

Course Title	Type	Description
MS Access 2000 Fundamentals	Brainbench Exams	<p>Our MS Access 2000 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Access 2000 Programming test. Our MS Access 2000 Fundamentals test covers the following topics: Access and Office 2000; Database Concepts; Database Reports and Queries; Database Tables and Forms; Internet and Intranet Use; and Planning, Optimization, and Troubleshooting.</p>
MS Access 2002 Fundamentals	Brainbench Exams	<p>Our MS Access 2002 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. Our MS Access 2002 Fundamentals test, part of our Office XP suite, covers the following topics: Accessing Data - Queries, Application Refinement, Controls, Database Concepts, Database Planning, Forms, Integration with Other Technologies & Applications, and Reports & Data Output.</p>
MS Access 2003	Brainbench Exams	<p>Our MS Access 2003 test, part of our Office 2003 suite, measures your knowledge of Access 2003. Designed for experienced users, this test includes the following topics: Automation and Integration, Data Manipulation, Database Concepts, Database Planning & Design, Forms & Data Input, Multi-User Issues, Reports & Data Output, User Interface & Application Refinement, and VBA</p>

MS Access 2003 Fundamentals	Brainbench Exams	<p>Our MS Access 2003 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Access 2003 test. Our MS Access 2003 Fundamentals test covers the following topics: Automation and Integration, Data Manipulation, Database Concepts, Database Planning & Design, Forms & Data Input, Multi-User Issues, Reports & Data Output, User Interface & Application Refinement, and VBA.</p>
MS Excel 2000	Brainbench Exams	<p>Our MS Excel 2000 test measures your knowledge of MS Excel 2000. Designed for experienced users, this test covers the following topics: Cells, Charts, Data, Formulas, Interface, Objects, Print Setup, Ranges, VBA, and Worksheets.</p>
MS Excel 2000 Fundamentals	Brainbench Exams	<p>Our MS Excel 2000 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used every day by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Excel 2000 test. Our MS Excel 2000 Fundamentals test covers the following topics: Data Manipulation, Formulas, Interface, and Tools.</p>
MS Excel 2000 Fundamentals (Interactive)	Brainbench Exams	<p>This is a performance-based test, designed for the user to interact with and use MS Excel by downloading files for that application and performing tasks to determine the correct results. Our MS Excel 2000 Fundamentals (Interactive) test is part of our fundamentals line of business applications tests. This test demonstrates that you have the skills necessary to proficiently use the most popular business applications at a user level. This test is focused on the topics used every day by most professionals and does not include some of the advanced topics and skills found in our core business applications tests. The MS Excel 2000 Fundamentals (Interactive) test covers the following topics: Data Manipulation, Formulas, Interface, and Tools.</p>

MS Excel 2002	Brainbench Exams	Our MS Excel 2002 test measures your knowledge of Excel 2002. Designed for experienced users, this test includes the following topics: Cells, Charts, Data, Formulas, Interface, Objects, Printing, VBA, Workbook, and Worksheets.
MS Excel 2002 Fundamentals	Brainbench Exams	Our MS Excel 2002 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to use proficiently the most popular business applications at a user level. These tests are focused on the topics used every day by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Excel 2002 test, part of our Office XP suite. Our MS Excel 2002 Fundamentals test covers the following topics: Data Manipulation, Formulas, Interface, and Visual Effects.
MS Excel 2003	Brainbench Exams	Our MS Excel 2003 test measures your knowledge of Excel 2003. Designed for experienced users, this test includes the following topics: Charts, Data Entry, Data Manipulation, Formulas/Functions, Graphics, Software Interface, VBA Interface, Web Interface.
MS Excel 2003 Fundamentals	Brainbench Exams	Our MS Excel 2003 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used every day by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Excel 2003 test, part of our Office XP suite. Our MS Excel 2003 Fundamentals test covers the following topics: Charts, Data Entry, Data Manipulation, Formulas/Functions, Graphics, Software Interface.
MS Excel 2007	Brainbench Exams	Our MS Excel 2007 test measures your knowledge of Excel 2007. Designed for experienced users, this test includes the following topics: data entry, data manipulation, formulas and functions, graphics, using the Excel software interface, the VBA interface, the Web interface, and importing and querying external data.
MS Excel 97	Brainbench Exams	Our MS Excel 97 test measures your knowledge of MS Excel 97. Designed for experienced users, this test covers the following topics: Cells, Data/Charts, Menu, Presentation and Appearance, Printing, Ranges, and VBA.

MS Excel 97 Fundamentals	Brainbench Exams	<p>Our MS Excel 97 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Excel 97 test. Our MS Excel 97 Fundamentals test covers the following topics: Cells, Data/Charts, Menu, Multiple Sheets, Presentation and Appearance, Printing, Ranges, and VBA (Macros).</p>
MS Front Page 2000	Brainbench Exams	<p>Our MS Front Page 2000 test measures your knowledge of developing Web sites using Microsoft's Front Page 2000. Designed for experienced developers, this test covers the following topics: Creating and Managing Webs; Creating Tables and Forms; Creating Web Pages; FP Client Compatibility; Front Page Components; General Knowledge; Media; Publishing Web Sites; Site Analysis, Design, and Maintenance; Templates, Wizards, Tasks, and Frames; Web Servers, Server Management, and Server Extensions; and Web Technologies.</p>
MS Internet Explorer 4.0 Fundamentals	Brainbench Exams	<p>Our MS Internet Explorer 4.0 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Internet Explorer 4.0 Administration test. Our MS Internet Explorer 4.0 Fundamentals test covers the following topics: Advanced Features, Application Integration, Browsing the Web, Component Applications, Customizing the Browser, Explorer 4 General, Printing and Saving pages, and Security Features.</p>
MS Internet Explorer 5.5 Fundamentals	Brainbench Exams	<p>Our MS Internet Explorer 5.5 Fundamentals test measures your knowledge of the skills necessary to proficiently use MS Internet Explorer at a user level. Focused on the topics used every day by most professionals, this test covers the following topics: Browsing the Web; Customizing; General, New, and Advanced Features; Security Features; and Installation.</p>

MS Office 2002 Fundamentals	Brainbench Exams	<p>The Microsoft Office 2002 Fundamentals test is a multi-section test that measures your knowledge of Microsoft Word, Microsoft Excel, Microsoft Powerpoint, and Microsoft Outlook. Test topics in MS Word include Format and Page Layout, Revising & Printing, and Standard Word Functions. Test topics in MS Excel include Data Manipulation & Formulas, Visual Effects, and Excel Navigation. Test topics in MS Powerpoint include Edit Text, Slides, Objects, Charts & Tables, and Slide Setup & Presentation Delivery. Test topics in MS Outlook include Mail Management and Usage, Address Book, Calendar, Contacts, and Outlook Navigation & Printing.</p>
MS Office 2003 Fundamentals	Brainbench Exams	<p>The Microsoft Office 2003 Fundamentals test is a multi-section test that measures your knowledge of Microsoft Word, Microsoft Excel, Microsoft Powerpoint, and Microsoft Outlook. Test topics in MS Word include Layout and Formatting, Revising and Printing, and Standard Word Functions. Test topics in MS Excel include Data Entry and Manipulation, Formulas, Functions and Charts, and Navigating and Printing. Test topics in MS Powerpoint include Creating, Editing, and Managing Presentations, Slide Setup, and Publishing Presentations. Test topics in MS Outlook include Mail Management and Message Organization, Address Book, Schedules and Calendars, and Navigating Outlook and Printing.</p>
MS Outlook 2000 Administration	Brainbench Exams	<p>Our MS Outlook 2000 Administration test measures your knowledge of MS Outlook 2000 administration. Designed for experienced users and system administrators, this test covers the following topics: Address Books, Advanced Topics, Feature Usage, File Functions, Folder Views, Programming, and Setup and Troubleshooting.</p>
MS Outlook 2000 Fundamentals	Brainbench Exams	<p>Our MS Outlook 2000 Fundamentals test is part of our fundamentals line of business applications tests. This test demonstrates that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. This test covers the following topics: Address Books, File Functions, Folder Usage, Folder Views, and Outlook-Overall.</p>

MS Outlook 2002 Fundamentals	Brainbench Exams	<p>Our MS Outlook 2002 Fundamentals test is part of our fundamentals line of business applications tests. This test demonstrates that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. This test covers the following topics: Address Book, Calendar, Contacts, Mail Management, Mail Usage, Printing, Program Usage, and Tasks and Notes.</p>
MS Outlook 2003 Fundamentals	Brainbench Exams	<p>Our MS Outlook 2003 Fundamentals test is part of our fundamentals line of business applications tests. This test demonstrates that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. This test covers the following topics: Address Book, Journals and Notes, Mail Management, Messages - Organization, Printing, Program Basics, Schedules and Calendars, Tasks.</p>
MS Outlook Express 5.0 Fundamentals	Brainbench Exams	<p>Our MS Outlook Express 5.0 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. This test covers the following topics: Address Book, Configuring OE, General Knowledge, Maintenance, Newsgroups, Organizing Mail, Reading Mail, Sending Mail, Troubleshooting, and Working Offline.</p>
MS PowerPoint 2000	Brainbench Exams	<p>Our MS PowerPoint 2000 test measures your knowledge of MS PowerPoint 2000. Designed for experienced users, this test covers the following topics: Charting, Distribution of Shows, Editing and Formatting, Slide Creation Graphics, Slide Show Effects, and Slide Creation Tables.</p>

MS PowerPoint 2000 Fundamentals	Brainbench Exams	<p>Our MS PowerPoint 2000 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS PowerPoint 2000 test. Our MS PowerPoint 2000 Fundamentals test includes the following topics: Charting and Tables, Editing Text, Setup and Preparation, Slide Creation Graphics, and Slide Show Effects.</p>
MS PowerPoint 2002	Brainbench Exams	<p>Our MS PowerPoint 2002 test, part of our Office XP suite, measures your knowledge of MS PowerPoint 2002. Designed for experienced users, this test includes the following topics: Charts, Distribution of Shows, Editing Text, Printing, Setup and Preparation, Slide Creation Graphics, Slide Show Effects, and Tables.</p>
MS PowerPoint 2002 Fundamentals	Brainbench Exams	<p>Our MS PowerPoint 2002 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS PowerPoint 2002 test, part of our Office XP suite. Our MS PowerPoint 2002 Fundamentals test covers the following topics: Charts, Edit Slides, Edit Text, Presentation Delivery, Printing, Slide Graphics, Slide Setup & Preparation, Slide Show Effects, and Tables.</p>
MS PowerPoint 2003	Brainbench Exams	<p>Our MS PowerPoint 2003 test measures your knowledge of MS PowerPoint 2003. Designed for experienced users, this test includes the following topics: Creating Presentations, Editing Text/Objects, Help and Research, Managing and Delivering a Presentation, Menu Bar, Slide Show Enhancements/Changes, Publishing Presentation Documents, Slide Setup & Preparation, Task Pane, and Workgroup Collaboration.</p>

MS PowerPoint 2003 Fundamentals	Brainbench Exams	<p>Our MS PowerPoint 2003 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS PowerPoint 2003 test, part of our Office 2003 suite. This test includes the following topics: Creating Presentations, Editing Text/Objects, Help and Research, Managing and Delivering a Presentation, Menu Bar, Slide Show Enhancements/Changes, Publishing Presentation Documents, Slide Setup & Preparation, Task Pane, and Workgroup Collaboration.</p>
MS PowerPoint 2007	Brainbench Exams	<p>Our MS PowerPoint 2007 test measures your knowledge of MS PowerPoint 2007. Designed for experienced users, this test includes the following topics: Animation and Slideshows, Content, Interface, Objects, Presentation Management and Delivery, Presentations, Proof and Review, Slide Setup and Presentation.</p>
MS PowerPoint 97	Brainbench Exams	<p>Our MS PowerPoint 97 test measures your knowledge of MS PowerPoint 97. Designed for experienced users, this test covers the following topics: Charting, Distribution of Shows, Editing Text, Setup and Preparation, Slide Creation Graphics, Slide Creation Tables, and Slide Show Effects.</p>
MS PowerPoint 97 Fundamentals	Brainbench Exams	<p>Our MS PowerPoint 97 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS PowerPoint 97 test. Our MS PowerPoint 97 Fundamentals test covers the following topics: Delivering Presentations, Integration Techniques, Integration with Other Software, Presentation Effects, Printing, Publishing Presentations, Setup and Preparation, and Slide Creation-Animated graph.</p>
MS Publisher 2000	Brainbench Exams	<p>Our MS Publisher 2000 test measures your knowledge of MS Publisher 2000. Designed for experienced users, this test covers the following topics: Basics, Forms and Tables, Mail Merge, Objects, Office Integration, Page Layout, Printing, Producing Publications, Publisher Help, Templates, Troubleshooting, and Web Publications.</p>

MS Word 2000	Brainbench Exams	Our MS Word 2000 test measures your knowledge of MS Word 2000. Designed for experienced users, this test covers the following topics: Advanced Features, Formatting, Revising and Printing, Shortcuts, and Word General Knowledge.
MS Word 2000 Fundamentals	Brainbench Exams	Our MS Word 2000 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Word 2000 test. Our MS Word 2000 Fundamentals test covers the following topics: Columns, Editing, Printing, Formatting, Forms, Graphics, Set Up, Miscellaneous, Tables, and General Knowledge.
MS Word 2002	Brainbench Exams	Our MS Word 2002 test, part of our Office XP suite, measures your knowledge of MS Word 2002. Designed for experienced users, this test covers the following topics: Advanced Features, Collaboration, Document Creation, Formatting, Page Layout, Revising and Printing, Shortcuts, and Word General Knowledge.
MS Word 2002 Fundamentals	Brainbench Exams	Our MS Word 2002 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Word 2002 test, part of our Office XP suite. Our MS Word 2002 Fundamentals test covers the following topics: Word General Knowledge, Collaboration, Document Creation, Formatting, Page Layout, Revising and Printing, Shortcuts, and Advanced Features.
MS Word 2003	Brainbench Exams	Our MS Word 2003 test, measures your knowledge of MS Word 2003. Designed for experienced users, this test covers the following topics: Advanced Features, Document Creation, Formatting, Page Layout, Revising and Printing, Shortcuts, and Word General Knowledge

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MS Word 2007	Brainbench Exams	<p>Our MS Word 2007 test measures your knowledge of MS Word 2007. Designed for experienced users, this test covers the following topics: Document Creation, Document Window Views, Graphics and Tables, New Features, Page Layout, Protecting Documents, Reviewing, and Options.</p>
MS Word 97	Brainbench Exams	<p>Our MS Word 97 test measures your knowledge of MS Word 97. Designed for experienced users, this test covers the following topics: Editing, File Management, Format, Macros, Miscellaneous, Tables, Tools, and User Interface.</p>
MS Word 97 Fundamentals	Brainbench Exams	<p>Our MS Word 97 Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. The core test in this area is our MS Word 97 test. Our MS Word 97 Fundamentals test covers the following topics: Columns, Editing, File Management, Formatting, Forms, Graphics, Large Documents, Miscellaneous, Tables, and User Interface.</p>
Word Processing Fundamentals	Brainbench Exams	<p>Our Word Processing Fundamentals test is part of our fundamentals line of business applications tests. These tests demonstrate that you have the skills necessary to proficiently use the most popular business applications at a user level. These tests are focused on the topics used daily by most professionals and do not include some of the advanced topics and skills found in our core business applications tests. Our Word Processing Fundamentals test covers the following topics: Advanced Features, Basic Settings, Document Creation, Document Exchange, Formatting, Page Layout, Revision, and Shortcuts.</p>

Internet Explorer 5.0 - Introduction	Online Technical Reference	Internet Explorer 5.0 Introduction is a hands-on instruction book that will introduce you to the basics of using the Internet with Internet Explorer 5.0.
1-2-3 Millennium Edition 9.5 - Advanced	Online Technical Reference	1-2-3 Millennium Edition 9.5 Advanced is a hands-on instruction book that will introduce you to some of the advanced features of Lotus 1-2-3.
Introduction to Personal Computers - Using Windows 98	Online Technical Reference	Introduction to Personal Computers Using Windows 98 is a hands-on instruction book that will introduce you to the basics of the Windows 98 operating system.
Microsoft Office 2000 - Macro Programming Using Visual Basic for Applications	Online Technical Reference	Microsoft Office 2000: Macro Programming Using Visual Basic for Applications is a hands-on instruction book that will introduce you to the basics of Visual Basic for Applications.
Windows 2000 - Transition from Windows 98	Online Technical Reference	Windows 2000: Transition from Windows 98 is a hands-on instruction book that will introduce you to the new features of the Windows 2000 operating system.
1-2-3 Millennium Edition 9.5 - Charting and Database Functions	Online Technical Reference	1-2-3 Millennium Edition 9.5 Charting and Database Functions is a hands-on instruction book that will introduce you to creating and using charts, and working with the database features of 1-2-3.
1-2-3 Millennium Edition 9.5 - Worksheets	Online Technical Reference	1-2-3 Millennium Edition 9.5 - Worksheets is a hands-on instruction book that will introduce you to the basics of 1-2-3 worksheets.
Access 2000 - Advanced	Online Technical Reference	Access 2000 - Advanced is a hands-on instruction book that will introduce you to advanced techniques in Access 2000. You will learn how to perform complex queries, create efficient forms and reports, create and use macros, use Internet-related Web tools, and carry out data integration procedures.
Access 2000 - Introduction to Application Development	Online Technical Reference	Access 2000 - Introduction to Application Development is a hands-on instruction book that will guide you through the process of developing an application by using one or more Access 2000 databases.
Access 2000 - Level 1	Online Technical Reference	Access 2000 - Level 1 is a hands-on instruction book that will introduce you to the basics of Access 2000. You will learn how to create and use database objects, including tables, queries, forms, and reports.
Access 2000 - Level 2	Online Technical Reference	Access 2000 - Level 2 is a hands-on instruction book that will help you enhance your database designs by using the principles of data normalization and table relationships, querying multiple tables for data used in customized forms and reports, and using data access pages.

Access 2002 - Level 1	Online Technical Reference	This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills you need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports.
Access 2002 - Level 2	Online Technical Reference	As you begin this course, you should have the basic skills you need to design and create relational databases with Access, as well as to work through many of the essential and straightforward tasks related to your work. This course is designed to take your Access skill set to the next level. By the end of it, you'll be more fully able to put the power of database computing to work for you. You will have a handle on many intermediate-level skills, particularly those related to creating more complex queries, customizing your forms and reports, and broadening the availability of your data.
Access 2002 - Level 3	Online Technical Reference	Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.
Access 2002 - Level 4	Online Technical Reference	Your training in and experience with Microsoft Access has provided you with a solid foundation for working with this database software. In the previous course in this series, you began to implement some of the more specialized and advanced capabilities that Access offers. You are now ready to extend your knowledge base beyond the user level and into introductory-level administrator skill sets.
ACT! 2000 - Advanced	Online Technical Reference	ACT! 2000 - Advanced is a hands-on instruction book that will introduce you to the advanced features of contact management. You will probably get the most out of this course if you want to learn how to modify templates and reports, perform complex lookups, customize a database, automate procedures, exchange data, perform database maintenance, and link to the Internet.
ACT! 2000 - Introduction	Online Technical Reference	ACT! 2000 - Introduction is a hands-on instruction book that will introduce you to the basics of ACT! 2000.
ACT! 2005 - Level 1	Online Technical Reference	ACT! 2005 - Level 1 is a hands-on instruction book that will introduce you to the basics of ACT! 2005.
ACT! 2006 - Level 1	Online Technical Reference	You have a large amount of information about your business contacts. You may have to maintain the information in order to access the same as and when required. ACT! 2006 is a personal information system that enables you to track and manage information about business contacts such as addresses, telephone numbers, and appointments.

ACT! 2007 - Level 1	Online Technical Reference	In your business life, you tend to possess a lot of contact information. Business contacts and related information need to be properly maintained so that you can access or modify them whenever required. ACT! 2007 is a contact management system to work with your business contacts, manage events, track relevant communications, and enhance your business relationships significantly.
ACT! 2007 - Level 2	Online Technical Reference	In the first course in this series, ACT! 2007 Level 1, you gained the basic skills required to organize contact information in a database. In addition to organizing and working with data, you might also want to search and retrieve specific information about your contacts, send email to them, and also maintain information without any data loss. In this course, you will query and exchange data, customize the ACT! 2007 environment to work with templates, administer ACT!, and use its Internet features.
ACT! 6.0 - Level 2	Online Technical Reference	ACT! 6.0: Level 2 is a hands-on instruction book that will introduce you to the advanced features of contact management. You will probably get the most out of this course if you want to learn how to modify templates and reports, perform complex lookups, customize a database, automate procedures, exchange data, perform database maintenance, and link to the Internet.
ACT!® 2008 - Level 1	Online Technical Reference	Business contacts and information need to be properly maintained so that you can access or modify them whenever required. ACT!® 2008 is a contact management system that will help you work with your business contacts, manage events, track related communications, and enhance your business relationships significantly.
ACT!® 2008 - Level 2	Online Technical Reference	In the first course in this series, ACT!® 2008 Level 1, you gained the basic skills required to organize contact information in a database. In addition to organizing and working with data, you might also want to retrieve specific information about your contacts, send email to them, and also maintain information without any data loss. In this course, you will customize the ACT! 2008 environment, query and exchange data, work with templates, administer ACT!, and use its Internet features.

Adobe® Acrobat® 9.0 Pro - Level 1	Online Technical Reference	You may have used different applications to create documents for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 9.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.
Adobe® Acrobat® 9.0 Pro - Level 2	Online Technical Reference	As a business professional, you have some experience in using Adobe® Acrobat®. Now, you are ready to further develop your PDF documents. In this course, you will use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.
Approach Millennium Edition 9.5 - Advanced	Online Technical Reference	Approach Millennium Edition 9.5 - Advanced is a hands-on instruction book that will introduce you to the basics of the databases and Approach. You will learn how to design and create a basic database-management system that includes forms, worksheets, and reports. You will also learn how to find specific records within a database and how to join multiple databases.
Approach Millennium Edition 9.5 - Introduction	Online Technical Reference	Approach Millennium Edition 9.5 - Introduction is a hands-on instruction book that will introduce you to the basics of databases and Approach. You will learn how to design and create a basic database-management system that includes forms, worksheets, and reports. You will also learn how to find specific records within a database and how to join multiple databases.
Corel® Presentations™ 11 - Level 1	Online Technical Reference	Corel® Presentations™ 11 - Level 1 is a hands-on instruction book that will introduce you to the basics of creating and presenting professional-looking slide shows and collateral materials.
Corel® Presentations™ 12	Online Technical Reference	You will examine the features of Corel® Presentations™ 12 and apply this knowledge to create complex documents and share them with other users.
Corel® WordPerfect® X4 - Level 1	Online Technical Reference	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of two Corel® WordPerfect® X4 courses. It will provide you with the basic concepts required to produce basic business documents.

Corel® WordPerfect® X4 - Level 2	Online Technical Reference	In the first course in this series, Corel® WordPerfect® X4Level 1 , you gained an understanding of the basic functions available to create a range of simple, standardized documents. You may now be interested in gaining greater proficiency with the application, and to personalize it to suit your work style. In this course, you will explore some advanced functions available in Corel® WordPerfect® X4, and create documents of greater complexity and variety.
Create Legal Forms Using Microsoft® Office Word 2007	Online Technical Reference	You are familiar with Microsoft® Office Word® 2007 and how it can be used to create, edit, and enhance basic business documents. Microsoft Word 2007 has a set of advanced tools that will help you create, enhance, and distribute forms quickly and effortlessly. In this course, you will employ these tools to create legal forms.
Crystal Reports 10 - Level 1	Online Technical Reference	Crystal Reports 10 - Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports 10 series. In this course, you will build basic list and group reports that work with almost any database.
Crystal Reports 10.0 - Level 2	Online Technical Reference	Since you've probably completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports like subreports and cross-tabs, you'll also learn how to increase the speed and efficiency of your reports by using SQL queries and dictionaries.
Crystal Reports 8.0 - Advanced	Online Technical Reference	Crystal Reports 8.0 - Advanced is a hands-on instruction book that will introduce you to the some of the advanced features within Crystal Reports. You will use variables and multiple statements in formulas, create and use parameter fields, develop conditional format statements and work with multiple sections.
Crystal Reports 8.0 - Basic Skills	Online Technical Reference	Crystal Reports 8.0 - Basic Skills is a hands-on instruction book that will introduce you to the basics of using Crystal Reports' report-writing features.
Crystal Reports 8.5 - Advanced	Online Technical Reference	Crystal Reports 8.5 - Advanced is a hands-on instruction book that will introduce you to the some of the advanced features within Crystal Reports. You will use variables and multiple statements in formulas, create and use parameter fields, develop conditional format statements and work with multiple sections.
Crystal Reports 8.5 - Basic Skills	Online Technical Reference	Crystal Reports 8.5 - Basic Skills is a hands-on instruction book that will introduce you to the basics of using Crystal Reports' report-writing features.

Crystal Reports 9.0 - Level 1	Online Technical Reference	Crystal Reports 9.0 - Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports 9.0 series. In this course, you will build basic list and group reports that work with almost any database.
Crystal Reports 9.0 - Level 2	Online Technical Reference	Welcome back to Crystal Reports 9.0. Since you've probably completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal's tools. In this course, you'll not only learn how to create more sophisticated reports like subreports and cross-tabs, you'll also learn how to increase the speed and efficiency of your reports by using SQL queries and dictionaries.
Crystal Reports XI - Level 1	Online Technical Reference	Crystal Reports XI - Level 1 is the primary recommended course you should take if your job responsibilities require you to obtain output from databases. It is also the first course in the Crystal Reports XI series. In this course, you will build basic list and group reports that work with almost any database.
Crystal Reports XI - Level 2	Online Technical Reference	Now that you have completed the first course, or are familiar with the basics of building and modifying reports, you're ready to move ahead to create complex reports and data sources using Crystal Reports' tools. In this course, you'll not only learn how to create more sophisticated reports including subreports and cross-tabs, but you'll also learn how to increase the speed and efficiency of your reports by using SQL queries.
Crystal Reports® 2008 - Level 1	Online Technical Reference	Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2008 enhances report building and report processing techniques with a slew of features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation.
Crystal Reports® 2008 - Level 2	Online Technical Reference	Until now, you have used Crystal Reports to build and modify reports. You want to use the advanced functionality of Crystal Reports to generate reports in the format you desire. In this course, you will create complex reports and data sources using Crystal Reports' tools. You will not only create more sophisticated reports including subreports and cross-tabs, but you will also increase the speed and efficiency of your reports by using SQL queries.

Excel 2000 - Advanced	Online Technical Reference	Students will probably get the most out of this course if they want to learn the skills and concepts necessary to work with advanced features of Excel 2000. Students should have a basic knowledge of the concepts involved in using Excel 2000. For example, they should be familiar with data types (text and values), copying data, basic formulas and functions, and opening and saving files.
Excel 2000 - Charting and Organizing Data	Online Technical Reference	Students will probably get the most out of this course if they want to learn the skills and concepts necessary to begin using the charting and list-management capabilities of Excel 2000 or if they need to create charts to graphically represent worksheet data or to maintain and manage lists at their workplace. Students should have a basic knowledge of the concepts involved in using Excel 2000 worksheets. For example, they should be familiar with data types (text, numbers, and formulas) and the use of the menu system for copying data and for opening and saving files.
Excel 2000 - Worksheets	Online Technical Reference	Welcome to Excel 2000 - Worksheets, a hands-on instruction book that will introduce you to worksheet basics.
Excel 2002 - Level 1	Online Technical Reference	This course, Excel 2002 Level - 1, is the first course in a series. This course will give you the skills to create, edit, format, and print basic worksheets and charts in Excel.
Excel 2002 - Level 2	Online Technical Reference	This course is the second in a three-course series that satisfies the requirements for the Microsoft Office User Specialist (MOUS) certification. This course will expand upon the skills you learned in the Excel 2002 - Level 1 course and give you an opportunity to work with some more advanced features of Excel, including templates; sorting and filtering; importing and exporting; advanced formulas; analysis tools; and collaboration.
Excel 2002 - Level 3	Online Technical Reference	Now that you have completed the first two levels of Excel 2002, you are ready to continue on to the third level. You already know the basic and some advanced operations in Excel, now you will learn even more.
FileMaker Pro 5.5 - Basic Skills (Macintosh)	Online Technical Reference	FileMaker Pro is a powerful database program that allows tremendous flexibility in the entry and manipulation of information. In this course, you will learn the basics of FileMaker Pro so that you can create and use databases to organize your information.

FileMaker Pro 5.5 - Basic Skills (Windows)	Online Technical Reference	FileMaker Pro is a powerful database program that allows tremendous flexibility in the entry and manipulation of information. In this course, you will learn the basics of FileMaker Pro so that you can create and use databases to organize your information.
FileMaker Pro 5.5 - Relational Databases (Macintosh)	Online Technical Reference	In this course, you will learn powerful techniques for developing complex database systems containing multiple linked database files. You will learn about the various relationship types, link databases together, use field formatting options, and will create buttons and scripts to create a system that is ultimately easy and efficient for an end user to work with.
FileMaker Pro 5.5 - Relational Databases (Windows)	Online Technical Reference	In this course, you will learn powerful techniques for developing complex database systems containing multiple linked database files. You will learn about the various relationship types, link databases together, use field formatting options, and will create buttons and scripts to create a system that is ultimately easy and efficient for an end user to work with.
FileMaker Pro 5.5 - Web and Network Publishing (Macintosh)	Online Technical Reference	In this course, you will use FileMaker Pro 5.5 to publish a database in several different ways. You will host a database over an internal network, publish a database on the Web using Instant Web Publishing, and you will incorporate several databases in one Website using Custom Web Publishing.
FileMaker Pro 5.5 - Web and Network Publishing (Windows)	Online Technical Reference	In this course, you will use FileMaker Pro 5.5 to publish a database in several different ways. You will host a database over an internal network, publish a database on the Web using Instant Web Publishing, and you will incorporate several databases in one Website using Custom Web Publishing.
FileMaker Pro 6.0 - Level 1 (Macintosh)	Online Technical Reference	You have probably used a computer to gather, process, and share information. For example, you may have searched for product information on the Internet, totalled expenses using a spreadsheet application, or typed and printed a memo using a word processing application. You may now need to store a large amount of information in an organized manner so that you can quickly and easily sort the information in various ways, and locate specific pieces of information efficiently. In this case, you'll use FileMaker Pro to create and use databases to store and organize information so that it is available for efficient retrieval.

FileMaker Pro 6.0 - Level 1 (Windows)	Online Technical Reference	<p>You have probably used a computer to gather, process, and share information. For example, you may have searched for product information on the Internet, totalled expenses using a spreadsheet application, or typed and printed a memo using a word processing application. You may now need to store a large amount of information in an organized manner so that you can quickly and easily sort the information in various ways, and locate specific pieces of information efficiently. In this case, you'll use FileMaker Pro to create and use databases to store and organize information so that it is available for efficient retrieval.</p>
FileMaker Pro 6.0 - Level 2 (Macintosh)	Online Technical Reference	<p>You have probably been using FileMaker Pro for a while, maintaining databases that other people have designed, and even designing some yourself. You may have created several databases to track information like contacts, inventory, or other information that you can't adequately manage using a spreadsheet or word processing application. However, you may be faced with a project where a single FileMaker database cannot handle the information you need to manage. For example, you may want to link customers with the purchases they make. If you have tried to place this information in a single database, you may have duplicated data unintentionally. In this course, you will use FileMaker Pro to create a system of integrated databases that can manage the information efficiently, and make it easy to alter the system as your needs change. In addition, you may need to share your databases with other users on a network or even over the Internet. You will set up databases so that they can be accessed by someone in the same office, or by a customer using a Web browser.</p>

FileMaker Pro 6.0 - Level 2 (Windows)	Online Technical Reference	<p>You have probably been using FileMaker Pro for a while, maintaining databases that other people have designed, and even designing some yourself. You may have created several databases to track information like contacts, inventory, or other information that you can't adequately manage using a spreadsheet or word processing application. However, you may be faced with a project where a single FileMaker database cannot handle the information you need to manage. For example, you may want to link customers with the purchases they make. If you have tried to place this information in a single database, you may have duplicated data unintentionally. In this course, you will use FileMaker Pro to create a system of integrated databases that can manage the information efficiently, and make it easy to alter the system as your needs change. In addition, you may need to share your databases with other users on a network or even over the Internet. You will set up databases so that they can be accessed by someone in the same office, or by a customer using a Web browser.</p>
FileMaker Pro 7.0 - Level 1 (Windows)	Online Technical Reference	<p>You have probably used a computer to gather, process, and share information. For example, you may have searched for product information on the Internet, totalled expenses using a spreadsheet application, or typed and printed a memo using a word processing application. You may now need to store a large amount of information in an organized manner so that you can quickly and easily sort the information in various ways, and locate specific pieces of information efficiently. In this case, you'll use FileMaker Pro to create and use databases to store and organize information so that it is available for efficient retrieval.</p>

<p>FileMaker Pro 7.0 - Level 2 (Windows)</p>	<p>Online Technical Reference</p>	<p>You have probably been using FileMaker Pro for a while, maintaining databases that other people have designed, and even designing some yourself. You may have created several databases to track information like contacts, inventory, or other information that you can't adequately manage using a spreadsheet or word processing application. However, you may be faced with a project where a single FileMaker database cannot handle the information you need to manage. For example, you may want to link customers with the purchases they make. If you have tried to place this information in a single database, you may have duplicated data unintentionally. In this course, you will use FileMaker Pro to create a system of integrated databases that can manage the information efficiently, and make it easy to alter the system as your needs change. In addition, you may need to share your databases with other users on a network or even over the Internet. You will set up databases so that they can be accessed by someone in the same office, or by a customer using a Web browser.</p>
<p>FileMaker® Pro 9 - Level 1</p>	<p>Online Technical Reference</p>	<p>You have probably used a computer to gather, process, and share information. For example, you may have searched for product information on the Internet, totalled expenses using a spreadsheet application, or typed and printed a memo using a word processing application. You may now need to store a large amount of information in an organized manner so that you can quickly and easily sort the information in various ways, and locate specific pieces of information efficiently. In this course, you will use FileMaker® Pro 9 to create and use databases for storing and organizing information so that it is available for efficient retrieval.</p>

FileMaker® Pro 9 - Level 2	Online Technical Reference	You have probably been using FileMaker® Pro for a while, maintaining databases that other people have designed, and even designing some yourself. You may have created several databases to track information such as contacts, inventory, or other information that you can't adequately manage using a spreadsheet or word processing application. However, you may be faced with a project where a single FileMaker database cannot manage data that needs to be accessed from multiple tables spread in different database files. In addition, you are required to share your database with other users on a network. In this course, you will set up an integrated database system dealing with data found in multiple database files. You will also make the database accessible to someone in the same office, or anyone who is searching for information using a web browser without compromising on the security by taking the necessary precautions.
Freelance Graphics Millennium Edition 9.5 - Advanced	Online Technical Reference	Freelance Graphics Millennium Edition 9.5 - Advanced is a hands-on instruction book that will introduce you to the advanced features of Freelance Graphics.
Freelance Graphics Millennium Edition 9.5 - Introduction	Online Technical Reference	Freelance Graphics Millennium Edition 9.5 - Introduction is a hands-on instruction book that will introduce you to the basics of Freelance Graphics.
FrontPage 2000 - Advanced	Online Technical Reference	FrontPage 2000 - Advanced is a hands-on instruction book that will introduce you to the more technical features of the FrontPage 2000 Web site creation and management tool.
FrontPage 2000 - Introduction	Online Technical Reference	FrontPage 2000 - Introduction is a hands-on instruction book that will introduce you to the basics of creating and editing web pages using FrontPage 2000.
FrontPage 2002 - Level 1	Online Technical Reference	Microsoft FrontPage 2002 is a desktop software application you can use to create, edit, and manage web sites, whether for an intranet or for the World Wide Web.
FrontPage 2002 - Level 2	Online Technical Reference	Microsoft FrontPage 2002, or FrontPage, is a desktop software application you can use to create, edit, and manage a web site and all of its elements, whether it's for an intranet or for the World Wide Web. It can be used to accomplish the simplest chores, such as adding text to pages, or for the most complicated tasks, such as collecting and storing form data in a database.
GroupWise 6.5 - Level 1	Online Technical Reference	Students will probably get the most out of this course if they want to learn how to use GroupWise to work with mail messages, as well as notes, tasks, and appointments.

GroupWise 6.5 - Level 2	Online Technical Reference	Students will probably get the most out of this course if they want to learn how to use the advanced features of GroupWise to work with mail messages, as well as documents, tasks, appointments, WebAccess, and Rules.
GroupWise 7.0 - Level 1	Online Technical Reference	This course is for the new user of GroupWise 7.0 and assumes no experience with Lotus Notes or any other email application. The topics covered are the critical skills you need to create, send and respond to email in GroupWise, maintain a list of contacts and schedule appointments and meetings.
GroupWise 7.0 - Level 2	Online Technical Reference	You have used GroupWise 7.0 to send email, schedule appointments, access the calendar, and schedule resources. You may want to use the advanced features of GroupWise 7.0 to share information and documents with other GroupWise users and access email and documents even when you are outside the GroupWise network. In this course, you will use the advanced features of GroupWise 7.0 to share information and documents with other GroupWise and non-GroupWise users. You will also access email and documents through a browser, and create and use rules to manage GroupWise resources.
IBM® Lotus Notes® 8 - Databases	Online Technical Reference	You have worked on personal computers. Now, you would like to share information stored in a central location with other users. In the IBM® Lotus Notes® 8Databases course, you will use Notes databases to create, edit, and enhance database documents. You will also create blogs in the Notes database to facilitate discussion among the users.
IBM® Lotus Notes® 8 - Mail and Calendars	Online Technical Reference	The IBM® Lotus Notes® 8Mail and Calendars course is for a new user of Notes 8 and assumes no experience with Notes or any other email application. The topics covered are the critical skills you need to create, send, and respond to email in Notes, maintain a list of contacts, as well as schedule appointments and meetings.
InDesign® 2.0 - Level 1 (Windows)	Online Technical Reference	Adobe® InDesign® 2.0 is a robust and easy-to-use design and layout program. With it you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this course you will learn the basics of creating documents with InDesign.
Internet Explorer 5.5 - Introduction	Online Technical Reference	Internet Explorer 5.5 - Introduction is a hands-on instruction book that will introduce you to the basics of using the Internet with Internet Explorer 5.5.

Internet Explorer 6.0 - Introduction	Online Technical Reference	Welcome to Internet Explorer 6.0 - Introduction. This course is the first and only course in this series. You are already familiar with Windows and how the operating system works, and you are familiar with computers and how they work. One of the greatest assets of computers is the Internet. In this course, you will be introduced to the latest version of Internet Explorer, and you will learn how to use it to take full advantage of all the Internet has to offer.
Internet Explorer 7 - Introduction	Online Technical Reference	You are familiar with computers and how they work. Computers have contributed to the rise and spread of the Internet, which has now become the driving force for networked societies around the globe. In this course, you will be introduced to the latest version of Internet Explorer to take full advantage of all that Internet has to offer.
Introduction to Networks and the Internet	Online Technical Reference	Computers are everywhere. We use them in almost every aspect of our lives whether we realize it or not. But it's not just the computers themselves that make all the technology so useful and interesting—it's the way they interconnect and work together that creates a truly amazing tool. That's what a network does—connects computers together. In this course, you will be introduced to the Internet and networks.
Introduction to Personal Computers - Using Windows 2000	Online Technical Reference	By using a personal computer, you can accomplish many tasks that might be more difficult and time-consuming to accomplish on your own. Some of those tasks might include writing a letter, analyzing numeric information, or maintaining an updated list of client information; however, before you use a personal computer, you need to understand what it is and how it works. In this course, that's what you will do. Once you're comfortable with that, you will begin using your personal computer.
Introduction to Personal Computers - Using Windows Vista™	Online Technical Reference	This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage files and folders. You will also work with simple tools and browse the Internet.

Introduction to Personal Computers - Using Windows XP	Online Technical Reference	By using a personal computer, you can accomplish many tasks that might be more difficult and time-consuming to accomplish on your own. Some of those tasks might include writing a letter, analyzing numeric information, or maintaining an updated list of client information; however, before you use a personal computer, you need to understand what it is and how it works. In this course, that's what you will do. Once you're comfortable with that, you will begin using your personal computer.
Mac OS X - Transition	Online Technical Reference	Mac OS X is the largest operating system upgrade in the history of the Macintosh computing platform. Mac OS X combines major user interface changes with large-scale "under the hood" improvements. This requires even the most experienced Macintosh users to change some of the fundamental ways they work with their computers on a daily basis.
Mac OS X Introduction	Online Technical Reference	Mac OS X is the easiest to use computer operating system available. With its consistent, intuitive interface, you will get your work done quickly and easily using your computer as a tool to assist you in accomplishing your daily tasks. In this course, you will learn a number of basic skills that will provide a good foundation for using Mac OS X in your everyday work.
Mac OS X v10.2 - Introduction	Online Technical Reference	Mac OS X is the easiest to use computer operating system available. With its consistent, intuitive interface, you will get your work done quickly and easily using your computer as a tool to assist you in accomplishing your daily tasks. In this course, you will learn a number of basic skills that will provide a good foundation for using Mac OS X in your everyday work.
Mac OS X v10.2 - Transition	Online Technical Reference	Mac OS X is the largest and most ambitious system upgrade in the history of the Macintosh computing platform. Mac OS X combines major user interface changes with large-scale under the hood improvements. This requires even the most experienced Macintosh users to change some of the fundamental ways they work with their computers on a daily basis.
Mac OS X v10.3 - Introduction	Online Technical Reference	Computers are used in almost all fields of work. To work with a computer, it is essential to understand the computer environment and how data is stored. In this course, you'll explore a number of basic skills that will provide a good foundation for using Mac OS X in your everyday work.

Making Google(TM) Work for You	Online Technical Reference	You are familiar with computers and the way they work. Computers have contributed to the rise and spread of the Internet, which has now become the driving force for the networked communities around the globe. In this course, you will use products from Google such as Google Chrome, Google Mail, Google Desktop, iGoogle, and Google Maps to take full advantage of all that the Internet has to offer.
Microsoft NetMeeting 3.0 - Internet Conferencing	Online Technical Reference	This course is designed for students who want to learn the basics of NetMeeting and be able to initiate, accept, and participate in online meetings using the different features of NetMeeting. This course will explain the basics of audio and video conferencing and how NetMeeting uses them. Students should have some understanding of the Internet and how it works and be familiar with the concept of computer networks.
Microsoft Office 2000 - Document Integration	Online Technical Reference	This course helps you learn to use Microsoft Office 2000 applications together and to share different types of Office documents.
Microsoft Office 2000 - New Features	Online Technical Reference	Students will get the most out of this course if they are involved in upgrading from Office 97 to Office 2000. This course serves as a quick reference to features added or improved since Office 97 and guides them through the transition process.
Microsoft Office 2000 - Small Business Tools	Online Technical Reference	This course is a hands-on instruction book that will introduce you to many of the features of Microsoft Office 2000 Small Business Tools.
Microsoft Office 2000 to Office XP - New Features	Online Technical Reference	Students will get the most out of this course if they are upgrading from Office 2000 to Office XP. This course serves as a quick reference to the most commonly used features added or improved since Office 2000 and guides them through the transition process. Features of interest to advanced users are not included.
Microsoft Project 2000 - Advanced	Online Technical Reference	You will get the most out of this course if you want to learn how to customize Microsoft Project 2000, communicate project information, evaluate data, and work in Project Central.
Microsoft Project 2000 - Level 1	Online Technical Reference	Students will probably get the most out of this course if they want to learn how to use Microsoft Project 2000 to assist them with project management. Students should have some project management experience and be familiar with terms such as Gantt Chart, task, critical path, and resource. Students should also be familiar with terms such as computer memory, data files, and program files. No knowledge of Microsoft Project 2000 is assumed.

Microsoft Project 2000 - Level 2	Online Technical Reference	Students will get the most out of this course if they want to learn how to use Microsoft Project 2000 to manage a project plan after a project has begun.
Microsoft Project 2002 - Level 1	Online Technical Reference	Welcome to Microsoft Project 2002 - Level 1. This course is the first in a series of two courses designed for individuals who will use Microsoft Project 2002 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.
Microsoft Project 2002 - Level 2	Online Technical Reference	Microsoft Project 2002 - Level 2 is the second course in the Microsoft Project 2002 series. In Microsoft Project 2002 - Level 1, you used your project management skills to create a complete project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.
Microsoft® Expression® Design - Introduction	Online Technical Reference	Microsoft® Expression® Design is a sophisticated graphics application that helps you to create complex and attractive designs. You can create logos, advertisements, brochures, and animation graphics with ease using this software. However, creating complex designs can be overwhelming if you are not familiar with the tools present in Expression Design and their features. In this course, you will learn to use Microsoft Expression Design by drawing and manipulating simple shapes to create logos. You will also create brochures, user interface elements, and animation graphics.
Microsoft® Expression® Web 2007 - Level 1	Online Technical Reference	You want to make some information available on the Internet. To do this, you might want to design, build, and upload a website. The features and functions in Expression Web will enable you to create a website to suit your requirements.
Microsoft® Expression® Web 2007 - Level 2	Online Technical Reference	Microsoft® Expression® Web 2007 has made it possible for you to create standard compliant websites that are aesthetically appealing. Microsoft® Expression® Web 2007 also makes it possible for you to design websites that are highly interactive and dynamic. In this course, you will create a fluid designed website and add dynamic features to make it engaging to the users.
Microsoft® Office 2003 - Transition from Office 2000	Online Technical Reference	Welcome to Microsoft® Office 2003, the newest suite of information productivity applications. Since you use Office in your job, you'll want to learn the new features of Office 2003 that will help to streamline your work. In this course, you'll learn the new features of Word, Excel, PowerPoint, Access, and Outlook.

Microsoft® Office 2007 - New Features	Online Technical Reference	Having worked with the applications in Microsoft® Office 2003 you must also get to know the features present in the latest release of the application. Microsoft® Office 2007 New Features comes with enhanced features for improving the management, organization, and distribution of your data. In this course, you will work with the new and increased features in Office 2007.
Microsoft® Office Access 2003 - Level 1	Online Technical Reference	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database by using the Microsoft® Office Access 2003 relational database application and its information management tools.
Microsoft® Office Access 2003 - Level 2	Online Technical Reference	As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.
Microsoft® Office Access 2003 - Level 3	Online Technical Reference	Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.
Microsoft® Office Access 2003 - Level 4	Online Technical Reference	In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.
Microsoft® Office Access® 2007 - New Features (Second Edition)	Online Technical Reference	You have worked with Microsoft® Office Access® 2003 (or earlier), and now, you need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access® 2007.

Microsoft® Office Access™ 2007 - Level 4	Online Technical Reference	In previous levels, you were introduced to the various features of Access 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.
Microsoft® Office Access™ 2007 - Level 4 (Second Edition)	Online Technical Reference	In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.
Microsoft® Office Access™ 2007 - Level 1	Online Technical Reference	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.
Microsoft® Office Access™ 2007 - Level 1 (Second Edition)	Online Technical Reference	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.
Microsoft® Office Access™ 2007 - Level 2	Online Technical Reference	You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

Microsoft® Office Access™ 2007 - Level 2 (Second Edition)	Online Technical Reference	You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.
Microsoft® Office Access™ 2007 - Level 3	Online Technical Reference	Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.
Microsoft® Office Access™ 2007 - Level 3 (Second Edition)	Online Technical Reference	Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.
Microsoft® Office Access™ 2007 - New Features	Online Technical Reference	You have worked with Microsoft® Office Access™ 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access™ 2007.
Microsoft® Office Excel 2003 - Introduction to VBA	Online Technical Reference	In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. In Excel 2003: Introduction to VBA you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in Excel 2003: Level 1 and Excel 2003: Level 2.

Microsoft® Office Excel 2003 - Level 1	Online Technical Reference	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.
Microsoft® Office Excel 2003 - Level 2	Online Technical Reference	In Microsoft® Office Excel 2003 Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
Microsoft® Office Excel 2003 - Level 3	Online Technical Reference	You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.
Microsoft® Office Excel 2004 for Macintosh - Level 1	Online Technical Reference	You have basic computer skills such as using a mouse, navigating through Macintosh, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2004 for Macintosh to manage, edit, and print data.
Microsoft® Office Excel 2004 for Macintosh - Level 2	Online Technical Reference	In Microsoft® Excel® 2004 for Macintosh - Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2004 for Macintosh to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
Microsoft® Office Excel® 2007 - Level 2 (Second Edition)	Online Technical Reference	In Microsoft® Office Excel® 2007 Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Microsoft® Office Excel® 2007 - Level 1	Online Technical Reference	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel® 2007 to manage, edit, and print data.
Microsoft® Office Excel® 2007 - Level 1 (Second Edition)	Online Technical Reference	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format.
Microsoft® Office Excel® 2007 - Level 2	Online Technical Reference	In Microsoft® Office Excel® 2007 Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Office Excel® 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
Microsoft® Office Excel® 2007 - Level 3	Online Technical Reference	Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Excel® 2007. You have used Microsoft® Office Excel® 2007 to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.
Microsoft® Office Excel® 2007 - Level 3 (Second Edition)	Online Technical Reference	Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.
Microsoft® Office Excel® 2007 - New Features	Online Technical Reference	You have worked with Microsoft® Office Excel® 2003, and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. In this course, you will work with the new and enhanced features in Microsoft® Office Excel® 2007.

Microsoft® Office Excel® 2007 - VBA	Online Technical Reference	In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of the spreadsheet development. In this course, you will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2007.
Microsoft® Office Excel® 2007: New Features (Second Edition)	Online Technical Reference	You have worked with Microsoft® Office Excel® 2003, and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. In this course, you will work with the new and enhanced features in Microsoft® Office Excel® 2007.
Microsoft® Office Excel® 2008 - Level 1 (Macintosh)	Online Technical Reference	You followed traditional bookkeeping practices to store transaction details in ledgers. It is quite a task to glean information from these ledgers and perform calculations. You want to migrate the ledger data to an electronic format so that the task of performing complex calculations is easy. In this course, you will store data electronically, update it, and run reports. You will also learn how to create charts, sort, and filter data.
Microsoft® Office Excel® 2008: Level 2 (Macintosh)	Online Technical Reference	In Microsoft® Office Excel® 2008: Level 1 (Macintosh), you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Office Excel® 2008 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
Microsoft® Office FrontPage® 2003 - Level 1	Online Technical Reference	As you begin this course, you should have the skills you need to work with Microsoft® Office System applications, especially Microsoft® Word. This includes the ability to create and edit documents that contain text, tables, and images. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use Microsoft® FrontPage® 2003 to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world.

Microsoft® Office FrontPage® 2003 - Level 2	Online Technical Reference	You have created Web pages with text, graphics, and tables. However, you need to add more complex features, dynamic components, and to enable two-way interaction with your Web site's visitors. In this course, you will use Microsoft® Office FrontPage® 2003's graphical and convenient tools to add these features to your Web site.
Microsoft® Office InfoPath® 2007 - Creating InfoPath Forms	Online Technical Reference	Information is a key to the success of any organization. Gathering and sharing information within your organization, with clients and customers alike, can also be an important task. Microsoft® Office InfoPath® 2007 Creating InfoPath Forms is a product that gathers and shares information. In this course, you will use InfoPath to streamline the process of gathering and sharing information.
Microsoft® Office InfoPath™ 2003 - Creating InfoPath Forms	Online Technical Reference	You're a person who has information that you need to gather and share. Microsoft® Office InfoPath™ 2003 is a product that gathers and shares information. This course will train you to use InfoPath.
Microsoft® Office OneNote® 2007	Online Technical Reference	Computers are frequently used to create, organize, and share your notes and information with others; you can also enhance the content to suit your purpose. In this course, you will use Microsoft® Office OneNote® 2007 to create different kinds of notes. You will also organize, locate, and share information using OneNote 2007.
Microsoft® Office Outlook® 2003 - Level 1	Online Technical Reference	This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.
Microsoft® Office Outlook® 2003 - Level 2	Online Technical Reference	If you have been using Microsoft® Office Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.
Microsoft® Office Outlook® 2003 - Level 3	Online Technical Reference	This course is the third in a series of Microsoft® Office Outlook® 2003 courses. It builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

Microsoft® Office Outlook® 2007 - Level 1	Online Technical Reference	This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.
Microsoft® Office Outlook® 2007 - Level 1 (Second Edition)	Online Technical Reference	This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.
Microsoft® Office Outlook® 2007 - Level 2	Online Technical Reference	If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. In this course, you will customize your Outlook environment, calendar, mails, folders, and also track, share, assign, and quickly locate various Outlook items.
Microsoft® Office Outlook® 2007 - Level 2 (Second Edition)	Online Technical Reference	If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft® Office Outlook® 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.
Microsoft® Office Outlook® 2007 - Level 3	Online Technical Reference	This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.
Microsoft® Office Outlook® 2007 - Level 3 (Second Edition)	Online Technical Reference	This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

Microsoft® Office Outlook® 2007 - New Features	Online Technical Reference	After having worked with Microsoft® Office Outlook® 2003, you must also get to know the features present in the latest release of the application. Microsoft® Office Outlook® 2007 comes with new features for improving the management, organization, and distribution of your Outlook items. In this course, you will work with the new and enhanced features in Outlook 2007.
Microsoft® Office PowerPoint® 2007 - Level 1	Online Technical Reference	You may want to upgrade paper-based overhead presentations to an electronic format. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.
Microsoft® Office PowerPoint® 2007 - Level 1 (Second Edition)	Online Technical Reference	In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.
Microsoft® Office PowerPoint® 2007 - Level 2 (Second Edition)	Online Technical Reference	As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.
Microsoft® Office PowerPoint® 2007 - New Features	Online Technical Reference	You have worked with Microsoft® Office PowerPoint® 2003 (or earlier) to create presentations. PowerPoint 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. In this course, you will work with the new and enhanced features available in Microsoft® Office PowerPoint® 2007.
Microsoft® Office PowerPoint® 2007 - Nivel 2 (Segunda edición) (Español)	Online Technical Reference	Como usuario de Microsoft® Office PowerPoint® 2007, usted está familiarizado con los fundamentos para crear una presentación y mostrar la información de forma efectiva y simple. Sin embargo, el contenido estático en una presentación no mantendrá interesado al público. En este curso, usted mejorará las presentaciones con características que transformarán las presentaciones básicas en un medio poderoso de comunicación.
Microsoft® Office PowerPoint® 2003 - Level 1	Online Technical Reference	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.

Microsoft® Office PowerPoint® 2003 - Level 2	Online Technical Reference	As a Microsoft® Office PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better—audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.
Microsoft® Office PowerPoint® 2004 for Macintosh - Level 1	Online Technical Reference	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2004 for Macintosh to give electronic presentations.
Microsoft® Office PowerPoint® 2004 for Macintosh - Level 2	Online Technical Reference	As a Microsoft® Office PowerPoint® 2004 for Macintosh user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better - audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.
Microsoft® Office PowerPoint® 2007 - Level 2	Online Technical Reference	As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation, and you are able to convey information effectively in a simple way. Static content in presentations, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication.
Microsoft® Office PowerPoint® 2007 - New Features (Second Edition)	Online Technical Reference	You have worked with Microsoft® Office PowerPoint® 2003 (or earlier) to create presentations. PowerPoint 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. In this course, you will work with the new and enhanced features available in Microsoft® Office PowerPoint® 2007.
Microsoft® Office PowerPoint® 2008 - Level 2 (Macintosh)	Online Technical Reference	As a Microsoft® Office PowerPoint® 2008 user, you are familiar with the basics of creating a presentation, and you are able to convey information effectively in a simple way. Static content in a presentation, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication.

Microsoft® Office PowerPoint® 2008: Level 1 (Macintosh)	Online Technical Reference	In today's work environment, presentations have moved far beyond flip charts and overhead projectors. The audience not only expects a presentation in electronic format, but they also demand that your presentations be unique and sophisticated. In this course, you will work with Microsoft® Office PowerPoint® 2008 to create electronic presentations.
Microsoft® Office Project 2007 - Level 1	Online Technical Reference	You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.
Microsoft® Office Project 2007 - Level 2	Online Technical Reference	Microsoft® Project 2007 Level 2 is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007 Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.
Microsoft® Office Project 2007 - Professional	Online Technical Reference	Microsoft Office Project 2007 Standard enables you to create and manage your projects in a standalone desktop environment. But to analyze projects, optimize resources, and prioritize work in a way that meets an organization's overall business objectives, you need to use a more encompassing project management solution. In this course, you will use Microsoft Office Project Professional 2007 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment.
Microsoft® Office Project 2007 - Web Access	Online Technical Reference	Effective communication between team members is essential for the successful completion of any project. A Microsoft Enterprise Project Management solution provides the framework for electronically creating and managing projects. In this course, you will use Microsoft® Office Project 2007 to access project information located on a server, as well as to report progress on assigned project tasks.
Microsoft® Office Publisher 2007	Online Technical Reference	You're starting Microsoft® Office Publisher 2007, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Microsoft® Office Sharepoint® Server 2007 - Introduction	Online Technical Reference	You worked with Office applications to share information with your coworkers. Information sharing often requires multiple software that do not necessarily work well together. Microsoft® Office SharePoint® Server 2007 combines the familiar Office tools and the latest technology. It also extends the functionality of the applications and the web into a single environment to share information, no matter where you are or how you access it. In this course, you will create and edit content in a team site and also manage your own team site.
Microsoft® Office Visio® Professional 2007 - Level 1	Online Technical Reference	Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft® Office Visio® Professional 2007 has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.
Microsoft® Office Visio® Professional 2007 - Level 2	Online Technical Reference	Microsoft® Office Visio® Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft® Office Visio® Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.
Microsoft® Office Word 2003 - Level 1	Online Technical Reference	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.
Microsoft® Office Word 2003 - Level 2	Online Technical Reference	In the first course in this series, Microsoft Word 2003 - Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.

Microsoft® Office Word 2003 - Level 3	Online Technical Reference	You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.
Microsoft® Office Word 2004 For Macintosh - Level 1	Online Technical Reference	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of two Microsoft® Office Word 2004 for Macintosh courses. It will provide you with the basic concepts required to produce basic business documents.
Microsoft® Office Word 2004 for Macintosh - Level 2	Online Technical Reference	In the first course in this series, Microsoft Office Word 2004 - Level 1 for Macintosh, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Office Word 2004 for Macintosh on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Office Word 2004 for Macintosh works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft Office Word 2004 for Macintosh elements. In this course, you will increase the complexity of your Microsoft Office Word 2004 for Macintosh documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft Office Word 2004 for Macintosh efficiency tools.
Microsoft® Office Word 2007 - Level 1	Online Technical Reference	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.
Microsoft® Office Word 2007 - Level 1 (Second Edition)	Online Technical Reference	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Microsoft® Office Word 2007 - Level 2	Online Technical Reference	<p>In the first course in this series, Microsoft® Word 2007: Level 1 , you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft® Word 2007 elements. In this course, you will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2007 efficiency tools.</p>
Microsoft® Office Word 2007 - Level 2 (Second Edition)	Online Technical Reference	<p>In the first course in this series, Microsoft® Office Word 2007Level 1 , you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools.</p>
Microsoft® Office Word 2007 - Level 3	Online Technical Reference	<p>You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.</p>
Microsoft® Office Word 2007 - Level 3 (Second Edition)	Online Technical Reference	<p>You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.</p>
Microsoft® Office Word 2007 - New Features	Online Technical Reference	<p>In the past, you have extensively used Microsoft® Office Word 2003 to author and format content and graphics within documents. Word 2007 with its new features, user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. In this course, you will be introduced to the new and enhanced features available in Microsoft Office Word 2007.</p>

Microsoft® Office Word 2007: New Features (Second Edition)	Online Technical Reference	In the past, you have extensively used Microsoft® Office Word 2003 to author and format content and graphics within documents. Word 2007 with its new features such as user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. In this course, you will be introduced to the new and enhanced features in Microsoft® Office Word 2007.
Microsoft® Office Word 2008 - Level 1 (Macintosh)	Online Technical Reference	Word processing is the use of computer programs to create, revise, and save documents for printing and future retrieval. These programs come with a slew of features that assist in document creation tasks. In this course, you will explore the basic concepts of creating standard business documents in Microsoft® Office Word 2008 .
Microsoft® Office Word 2008 - Level 2 (Macintosh)	Online Technical Reference	In the first course in this series, Microsoft® Office Word 2008 Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. Once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you need to customize and automate the way Microsoft Word 2008 works. You can improve the quality of your work by enhancing your documents with customized Microsoft Word 2008 elements. In this course, you will create complex documents in Microsoft Word 2008 by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2008 efficiency tools.
Microsoft® Project 2003 - Level 1	Online Technical Reference	Welcome to Microsoft Project 2003Level 1. This course is the first in a series of two courses designed for individuals who will use Microsoft Office Project Professional 2003 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.
Microsoft® Project 2003 - Level 2	Online Technical Reference	Microsoft Project 2003 Level 2 is the second course in the Microsoft Project 2003 series. In Microsoft Project 2003Level 1 , you used your project management skills to create a complete project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.

Microsoft® Publisher 2003 - Level 1	Online Technical Reference	You're starting Microsoft® Publisher 2003, which is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.
Microsoft® SharePoint® Designer 2007 - Level 1	Online Technical Reference	You've created intranet sites using Microsoft® Windows® SharePoint® Services. There will be times when you would want to build sites that lay emphasis on your company's unique requirements and sites that align themselves with the company's unique brand identity. In this course, you will use Microsoft® SharePoint® Designer 2007 to customize your SharePoint sites and build a new subsite on the SharePoint services platform.
Microsoft® SharePoint® Designer 2007 - Level 2	Online Technical Reference	Now that you know how to create customized SharePoint sites matching your branding, you may want to extend your sites to include more functionality. With SharePoint Designer, you can extend your sites more easily than before.
Microsoft® Windows Vista™ - Level 1	Online Technical Reference	This course is the first in a series of three Microsoft® Windows Vista™ courses. This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage file and folders. You will also work with simple tools and browse the Internet.
Microsoft® Windows Vista™ - Level 2	Online Technical Reference	This course is the second and last in the series of Microsoft® Windows Vista™ courses. This course will provide you with skills that will help you manage some of the advanced tasks available in Windows Vista. In this course, you will familiarize yourself with advanced customization techniques and work with applications and programs in Windows Vista. In addition to this, you will also work with Internet Explorer 7.0, manage network communications and data, and enhance system performance.
Microsoft® Windows Vista™ - New Features	Online Technical Reference	You are familiar with the earlier versions of Microsoft's Windows® operating systems. Every new Windows version includes features and enhancements to overcome the limitations and drawbacks of its predecessors. Microsoft® Windows® Vista™ is the latest release in the Microsoft Windows operating system family. In this course, you will use the new features in Windows Vista to improve your workflow efficiency and business productivity.

Microsoft® Windows® SharePoint® Services 3.0 - Level 1	Online Technical Reference	In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows® SharePoint® services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.
Microsoft® Windows® SharePoint® Services 3.0 - Level 2	Online Technical Reference	In your previous experience, you have used the features of a WSS team site and you have also performed some basic administration of WSS team sites as a site owner. Once you have mastered these basic skills, your job might require you to perform more advanced administration of sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In this course, you will manage team sites as a site owner and as a SharePoint Services administrator.
Mozilla® Firefox® 3 - Introduction	Online Technical Reference	You are familiar with computers and how they work. Computers have contributed to the rise and spread of the Internet, which has now become the driving force for networked societies around the globe. In this course, you will use Mozilla® Firefox® 3 to take full advantage of all that Internet has to offer.
Netscape Communicator 4.7 - Introduction	Online Technical Reference	Netscape Communicator 4.7 - Introduction is a hands-on instruction book that will introduce you to the basics of Netscape Communicator to find information on the Internet and communicate with others.
Notes 6 - Databases	Online Technical Reference	Welcome to Notes 6 - Databases. This course was designed for individuals who will use Notes databases on the job to share information stored in a central location, and who may or may not use Notes as their email package. The topics in this course cover the critical skills necessary to open existing databases and to create, modify, delete, search for, and organize documents within those databases.
Notes 6 - Mail and Calendars	Online Technical Reference	Welcome to Notes 6 - Mail and Calendars. This course is for the new user of Notes 6 and assumes no experience with Notes or any other email application. The topics covered are the critical skills you need to get started sending and responding to email in Notes, as well as maintaining your calendar and scheduling meetings.

Notes 6.5 - Databases	Online Technical Reference	Welcome to Notes 6.5 - Databases. This course was designed for individuals who will use Notes databases on the job to share information stored in a central location, and who may or may not use Notes as their email package. The topics in this course cover the critical skills necessary to open existing databases and to create, modify, delete, search for, and organize documents within those databases.
Notes 6.5 - Mail and Calendars	Online Technical Reference	Welcome to Notes 6.5 - Mail and Calendars. This course is for the new user of Notes 6.5 and assumes no experience with Notes or any other email application. The topics covered are the critical skills you need to get started sending and responding to email in Notes, as well as maintaining your Calendar and scheduling meetings.
Notes 7 - Databases	Online Technical Reference	You have already worked on personal computers. Now, you would like to share information stored in a central location with other users. In this course, you will use Notes databases to do just that.
Notes 7 - Mail and Calendars	Online Technical Reference	This course is for the new user of Notes 7 and assumes no experience with Notes or any other email application. The topics covered are the critical skills you need to create, send, and respond to email in Notes, maintain a list of contacts, as well as schedule appointments and meetings.
OpenOffice Base 2.3	Online Technical Reference	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer-based applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and design and modify databases and their various objects using the OpenOffice Base relational database application.
OpenOffice Calc 2.3	Online Technical Reference	Worksheets are an integral part of financial analysis and audit. Experts pore over pages of mundane data to make interpretations and permutations. During such operations, they have to be meticulous as overlooking even a minor detail would prove disastrous and require starting the calculation afresh. The ability to manipulate data and perform calculations automatically using a software application certainly has more advantages over the printed format. In this course, you will use the features and tools present in OpenOffice Calc 2.3 to manage data.

OpenOffice Impress 2.3	Online Technical Reference	You may have previously conducted presentations using overhead projectors and flip charts. Nowadays, presentations are expected to be in an electronic format so that the presentations are professional as well as engaging. In this course, you will work with OpenOffice Impress 2.3 to create electronic presentations.
OpenOffice Writer 2.3	Online Technical Reference	Text document processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course will provide you with the concepts required to produce business documents.
Outlook 2000 - Advanced	Online Technical Reference	This course is a hands-on instruction book that will introduce you to some of the advanced mail, contact, and Calendar features of Outlook 2000.
Outlook 2000 - Level 1	Online Technical Reference	Outlook 2000 - Level 1 is a hands-on instruction book that will introduce you to the fundamentals of Microsoft Outlook 2000.
Outlook 2000 - Level 2	Online Technical Reference	This course presents material for you to learn how to manage and grant permissions to Outlook 2000 folders, share information by using folders, send faxes to contacts, record entries in the Outlook Journal automatically, use templates and forms, and use Internet Explorer 5.0 integration features.
Outlook 2002 - Level 1	Online Technical Reference	In this course, you will learn the basics of using Microsoft Outlook 2002 as a communications tool. You will send and receive mail messages, use a calendar to schedule appointments, and coordinate business meetings with multiple participants. You will also keep track of personal and business contacts, and create task lists and notes to remind you of things that need to be done.
Outlook 2002 - Level 2	Online Technical Reference	If you've been using Outlook 2002 as a communications tool for some time, you know how to send a mail message, schedule an appointment, and create contacts, tasks and notes. In this course, you will utilize some more advanced Outlook tools to make your job easier. You will modify the Outlook environment to suit your preferences, and personalize your mail messages. You will also assign tasks to others and track their progress, learn about ways to keep your messages and calendar organized, and share Outlook information with others.

Outlook 2002 - Level 3	Online Technical Reference	Welcome to Microsoft Outlook 2002 Level 3 . This course is the third in a series of three Microsoft Outlook 2002 courses. By now, you are actively using Microsoft Outlook as your personal information manager. You send, receive, and manage email messages; schedule and manage appointments, events, and meetings; and create and manage contacts, tasks, and notes, as well as customize your Outlook environment and work with public folders. By taking this course, you will expand upon the concepts you learned in both previous courses, Outlook 2002 Level 1 and Outlook 2002 Level 2 . You will be introduced to new concepts with an opportunity to apply them.
Paradox 9.0 - Advanced	Online Technical Reference	Paradox 9.0 - Advanced is a hands-on instruction book that will help you improve your database designs by helping you to structure tables properly, use the principles of data normalization and table relationships, enable data-entry accuracy, use queries effectively, and enhance form and report designs to present data effectively.
Paradox 9.0 - Introduction	Online Technical Reference	You will get the most out of this course if you want to learn to create and use basic Paradox objects, or if you need to create and use databases in your job. You should be familiar with Windows 98. You will learn good database design techniques, and how to create tables, forms, queries, and reports.
Paradox® 10 - Level 1	Online Technical Reference	You will get the most out of this course if you want to learn to create and use basic Paradox objects, or if you need to create and use databases in your job. You should be familiar with Windows. You will learn good database design techniques, and how to create tables, forms, queries, and reports.
Paradox® 10 - Level 2	Online Technical Reference	Paradox® 10 - Level 2 is a hands-on instruction book that will help you improve your database designs by helping you to structure tables properly, use the principles of data normalization and table relationships, enable data-entry accuracy, use queries effectively, and enhance form and report designs to present data effectively.
PowerPoint 2000 - Advanced	Online Technical Reference	PowerPoint 2000 Advanced is a hands-on instruction book that will introduce you to the advanced features of PowerPoint.
PowerPoint 2000 - Introduction	Online Technical Reference	PowerPoint 2000 - Introduction is a hands-on instruction book that will introduce you to the basics of effectively creating presentations in Microsoft PowerPoint.

PowerPoint 2002 - Level 1	Online Technical Reference	Welcome to the world of computerized desktop presentation. Microsoft PowerPoint 2002 is a feature-rich, easy-to-use program that enables you to create presentation slides that combine text, clip art, drawings, tables, and charts and graphs. In this course, you'll learn how to create, modify, and run a basic PowerPoint presentation.
PowerPoint 2002 - Level 2	Online Technical Reference	Up to this point, you should know the basics about creating slide show presentations in PowerPoint. Now it's time to extend your knowledge further and work with design templates, custom animations, techniques for delivering presentations, Web presentations, and presentation broadcasting.
Presentations 9.0 - Introduction (Windows 98)	Online Technical Reference	Presentations 9.0 - Introduction (Windows 98) is a hands-on instruction book that will introduce you to the basics of creating and presenting professional-looking slide shows and collateral materials.
Presentations™ 10 - Level 1	Online Technical Reference	Presentations 10 - Level 1 is a hands-on instruction book that will introduce you to the basics of creating and presenting professional-looking slide shows and collateral materials.
Publisher 2002	Online Technical Reference	This course, Publisher 2002, will build on basic word processing skills and concentrate on desktop publishing concepts as they relate to developing basic publication documents, such as flyers and newsletters.
Quattro Pro 12	Online Technical Reference	You have used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Corel Quattro Pro 12 to create electronic spreadsheets, use sophisticated tools for managing numbers, perform calculations, and create charts to visually represent your data.
Quattro Pro 9.0 - Charts and Databases	Online Technical Reference	Quattro Pro 9.0 - Charts and Databases is a hands-on instruction book. It will introduce students to creating charts to graphically represent their data and the database features of Quattro Pro including sorting, locating, extracting, manipulating, and calculating data, and presenting it in meaningful reports.
Quattro Pro 9.0 - Spreadsheets	Online Technical Reference	Quattro Pro 9.0 - Spreadsheets is a hands-on instruction book that will introduce you to the basics of the Quattro Pro 9 electronic spreadsheet program..

Quattro® Pro 10 - Charts and Databases	Online Technical Reference	Quattro® Pro 10 - Charts and Databases is a hands-on instruction book. It will introduce students to creating charts to graphically represent their data and the database features of Quattro Pro including sorting, locating, extracting, manipulating, and calculating data, and presenting it in meaningful reports.
Quattro® Pro 10 - Spreadsheets	Online Technical Reference	Quattro Pro 10 - Spreadsheets is a hands-on instruction book that will introduce you to the basics of the Quattro Pro 10 electronic spreadsheet program.
Quattro® Pro 11	Online Technical Reference	Quattro® Pro 11 is a hands-on instruction book that will introduce you to the basics of the Quattro Pro 11 electronic spreadsheet program.
Relational Database Design (Second Edition)	Online Technical Reference	For many new or intermediate database developers, it's difficult to know where to start when designing a relational database. It's easy to make the mistake of assuming that the functionality of a database will take shape over time, or the design will fall into place as you build the database. This course covers the steps to effectively plan and design functional, efficient databases.
Relational Database Design (Third Edition)	Online Technical Reference	At work, storing and accessing data are part of a person's day-to-day activities. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a simple relational database application and its associated tools. You have used databases to store and retrieve data. Now, you may want to plan and design your own database. A well-designed database allows easy maintenance and quick access of data. In this course, you will plan, design, and create a functional and efficient relational database. You can create effective database designs by applying relational database design techniques.
Relational Database Design - A Practical Approach	Online Technical Reference	This course is about the general principles used in creating a well-designed relational database. The concepts are not specific to a particular software application and can be applied to any relational database management system. There are two lessons about query concepts and techniques. In this course, Access 97 or Access 2000 is used as a tool for working with example queries but, again, the general concepts apply to all relational database products.
Technical Introduction to the Internet	Online Technical Reference	Technical Introduction to the Internet is a hands-on instruction book that will introduce you to fundamental principles underlying Internet and World Wide Web technology.

Visio 2002 Professional - Level 1	Online Technical Reference	<p>In this course, you'll learn fundamental skills while creating several types of diagrams using Visio Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.</p>
Visio 2002 Professional - Level 2 (Windows)	Online Technical Reference	<p>In this course, you will expand on the knowledge you gained in the Visio 2002 Professional - Level 1 course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.</p>
Visio 2003 Professional - Level 2	Online Technical Reference	<p>In this course, you will expand on the knowledge you gained in the Visio 2003 Professional: Level 1 course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.</p>
Visio® 2003 Professional - Level 1	Online Technical Reference	<p>In this course, you'll learn fundamental skills while creating several types of diagrams using Microsoft® Office Visio® Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.</p>
Windows 2000 - Additional Topics	Online Technical Reference	<p>Windows 2000 - Additional Topics will guide you through some advanced features of the Windows 2000 operating system.</p>

Windows 2000 - Introduction	Online Technical Reference	Windows 2000 - Introduction is a hands-on instruction book that will introduce you to the basics of the Windows 2000 operating system.
Windows Me - Introduction	Online Technical Reference	Windows Me - Introduction is a hands-on instruction book that will introduce you to the basics of the Windows Me operating system.
Windows SharePoint Services - Building Extended Collaborative Solutions	Online Technical Reference	Windows SharePoint Services - Building Extended Collaborative Solutions is the second course focused on building Web-based information sharing and collaborative solutions with Windows SharePoint Services. In the first course, you learned how to work with team Web sites and perform basic administration tasks. Now you need to expand your SharePoint solution to include a variety of teams with different needs and manage the sites and servers. In this course, you will learn how to create and use workspaces, as well as learn how to administer and support your entire Windows SharePoint Services Web-based solution.
Windows XP - Transition from Windows 2000	Online Technical Reference	You have already learned how to use Windows 2000. The newest version of Windows, Windows XP, is similar to Windows 2000 in some ways, and quite different from Windows 2000 in other ways. In this course, you will explore the difference between Windows 2000 and Windows XP.
Word 2000 - Advanced	Online Technical Reference	Word 2000 - Level 3 is a hands-on instruction book that will introduce you to the advanced features of the Word 2000 word processor.
Word 2000 - Level 1	Online Technical Reference	Word 2000 - Level 1 is a hands-on instruction book that will introduce you to the basics of the Word 2000 word processor.
Word 2000 - Level 2	Online Technical Reference	Word 2000 - Level 2 is a hands-on instruction book that will introduce you to the intermediate features of the Word 2000 word processor.
Word 2002 - Level 1	Online Technical Reference	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. Microsoft Word is a proven and powerful word processing application. This course is the first in a series of three Microsoft Word courses. It will provide you with the basic concepts required to produce common business documents as well as give you the opportunity to apply them.
Word 2002 - Level 2	Online Technical Reference	Welcome to Microsoft Word 2002: Level 2. This course is the second in a series of three Microsoft Word 2002 courses. By taking this course, you will expand upon the basic concepts that you learned in the Microsoft Word 2002: Level 1 course as well as be introduced to new intermediate concepts with an opportunity to apply them.

Word 2002 - Level 3	Online Technical Reference	You know how to use Microsoft Word to create and format documents and newsletters. In this course, you'll learn how to use Word to create forms and long documents as well as how to make it easier to display and work with those forms and long documents by using macros and collaborating.
WordPerfect 9.0 - Advanced	Online Technical Reference	WordPerfect 9.0 - Advanced is a hands-on instruction book that will introduce you to some of the advanced features of WordPerfect 9.0.
WordPerfect 9.0 - Level 1	Online Technical Reference	WordPerfect 9.0 - Level 1 is a hands-on instruction book that will introduce you to the basic elements of word processing.
WordPerfect 9.0 - Level 2	Online Technical Reference	WordPerfect 9.0 - Level 2 is a hands-on instruction book that will introduce you to the basics of the WordPerfect word processing application.
WordPerfect® 10 - Level 1	Online Technical Reference	WordPerfect® 10 - Level 1 is a hands-on instruction book that will introduce you to the basic elements of word processing.
WordPerfect® 10 - Level 2	Online Technical Reference	WordPerfect® 10 - Level 2 is a hands-on instruction book that will introduce you to the basics of the WordPerfect word processing application.
WordPerfect® 10 - Level 3	Online Technical Reference	WordPerfect® 10 - Level 3 is a hands-on instruction book that will introduce you to some of the advanced features of WordPerfect 10.
WordPerfect® 11 - Level 1	Online Technical Reference	WordPerfect® 11 - Level 1 is a hands-on instruction book that will introduce you to the basic elements of word processing.
WordPerfect® 11 - Level 2	Online Technical Reference	WordPerfect® 11 - Level 2 is a hands-on instruction book that will introduce you to the basics of the WordPerfect word processing application.
WordPerfect® 11 - Level 3	Online Technical Reference	WordPerfect® 11 - Level 3 is a hands-on instruction book that will introduce you to some of the advanced features of WordPerfect 11.
WordPerfect® 12 - Level 1	Online Technical Reference	You will examine the basic features of WordPerfect 12 and apply this knowledge to create documents and share them with other users.

<p>WordPerfect® 12 - Level 2</p>	<p>Online Technical Reference</p>	<p>In the first course in this series, WordPerfect 12 - Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use WordPerfect 12 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way WordPerfect 12 works for you, and you can improve the quality of your work by enhancing your documents with customized WordPerfect 12 elements. In this course, you will increase the complexity of your WordPerfect 12 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized WordPerfect 12 efficiency tools.</p>
<p>WordPerfect® 12 - Level 3</p>	<p>Online Technical Reference</p>	<p>If you use WordPerfect 12 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way WordPerfect 12 works for you. WordPerfect 12 - Level 3 expands your level of productivity by customizing the WordPerfect environment. In addition, you will work with graphics to enhance your documents. You will collaborate with others while reviewing and changing documents. You will also manage large documents and work with legal documents. Finally, you will learn to share files with others that do not have WordPerfect.</p>
<p>WordPro Millennium Edition 9.5 - Advanced</p>	<p>Online Technical Reference</p>	<p>WordPro Millennium Edition 9.5 - Advanced is a hands-on instruction book that will introduce you to the more advanced features of Word Pro.</p>
<p>WordPro Millennium Edition 9.5 - Introduction</p>	<p>Online Technical Reference</p>	<p>WordPro Millennium Edition 9.5 - Introduction is a hands-on instruction book that will introduce you to the basics of word processing using Word Pro.</p>

<p style="text-align: center;">Xcelsius 2008: Essentials</p>	<p style="text-align: center;">Online Technical Reference</p>	<p>As a business executive or manager, you may use Microsoft® Office Excel®, or a similar application to create dashboards and other business presentations. Using spreadsheets, you can only plot static charts and graphs that present historical data. Also, the dashboards that you create in spreadsheets would be spread across multiple files or worksheets. With Xcelsius 2008, you can consolidate a large amount of data and present it dynamically on a single dashboard, so that you can not only appreciate historical data but also forecast or predict future performance.</p> <p>In this course, you will use Xcelsius to create interactive visualizations for presenting complex data in a simple way, and to conduct analysis to make critical decisions. You will also create complete dashboards that present business, project, and human resources information, all consolidated and presented in a user-friendly manner. Finally, you will publish dashboards into various file formats such as Adobe Flash, Microsoft Office PowerPoint, Adobe PDF, and also to the web.</p>
<p style="text-align: center;">Microsoft Access 2003 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Access 2003 K-Card PDF</p>
<p style="text-align: center;">Microsoft Access 2007 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Access 2007 K-Card PDF</p>
<p style="text-align: center;">Microsoft Excel 2003 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Excel 2003 K-Card PDF</p>
<p style="text-align: center;">Microsoft Excel 2007 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Excel 2007 K-Card PDF</p>
<p style="text-align: center;">Microsoft Office 2007 Ribbon Interface K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Office 2007 Ribbon Interface K-Card PDF</p>
<p style="text-align: center;">Microsoft Outlook 2003 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Outlook 2003 K-Card PDF</p>
<p style="text-align: center;">Microsoft Outlook 2007 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Outlook 2007 K-Card PDF</p>
<p style="text-align: center;">Microsoft PowerPoint 2003 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft PowerPoint 2003 K-Card PDF</p>
<p style="text-align: center;">Microsoft PowerPoint 2007 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft PowerPoint 2007 K-Card PDF</p>
<p style="text-align: center;">Microsoft Word 2003 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Word 2003 K-Card PDF</p>
<p style="text-align: center;">Microsoft Word 2007 K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Microsoft Word 2007 K-Card PDF</p>
<p style="text-align: center;">Windows Professional XP K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Windows Professional XP K-Card PDF</p>
<p style="text-align: center;">Windows Vista K-Card PDF</p>	<p style="text-align: center;">Reference Materials</p>	<p style="text-align: center;">Windows Vista K-Card PDF</p>
<p style="text-align: center;">Access 2000: Advanced</p>	<p style="text-align: center;">Self-paced Courses</p>	<p>In this course, you'll examine how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate forms. In addition, you'll experiment with Internet-related features, including hyperlinks.</p>

Access 2000: Advanced (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will examine the advanced techniques in Access 2000. You will explore advanced techniques for creating queries, forms, macros, and reports, and explore the web capabilities of Access.
Access 2000: Introduction to Application Development	Self-paced Courses	In this course, you'll study how to develop an application and tie objects together into a cohesive system by using macros and Visual Basic for Applications code.
Access 2000: Level 1	Self-paced Courses	In this course, you'll review the basic skills necessary to begin using Access 2000. You will design and create databases, tables, queries, forms, and reports.
Access 2000: Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will learn the basic skills necessary to begin using Access 2000. You will design and create databases, tables, queries, forms, and reports.
Access 2000: Level 2	Self-paced Courses	In this course, you'll study how to enhance your database designs by using the principles of normalization and table relationships. You will also examine how to query multiple tables for data that is used in customized forms and reports, and how to create data access pages to share data over an intranet or the Internet. In addition, you'll be able to take the guesswork out of creating databases by using data-normalization techniques. You will examine how to take advantage of relational database efficiency to maintain data. You will also explore techniques to save time by controlling data entry and automating tasks. You will also become familiar with Access features that enable you to customize forms and reports.
Access 2000: Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore the principles of data normalization and table relationships, query multiple tables for data used in customized forms and reports, and use data access pages.

Access 2002 (Office XP): Advanced (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll explore a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate forms. In addition, you'll gain experience working with various Microsoft Access tools, such as securing a database, using the Database Splitter, replicating a database, and creating MDE files.
Access 2002 (Office XP): Level 1	Self-paced Courses	In this course, you'll be familiarized with the basics of Access 2002. You will explore how to create and use database objects, including tables, queries, forms, and reports.
Access 2002 (Office XP): Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll be familiarized with the basics of Access 2002. You will explore how to create and use database objects, including tables, queries, forms, and reports.
Access 2002 (Office XP): Level 2	Self-paced Courses	In this course, you'll explore how to enhance your database designs by using the principles of normalization and table relationships. You will also examine how to query multiple tables for data that is used in customized forms and reports, and how to create data access pages to share data over an intranet or the Internet. In addition, you'll observe how to use data-normalization techniques, and how to take advantage of relational database efficiency to maintain data.
Access 2002 (Office XP): Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will expand upon the basic features of Access and give you an opportunity to work with some more advanced features. You will examine templates, sorting and filtering, importing and exporting, advanced formulas, analysis tools, and collaboration.
Access 2002 (Office XP): Level 3	Self-paced Courses	In this course, you'll explore a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate forms. In addition, you'll gain experience working with various Microsoft Access tools, such as securing a database, using the Database Splitter, replicating a database, and creating MDE files.

Access 2002 (Office XP): Level 4	Self-paced Courses	In this course, students will create and modify a database switchboard. Students will also set and modify startup options. Students will develop a data access page and include a PivotTable and PivotChart in it. Students will distribute a database and add security features to it. Students will integrate Access into business operations. Students will also automate a business process using VBA.
Access 2003: Creating Queries	Self-paced Courses	As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. In this course, you will examine how to query the database and find and join data. You will also explore creating flexible queries. Creating Queries is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.
Access 2003: Designing a Database	Self-paced Courses	As you begin this course, you should have the basic skills you need to work with Microsoft® Office Access 2003 database. In this course, you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications. This course is designed for the student who wishes to learn intermediate-level operations of the Microsoft Access Database program. It is designed for students pursuing the Microsoft® Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.
Access 2003: Improving the Effectiveness of an Access Database	Self-paced Courses	Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities. This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access Database program. This course is for the individual whose job responsibilities include creating forms and reports; writing macros to automate common tasks; and performing general database maintenance.

<p>Access 2003: Improving Usability with Access Macros</p>	<p>Self-paced Courses</p>	<p>Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities. This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access Database program. This course is for the individual whose job responsibilities include writing macros to automate common tasks.</p>
<p>Access 2003: Integrating Access with the Web, XML, and Office Applications</p>	<p>Self-paced Courses</p>	<p>In this course, you will learn remote database management, and how to exchange data with XML and other type applications. This course is for students who have a thorough understanding of the basic and advanced user features of the Access program, and are interested in learning introductory level administrator skill sets. The course is also for the student that may be working in a Web-based environment and may need to adapt Access applications to the environment.</p>
<p>Access 2003: Maintaining Existing Databases</p>	<p>Self-paced Courses</p>	<p>Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management, computer-based applications, is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. This course is designed for the student who wishes to learn the basic operations of the Microsoft® Office Access 2003 database program necessary to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. In this course, you will be introduced to the relational database, work with Access database files, examine and Access form, use the Access Query object to locate and display record groupings, and display Record Sets.</p>
<p>Access 2003: Optimizing and Securing Access Database Applications</p>	<p>Self-paced Courses</p>	<p>In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code. This course is for students who have a thorough understanding of the basic and advanced user features of the Access program, and are interested in learning introductory level administrator skill sets. The course is also for the student that may be working in a Web-based environment and may need to adapt Access applications to the environment.</p>

<p>Access 2003: Structure and Analyze Data with Advanced Queries</p>	<p>Self-paced Courses</p>	<p>Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities. This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access Database program. This course is for the individual whose job responsibilities include structuring existing data and creating advanced queries.</p>
<p>Access 2003: Working with Forms</p>	<p>Self-paced Courses</p>	<p>As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. Other skills include querying the database, finding and joining data, and creating flexible queries. In this course, you will explore how to design forms and improve your forms. Working with Forms is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.</p>
<p>Access 2003: Working with Reports</p>	<p>Self-paced Courses</p>	<p>As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. Other skills include querying the database, finding and joining data, creating flexible queries, and designing and improving forms. In this course, you will explore how to produce and customize your reports. You will also examine how to expand the reach of your data. Working with Reports is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries and forms. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.</p>

Access 2003: Working with Reports (Retired)	Self-paced Courses	<p>As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. Other skills include querying the database, finding and joining data, creating flexible queries, and designing and improving forms. In this course, you will explore how to produce and customize your reports. You will also examine how to expand the reach of your data. Working with Reports is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries and forms. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.</p>
Access 7.0: Introduction	Self-paced Courses	<p>In this course, students will learn the basic skills necessary to effectively begin creating and working with databases in version 7.0 of Access.</p>
Access 97: Advanced	Self-paced Courses	<p>In this course, you'll explore how to create action queries, more efficient forms and reports, and macros. You will also examine how to analyze data by creating complex queries, speed repetitive tasks by creating macros, and work with Access on the Internet.</p>
Access 97: Introduction to Application Development	Self-paced Courses	<p>In this course, you'll explore how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic code. You will examine how to build an application by designing and creating the database objects and a graphical user interface.</p>
Access 97: Level 1	Self-paced Courses	<p>In this course, you'll explore how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms. In addition, you'll experiment with Internet-related features, including hyperlinks and the Web toolbar.</p>

Access 97: Level 2	Self-paced Courses	In this course, you'll explore how to enhance your database designs by using the principles of normalization and table relationships. You will examine how to query multiple tables for data that is used in customized forms and reports. You will also be able to take the guesswork out of creating databases by using data-normalization techniques. Additionally, you'll explore how to take advantage of relational database efficiency to maintain data. You will also become familiar with Access features that will enable you to customize forms and reports. You will also examine how you can save time by controlling data entry and automating tasks.
Business Statistics in Excel 97	Self-paced Courses	In this course, you'll use Excel to calculate statistical information that is useful in the business world. You will explore Excel's functions for performing various tasks such as advanced mathematical equations, histograms, trendlines, linear regression, and sampling.
Create Legal Forms Using Microsoft® Office Word 2007	Self-paced Courses	Microsoft Word 2007 has a set of advanced tools that will help you create, enhance, and distribute forms quickly and effortlessly. In this course, you will employ these tools to create legal forms. Legal advisors, lawyers, para legals, clients, and others who needs to create legal forms using the advanced tools in Word 2007.
Excel 2000: Advanced	Self-paced Courses	In this course, you'll explore how to work with advanced features of Excel 2000 and various advanced techniques for analyzing and manipulating data in Excel.
Excel 2000: Advanced (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore how to work with advanced features of Excel 2000 and various advanced techniques for analyzing and manipulating data in Excel.
Excel 2000: Level 1	Self-paced Courses	In this course, you'll use basic Excel worksheet skills and explore how to work with data in worksheets by using an electronic spreadsheet to create basic data reports.
Excel 2000: Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore basic worksheet skills and how to work with data in worksheets. You will also discover how to use an electronic spreadsheet to create basic data reports.

Excel 2000: Level 2	Self-paced Courses	In this course, you'll explore how to use electronic charts, chart items, and graphics to enhance worksheet data reports in Excel.
Excel 2000: Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will expand upon the basic features of Excel and give you an opportunity to work with some more advanced features. You will examine templates, sorting and filtering, importing and exporting, advanced formulas, analysis tools, and collaboration.
Excel 2001: Level 1 for Macintosh	Self-paced Courses	In this course, you'll explore basic worksheet skills and how to work with data in worksheets. You will examine how to use an electronic spreadsheet to create basic data reports.
Excel 2001: Level 2 for Macintosh	Self-paced Courses	In this course, you'll explore various worksheet skills and how to work with data in a worksheet. You will examine using an electronic spreadsheet to create basic data reports.
Excel 2001: Level 3 for Macintosh	Self-paced Courses	In this course, you'll explore how to work with the advanced features of Excel 2001. You will also examine various advanced techniques for analyzing and manipulating data in Excel.
Excel 2002 (Office XP): Advanced	Self-paced Courses	In this course, you'll explore how to work with advanced features of Microsoft Excel 2002 and various advanced techniques for analyzing and manipulating data in Excel.
Excel 2002 (Office XP): Advanced (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll explore how to work with advanced features of Microsoft Excel 2002 and various advanced techniques for analyzing and manipulating data in Excel.
Excel 2002 (Office XP): Level 1	Self-paced Courses	In this course, you'll examine how Excel simplifies managing a budget by filling out the ledger sheets, calculating and recalculating totals, and redesigning sheets to add or delete columns or rows.
Excel 2002 (Office XP): Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll use basic Excel worksheet skills and explore how to work with data in worksheets by using an electronic spreadsheet to create basic data reports.
Excel 2002 (Office XP): Level 2	Self-paced Courses	In this course, you'll explore how to maintain your data and keep your information organized in spreadsheets with Excel 2002.

Excel 2002 (Office XP): Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll expand upon the skills you examined in the Excel 2002: Level 1 course and have an opportunity to work with some more advanced features of Excel, including templates; sorting and filtering; importing and exporting; advanced formulas; analysis tools; and collaboration.
Excel 2003: Analyzing and Managing Data	Self-paced Courses	In this course, you will streamline and enhance your Excel worksheets with charts and formulas.
Excel 2003: Collaborating with Workbooks	Self-paced Courses	You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate with others, and audit and analyze worksheet data. In this course, you will do all of these things.
Excel 2003: Formatting Excel	Self-paced Courses	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to develop workbooks, format worksheets, and customize layouts. You will also explore creating and applying templates and working with graphic objects. This course is also designed for persons wishing to prepare for certification as a Microsoft® Office Specialist in Excel, who already have knowledge of the Microsoft® Windows 98 (or above) operating system.
Excel 2003: Manipulating Workbooks	Self-paced Courses	You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to work with multiple workbooks, import and export data, and structure XML workbooks. In this course, you will do all of these things.

Excel 2003: Working with Existing Workbooks	Self-paced Courses	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data. Persons preparing for certification as a Microsoft® Office Specialist in Excel, who already have knowledge of the Microsoft Windows 98 (or above) operating system, and who desire to gain the skills necessary to create, edit, format, and print basic Excel worksheets should take this course.
Excel 2003: Writing Formulas	Self-paced Courses	In this course, you will streamline and enhance your Excel worksheets by applying advanced formulas.
Excel 7.0: Advanced	Self-paced Courses	In this course, you'll explore the skills and concepts necessary to work with the advanced capabilities of Excel.
Excel 7.0: Introduction	Self-paced Courses	In this course, you'll explore the basic skills necessary to effectively begin creating and working with databases in Excel 7.0.
Excel 97: Advanced	Self-paced Courses	In this course, you'll explore the skills and concepts necessary to work with advanced features of Excel 97.
Excel 97: Level 1	Self-paced Courses	In this course, you'll explore basic worksheets skills and how to work with data in worksheets. You will also examine how to use an electronic spreadsheet to create basic data reports.
Excel 97: Level 2	Self-paced Courses	In this course, you'll examine the skills and concepts necessary to create charts and use the list-management capabilities of Excel 97.
Excel 98: Advanced for Macintosh	Self-paced Courses	In this course, you'll explore many of the advanced skills that will allow you to take advantage of Excel's powerful tools.
Excel 98: Introduction for Macintosh	Self-paced Courses	In this course, you'll explore many of the basic skills that will allow you to take advantage of Excel's powerful tools.
FrontPage 2000: Advanced	Self-paced Courses	In this course, you'll explore FrontPage 2000's advanced features to create web pages and manage web sites for the World Wide Web or a corporate intranet.
FrontPage 2000: Introduction	Self-paced Courses	In this course, you'll explore how to create documents with an HTML format, connected by hypertext, for use on the World Wide Web or on a corporate intranet.
FrontPage 2002 (Office XP): Advanced	Self-paced Courses	In this course, you'll explore the advanced features of FrontPage 2002 that you can use to create web pages and manage web sites for the World Wide Web or your corporate intranet.
FrontPage 2002 (Office XP): Introduction	Self-paced Courses	In this course, you'll explore how to create web pages for use on the World Wide Web or on a corporate intranet.

FrontPage 2003: Creating a Basic Web Page	Self-paced Courses	As you begin this course, you should have the skills you need to work with Microsoft Office applications, especially Microsoft® Word. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use Microsoft® Office FrontPage® 2003 to design Web sites that can be viewed on any Web-enabled computer around the world.
FrontPage 2003: Creating an Interactive Web Page	Self-paced Courses	You have created Web pages with text, graphics, and tables. However, you need to add more complex features, dynamic components, and enable two-way interaction with your Web site's visitors. In this course, you will use Microsoft® FrontPage® 2003's graphical and convenient tools to add these features to your Web site. Someone needing the skills to enhance and manage his or her Web's functionality and usability.
FrontPage 2003: Enhancing Webpages	Self-paced Courses	In this course, you'll build on your knowledge and professional experience with Microsoft Office applications, especially Microsoft® Word 2003 and Microsoft® FrontPage® 2003. Using FrontPage, you will organize Web page content using tables, apply customize themes, and Dynamic Web Templates. FrontPage 2003: is for someone who wants to create Web sites and Web pages in a graphical application.
FrontPage 2003: Managing a Web Page	Self-paced Courses	Once your Web site has been created, you may want to enhance its functionality and manageability. Using Microsoft® FrontPage® 2003, you will track jobs, use reports to determine a file's review status, provide customized levels of access to the contents of your site, analyze the Web's usage by using a FrontPage report, add a Top 10 List to help users find the most commonly visited pages, and change the default document so that you are sure visitors load the correct starting page for your site.
FrontPage 2003: Structuring and Publishing a Web Page	Self-paced Courses	As you begin this course, you should have the skills you need to work with Microsoft Office applications, especially Microsoft® Word 2003 . This includes creating and editing documents that contain text, tables, and images. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use and Microsoft® FrontPage® 2003 to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world.
FrontPage 98: Advanced	Self-paced Courses	In this course, you'll examine how to use tables, forms, and other advanced features of FrontPage 98 to create sophisticated web sites.

FrontPage 98: Introduction	Self-paced Courses	In this course, you'll explore how to create documents with an HTML format connected by hypertext for use on the Web or on a corporate intranet.
Integrating Your Business Systems With Microsoft® Office Professional Edition 2003	Self-paced Courses	This course is designed for persons with basic end-user skills with Microsoft Office Professional Edition 2003, who wish to employ the Microsoft Office System as an integrated solution to accomplish work-related goals.
Microsoft Office 2000 to Office XP: New Features	Self-paced Courses	In this course, you'll explore some of the most useful new features of all the Office XP applications.
Microsoft Office 2000 to Office XP: New Features (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. Office XP is the newest version of Microsoft's Office line of applications. In this course, you will explore some of the most useful new features of all the Office XP applications.
Microsoft Office 2000: Document Integration	Self-paced Courses	In this course, you'll examine how to create integrated files using information supplied by Microsoft Office 2000 applications, as well as how to increase interaction between Microsoft Office 2000 programs by: manipulating the Microsoft Office Shortcut bar; using Help across applications; moving data between Microsoft Office applications with the Collect and Paste feature; linking and embedding data; arranging information in binders; using shared Microsoft Office tools; applying special PowerPoint and Outlook integration features.
Microsoft Office 2000: Macro Programming Using VBA	Self-paced Courses	In this course, you'll explore how to create and edit macros. You will also be familiarized with VBA code.
Microsoft Office 2000: New Features	Self-paced Courses	In this course, you'll explore features that have been added or improved since Office 97. You will be guided through the transition process, and a detailed orientation to the web-centric focus of Office 2000 applications is included.
Microsoft Office 2000: New Features (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course serves as a quick reference to features added or improved since Office 97 and guides you through the transition process. A detailed orientation to the web-centric focus of Office 2000 applications is included.

Microsoft Office 2000: Small Business Tools	Self-paced Courses	In this course, you'll create a customer database and protect, manage, and analyze the data within it. You will also use the resources available in the Business Planner, and create a direct mailing with the Direct Mail Manager. Finally, you'll create a financial database that you can use to present and analyze your company's financial data.
Microsoft Office 2000: Web Components and Collaboration	Self-paced Courses	In this course, you'll explore how to create and manage Office 2000-based intranets, how to create interactive pages for company intranets, and how to take advantage of Office's collaboration features to share information.
Microsoft Office 2003: Transition from Office 2000	Self-paced Courses	Welcome to Microsoft Office 2003, the newest suite of information productivity applications. Since you use Office in your job, you'll want to learn the new features that will help to streamline your work. In this course, you'll learn the new features of Word, Excel, PowerPoint, Access, and Outlook. An experienced end user who has used Office 2000 or Office XP with basic knowledge of the applications, and needs to know the new features of Office 2003 should take this course.
Microsoft Office 97: Document Integration	Self-paced Courses	In this course, you'll examine how to integrate documents created in Microsoft Office Standard applications more efficiently.
Microsoft Office 97: Small Business Tools	Self-paced Courses	In this tutorial, you'll examine how to generate a balance sheet report, perform an analysis of computer-generated company projections, employ business document templates, and import a customer database and online customer mailing lists. You will also explore the Resource Center, which is the place to go for Internet links, references, and directories of state and federal business agencies.
Microsoft Office Access 2007: New Features (First Look)	Self-paced Courses	This course provides an overview of the redesigned user interface and interactive features of Microsoft Office Access 2007. This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have or are planning to upgrade to Microsoft Access 2007.
Microsoft Office Excel 2007 New Features (First Look)	Self-paced Courses	This course provides an overview of the redesigned user interface and interactive features of Microsoft Office Excel 2007. This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Excel, ideally Microsoft Excel 2003, and who have upgraded or are planning to upgrade to Microsoft Excel 2007.

Microsoft Office PowerPoint 2007 New Features (First Look)	Self-paced Courses	<p>This course is intended for experienced Microsoft Office PowerPoint users who have worked with earlier versions of Microsoft Office PowerPoint, ideally Microsoft Office PowerPoint 2003, and who have upgraded to Microsoft Office PowerPoint 2007. This course covers the commonly used features for a typical user. Microsoft Office PowerPoint 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. Efficient and quick creation of dynamic presentations requires you to be familiar with the application you are working on. This will enable you to take advantage of PowerPoint's time-saving features and help you to develop professional presentations with reduced effort.</p>
Microsoft Office Word 2007: New Features(First Look)	Self-paced Courses	<p>This course is intended for experienced Microsoft Office Word users who have worked with earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who have upgraded to Microsoft Office Word 2007. Microsoft Office Word 2007 with its new streamlined user interface and a host of new editing, layout, and authoring tools, improves the process of document creation and distribution. Efficient and quick creation of professional looking documents requires you to be familiar with the application you are working on. This will enable you to take advantage of Microsoft Office Word's result-oriented features and help you to create, edit, and share documents with reduced effort.</p>
Microsoft Publisher 2000: Introduction	Self-paced Courses	<p>In this course, you'll explore the Publisher window, create documents using the helpful wizards, and create and use text and picture frames within your document. You will also set up documents with facing pages, and dynamic background and fill elements, and work with text frame properties to effectively present your information.</p>
Microsoft® Excel 2004 for Macintosh: Level 1	Self-paced Courses	<p>You have basic computer skills such as using a mouse, navigating through Macintosh, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Excel 2004 for Macintosh to manage, edit, and print data. This course is designed for persons preparing for certification as a Microsoft® Specialist in Excel and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Excel 2004 for Macintosh workshe</p>

Microsoft® Excel 2004 for Macintosh: Level 2	Self-paced Courses	In Microsoft® Excel 2004 for Macintosh Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in visually effective ways. In this course, you will use Microsoft® Excel 2004 for Macintosh to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
Microsoft® Office 2007: New Features	Self-paced Courses	Microsoft® Office 2007 New Features comes with enhanced features for improving the management, organization, and distribution of your data. In this course, you will work with the new and increased features in Office 2007. This course is intended for students who have prior experience with previous versions of the Microsoft Office suite and want to know about the new features of Office 2007.
Microsoft® Office Access 2003: Level 1	Self-paced Courses	This course is intended to introduce the features of Access 2003 to beginning Access users. Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management, computer-based applications, is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course you will be introduced to the concept of the relational database, then the Microsoft Access relational database application and its information management tools. Access 2003: Level 1 is designed for the student who wishes to learn the basic operations of the Microsoft Access Database program necessary to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. It also provides the fundamental knowledge and
Microsoft® Office Access 2003: Level 1 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Access 2003: Level 1.

<p>Microsoft® Office Access 2003: Level 2</p>	<p>Self-paced Courses</p>	<p>As you begin this course, you should have the basic skills you need to work with an Access database. This includes working with Access tables, relationships, queries, forms, and reports. Thus far, you have been focusing on essential database user skills only. In this course, you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications. Access 2003: Level 2 is designed for the student who wishes to learn intermediate-level operations of the Microsoft Access Database program. The Level 2 course is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the student to integrating Access data with other applications such as Microsoft Word or Excel. It is also designed for students pursuing the Microsoft MOUS Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.</p>
<p>Microsoft® Office Access 2003: Level 2 (For Use with Screen Readers)</p>	<p>Self-paced Courses</p>	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Access 2003: Level 2.</p>
<p>Microsoft® Office Access 2003: Level 3</p>	<p>Self-paced Courses</p>	<p>Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities. Microsoft® Access 2003: Level 3 is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access Database program. The Level 3 course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft MOS Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.</p>
<p>Microsoft® Office Access 2003: Level 3 (For Use with Screen Readers)</p>	<p>Self-paced Courses</p>	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Access 2003: Level 3.</p>

<p>Microsoft® Office Access 2003: Level 4</p>	<p>Self-paced Courses</p>	<p>In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code. Microsoft® Office Access 2003: Level 4 is for students who have a thorough understanding of the basic and advanced user features of the Access program, and are interested in learning introductory level administrator skillsets. The course is also for the student that may be working in a Web-based environment and may need to adapt Access applications to the environment. It is also designed for students pursuing the Microsoft Office Specialist Expert Level Certification for Access 2003.</p>
<p>Microsoft® Office Access 2003: Level 4 (For Use with Screen Readers)</p>	<p>Self-paced Courses</p>	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft Office Access 2003: Level 4.</p>
<p>Microsoft® Office Access™ 2007: New Features</p>	<p>Self-paced Courses</p>	<p>This course provides an overview of the redesigned user interface and interactive features of Microsoft Office Access 2007. This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have or are planning to upgrade to Microsoft Access 2007.</p>
<p>Microsoft® Office Access™ 2007: Level 1</p>	<p>Self-paced Courses</p>	<p>One of the most efficient and powerful way of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, create and modify databases and its various objects using the Microsoft® Office Access 2007 relational database application. This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining datab</p>

<p>Microsoft® Office Access™ 2007: Level 1 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>One of the most efficient and powerful way of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, create and modify databases and its various objects using the Microsoft® Office Access 2007 relational database application. This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.</p>
<p>Microsoft® Office Access™ 2007: Level 2</p>	<p>Self-paced Courses</p>	<p>You already have some basic experience using Access databases. You may now need to maintain data consistency, customize database components, and share Access data with other applications. In this course, you will design and create new Access databases with powerful, customized tables, queries, forms, and reports.</p>
<p>Microsoft® Office Access™ 2007: Level 2 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>So far you have been focusing only on essential database user skills such as creating and working with Access tables, relationships, queries, forms, and reports. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.</p>

<p>Microsoft® Office Access™ 2007: Level 3</p>	<p>Self-paced Courses</p>	<p>You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing the forms and reports and maintaining a database. The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.</p>
<p>Microsoft® Office Access™ 2007: Level 3 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing the forms and reports and maintaining a database. This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.</p>
<p>Microsoft® Office Access™ 2007: Level 4</p>	<p>Self-paced Courses</p>	<p>Effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access™ 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student that may be working in a web-based environment and may need to adapt Access applications to the environment. It is also designed for students pursuing the Microsoft MOS Expert Level Certification for Access 2007.</p>

Microsoft® Office Access™ 2007: Level 4 (Second Edition)	Self-paced Courses	Effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Access 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.
Microsoft® Office Excel 2003: Introduction to VBA	Self-paced Courses	In the previous Excel courses, you used Excel to simplify business tasks including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. This course is designed for students looking to gain the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations. In addition, it's intended for students who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.
Microsoft® Office Excel 2003: Introduction to VBA (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an overview of Microsoft Office Excel 2003: Introduction to VBA.
Microsoft® Office Excel 2003: Level 1	Self-paced Courses	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Excel to manage, edit, and print data. Persons preparing for certification as a Microsoft Office Specialist (MOS) in Excel, who already have knowledge of the Microsoft Windows 98 (or above) operating system, and who desire to gain the skills necessary to create, edit, format, and print basic Excel worksheets.

Microsoft® Office Excel 2003: Level 1 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Excel 2003: Level 1.
Microsoft® Office Excel 2003: Level 2	Self-paced Courses	In this intermediate-level course, you will use Microsoft Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas which allows the data to be analyzed in a variety of formats.
Microsoft® Office Excel 2003: Level 2 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Excel 2003: Level 2.
Microsoft® Office Excel 2003: Level 3	Self-paced Courses	You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Microsoft® Office Excel 2003 data with other applications. In this course, you will do all of these things. The target student is someone desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. This course is also designed for individuals who wish to prepare for the Microsoft Office Specialist (MOS) exam in Excel or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.
Microsoft® Office Excel 2003: Level 3 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Excel 2003: Level 3.

<p>Microsoft® Office Excel 2007: VBA</p>	<p>Self-paced Courses</p>	<p>In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. In Excel 2007: Introduction to VBA you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in Excel 2007: Level 1 Excel 2007: Level 2 and Excel 2007: Level 3. Advanced Microsoft Excel professionals that need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA).</p>
<p>Microsoft® Office Excel® 2007: Level 1</p>	<p>Self-paced Courses</p>	<p>You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. This course is designed for people preparing for certification as a Microsoft Office Specialist in Excel, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.</p>
<p>Microsoft® Office Excel® 2007: Level 1 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>You want to migrate your spreadsheet data to an electronic format. In this course, you will use Microsoft® Office Excel® 2007 to manage, edit, and print data. This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.</p>
<p>Microsoft® Office Excel® 2007: Level 2</p>	<p>Self-paced Courses</p>	<p>In this intermediate-level course, you will use Microsoft® Office Excel® 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas, which will allow the data to be analyzed in a variety of formats. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.</p>

Microsoft® Office Excel® 2007: Level 2 (Second Edition)	Self-paced Courses	<p>In this intermediate-level course, you will use Microsoft® Office Excel® 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas, which will allow the data to be analyzed in a variety of formats. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.</p>
Microsoft® Office Excel® 2007: Level 3	Self-paced Courses	<p>You have used Microsoft® Office Excel® 2007 to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.</p>

<p>Microsoft® Office Excel® 2007: Level 3 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>You have used Microsoft® Office Excel® 2007 to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.</p>
<p>Microsoft® Office Excel® 2007: New Features</p>	<p>Self-paced Courses</p>	<p>This course provides an overview of the redesigned user interface and interactive features of Microsoft Office Excel 2007. This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Excel, ideally Microsoft Excel 2003, and who have upgraded or are planning to upgrade to Microsoft Excel 2007.</p>
<p>Microsoft® Office Excel® 2008 : Level 2 (Macintosh)</p>	<p>Self-paced Courses</p>	<p>In this intermediate-level course, you will use Microsoft® Office Excel® 2008 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas, which will allow the data to be analyzed in a variety of formats. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.</p>
<p>Microsoft® Office Excel® 2008: Level 1 (Macintosh)</p>	<p>Self-paced Courses</p>	<p>You want to migrate your spreadsheet data to an electronic format. In this course, you will use Microsoft® Office Excel® 2008 to manage, edit, and print data. This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2008 worksheets.</p>

Microsoft® Office FrontPage 2003: Level 1	Self-paced Courses	<p>As you begin this course, you should have the skills you need to work with Microsoft Office applications, especially Microsoft Word. This includes creating and editing documents that contain text, tables, and images. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use Microsoft FrontPage 2003 to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world. FrontPage 2003: Level 1 is for someone who wants to create Web sites and Web pages in a graphical application. It is a prerequisite for taking the FrontPage 2003: Level 2 course.</p>
Microsoft® Office FrontPage 2003: Level 1 (For Use with Screen Readers)	Self-paced Courses	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® FrontPage® 2003: Level 1 which can be used to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world.</p>
Microsoft® Office FrontPage 2003: Level 2	Self-paced Courses	<p>You have created Web pages with text, graphics, and tables. However, you need to add more complex features, dynamic components, and enable two-way interaction with your Web site's visitors. In this course, you will use FrontPage 2003's graphical and convenient tools to add these features to your Web site. Someone needing the skills to enhance and manage his or her web's functionality and usability.</p>
Microsoft® Office FrontPage 2003: Level 2 (For Use with Screen Readers)	Self-paced Courses	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office FrontPage® 2003: Level 2.</p>
Microsoft® Office InfoPath® 2007: Creating InfoPath Forms	Self-paced Courses	<p>Information is a key to the success of any organization. Gathering and sharing information within you organization, with clients and customers alike can also be an important task. InfoPath is a product that gathers and shares information. This course will train you to use InfoPath. Persons with web design experience, forms administrators, information coordinators, Microsoft Office system power users who need to gather, reuse, distribute, and collaborate using XML-based forms.</p>

Microsoft® Office InfoPath™ 2003: Creating InfoPath Forms	Self-paced Courses	You're a person who has information that needs to be gathered and shared. InfoPath is a product that gathers and shares information. This course will train you to use Microsoft InfoPath. Persons with Web design experience, forms administrators, information coordinators, Microsoft Office System power users, or Lotus® Notes® developers who need to gather and share information by using XML based forms.
Microsoft® Office InfoPath™ 2003: Creating InfoPath Forms (First Look Edition)	Self-paced Courses	You're a person who has information that needs to be gathered and shared. InfoPath is a product that gathers and shares information. This course will train you to use Microsoft InfoPath. Persons with Web design experience, forms administrators, information coordinators, Microsoft Office power users, or Lotus Notes developers who need to gather and share information by using XML-based forms.
Microsoft® Office Outlook 2003: Level 1	Self-paced Courses	This course is the first in a series of three Microsoft Outlook courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Outlook 2003 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is intended for persons interested in pursuing the Microsoft Office Specialist certification for Microsoft Outlook 2003.
Microsoft® Office Outlook 2003: Level 1 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft Office Outlook 2003: Level 1.

Microsoft® Office Outlook 2003: Level 2	Self-paced Courses	<p>If you have been using Outlook 2003 as a communications tool, then you know how to send a mail message, schedule appointments and meetings, and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. This course provides you with the necessary skills to customize your Outlook 2003 environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items. Experienced Outlook 2003 users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items.</p>
Microsoft® Office Outlook 2003: Level 2 (For Use with Screen Readers)	Self-paced Courses	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft Office Outlook 2003: Level 2.</p>
Microsoft® Office Outlook 2003: Level 3	Self-paced Courses	<p>This course is intended to instruct intermediate Outlook users how to communicate using MSN Messenger, organize and personalize Outlook items, share and link contacts, create forms, and work offline while remaining productive.</p>
Microsoft® Office Outlook 2003: Level 3 (For Use with Screen Readers)	Self-paced Courses	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft Office Outlook 2003: Level 3.</p>
Microsoft® Office Outlook® 2007: Level 1	Self-paced Courses	<p>This course is intended for a beginner student who has no previous experience using Outlook. This course is the first in a series of three Microsoft Outlook courses and is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Outlook 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. Understanding these features will enable you to manage your mails and streamline your tasks effectively.</p>

Microsoft® Office Outlook® 2007: Level 1 (Second Edition)	Self-paced Courses	This course is intended for the beginner student that has no previous experience using Outlook. In this course, you will, compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.
Microsoft® Office Outlook® 2007: Level 2	Self-paced Courses	This course is intended for business professionals who are familiar with the basic features of Microsoft Outlook 2007 and who want to use the new and advanced features of Microsoft Outlook 2007. Now that you have sent email; scheduled appointments and meetings; and created contacts, tasks, and notes; you will want to become familiar with the advanced features in Outlook 2007. Using Outlook 2007, you can set calendar and message options and customize the Outlook environment to suit your specific requirements. You can track your daily tasks using the Journal feature and manage your tasks efficiently. You can also share and work in a collaborative mode by using the sharing features and public folders. Getting familiar with all of these features ensures that you can effectively manage your Outlook information.
Microsoft® Office Outlook® 2007: Level 2 (Second Edition)	Self-paced Courses	This course is the second in a series of three Microsoft® Office Outlook® 2007 courses and is intended for intermediate users. In this course, you will customize your Outlook environment, Calendar, mails, folders and also track, share, assign, and quickly locate various Outlook items. This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.
Microsoft® Office Outlook® 2007: Level 3	Self-paced Courses	This course is intended to instruct intermediate Outlook users how to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive mails, create forms, and work offline and remotely while remaining productive. The course is for persons with an intermediate understanding of Outlook who need to use Outlook to communicate using Instant Messaging, personalize and organize their mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

Microsoft® Office Outlook® 2007: Level 3 (Second Edition)	Self-paced Courses	This course is intended to instruct intermediate Outlook users how to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive mails, create forms, and work offline and remotely while remaining productive. This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, share and link contacts, create forms, and work offline and remotely.
Microsoft® Office Outlook® 2007: New Features	Self-paced Courses	Microsoft® Office Outlook® 2007 provides additional features in the latest release of the software for improving the management, organization, and distribution of your Outlook items. In this course, you will be introduced to the new features available in Microsoft® Office Outlook® 2007. The course is designed for experienced Outlook users who need to learn about the new features 2007 has to offer versus the 2003 version.
Microsoft® Office PowerPoint 2003: Level 1	Self-paced Courses	In this course, you will create effective basic Microsoft Office PowerPoint 2003 presentations for delivery in front of an audience. This course is designed for new users of Microsoft PowerPoint 2003 and those seeking a Microsoft Office Specialist certification in PowerPoint 2003.
Microsoft® Office PowerPoint 2003: Level 2	Self-paced Courses	By working with PowerPoint's design templates, organizational charts, special effects, Web presentation features, collaboration functionality, and advanced presentation delivery, you, as an intermediate PowerPoint user, will improve existing skills or prepare for the Microsoft Office Specialist exam in Microsoft PowerPoint 2003.
Microsoft® Office PowerPoint 2003: Level 2 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft Office PowerPoint 2003: Level 2.
Microsoft® Office PowerPoint® 2003: Level 1 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office PowerPoint® 2003: Level 1.

<p>Microsoft® Office PowerPoint® 2007: Level 1</p>	<p>Self-paced Courses</p>	<p>Delivering paper-based presentations can be clumsy and unprofessional. Using PowerPoint not only adds polish and professionalism, but it also makes updating your presentations quick and efficient. You may want to upgrade the paper-based overhead presentations to an electronic format. In this course, you will work with the Microsoft Office PowerPoint 2007 to give electronic presentations.</p>
<p>Microsoft® Office PowerPoint® 2007: Level 1 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>You may want to upgrade the paper-based overhead presentations to an electronic format. In this course, you will work with the Microsoft® Office PowerPoint® 2007 to give electronic presentations. This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.</p>
<p>Microsoft® Office PowerPoint® 2007: Level 2</p>	<p>Self-paced Courses</p>	<p>By designing your Microsoft® Office PowerPoint® 2007 presentations with high-quality sound and visual enhancements, the ideas you communicate can better meet the expectations of today's media savvy audience while effectively getting your point across. You can also make use of PowerPoint's security features when working in a team across diverse locations. This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of Microsoft® PowerPoint® 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.</p>

Microsoft® Office PowerPoint® 2007: Level 2 (Second Edition)	Self-paced Courses	<p>By designing your Microsoft® Office PowerPoint® 2007 presentations with high-quality sound and visual enhancements, the ideas you communicate can better meet the expectations of today's media savvy audience while effectively getting your point across. You can also make use of PowerPoint's security features when working in a team across diverse locations. This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.</p>
Microsoft® Office PowerPoint® 2007: New Features	Self-paced Courses	<p>This course is intended for experienced Microsoft Office PowerPoint users who have worked with earlier versions of Microsoft Office PowerPoint, ideally Microsoft Office PowerPoint 2003, and who have upgraded to Microsoft Office PowerPoint 2007. This course covers the commonly used features for a typical user. Microsoft Office PowerPoint 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. Efficient and quick creation of dynamic presentations requires you to be familiar with the application you are working on. This will enable you to take advantage of PowerPoint's time-saving features and help you to develop professional presentations with reduced effort.</p>
Microsoft® Office PowerPoint® 2008 : Level 1 (Macintosh)	Self-paced Courses	<p>You may want to upgrade the paper-based overhead presentations to an electronic format. In this course, you will work with the Microsoft® Office PowerPoint® 2008 to create electronic presentations. This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® PowerPoint® 2008: Mac®. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® PowerPoint® 2008: Mac®.</p>

Microsoft® Office PowerPoint® 2008: Level 2 (Macintosh)	Self-paced Courses	By designing your Microsoft® Office PowerPoint® 2007 presentations with high-quality sound and visual enhancements, the ideas you communicate can better meet the expectations of today's media savvy audience while effectively getting your point across. You can also make use of PowerPoint's security features when working in a team across diverse locations. This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2008. It is for students who already have knowledge of the basics of PowerPoint 2008, including slide formatting and working with tables, charts, images, objects, and presentation preparation.
Microsoft® Office Publisher 2007	Self-paced Courses	In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2007 to create, layout, and edit publications.
Microsoft® Office SharePoint® Designer 2007: Level 1	Self-paced Courses	There will be times when you would want to build sites that lays emphasis on your company's unique requirements and sites that align themselves with the company unique brand identity. In this course, you will use Microsoft® Office SharePoint® Designer 2007 to customize your SharePoint sites and build a new subsite on the SharePoint services platform. This course is intended for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site and also to create dynamic pages using Web Parts and workflows.
Microsoft® Office Word 2003: Level 1	Self-paced Courses	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents. Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Office Word 2003 to create, edit format, layout and print standard business documents complete with tables and graphics. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Office Word 2003.

Microsoft® Office Word 2003: Level 1 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Word 2003: Level 1.
Microsoft® Office Word 2003: Level 2	Self-paced Courses	This course goes beyond the basics of Microsoft® Word 2003, helping you to increase the complexity of your Word documents. You will create customized efficiency tools, and add customized lists, tables, charts, and graphics to your documents. These skills will allow you to efficiently produce high-quality, effective, sophisticated documents. This course will help you prepare for the Microsoft Office Specialist exams for Microsoft® Word 2003.
Microsoft® Office Word 2003: Level 2 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Word 2003: Level 2.
Microsoft® Office Word 2003: Level 3	Self-paced Courses	You know how to use Microsoft® Word 2003 to create and format typical business documents, but you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. This course was designed for persons with a basic understanding of Microsoft Windows who can create and modify standard business documents in Microsoft® Word 2003, and who need to learn how to use the more advanced features of Word 2003 to create, manage, revise, and distribute long documents, forms, and Web pages. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.
Microsoft® Office Word 2003: Level 3 (For Use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will give you an introduction to Microsoft® Office Word 2003: Level 3.

<p>Microsoft® Office Word 2004 for Macintosh: Level 1</p>	<p>Self-paced Courses</p>	<p>Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2004 courses, and will provide you with the basic concepts required to produce basic business documents. This course is meant for persons with a basic understanding of Microsoft Windows and those who wish to learn about using Microsoft® Word 2004 to create, edit, format, layout, and print standard business documents complete with tables and graphics. This course is intended for persons interested in pursuing the Microsoft Office Specialist certification in Microsoft® Word 2004.</p>
<p>Microsoft® Office Word 2004 for Macintosh: Level 2</p>	<p>Self-paced Courses</p>	<p>In the first course in this series, Microsoft Word 2004 for Macintosh Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. After you have mastered the basic skills in Microsoft Word 2004 for Macintosh, and begin using it on a regular basis, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2004 for Macintosh works for you; you can improve the quality of work by enhancing your documents with the customized elements in Microsoft Word 2004 for Macintosh. In this course, you will increase the complexity of your Microsoft Word 2004 for Macintosh documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2004 for Macintosh efficiency tools.</p>
<p>Microsoft® Office Word 2007: Level 1</p>	<p>Self-paced Courses</p>	<p>This course is intended for individuals who are new Word users. In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Office Specialist certification in Microsoft Office Word 2007 can also take this course.</p>

Microsoft® Office Word 2007: Level 2	Self-paced Courses	<p>This course goes beyond the basics of Microsoft® Word 2007, helping you to increase the complexity of your Word documents. You will create customized efficiency tools, and add customized lists, tables, charts, and graphics to your documents. These skills will allow you to efficiently produce high-quality, effective, sophisticated documents. This course will help you prepare for the Microsoft Office Specialist exam for Microsoft® Word 2007. This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2007, and who need to learn how to use Microsoft® Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2007.</p>
Microsoft® Office Word 2007: Level 3	Self-paced Courses	<p>This course is intended for individuals interested in pursuing Microsoft Office Specialist certification in Microsoft® Office Word 2007.</p>
Microsoft® Office Word 2007: New Features	Self-paced Courses	<p>This course is intended for experienced Microsoft Office Word users who have worked with earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who have upgraded to Microsoft Office Word 2007. Microsoft Office Word 2007 with its new streamlined user interface and a host of new editing, layout, and authoring tools, improves the process of document creation and distribution. Efficient and quick creation of professional looking documents requires you to be familiar with the application you are working on. This will enable you to take advantage of Microsoft Office Word's result-oriented features and help you to create, edit, and share documents with reduced effort.</p>
Microsoft® Office Word® 2007: Level 1 (Second Edition)	Self-paced Courses	<p>This course is intended for individuals who are new Word users. In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.</p>

<p>Microsoft® Office Word® 2007: Level 2 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>This course goes beyond the basics of Microsoft® Office Word 2007, helping you to increase the complexity of your Word documents. You will create customized efficiency tools, and add customized lists, tables, charts, and graphics to your documents. These skills will allow you to efficiently produce high-quality, effective, sophisticated documents. This course will help you prepare for the Microsoft Certified Application Specialist exam for Microsoft Word 2007. This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word 2007.</p>
<p>Microsoft® Office Word® 2007: Level 3 (Second Edition)</p>	<p>Self-paced Courses</p>	<p>You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms. This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft® Office Word 2007.</p>
<p>Microsoft® Office Word® 2008: Level 2 (Macintosh)</p>	<p>Self-paced Courses</p>	<p>This course goes beyond the basics of Microsoft® Office Word 2008, helping you to increase the complexity of your Word documents. You will create customized efficiency tools, and add customized lists, tables, charts, and graphics to your documents. These skills will allow you to efficiently produce high-quality, effective, sophisticated documents. This course will help you prepare for the Microsoft Certified Application Specialist exam for Microsoft Word 2008. This course was designed for persons who can create and modify standard business documents in Microsoft Word 2008, and who need to learn how to use Microsoft Word 2008 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for people preparing for the Microsoft Certified Application Specialist exams for Microsoft Word 2008.</p>

Microsoft® PowerPoint® 2004 for Macintosh: Level 1	Self-paced Courses	<p>In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® PowerPoint® 2004 for Mac to give electronic presentations. This course is designed for students who are interested in learning the fundamentals also needed to create and modify basic Microsoft® PowerPoint® 2004 presentations. This course is also intended for students who wish to pursue their Microsoft Office Specialist certification in PowerPoint 2004.</p>
Microsoft® PowerPoint® 2004 for Macintosh: Level 2	Self-paced Courses	<p>As a Microsoft® Office PowerPoint® 2004 for Macintosh user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better—audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication. This course is designed for students who desire to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery, or students who desire to prepare for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2004 for Macintosh and who already have knowledge of the basics of Microsoft® Office PowerPoint® 2004 for Macintosh, including slide formatting, working with tables, images, and objects, charting data, and presentation preparation.</p>
Microsoft® Publisher 2003: Level 1	Self-paced Courses	<p>You're starting Microsoft® Publisher 2003, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, and flyers, among others, for print, email, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2003 to create, lay out, and edit publications.</p>

<p>Microsoft® SharePoint® Designer 2007: Level 2</p>	<p>Self-paced Courses</p>	<p>You may want to extend your sites to include more functionality. With SharePoint Designer, you can extend your sites more easily than before. This course is intended for entry-level SharePoint solution developers who are currently capable of creating basic SharePoint sites using the out-of-the-box functionality provided by the built-in SharePoint Designer templates, and who now want to extend or create SharePoint sites with functionality by incorporating server web controls, data controls, customized workflows, and administration.</p>
<p>Microsoft® Windows Vista™: Level 1</p>	<p>Self-paced Courses</p>	<p>This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage files and folders. You will also work with simple tools and browse the Internet. Because personal computers today are an essential tool for both business users and private individuals, almost everyone needs to learn basic computing skills such as the ones covered in this course. This course is designed for any knowledge worker, business professional, or private individual who needs to use entry level Windows Vista computer skills in a business or personal environment.</p>
<p>Microsoft® Windows Vista™: Level 2</p>	<p>Self-paced Courses</p>	<p>This course will provide you with skills that will help you manage some of the advanced tasks available in Windows Vista. In this course, you will familiarize yourself with advanced customization techniques and work with applications and programs in Windows Vista. In addition to this, you will also work with Internet Explorer 7.0, manage network communications and data and also enhance system performance. This course is designed for any knowledgeable worker or business professional with entry-level Windows Vista skills who needs to use more advanced Windows Vista networking, customization, and file-management features in the business environment.</p>

<p>Microsoft® Windows Vista™: New Features</p>	<p>Self-paced Courses</p>	<p>This course is intended for Microsoft Windows client operating system users who have worked with the earlier version of Windows operating system, ideally Microsoft Windows XP, and who have upgraded to Microsoft Windows Vista. This course covers the new and enhanced features in the Windows Vista operating system. Windows Vista, with its attractive user interface combined with new and powerful tools, makes it easier to perform your tasks and organize your work quickly. Working with the new tools and features will help you to streamline your work and maintain and secure your system easily. The new technologies introduced in Windows Vista will help you to enhance your system performance and share information with others. Understanding the functionality of the new and enhanced features provided in Windows Vista will enable you to meet your business requirements and manage your work efficiently.</p>
<p>Microsoft® Word® 2008: Level 1 for Macintosh</p>	<p>Self-paced Courses</p>	<p>This course is intended for individuals who are new Word users. In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2008 for Macintosh. This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.</p>
<p>Outlook 2000: Advanced</p>	<p>Self-paced Courses</p>	<p>In this course, you'll examine advanced features of Outlook 2000, including integrating Outlook components, creating custom forms, importing and exporting data, and creating messages in HTML mail format.</p>
<p>Outlook 2000: Introduction</p>	<p>Self-paced Courses</p>	<p>In this course, you'll explore the fundamentals of using Outlook 2000 to coordinate mail, appointments, events, meetings, tasks, and contacts. You will discover how to send and receive mail, schedule appointments, insert events, schedule meetings, create and manage tasks, and organize contacts.</p>
<p>Outlook 2000: Introduction (For use with Screen Readers)</p>	<p>Self-paced Courses</p>	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore the fundamentals of using Outlook 2000 to coordinate mail, appointments, events, meetings, tasks, and contacts. You will examine how to send and receive mail, schedule appointments, insert events, schedule meetings, create and manage tasks, and organize contacts.</p>

Outlook 2002 (Office XP): Introduction	Self-paced Courses	In this course, you'll be introduced to Outlook, which is an information management program that helps to coordinate messages, calendars, contacts, and tasks. This course will provide you with the opportunity to experiment with the fundamentals of using Outlook. You will send and receive mail, schedule appointments, insert events, schedule meetings, and create, manage, and organize contacts, notes, and tasks.
Outlook 2002 (Office XP): Advanced	Self-paced Courses	In this course, you'll experiment with the advanced features of messages, appointments and meetings, and tasks. Other topics that you'll explore include customizing the environment and preparing to work offline.
Outlook 2002 (Office XP): Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll explore the basics of using Microsoft Outlook 2002 as a communications tool. You will send and receive mail messages, use a calendar to schedule appointments, and coordinate business meetings with multiple participants. You will also keep track of personal and business contacts, and create task lists and notes to remind you of things that need to be done.
Outlook 2002 (Office XP): Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll explore how to coordinate messages, calendars, contacts, and tasks. You will also experiment with the advanced features of messages, appointments and meetings, and tasks. Finally, you'll explore customizing the environment and preparing to work offline.
Outlook 2003: Communicating, Customizing and Organizing	Self-paced Courses	This course builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, and create customized forms.
Outlook 2003: Managing your Schedule	Self-paced Courses	This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Office Outlook® 2003 who need to learn how to customize their calendar, schedule appointments and meetings, and track activities. This course is intended for persons interested in pursuing the Microsoft® Office Specialist certification for Microsoft® Office Outlook® 2003.

Outlook 2003: Optimizing Outlook	Self-paced Courses	This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Office Outlook® 2003. This course provides you with the necessary skills to customize your Outlook environment, and locate messages that contain specific text, organize messages, and set junk email options.
Outlook 2003: Organizing your Work	Self-paced Courses	This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Office Outlook® 2003 to organize work by managing contact information, using notes and, specifying folder permissions. This course is intended for persons interested in pursuing the Microsoft® Office Specialist certification for Microsoft® Office Outlook® 2003.
Outlook 2003: Working Offline and with Items	Self-paced Courses	This course builds on the email skills you've already obtained, and will provide you with the skills needed to share and link contacts, create forms, and work offline and remotely.
Outlook 2003: Working with Messages	Self-paced Courses	This course will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2003. This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Outlook to compose and send email, modify message settings, and manage mail. This course is intended for persons interested in pursuing the Microsoft® Office Specialist certification.
Outlook 97: Advanced	Self-paced Courses	In this course, you'll explore how to manage, prioritize, and arrange email messages; how to schedule and manage meetings with other users; and how to use contacts to access the Internet and automatically record activities in the Journal. You will also use templates and forms, and customize the Outlook bar.
Outlook 97: Introduction	Self-paced Courses	In this course, you'll be introduced to the fundamentals of using Outlook 97 to coordinate mail, appointments, events, meetings, tasks, and contacts.
Outlook 98: Advanced	Self-paced Courses	In this course, you'll explore how to sort, filter, and group items; use and create Outlook templates and forms; and share information by using public folders and Net folders. In addition, you'll examine how to share and fax contacts, automatically record activities in the Journal, and customize the Outlook environment.
Outlook 98: Introduction	Self-paced Courses	In this course, you'll explore the fundamentals of using Outlook 98 to coordinate mail, appointments, events, meetings, tasks, and contacts.

PowerPoint 2000: Advanced	Self-paced Courses	In this course, you'll explore the advanced features of PowerPoint 2000, including customizing templates and the PowerPoint environment, and making a presentation interactive by using hyperlinks and action buttons. You will discover how to enhance a presentation by using custom clip art, animation, and movies, and work with embedded and imported objects by using Microsoft applications.
PowerPoint 2000: Introduction	Self-paced Courses	In this course, you'll explore how to create and edit bullet slides, use PowerPoint's drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph.
PowerPoint 2001: Advanced for Macintosh	Self-paced Courses	In this course, you'll explore the advanced features of PowerPoint, including customizing templates and the PowerPoint environment. You will observe how to enhance a presentation by using custom clip art, animation, and movies, and work with embedded and imported objects by using Microsoft applications.
PowerPoint 2001: Introduction for Macintosh	Self-paced Courses	In this course, you'll explore the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint. You will examine how to create and edit bullet slides, use PowerPoint's drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph.
PowerPoint 2002 (Office XP): Introduction (For use with Screen Readers)	Self-paced Courses	In this course, you'll explore the basic skills for creating a presentation in Microsoft PowerPoint. You will create and edit bullet slides, use PowerPoint's drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph.
PowerPoint 2002 (Office XP): Advanced	Self-paced Courses	In this course, you'll explore the advanced features of Microsoft PowerPoint, including customizing templates and the PowerPoint environment, as well as making a presentation interactive by using hyperlinks. You will enhance a presentation by using custom clip art, animation, and movies, and work with embedded and imported objects using Microsoft applications.

PowerPoint 2002 (Office XP): Advanced (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll explore the advanced features of Microsoft PowerPoint, including customizing templates and the PowerPoint environment, as well as making a presentation interactive by using hyperlinks. You will enhance a presentation by using custom clip art, animation, and movies, and work with embedded and imported objects using Microsoft applications.
PowerPoint 2002 (Office XP): Introduction	Self-paced Courses	In this course, you'll explore the basic skills for creating a presentation in Microsoft PowerPoint. You will create and edit bullet slides, use PowerPoint's drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph.
PowerPoint 2003: Creating a Basic Presentation	Self-paced Courses	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations. In this course, you will receive an orientation to PowerPoint and begin a presentation. You will also format text slides and add images to a presentation. This course is also intended for students who wish to pursue their Microsoft® Office Specialist (MOS) certification in PowerPoint.
PowerPoint 2003: Delivering Presentations	Self-paced Courses	Delivering Presentations is designed for students who wish to gain the required skills for the successful preparation and delivery of presentations, as well as for the creation of Web presentations. This course is also designed for students desiring to prepare for the Microsoft® Office Specialist (MOS) exam in Microsoft® Office PowerPoint® 2003 and who already have knowledge of the basics of PowerPoint, including slide formatting, images, tables, data charting, organization charts and diagrams, objects, custom design templates, special effects, and collaboration.
PowerPoint 2003: Modifying Presentations	Self-paced Courses	Modifying Presentations is designed for students desiring to gain the skills necessary to work with design templates, special effects, collaboration functionality, and object modification. This course is also designed for students wishing to prepare for the Microsoft® Office Specialist (MOS) exam in Microsoft® Office PowerPoint® 2003 and who already have knowledge of the basics of PowerPoint, including slide formatting, images, tables, data charting, organization charts and diagrams, and presentation preparation.

PowerPoint 2003: Working with Tables, Charts, and Diagrams	Self-paced Courses	Working with Tables, Charts, and Diagrams is designed for students who desire to gain the skills necessary to work with presentation tables, data charting, and organizational charts and diagrams. This course is also designed for students wishing to prepare for the Microsoft® Office Specialist (MOS) exam in Microsoft® Office PowerPoint® 2003 and who already have knowledge of the basics of PowerPoint, including slide formatting, images, and presentation preparation.
PowerPoint 7.0: Introduction	Self-paced Courses	In this course, you'll explore the basic skills necessary to begin creating presentations in version 7.0 of PowerPoint.
PowerPoint 97: Advanced	Self-paced Courses	In this course, you'll explore advanced features of PowerPoint, as well as how to embed Microsoft Word tables and Microsoft Excel charts in a presentation. You will examine how to create your own presentation template and use advanced drawing techniques.
PowerPoint 97: Introduction	Self-paced Courses	In this course, you'll explore the basic skills necessary to begin creating presentations in Microsoft PowerPoint 97. You will examine how to start the program, create and edit slides, incorporate clip art and charts, and run a slide show.
PowerPoint 98 for Macintosh	Self-paced Courses	In this course, you'll examine how to create presentations that will be viewed on screen. You will also use PowerPoint to create 35mm slides, transparencies, and even printed booklets and signs.
Publisher 2002 (Office XP): Introduction	Self-paced Courses	In this course, you'll explore how to use the Publisher window. You will create documents by using the helpful templates. You will have the opportunity to know more about publication design, including building a design grid by using the layout guides. You will also be shown how to create and use text and picture frames within your document, how to set up documents with facing pages, how to use dynamic backgrounds and fill elements, and how to work with text frame properties to effectively present your information.

<p>Windows SharePoint Services Administration</p>	<p>Self-paced Courses</p>	<p>In this course, you will learn how to perform advanced administration tasks to build more robust sites and extend the functionality of Windows SharePoint Services. Anyone in a finance, operations, sales, or human resources area with Microsoft Windows SharePoint Services experience creating a team website using the default team website template, who is responsible for establishing virtual Web based meeting and document workspaces to enable information sharing between project teams or department members, or for administering, maintaining, and extending the functionality of a team website, is an ideal student for this course. This course contains virtual labs. A note about virtual System Requirements: If you access the Internet from behind a proxy server, you may not be able to take a virtual lab. This affects AOL and Gateway.net users who use a modified browser and those who access virtual lab technology from behind a corporate firewall. Modified browsers users should use either Internet Explorer or Netscape Navigator (both 4.0 or higher). Users behind a corporate proxy server should access virtual lab technology through a commercial ISP account. NOTE: Connection to the real PCs and servers is done via the VNS protocol. As a result, there is a requirement for a connection through ports 5800-5821 and 5900-5921.</p>
<p>Windows SharePoint Services Installation</p>	<p>Self-paced Courses</p>	<p>In this course, you will learn how to install Windows SharePoint Services. This course contains virtual labs. A note about virtual System Requirements: If you access the Internet from behind a proxy server, you may not be able to take a virtual lab. This affects AOL and Gateway.net users who use a modified browser and those who access virtual lab technology from behind a corporate firewall. Modified browsers users should use either Internet Explorer or Netscape Navigator (both 4.0 or higher). Users behind a corporate proxy server should access virtual lab technology through a commercial ISP account. NOTE: Connection to the real PCs and servers is done via the VNS protocol. As a result, there is a requirement for a connection through ports 5800-5821 and 5900-5921.</p>

Windows SharePoint Services Web Workspace	Self-paced Courses	<p>In this course, you will learn how to incorporate workspaces into your websites. This course contains virtual labs. A note about virtual System Requirements: If you access the Internet from behind a proxy server, you may not be able to take a virtual lab. This affects AOL and Gateway.net users who use a modified browser and those who access virtual lab technology from behind a corporate firewall. Modified browsers users should use either Internet Explorer or Netscape Navigator (both 4.0 or higher). Users behind a corporate proxy server should access virtual lab technology through a commercial ISP account. NOTE: Connection to the real PCs and servers is done via the VNS protocol. As a result, there is a requirement for a connection through ports 5800-5821 and 5900-5921.</p>
Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites	Self-paced Courses	<p>Many companies, departments, and project teams need to share information and collaborate on projects in an efficient and cost-effective manner. In this course, you will learn how to use Windows SharePoint Services to create virtual team Web sites to enable information sharing and collaboration between project team or department members. This course is designed for persons with Microsoft Office experience, who are in a finance, operations, sales, or human resources area and are responsible for establishing a team Web site for projects that allow information sharing between team or department members.</p>
Word 2000: Advanced	Self-paced Courses	<p>In this course, you'll explore advanced features of Word 2000. You will examine how to apply styles, create forms, use form fields, add graphics, work with large documents, share documents, and prepare documents as intranet web pages.</p>
Word 2000: Advanced (For use with Screen Readers)	Self-paced Courses	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore the advanced features of Word 2000. You will examine how to apply styles, create forms, use form fields, add graphics, work with large documents, share documents, and prepare documents as intranet web pages.</p>
Word 2000: Level 1	Self-paced Courses	<p>In this course, you'll explore the basic skills necessary to begin using Word 2000. You will examine how to create and edit documents and use character and paragraph formatting.</p>

Word 2000: Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore the basic skills necessary to begin using Word 2000. You will examine how to create and edit documents and use character and paragraph formatting.
Word 2000: Level 2	Self-paced Courses	In this course, you'll examine intermediate features of Word 2000. You will explore how to create and control section breaks, tables, merges, styles, templates, macros, and web pages.
Word 2000: Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore the intermediate features of Word 2000. You will examine how to create and control section breaks, tables, merges, styles, templates, macros, and web pages.
Word 2001: Level 1 for Macintosh	Self-paced Courses	In this course, you'll examine the basic skills necessary to begin using Word 2001 for Macintosh. You will discover how to create and edit documents and use character and paragraph formatting.
Word 2001: Level 2 for Macintosh	Self-paced Courses	In this course, you'll examine intermediate features of Word 2001 for Macintosh. You will discover how to create and control section breaks, tables, merges, styles, templates, macros, and web pages.
Word 2001: Level 3 for Macintosh	Self-paced Courses	In this course, students will learn how to work with advanced features of Word 2000 and various advanced techniques for analyzing and manipulating data in Word.
Word 2002 (Office XP): Level 1	Self-paced Courses	In this course, you'll explore the basic skills necessary to begin using Microsoft Word 2002. You will examine how to create and edit documents and use character and paragraph formatting.
Word 2002 (Office XP): Advanced	Self-paced Courses	In this course, you'll examine advanced features of Word 2002. You will explore how to work with document versions, create templates and forms, add graphics, use macros, work with large documents, share documents, and create web pages.
Word 2002 (Office XP): Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll be introduced to the basic concepts required to produce common business documents.

Word 2002 (Office XP): Level 2	Self-paced Courses	In this course, you'll explore intermediate features of Word 2002. You will examine how to create and control section breaks, tables, merges, styles, templates, macros, and web pages.
Word 2002 (Office XP): Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll examine intermediate features of Word 2002. You will also discover how to create and control section breaks, tables, merges, styles, templates, macros, and web pages.
Word 2002 (Office XP): Level 3 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course you will explore how to work with the advanced features of Word 2002. You will work with document versions, create templates and forms, add graphics, use macros, work with large documents, share documents, and create web pages.
Word 2003: Controlling Document Information	Self-paced Courses	You know how to use Microsoft® Word 2003 to create and format typical business documents, but you need to work on more complex documents. In this course, you will learn how to use Word to secure a document, create Web pages and forms, and use XML in Word.
Word 2003: Creating Basic Documents	Self-paced Courses	Creating Basic Documents will provide you with the basic concepts required to produce basic business documents. In this course, you'll build on your knowledge and professional experience with Microsoft® Office Word 2003 by creating, editing, and proofreading standard business documents. This course is intended for persons interested in pursuing Microsoft® Office Specialist certification in Microsoft® Office Word 2003.

<p>Word 2003: Creating Document Templates</p>	<p>Self-paced Courses</p>	<p>If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Word works for you, and you can improve the quality of your work by enhancing your documents with customized Word elements. In this course, you will work with custom styles and automate common tasks and document creation. You will also perform mail merges. The Creating Document Templates course was designed for persons who can create and modify standard business documents in Word, and who need to learn how to use Word to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft® Office Specialist exams for Word.</p>
<p>Word 2003: Formatting Documents</p>	<p>Self-paced Courses</p>	<p>Formatting Documents will provide you with the basic concepts required to produce basic business documents. In this course, you'll build on your knowledge and professional experience with Microsoft® Office Word 2003 by changing a document's page orientation, adjusting margins, creating borders, inserting headers and footers, applying page breaks, and applying specialized formatting to characters and paragraphs. This course is intended for persons interested in pursuing Microsoft® Office Specialist certification in Microsoft® Office Word 2003.</p>
<p>Word 2003: Graphic Elements in Documents</p>	<p>Self-paced Courses</p>	<p>If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Word works for you, and you can improve the quality of your work by enhancing your documents with customized Word elements. In this course, you will increase the complexity of your Word documents by inserting graphic elements, such as symbols and special characters, clip art, and watermarks. You will also modify and customize your graphic elements, including pictures, and control text flow. The Graphic Elements in Documents course was designed for persons who can create and modify standard business documents in Word, and who need to learn how to use Word to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft® Office Specialist exams for Word.</p>

Word 2003: Making Documents More Readable	Self-paced Courses	You know how to use Microsoft® Word 2003 to create and format typical business documents, but you need to work on more complex documents. In this course, you will learn how to use Word to add reference marks and notes, and how to make long documents easier to use.
Word 2003: Making Information Accessible	Self-paced Courses	You know how to use Microsoft® Word 2003 to create and format typical business documents, but you need to work on more complex documents. In this course, you will learn how to use Word with other programs, create and delete versions of a document, apply comments, compare changes, and merge document changes. This course was designed for persons with a basic understanding of Microsoft Windows who can create and modify standard business documents in Word 2003, and who need to learn how to use the more advanced features of Word 2003.
Word 2003: Working with Tables and Data	Self-paced Courses	If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Word works for you, and you can improve the quality of your work by enhancing your documents with customized Word elements. In this course, you will increase the complexity of your Word documents by adding components such as customized lists, tables, and charts. Working with Tables and Data was designed for persons who can create and modify standard business documents in Word, and who need to learn how to use Word to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft® Office Specialist exams for Word.
Word 7.0: Level 1	Self-paced Courses	In this course, you'll examine the basic skills necessary to use the Word for Windows program. You will explore how to create and edit documents using character and paragraph formatting.
Word 7.0: Level 2	Self-paced Courses	In this course, you'll examine intermediate features of Word for Windows 7.0. You will explore how to manage AutoText entries, styles, templates, macros, merging, and multiple-column formats.
Word 97: Advanced	Self-paced Courses	In this course, you'll explore advanced skills for creating and using advanced styles, templates, and forms. You will also work with large documents, work with graphics in documents, determine document layout, and share documents online.
Word 97: Level 1	Self-paced Courses	In this course, you'll explore the basic skills necessary to begin using Word 97. You will examine how to create and edit documents and use character and paragraph formatting.

Word 97: Level 2	Self-paced Courses	In this course, you'll explore the intermediate features of Word 97. You will examine tables, styles, templates, and macros; multiple-columnar formats, Internet basics, and how to merge documents.
Word 98: Advanced For Macintosh	Self-paced Courses	In this course you'll practice using methods to create advanced formatting effects, such as multiple columns and text boxes. You'll be introduced to advanced techniques to more quickly and easily enter and format text. You'll also use Word's tools and features for drawing and importing graphics.
Word 98: Introduction for Macintosh	Self-paced Courses	In this course you'll use Microsoft Word to type, edit, and format text. You'll format text using fonts, type sizes, type styles, tabs, indents, paragraph spacing, and alignment. You'll also add page breaks to control document flow. You'll create headers and footers with automatic page numbers, and you'll practice importing graphics. In addition, you'll use Word's table feature to create and format tables. Finally, you'll use the spelling and grammar checker to help proofread your document.
Administering a Windows SharePointServices Web Site	vLab	
Applying Security to an InfoPath Form	vLab	
Creating a Windows SharePoint Services Installations	vLab	
Creating Forms Using InfoPath	vLab	
Customizing Form Layout	vLab	
Establishing a Workspace	vLab	
Modifying Web Site Appearance	vLab	
Monitoring Usage	vLab	
Removing Windows SharePoint Services Components	vLab	
Using FrontPage to Modify Web Components	vLab	