

More than “Just” Dragon

Dragon NaturallySpeaking Courses:

Fundamentals Skills

- General dictation, editing, formatting
- Managing vocabulary, voice file maintenance
- Intro to Text macros
- 3-4 Sessions, up to 9-12 hours onsite

Intermediate Skills

- Customized Templates & Commands
- Exporting/Importing Commands
- Voice file maintenance/backup Review
- 3-4 Sessions, up to 9-12 hours onsite

Advanced Skills

- Advanced integration with applications
- Automating workflows
- Commands archived to CD-R media as needed
- 3-4 Sessions, up to 9-12 hours onsite

ADDITIONAL Software Courses:

Using Microsoft Windows XP/Vista

- Terminology review and Navigation Tools
- File Management and Archiving
- Built-In Accessories (Gadgets-Vista only)
- 2 Sessions, up to 6 hours onsite

Using Email Effectively

- Composing/Replying to Messages
- Organizing and Archiving messages in folders
- Creating contact lists and groups
- 1 Session, up to 3 hours onsite

Dragon (Offsite) Training Support

- Template development
- Macro command support
- Alternative input device support
- Curriculum development for “Train the Trainer”
- Hours arranged as needed, call for quotation

Dragon Refresher Session

- Review newest version of software
- Install the upgrades as needed
- Migrate customized files and commands
- Up to 3 hours onsite

Using Microsoft Word Effectively

- Terminology/Toolbars and Navigation Review
- Selecting, Formatting, Editing
- Built-In Features (Spelling/Grammar, Research)
- 2 Sessions, up to 6 hours onsite (2000, XP, 2003 and 2007, please specify version)

Using Microsoft Excel Effectively

- Terminology/Toolbars and Navigation Review
- Selecting Cells, Using the Clipboard
- Beginning Formulas and Functions
- 2 Sessions, up to 6 hours onsite (2000, XP, 2003 and 2007, please specify version)

Training Discounts Available

Training courses in your office for Microsoft Excel, Access, PowerPoint, and Publisher are also available. Please call our office (614.861.0972) for further details.