

## **Overview of Accessibility Solutions Group training program**

ITG's Accessibility Solutions Group is offering several new training courses this fall which include both classroom-based training and individual, onsite training. In addition to the "Introduction to Adaptive Technology" course, which they have been offering for five years, they have added "Introduction to Workstation Troubleshooting," both of which are available through the USDA Graduate School program. Four new courses have also been created under the "Training with Accessibility in the Forefront" program. This program provides training with Assistive Technologies and popular Microsoft applications and will be offered throughout the year. ITG's individual, on-site training focuses on specialized requirements as well as on using complex combinations of technologies such as speech recognition software in combination with screen readers or screen magnification applications.

### **Training with Accessibility in the Forefront**

ITG offers classroom-based training for Employees with Disabilities on popular Office applications with the focus on accessing these programs through the use of Assistive Technology. Held in the ITG Training Center in Falls Church, Virginia, the courses will allow each student to participate in training sessions while operating the same Assistive Technology that he or she would be using in the workplace.

The classes that are offered include:

- "Improving Your Outlook" - Enhancing Your Productivity with Microsoft Outlook. Find out best ways to quickly find specific pieces of information in any of your messages and tips for converting HTML or RTF messages to Plain Text.
- "Spreadsheets with 'Excel'lence" - Find out how to quickly navigate through the most complex of Microsoft Excel spreadsheets and create professional-looking spreadsheets. This course also includes special tips for users of large-print software.
- "Making Word Sing" - Producing cleaner Microsoft Word documents for today's business environments.
- "Making your PowerPoint" - Creating visually pleasing and professional PowerPoint presentations.

### **Individual, on-site training**

ITG's Accessibility Solutions Group trainers can also provide training with complex combinations of assistive technology applications or training for those who prefer one-on-one instruction. Their trainers are capable of traveling anywhere in the United States, and they can create a training curriculum tailored to your specific needs. The Department of Defense has been using this service in training injured veterans returning home from the Global War on Terror. These veterans are employing technologies that allow them to operate a computer without the use of either their hands or vision in order to continue their military career. ITG is proud to be a part of the solution that enables these courageous individuals to move forward in their service to our country.

## **For more information**

For additional information, please contact Tina Hong.  
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