create everything from first-rate business presentations and newsletters to effective budgets and event planners. Focused lessons take you step by step through all aspects of Keynote, Pages, and Numbers.

You'll learn to:

- Master the iWork suite of tools quickly through fun, real-world projects
- Design a Keynote presentation from storyboard to Web export
- Add animated charts and custom backgrounds to a presentation with ease
- Publish great-looking newsletters and brochures in print and on the Web
- Build a professional marketing package from scratch
- Create expense reports, track budgets, and plan special events
- Sort, organize, and chart data using sophisticated spreadsheet calculations

### Computer Training Options

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