

## Facts, Answers & Questions

**Question:** I lost my job recently and I worked with computers for over 15 years, but potential employers say I don't have enough computer skills. What is the problem?

**Answer:** Many employers have proprietary software's created just for their business needs. These software's require that you enter information and the rest is done. When using applications such as Microsoft Office requires a computer user to start from scratch in creating documentations.

**Question:** Can I teach myself how to use a Computer and Application Software's without having formal training?

**Answer:** CTS always suggest that in order to be truly computer confident and competitive in today's market, seek training according to your goals and finances. Most self taught computer users we have interviewed could only use and understood 20% or less of their Computer's Hardware and Software Applications.

**Question:** What can CTS offer a person over 35 years of age with very little computer knowledge?

**Answer:** Since 1996 CTS has focused a large segment of their training classes for the computer beginner. We believe that providing a student with a small class size, experienced instructor, flexible class days, affordability, easy to follow lessons with 100% hands on exercises can provide success.

Visit CTS on the Web

[www.PhillyPCTraining.com](http://www.PhillyPCTraining.com)

**Contact our Reps for More Info**

## Skills Needed in 2013!



### Microsoft Word

Document Styling • Illustrations • Table Creations  
Object Insertions • Marketing Docs • Research  
Document Proofing • Document Translations  
Macros • Document Protection and Sharing

### Microsoft Excel

Spreadsheet Navigation • Formulas & Functions  
Conditional Formatting • Advanced Charting  
Advanced Filtering • Formula Auditing • Converting  
Data Validation • What If Analysis • Advanced  
Printing • Error Checking • Digital Signatures

### Microsoft PowerPoint

Presentation Conversions • Collaborations  
Web & Removable Media Publishing  
Branding Slides • Creating Title Masters

### Web Browsers

Google Chrome • IE 8 & 9 • Security • Privacy  
Managing Add Ons • Encryptions • Certificates

**Know You're Skill Level Today!**

CTS Computer Adult Training  
[PhillyPCTraining.com](http://PhillyPCTraining.com)

**Click Contact to Start Today!**

## Got the Right Computer Skills for 2013?



## Know Your Computer Skill Level !

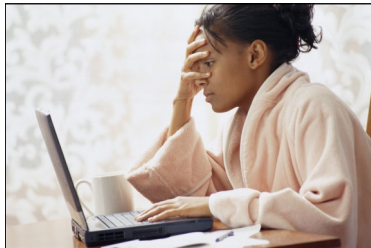
CTS Computer Training  
7718 Castor Avenue, Philadelphia PA.  
[www.PhillyPCTraining.com](http://www.PhillyPCTraining.com)  
(267) 328 -5163

## Tech Facts Today

In today's ever changing tech world, solid computer skills are important for work, school, personal and social activities.

There are still too many people who have not embraced computer technology to improve their financial and educational goals.

Fear of computers, finances and age; have stopped many from obtaining the necessary computer skills to grow in this Digital Age.



CTS is a private training school whose mission over the past decade is to provide adults with the necessary basic, intermediate and advanced computer skills that will change their financial and educational situations.

## Know Your User Level

In many cases when your computer skills are tested at an interview you have less than five minutes to demonstrate to the interviewer the depth of your computer knowledge.



For those who seek employment whereby an employer asks for "Tech Savvy and/or Computer Proficient" individuals, this means you do not necessarily need a certification or degree but have solid knowledge of computer tech basics and more.

**Please make note that operating a computer for many years, been shown how to perform certain PC functions and attending Free Computer Classes may not qualify you as being computer proficient. Many employers will further exam Self-Taught computer operators before hiring.**

**Know your computer proficiency level before you interview or test!**

## Getting Started Now!

The hardest part for many is getting started. Others will procrastinate until a crisis arises to learn the computer. Begin your journey today!

CTS can give you the knowledge and confidence to handle the latest Windows Operating Systems, Basic to Advanced Hardware and Application Software Technologies. Microsoft Offices applications such as: Word, Excel, Outlook and Power-Point are professionally taught by a trained, patient and experienced instructor.

Age is no factor when you study at CTS Computer Training School.

Contact our knowledgeable staff today at any-time @ [www. PhillyPCTraining.com](http://www.PhilllyPCTraining.com)

