

# WEBGENII CONSULTING

## LOVE YOUR COMPUTER



WebGenii Consulting offers a wide variety of technical services to help you get the most out of your computer software for reasonable rates.

Custom Template Design, VBA Programming, Web Design, Technical Writing, Software Training and User Support for the novice and advanced user.

## CUSTOM TEMPLATE AND VBA PROGRAMMING.

Microsoft Excel, Word, PowerPoint and Outlook. Custom Database design and maintenance in Access.

Need help in designing or programming your spreadsheets? Do you require a custom template for your PowerPoint Presentations or Word Document? Have you decided it is time to create a database to support your business, but dread the thought of having to do it yourself?

## CUSTOM WEB DESIGN

In FrontPage, Dreamweaver, HomeSite and HTML.

Professional consultations on web design. Suggestions on website maintenance using a wide variety of software.

## TECHNICAL WRITING

Need to document your custom system? Write clear user notes for your staff? No time to do it yourself? Then let a professional create the documentation you require.

## TRAINING AND SUPPORT

With over 8 years of experience and thousands of students you can be sure that your training will be designed to meet your requirements.

Need your own personal support desk?

## PERSONAL PROFILE

Catharine Richardson is a Microsoft Certified Professional in Word, Excel and NT 4.0

A Certified Technical Trainer with over 8 years of experience in delivering computer training across Canada and internationally.

Other certifications include CLS (Certified Lotus Specialist) and CIW (Certified Internet Webmaster Foundations).

## FOR RATES AND INFORMATION CONTACT

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<http://webgenii.ca/>

## SOFTWARE EXPERTISE

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Catharine is familiar with a wide variety of application software - see if your requirements are on this list:

### Microsoft

- ☪ Excel (5.0, 95, 97, 2000, 2002)
- ☪ Word (6.0, 95, 97, 2000, 2002)
- ☪ PowerPoint (4.0, 95, 97, 2000, 2002)
- ☪ Access (95, 97, 2000, 2002)
- ☪ FrontPage (97, 98, 2000, 2002)
- ☪ Project (98, 2000)
- ☪ Publisher (3.0, 97, 2000)
- ☪ Outlook (97, 98, 2000, 2002)  
/Microsoft Mail/Scheduler
- ☪ Windows XP
- ☪ Windows 2000
- ☪ NT 4.0
- ☪ Windows 9x
- ☪ Windows 3.x
- ☪ Internet Explorer

### Macromedia

- ☪ Flash
- ☪ Dreamweaver
- ☪ Homesite

### Corel

- ☪ WordPerfect (4.1, 4.3, 5.1, 5.2, 6.0, 6.1, 7.0, 8.0)
- ☪ Presentations
- ☪ CorelDraw (8.0, 9.0)

### Lotus

- ☪ 1-2-3 (5.0, 95, 97)
- ☪ Approach (97)
- ☪ WordPro/AmiPro
- ☪ Lotus Notes (multiple versions)
- ☪ ScreenCam
- ☪ Freelance Graphics (multiple versions)

### Adobe

- ☪ FrameMaker (5.0, 5.5)
- ☪ Acrobat Writer
- ☪ Photoshop

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*Let someone who loves computers;  
help you love your computer.*



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