

## 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 products requires that computer user 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 Computer Training 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 trained 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 and 100% hands on exercises to ensure success.

Contact CTS at **(215) 939-3089** for a Free No Obligation Consultation at our Northeast Philadelphia Lab or online.

## Prepare Today For A New Economy!



**Call CTS Today for:**

**Free 30 Minute Skills Assessment**

**Free Online Computer Testing**

**Free Computer Skills PDF Charts**

**(215) 939-3089**

**PhillyPCTraining.com**

## Facts on Becoming Computer Confident!



**2012 Informational Guide**

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## The Facts

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

There are many people who still have not embraced computer technology to stay with the times.

Certain issues such as fear, age and time management hinder many people from learning the necessary computer skills to become truly computer literate to advance their educational and financial situations.

With the changes in the current economy even many labor jobs now require a certain level of computer know-how.

Over the past decade CTS Computer Training has interviewed and trained hundreds of individuals that were **computer self-taught** who discovered that in the well - paying work world their current computer skills were not adequate.

## The Solution

If you are a computer newbie and want to become computer knowledgeable for Work or Personal use; decide first on the type of programs you wish to perform using the computer and sign up for a **solid** basic computer course.

Make sure the place where you learn has a **patient** and **competent** teacher who can not only teach you how to effectively operate a computer but maintain it as well.

If you are going to have friend or family member train you, make sure that they themselves **understand** the basic aspects of **Hardware, Applications Software's** and how to work properly in the Windows Operating System environment. You do not want someone to just show you tricks, you need to be taught. CTS studies have shown that our students who were trained properly obtained enough knowledge to work independently and confidently in as little as 5 classes.



## Getting Started



The hardest part for many is getting started. Others will procrastinate until it is an emergency to learn the computer for employment or some other event. Start today by searching for a comfortable place to meet your computing goals.

If you are looking for a place that will provide **Free Computer Classes**, please contact the **Free Library of Philadelphia** at **(215) 686-5322** or visit on the web **www.freelibrary.org**. The library has a wealth of information at their sites and electronically online.

Individuals and groups may also contact CTS Computer Training at (215) 939-3089 to receive a **Free 30 minute consultation** at our NE Philadelphia Lab (**by appointments only**) on how to get started computing effectively. Our staff can also direct you to the web to take our **Free Online Computer Tests**. These tests include, MS Word, Excel, PowerPoint and Windows OS Basics.