

## Client Service Center

The Client Service Center provides computer literacy training and support for faculty and staff through workshops, online tutorials, training manuals, newsletters, and this website.

Workshop topics include the following application software: Microsoft Outlook, Word, Excel, PowerPoint, and Access; Adobe Acrobat; the Windows operating system. Special topics offered include: Protecting Your Computer, File Storage & Backup, and Troubleshooting Basics. See our [Learning Tree](#) for the complete workshop program. Documentation for all workshops is also available.

Other services offered through this area include an [online tutorial program](#) and a collection of user-friendly [manuals](#) available at the library circulation desk. Please review the University Computing FAQ page for answers to specific questions. Faculty and staff are also encouraged to contact us at [trainme@neu.edu](mailto:trainme@neu.edu) whenever they have additional questions.

This area also manages and oversees the use of the faculty and staff [training room](#) located in CLS-4066. Faculty and staff may request use of the room for employee training and other events.

If you would like more information about the Client Service Center, please e-mail [trainme@neu.edu](mailto:trainme@neu.edu) or call x4378.