

Course Title	Type	Description
Microsoft® Excel 2004 for Macintosh: Level 1	Self-paced Courses	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 worksheets.
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 Excel® 2008: Level 1 (Macintosh)	Self-paced Courses	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.
Microsoft® Office PowerPoint® 2008 : Level 1 (Macintosh)	Self-paced Courses	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 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® PowerPoint® 2004 for Macintosh: Level 1</p>	<p>Self-paced Courses</p>	<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>

<p>Microsoft® PowerPoint® 2004 for Macintosh: Level 2</p>	<p>Self-paced Courses</p>	<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>
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