



computer training options

## **Which software tool will suit each of your business requirements?**

**Below are some ideas for software used in a variety of business areas.**

### **Sales**

CRM (Customer Relationship Management) software

- ACT, GoldMine, Maximizer, Salesforce, Netsuite

Database software

- Access, FileMaker Pro, Excel

Presentation Tools

- PowerPoint

### **Marketing**

email marketing tools

- Vision 6, BloomTools

Print Design Tools

- Adobe Creative Suite 4 – InDesign, Photoshop, Illustrator
- CorelDraw
- QuarkXPress
- Microsoft Publisher

Web Design Tools

- Adobe CS4 Web Premium - Dreamweaver, Flash, FireWorks, Acrobat, Contribute
- Microsoft FrontPage

Microsoft Outlook. Gmail, Hotmail

### **Finance**

MYOB

QuickBooks

Microsoft Excel

Attache

### **Administration**

Microsoft Office

- Word, Excel, PowerPoint, Outlook

Microsoft Project

Adobe Acrobat

Time Management

- Microsoft Outlook

Precedent Documents

- Visual Basics (VBA) for Word, Excel & Access

### **Software as a Service**

SalesForce

Netsuite

## **Computer Training Options**

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