



# eos | systems

## Training Prospectus 2011



 **CERTIFIED ASSOCIATE**  
Training Centre

 **CERTIFIED INSTRUCTOR**  
Adobe

 **CERTIFIED EXPERT**  
Design Specialist



## Welcome to EOS Systems Training

I am delighted to welcome you to EOS Systems Training Prospectus for 2011 for Adobe, Quark and Microsoft courses. We offer a range of commercially aware training courses for businesses and public sector bodies. I hope this prospectus provides you with all you need to make an informed choice when selecting a training partner.

EOS Systems specialise in Graphic Design, Web and Microsoft Office courses aimed at users at both beginner and advanced levels.

All courses are delivered at our state of the art training suite in Belfast and can be provided on Mac or PC on the following software packages:

- Adobe Photoshop, InDesign, Illustrator, Acrobat
- Adobe Dreamweaver, Flash and Fireworks
- QuarkXPress
- Microsoft Office – Microsoft Word, Excel, Powerpoint, Access and Project
- Crystal Reports
- Filemaker Pro

EOS Systems are also an Adobe Certified Associate Training Centre. We deliver accredited training in Visual Communications, Web Communications and Rich Media.

Our Adobe Certified Instructors will provide you with e-mail and telephone support after for 24 months after training. Our aim is to work with you in a supportive role to help you reach your potential.

2011 will also see the introduction of weekend and evening classes at EOS Systems. And although we have a set public schedule for the forthcoming months, we are flexible with dates and times to suit your individual needs and requirements.

So why not consider one of our training programmes to improve your employee's skills. Course outlines have been included for our wide range of Adobe, Microsoft, Quark and Apple training courses.

Please contact us on 028 9045 9222 to discuss your requirements or email [sales@eossystems.co.uk](mailto:sales@eossystems.co.uk).  
Best wishes for your success – I look forward to welcoming you to EOS Systems Training.

Paul Mayne

Managing Director

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# Photoshop CS5 - Level 1 -

**Description:** Photoshop the applications of choice for photographers, designers, and all other creative professionals, as well as students. Photoshop CS5 - Level 1 Training teaches a broad spectrum of core skills that are common to many creative fields: working with layers and selections; adjusting, manipulating, and retouching photos; painting; adding text; automating; preparing files for output; and more. The instructor will demonstrate established techniques as well as those made possible by some of the new features unique to Photoshop CS Course is ideal for anyone new to Photoshop or wanting to expand on their existing knowledge

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 2 days

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion. Training delivered by an Adobe Certified Instructor

**Course Content:**

1. Introduction
2. Learning Bridge and Mini Bridge
3. Getting Started with Photoshop
4. What are Digital Images
5. Resizing by cropping
6. Colour Settings and Preferences
7. Principles of Colour Management
8. Photoshop Interface Recommendeds
9. Working with Layers
10. Camera Raw
11. Making Selections
12. Image Cleanup
13. Combining Multiple Images
14. Recommended Filters
15. Recommended Blend Modes
16. Type Essentials
17. Recommended Layer Effects and Styles
18. Sharing Images
19. Summary

## Graphic Design Training

# Photoshop CS5 - Level 2 -

- Description:** Photoshop CS5 - Level 2 course we demonstrate the most powerful, exciting and flexible features of this program. The course will cover areas such as scalable vector graphics, Smart Objects, Masking, Actions, Integration with other Adobe Applications, Photomerge and much more.  
This course is ideal for anyone who wishes to take their existing skills to the next level. We would also recommend this course for anyone wishing to take the ACE in Photoshop qualification
- Requirements:** Sound understanding of Photoshop principles; preferably have completed the Photoshop CS5 - level 1 course
- Duration:** 2 day
- Service:** Course will be delivered at your place of business or our training suite by an Adobe Certified Training Expert; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

**Course Content:**

1. Setting Up
2. Image and Printing Fundamentals
3. Image Adjustments
4. Selecting File Formats
5. Photoshop CS5 - Top Five
6. Saving spot colors in DCS 0 format
7. Working with Colors
8. Creating Printable Gradients and Vignettes
9. Printing Type
10. Sharpening for Print
11. Color Spaces and Color Mode Conversions
12. Proofing
13. Automation
14. Summary

# Indesign CS5 - Level 1 -

**Description:** InDesign is an essential page layout application tool for design firms, ad agencies, magazines, newspapers, book publishers, and freelance designers throughout the world. InDesign CS5 - Level 1 course demonstrates the core features and techniques that make this powerful page layout application ideal, providing a foundation upon which advanced skills and workflows can be built. The instructor will demonstrate how to navigate and customize the workspace, manage documents and pages, work with text frames and graphics, export and print finished documents, and much more. The course will include whats new in CS5 -

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 2 day

**Service:** Course will be delivered at your place of business or our training suite by an Adobe Certified Training Expert; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

<b>Course Content:</b>	<b>1. Understanding the Workspace</b>	<b>17. Packaging, Printing, and Exporting</b>
	<b>2. Indesign Features</b>	<b>18. Summary</b>
	<b>3. Creating a Document</b>	
	<b>4. Managing Pages</b>	
	<b>5. Controlling Text</b>	
	<b>6. Graphics</b>	
	<b>7. Formatting Objects</b>	
	<b>8. Interactive Documents</b>	
	<b>9. Color</b>	
	<b>10. Managing Objects</b>	
	<b>11. Transforming Objects</b>	
	<b>12. Character Formatting</b>	
	<b>13. Paragraph Formatting</b>	
	<b>14. Styles</b>	
	<b>15. Controlling Tables</b>	
	<b>16. Preflighting</b>	

# Indesign CS5 - Level 2 -

<b>Description:</b>	In this course we demonstrate the true flexibility and power of this incredible application. InDesign CS5 - Level 2 course covers the process of publishing while considering the programmes latest features: optimizing page layouts, automating InDesign with Data Merge and XML, exploring interactive documents and exporting publications to a variety of formats. This course is ideal for anyone who wishes to take their existing skills to the next level. We would also recommend this course for anyone wishing to take the ACE in Indesign qualification
<b>Requirements:</b>	Sound understanding of Photoshop principles; preferably have completed the Photoshop CS5 - Level 2 course
<b>Duration:</b>	2 day
<b>Service:</b>	Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

## Course Content:

1. Introduction
2. Grids, Guides, and Columns
3. Layout Techniques
4. Images, Paths, and Effects
5. Text and Typography
6. Text Styles
7. Long Documents
8. Interactive Documents
9. Colour Techniques
10. Colour Management
11. Exporting
12. XML
13. Summary

# Illustrator CS5 - Level 1 -

**Description:** Illustrator can be used to accomplish many different design tasks. Illustrator CS5 - Level 1 course demonstrates the core concepts and techniques that can be applied to any workflow for print, the web, or assets that will find their way into other applications. The course explains the elements that make up vector graphics—paths, strokes, and fills—and shows how to use each of Illustrator’s drawing tools. We demonstrate how to combine and clean up paths, and organize them into groups and layers. We will demonstrate how to edit text, working with colour, expressive brush drawing, effects, and much more. The course will include whats new in CS5 -

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 2 day

**Service:** Course delivered by an Adobe Certified Training expert. Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

**Course Content:**

1. Introduction
2. Primary Concepts
3. Creating New Documents
4. Working with Documents
5. Making Selections
6. Drawing and Editing Paths
7. Building Shapes
8. Working with Text
9. Quick Project: Building a Logo
10. Applying Appearances and Effects
11. Using Color in Illustrator
12. Applying Fills and Strokes
- 13.1 Using Groups and Layers
- 14.1 Managing Multiple Artboards
15. Transforming and Positioning Art
16. Working with Images
17. Working Efficiently with Symbols
18. Working with Masks
19. Drawing in Perspective
20. Printing, Saving, and Exporting
21. Summary

# Illustrator CS5 - Level 2 -

<b>Description:</b>	Demonstrating an advanced range of topics, from advanced masking to chart creation, Illustrator CS5 - Beyond the Basics reveals a whole new level of power, creativity, and efficiency with the industry standard illustration application. We will demonstrate how to work with Live Paint groups, get the most out of the Live Trace feature, and take advantage of Illustrator's wide range of effects. We also show how to create advanced transformation techniques, powerful 3D functionality, and important color concepts and more
<b>Requirements:</b>	Sound understanding of Illustrator principles; preferably have completed the Illustrator CS5 - level 1 course
<b>Duration:</b>	2 day
<b>Service:</b>	Course delivered by an Adobe Certified Training expert. Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

## Course Content:

- |   |  |
|---|--|
| 1. Introduction                         | 15. Creating Charts and Graphs                           |
| 2. Converting Pixels to Paths           | 16. Making Sense of Gradient Mesh                        |
| 3. Introducing the trace options        | 17. Introducing Gradient Mesh                            |
| 4. Adding Dimension with 3D             | 18. Understanding the Gradient Mesh feature              |
| 5. Advanced Transformations and Effects | 19. Using Gradient Mesh to add contoured shading         |
| 6. Using Graphic Styles                 | 20. Using Gradient Mesh to create photorealistic effects |
| 7. Advanced Masking Techniques          | 21. Adding Flair with the Flare tool                     |
| 8. Working with Colour                  | 22. Introducing flare effects                            |
| 9. Introducing colour                   | 23. Drawing a lens flare                                 |
| 10. Understanding Transparency          | 24. Modifying a lens flare                               |
| 11. Prepress and Output                 | 25. Using a mask with lens flares                        |
| 12. Introducing prepress and output     | 26. Summary  |
| 13. Distorting Reality                  |  |
| 14. Working with Blends                 |  |

# Acrobat 9 Pro Level 1 -

**Description:** In this course we will demonstrate the many uses of Acrobat from collaborating among documents to digital communication. In Acrobat 9 Pro Level 1 course, we explore the many new and enhanced features in version 9 of Acrobat Standard, Acrobat Pro, and Acrobat Pro Extended. We demonstrate different ways to create and modify PDFs, including the enhanced OCR tool, and shows how to combine them with other files into a PDF Portfolio. The course covers collaboration in detail, including the new Collaborate Live and Shared Review options. We investigate redaction and other security features and more

**Requirements:** Familiar with file management; Mac or Windows operating systems

**Duration:** 2 day

**Service:** Course delivered by an Adobe Certified Training Expert. Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

**Course  
Content:**

1. Introduction
2. Creating PDFs
3. Combining Documents
4. Modifying PDFs
5. Bookmarks
6. Links
7. Repurposing Content
8. Collaborating
9. Finding and Searching
10. Security
11. Summary

# Acrobat 9 Pro Level 2 -

**Description:** Here we discuss the creation of PDF forms; how to fill out by hand, and fax back. Interactive fields allow for a web-like user experience, and submission via email or server can enable a truly paperless exchange of information. Acrobat 9 Pro makes interactive form creation and distribution more powerful and flexible than ever, but such a wealth of features and options can be daunting. We discuss the fundamentals of Acrobat forms, fields, and distribution, and explores the built-in form creation tools available in Acrobat. We demonstrate the XML-driven forms that can be created by the Windows-only LiveCycle Designer application, included with Acrobat 9 Pro and Pro Extended and more.

**Requirements:** Sound understanding of Illustrator principles; preferably have completed the Acrobat CS5 - level 1 course

**Duration:** 1 day

**Service:** Course delivered by an Adobe Certified Training Expert. Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

- Course Content:**
1. **Creating Acrobat Forms (Acrobat Pro Only)**
  2. **Editing Forms in Acrobat**
  3. **Distributing Acrobat Forms**
  4. **Comparing Acrobat and LiveCycle Designer Forms**
  5. **Creating LiveCycle Designer Forms**
  6. **Working with LiveCycle Fields**
  7. **Working with LiveCycle Tables**
  8. **Editing LiveCycle Forms**
  9. **Distributing LiveCycle Forms**
  10. **Summary**

# AfterEffects CS5 - Level 1 -

**Description:** In After Effects CS5 - Level 1 course we will demonstrate the fundamental motion graphics design techniques from the ground up. We show how to gather video, audio, and graphical source materials into layered compositions, make edits and adjustments, then bring it all to life with a powerful array of visual effects and animation techniques. The techniques are demonstrated in a series of increasingly intricate projects, from creating a scenes of varying complexity. We demonstrates workflows for keying and compositing, shows how to integrate with other applications, shares useful tips and secrets, and much more

**Requirements:** Familiar with file management; Mac or Windows operating systems

**Duration:** 2 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month email and telephone support after training; certificate provided on course completion

**Course Content:**

1. Introduction
2. The Workspace
3. How to Animate
4. Precomposing and Nesting Compositions
5. After Affects Effects
6. Working with Video
7. Color-Correcting Footage
8. Creating and Animating Text
9. Becoming More Efficient
10. Painting
11. Working with Masks and Shape Layers
12. Working in 3D
13. Keying and Compositing
14. Intermediate Animation
15. Stabilizing and Tracking Motion
16. Parenting and Expressions
17. Working with Audio
18. Rendering and Compression
19. Integration
20. Summary

# AfterEffects CS4 Level 2 -

- Description:** In After Effects CS4 Level 2 course we explore advanced techniques for working with motion graphic elements, animation, color correction, and more. Throughout the course we will demonstrate tips for working more efficiently, and then moves on to advanced effects, detailed masking techniques, and real-world expressions. Integrating Photoshop into the After Effects workflow is also highlighted and more
- Requirements:** Sound understanding of AfterEffects principles; preferably have completed the AfterEffects CS4 level 1 course
- Duration:** 2 day
- Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

## Course Content:

1. Introduction
2. Efficiency-Increasing Tips and Tricks
3. Color Correction
4. Color Correction in Camera Raw
5. Blending Layers and Compositing
6. Advanced Effects
7. Making Particles
8. Creating Common Motion Graphics Elements
9. Advanced Animation
- 10.The Principles of Animation
- 11.Working with Photoshop Files
- 12.Project: Animating Elements from a Photo
- 13.Advanced 3D
- 14.Mastering Masks and Shape Layers
- 15.Playing with Time
- 16.Intermediate Expressions
- 17.Mastering Output
- 18.Optimizing and Tweaking After Effects
- 19.Summary

# Premiere Pro CS5 - Level 1 -

**Description:** In Premiere Pro CS5 - Level 1 course we provide a step-by-step, hands-on demonstration of a typical video editing workflow, from import to export. After creating a project and discussing how to configure settings based on editing goals, we demonstrate how to gather and organize assets, including video files, layered Photoshop and Illustrator files, and footage captured from tape. Editing techniques are assembled to create a sequence, then tightens and refines the edit while doing basic audio mixing. Titles, transitions, and effects are used to add a professional touch. We discuss techniques for exporting the finished edit to disc, tape, and a variety of digital formats and more

**Requirements:** Familiar with file management; Mac or Windows operating systems

**Duration:** 2 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month email and telephone support after training; certificate provided on course completion

**Course  
Content:**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1. Introduction Project             | 16. Exporting Video                   |
| 2. Importing and Organizing Footage | 17. Combining with Other Applications |
| 3. Basic Video Editing              | 18. Summary                           |
| 4. The Art of Video Editing         |                                       |
| 5. Helpful Editing Techniques       |                                       |
| 6. Adjusting Clip Properties        |                                       |
| 7. Playing with Time                |                                       |
| 8. Video Attributes                 |                                       |
| 9. Moving Elements                  |                                       |
| 10. Video Transitions               |                                       |
| 11. Working with Audio              |                                       |
| 12. Applying Video Effects          |                                       |
| 13. Basic Compositing               |                                       |
| 14. Color Correction                |                                       |
| 15. Making Titles and Credits       |                                       |

# Dreamweaver CS5 - Level 1 -

**Description:** In this Dreamweaver CS5 - level 1 course , we explain the fundamental concepts of modern web design principles. We will cover everything from site structure to the value of standards-compliant XHTML and CSS. We show how to create clean and accessible code in Dreamweaver, as well as how to publish compelling content. We demonstrate how to use a variety of techniques for adding interactivity, creating and styling forms and tables, and saving time with templates. We explain the benefits of using programs like Word and Photoshop to speed up workflow, and shows how to publish and manage finished sites and more

**Requirements:** Familiar with file management; Mac or Windows operating systems

**Duration:** 2 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month email and telephone support after training; certificate provided on course completion

**Course  
Content:**

- |  |                          |
|--|--------------------------|
| <b>1. Introduction</b>                 | <b>16.Managing Sites</b> |
| <b>2. The Interface</b>                | <b>17.Summary</b>        |
| <b>3. Site Control</b>                 |                          |
| <b>4. Creating New Documents</b>       |                          |
| <b>5. Adding Text and Structure</b>    |                          |
| <b>6. CSS and Dreamweaver</b>          |                          |
| <b>7. Controlling Typography</b>       |                          |
| <b>8. Working with Images</b>          |                          |
| <b>9. Creating Links</b>               |                          |
| <b>10.Controlling Layout with CSS</b>  |                          |
| <b>11.Working with Tables</b>          |                          |
| <b>12.Working with Forms</b>           |                          |
| <b>13.Building Templates</b>           |                          |
| <b>14.Adding User Interactivity</b>    |                          |
| <b>15.Working with Flash and Video</b> |                          |

**Web Design Training**

# Dreamweaver CS5 - Level 2 -

- Description:** In Dreamweaver CS5 - Level 2 course, we will demonstrate the fundamentals of CSS while focusing on how to use Dreamweaver to efficiently create and manage styles. We show how to use Dreamweaver to resolve style conflicts; how to use new CSS-related features such as Live View; and the best way to create lightweight, site-wide style sheets. How to build web sites using a table system combined with CSS and more
- Requirements:** Sound understanding of Dreamweaver principles; preferably have completed the Dreamweaver CS5 - level 1 course
- Duration:** 1 day
- Service:** Course delivered by an Adobe Certified Training Expert. Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

**Course  
Content:**

1. Introduction
2. Using Dreamweaver's Starter Pages
3. Planning Your CSS
4. Controlling Your CSS with Dreamweaver
5. Online Typography
6. Working with Backgrounds
7. Styling Tables
8. Styling Forms
9. Building Navigation
10. Layout
11. Controlling Spry Objects with CSS
12. Multiple Media Types and Alternate Style Sheets
13. Testing and Deploying CSS
14. Summary

# Flash CS5 - Level 1 -

**Description:** In Flash Professional CS5 - level 1 course we will explain the fundamentals of Flash Professional CS5 - , the industry animation standard for creating and interactive applications for the web, desktop, and mobile devices. This course starts with the basics, such as using the drawing tools to create simple animations, and progresses to automating animation with tweens and adding interactively with ActionScript. This course also covers how to add sound and video to projects, enhance realism with effects like easing, and publish a project to a variety of platforms. Such as; Becoming familiar with the Flash workspace; Drawing basic shapes; Organizing a file into layers, Importing content into the Library, Understanding symbols , instances and more

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 1 day

**Service:** Course delivered by an Adobe Certified Training Expert. Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

**Course Content:**

- |  |   |
|--|---|
| <b>1. Introduction</b>                                       | <b>12. Inverse Kinematics with the Bone Tool</b>  |
| <b>2. Drawing Basic Shapes</b>                               | <b>13. Creating Classic Tweens</b>                |
| <b>3. Moving Beyond Basic Shapes</b>                         | <b>14. Working with Button Symbols</b>            |
| <b>4. Working with Layers and the Timeline</b>               | <b>15. Working with Movie Clips</b>               |
| <b>5. Working with External Images and the Library Panel</b> | <b>16. Working with Filters and Blend Modes</b>   |
| <b>6. Working with Text and Fonts</b>                        | <b>17. Working with Audio</b>                     |
| <b>7. Using Graphic Symbols</b>                              | <b>18. Working with Video</b>                     |
| <b>8. Frame-by-Frame Animations</b>                          | <b>19. Adding Interactively with ActionScript</b> |
| <b>9. Shape Tweens</b>                                       | <b>20. Integrating with Other Applications</b>    |
| <b>10. Working with Motion Tweens and the Motion Editor</b>  | <b>21. Publishing Flash Content</b>               |
| <b>11. Fine-Tuning Motion Tweens</b>                         | <b>22. Building a Slideshow Project</b>           |
|  | <b>23. Summary</b>                                |

# Flash CS5 - Level 2 -

- Description:** In the Flash CS5 - Level 2 course we work primarily with ActionScript 3.0. The course demonstrates the building blocks of web programming and how this can be incorporating into a Flash production. We cover the development of web applications from the ground up, starting with basic programming, terminology, and coding syntax. We also cover how to use keyboard controls, mouse actions, and drag-and-drop actions to allow users to interact with the applications and more
- Requirements:** Sound understanding of Flash principles; preferably have completed the Flash CS4 level 1 course
- Duration:** 1 day
- Service:** Course delivered by an Adobe Certified Training Expert. Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion

**Course Content:**

1. Introduction
2. Working with Variables
3. Using Functions
4. Working with Display Objects
5. Understanding and Handling Events
6. Creating Conditional Statements
7. Using Math to Perform Tasks
8. Creating and Using Arrays
9. Creating and Using Loops
- 10.Using Classes
- 11.Handling Text
- 12.Loading Media
- 13.Creating a Calculator
- 14.Resolving Conflicts
- 15.Summary

# Adobe CS Master Level 1 -

**Description:** This course has been created so the user can learn the skills required to incorporate all the packages of the adobe Creative Suite 3., 4, 5 together to develop all your print requirements. In this course the learner will develop the skills to build simple to complex raster graphics with the emphasis primarily on CMYK image creation using Photoshop. Illustrator will be used to create eye catching Vector Illustration such as logos and background graphics. InDesign will be used to assemble the elements together using its intuitive page layout features to create all your print requirements. Finally Acrobat will be used for PDF creation and to add interactively to the PDF

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 5 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion. Training delivered by an Adobe Certified Instructor

**Course  
Content:**

1. Day 1 & 2 - Photoshop
2. Day 3 - Illustrator
3. Day 4 & 5 - InDesign
4. CS Master Summary

Graphic Design Training

# CS Web Master Level 1 -

**Description:** No one web design application can perform all the requirements a designer must consider while producing a web site. For this we have developed our web master course.

This course will teach the learner how to designing a complex interface using Photoshop or fireworks; how to add interactivity using Flash; how to construct and develop the web site using Dreamweaver. Finally the learner will learn the skills to get your site noticed by search engines using the latest techniques and principles

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 4 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion. Training delivered by an Adobe Certified Instructor

**Course Content:**

1. Day 1 & 2 - Photoshop
2. Day 3 & 4 - Dreamweaver
3. Day 5 - SEO
4. CS Master Summary

Web Design Training

# Microsoft Excel 2010 Level 1 -

**Description:** In EOS Excel 2010 training course we will teach the main features and tools in Excel 2010. The course introduces key Excel skills, shows how to utilize these skills with in-depth tutorials on Excel functions and spreadsheet formatting. We show how to prepare documents for printing, working with large worksheets and workbooks, collaborating with others, using Excel as a database, analyzing data, charting, and automating and customizing Excel, Dealing with formula errors, Creating lookup tables and more

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 1 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion. Training delivered by an Adobe Certified Instructor

## Course Content:

1. Getting Started
2. Worksheet Basics
3. Excel Formula Basics
4. Essential Formatting
5. Advanced Formatting
6. Printing Preparation
7. Large Excel Projects
8. Collaborating with Others
9. Exploring Excel's Database Features
10. Analyzing Data
11. Advanced Analysis with PivotTables
12. Creating and Using Charts
13. Creating and Using Macros
14. Customizing Excel
15. Summary

# Microsoft Access 2010 Level 1 -

**Description:** In EOS Access 2010 Training, we will provide a comprehensive overview of creating databases in Access 2010, whether using predefined database templates or building from scratch. This course covers each step of constructing and modifying databases for custom purposes, as well as working with tables, forms, queries, macros, and reports and charts for record keeping and analysis. Exercise files are included with the course.

The Main sections will included; Building tables with Application Parts; Defining field properties; Creating relationships between fields and tables Sorting and filtering and more

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 1 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion. Training delivered by an Adobe Certified Instructor

**Course  
Content:**

1. Access Basics
2. Creating a First Database and Using the Tools
3. Setting Up the Data
4. Building Structure
5. Formatting and Appearance
6. Forms
7. Queries
8. Reports
9. Putting Data to Work
10. Automating with Macros
11. Using Other Applications with Access
12. Advanced Tools in the Database
13. Customization
14. Summary

# Microsoft Word 2010 Level 1 -

- Description:** In EOS Word 2010 training course we use real-world examples to teach the core features and tools in Word 2010  
We begin the course with the Word 2010 interface, and then explore the functionality of Word: creating, editing, and formatting documents. It also covers proofing documents, reviewing documents with others, sharing and securing documents, working with tables, and illustrating documents. Topics include: Adding SmartArt diagrams to documents, Working with fonts Setting up document styles and more
- Requirements:** Familiar with file management; Mac or Windows operating system
- Duration:** 1 day
- Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion. Training delivered by an Adobe Certified Instructor

**Course  
Content:**

1. Introduction
2. Word 2010 - Interface
3. Behind the Scenes
4. Editing Text
5. Formatting Text
6. Formatting Paragraphs
7. Using Styles for More Effective Formatting
8. Working with Tables
9. Converting a table to text
10. Laying out Documents
11. Document Building Blocks
12. Modifying Page Layout
13. Proofing Documents
14. Reviewing Documents with Others
15. Sharing Documents
16. Customizing Word
17. Summary

# Microsoft Project 2010 Level 1

**Description:** In Project 2010 EOS Systems training course, we teach learners how to manage any level of project. We will demonstrate setting up projects, adding tasks, assigning resources, fixing scheduling issues, dealing with resource conflicts, and tracking project progress. The learner will become familiar with the Project interface, featuring the new Ribbon and Backstage view, and explains how to use new features like user-controlled scheduling, the Timeline, and Team Planner. The main areas will include Setting up projects and calendars, Creating tasks and milestones, Linking tasks, Setting start and finish dates using manual and automatic scheduling, Setting up and assigning resources, Understanding duration, work, and units, Filtering and grouping items, Modifying project views, Using the Task Inspector, Splitting and delaying items, Making tasks inactive and more

**Requirements:** Familiar with file management; Mac or Windows operating system

**Duration:** 1 day

**Service:** Course will be delivered at your place of business or our training suite; notes will be provided; course delivered via multi media projector; 24 month e-mail and telephone support after training; certificate provided on course completion.

**Course Content:**

1. **Setting Up Microsoft Project**
2. **Creating Tasks**
3. **Creating Resources**
4. **Assigning Tasks to Resources**
5. **Working with Views**
6. **Fine-Tuning the Project Schedule**
7. **Tracking and Managing Projects**
8. **Viewing and Sharing Project Information**
9. **Summary**

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