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[Excel](#)

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- FileMaker Pro 5.0: Advanced
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- FileMaker Pro 5.0: Intermediate For Macintosh
- FileMaker Pro 5.0: Introduction
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- FileMaker Pro 6.0: Level 1 (Windows)
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- GroupWise 5.5: Advanced
- GroupWise 5.5: Introduction
- GroupWise 6.0: Level 1
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[Home Publishing 2000: Overview](#)

[iGrafx FlowCharter 2003: Level 1](#)

[Integrating Your Business Systems With Microsoft® Office Professional Edition 2003](#)

[Internet Explorer](#)

- Internet Explorer 4.0: Introduction
- Internet Explorer 5.0: Introduction
- Internet Explorer 5.5: Introduction
- Internet Explorer 6.0: Introduction

[Intranets and Extranets: An Introduction](#)

[Introduction to Networks and the Internet](#)

[Introduction to Personal Computers](#)

- Introduction to Personal Computers: Using Windows 2000
- Introduction to Personal Computers: Using Windows 98
- Introduction to Personal Computers: Using Windows XP

[Lotus 1-2-3](#)

Lotus 1-2-3 Millennium Edition 9.0: Advanced
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[MAC OS X](#)

Mac OS X v10.2: Introduction
Mac OS X v10.3: Introduction
Mac OS X: Introduction
Mac OS X: Transition
Macintosh OS 9.0: Advanced
Macintosh OS 9.0: Introduction

[Microsoft Encarta](#)

Microsoft Encarta Encyclopedia 2000: Overview
Microsoft Encarta Encyclopedia 2001: Overview

[Microsoft Internet Information Server 4.0](#)

[Microsoft Money](#)

Microsoft Money 2000
Microsoft Money 2001

[Microsoft Office](#)

Microsoft Office 2000 to Office XP: New Features
Microsoft Office 2000 to Office XP: New Features (For use with Screen Readers)
Microsoft Office 2000: Document Integration
Microsoft Office 2000: Macro Programming Using VBA
Microsoft Office 2000: New Features
Microsoft Office 2000: New Features (For use with Screen Readers)
Microsoft Office 2000: Small Business Tools
Microsoft Office 2000: Web Components and Collaboration
Microsoft Office 2003: Transition from Office 2000
Microsoft Office 97: Document Integration
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[Microsoft PhotoDraw 2000 Version 2.0: Introduction](#)

[Microsoft Project](#)

Microsoft Project 2000: Advanced
Microsoft Project 2000: Level 1
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Microsoft Project 2003: Creating and Modifying a Project Plan
Microsoft Project 2003: Professional
Microsoft Project 2003: Web Access
Microsoft Project 2003: Working with an Implemented Project Plan
Microsoft Project 98: Advanced
Microsoft Project 98: Introduction
Bring Your Projects In Under Budget and On Time Using Microsoft Project

[Microsoft Publisher](#)

Microsoft Publisher 2000: Introduction
Microsoft Publisher 2002 (Office XP): Introduction
Microsoft Publisher 2003: Level 1

[Microsoft Vizact 2000: Introduction](#)

[Microsoft® Office Excel 2003: Introduction to VBA](#)

[Microsoft Office InfoPath](#)

Microsoft® Office InfoPath™ 2003: Creating InfoPath Forms

Microsoft® Office InfoPath™ 2003: Creating InfoPath Forms (First Look Edition)

[NetMeeting 3.0: Internet Conferencing](#)

[Netscape](#)

Netscape Communicator 4.5: Introduction

Netscape Communicator 4.7: Introduction

[Notes](#)

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[Outlook](#)

Outlook 2000: Advanced

Outlook 2000: Introduction

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Outlook 2002 (Office XP): Advanced

Outlook 2002 (Office XP): Introduction

Outlook 2002 (Office XP): Level 1 (For use with Screen Readers)

Outlook 2002 (Office XP): Level 2 (For use with Screen Readers)

Outlook 2003: Communicating, Customizing and Organizing

Outlook 2003: Managing your Schedule

Outlook 2003: Optimizing Outlook

Outlook 2003: Organizing your Work

Outlook 2003: Working Offline and with Items

Outlook 2003: Working with Messages

Outlook 97: Advanced

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Outlook 98: Advanced

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[Paradox](#)

Paradox 10: Level 1

Paradox 10: Level 2

Paradox 9.0: Advanced

Paradox 9.0: Introduction

[Picture It!](#)

Picture It! Express 2000

Picture It! Publishing 2001

[PowerPoint](#)

PowerPoint 2000, Level 1

PowerPoint 2000, Level 2

PowerPoint 2000: Advanced

PowerPoint 2000: Introduction

PowerPoint 2001: Advanced for Macintosh

PowerPoint 2001: Introduction for Macintosh

PowerPoint 2002 (Office XP): Advanced

PowerPoint 2002 (Office XP): Advanced (For use with Screen Readers)

PowerPoint 2002 (Office XP): Introduction

PowerPoint 2002 (Office XP): Introduction (For use with Screen Readers)
PowerPoint 2003: Creating a Basic Presentation
PowerPoint 2003: Delivering Presentations
PowerPoint 2003: Modifying Presentations
PowerPoint 2003: Working with Tables, Charts, and Diagrams
PowerPoint 7.0: Introduction
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[Presentations](#)

Presentations 10: Level 1
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[Quattro Pro](#)

Quattro Pro 10: Charts and Databases
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Quattro Pro 9.0: Spreadsheets

[QuickBooks](#)

Get Going with QuickBooks 2003
Get Going With QuickBooks 2004
QuickBooks 2001: Advanced
QuickBooks 2001: Fundamentals
Keep Going with QuickBooks 2003
Keep Going with QuickBooks 2004

[Quicken 2001: Introduction](#)

[Relational Databases](#)

Relational Database Design
Relational Database Design (Second Edition)
Relational Database Design: A Practical Approach

[Research and gather data, plug-ins, and utilities using the Internet](#)

[SAP](#)

SAP R/3 V4.0: User Basics
SAP R/3 V4.6: User Basics

[Security](#)

Security Awareness (Part 1): Accessing a Computer, a Network and the Internet in a Secure Manner
Security Awareness (Part 2): Maintaining File and Email Security
Security Awareness (Part 3): Promoting Web Security and Proper Responses to Security Incidents

[StarOffice 5.1: Transition from Microsoft Office](#)

[Streets and Trips](#)

Streets and Trips 2001
Streets and Trips 2000: Overview

[Track and Analyze Your Business Data Using Excel](#)

[Troubleshooting and Maintaining Your PC \(Rev. 1\)](#)

[Visio](#)

Visio 2000 Professional: Basic Skills
Visio 2002 Professional: Level 1
Visio 2002 Professional: Level 2
Visio® 2003 Professional

[Windows](#)

Windows 2000 to Windows XP: New Features
Windows 2000: Introduction
Windows 2000: Introduction (For use with Screen Readers)
Windows 2000: Transition from Windows 98
Windows 2000: Transition from Windows 98 (For use with Screen Readers)
Windows 95: Advanced
Windows 95: Introduction
Windows 98: Introduction
Windows 98: Selected Features and Internet Options
Windows 98: Transition from Windows 95
Windows Millennium Edition: Introduction
Windows NT Workstation 4.0: Introduction
Windows SharePoint Services Installation
Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites
Windows XP Home: Introduction
Windows XP Professional Level 2
Windows XP Professional: Introduction (For use with Screen Readers)
Windows XP Professional: Level 1
Windows XP: Transition from Windows 98

[Word](#)

Word 2000, Level 1
Word 2000, Level 2
Word 2000: Advanced
Word 2000: Advanced (For use with Screen Readers)
Word 2000: Level 1
Word 2000: Level 1 (For use with Screen Readers)
Word 2000: Level 2
Word 2000: Level 2 (For use with Screen Readers)
Word 2001: Level 1 for Macintosh
Word 2001: Level 2 for Macintosh
Word 2001: Level 3 for Macintosh
Word 2002 (Office XP): Advanced
Word 2002 (Office XP): Level 1
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Word 2002 (Office XP): Level 2
Word 2002 (Office XP): Level 2 (For use with Screen Readers)
Word 2002 (Office XP): Level 3 (For use with Screen Readers)
Word 2003: Controlling Document Information
Word 2003: Creating Basic Documents
Word 2003: Creating Document Templates
Word 2003: Formatting Documents
Word 2003: Graphic Elements in Documents
Word 2003: Making Documents More Readable
Word 2003: Making Information Accessible
Word 2003: Working with Tables and Data
Word 2004 for Macintosh: Level 1
Word 2004 for Macintosh: Level 2
Word 7.0: Level 1
Word 7.0: Level 2
Word 97: Advanced
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Word 97: Level 2
Word 98: Advanced For Macintosh
Word 98: Introduction for Macintosh

[WordPro](#)

Word Pro Millennium Edition 9.0: Introduction

Word Pro Millennium Edition 9.5: Advanced

Word Pro Millennium Edition 9.5: Introduction

[Word Perfect](#)

WordPerfect 10: Advanced

WordPerfect 10: Level 1

WordPerfect 10: Level 2

WordPerfect 10: Transition to Word 2002

WordPerfect 11: Level 1

WordPerfect 11: Level 2

WordPerfect 11: Level 3

WordPerfect 8.0: Level 1

WordPerfect 8.0: Level 2

WordPerfect 9.0: Advanced

WordPerfect 9.0: Level 1

WordPerfect 9.0: Level 2

Access 2000, Level 1

Learn the basic skills necessary to begin using Access 2000. In the Access 2000, Level 1 course, you will design and create databases, tables, queries, forms, and reports. You'll learn about database concepts and terminology. You'll learn how to create a table using the Table Wizard and in the Design View. You'll learn how to work with tables including adding records, modifying table design, finding and editing records, deleting and copying records and values, and filtering and sorting records. You'll learn how to use select queries. You'll learn how to create and use forms for a single table and multiple-tables. You'll learn how to create and use reports. You'll learn how to create and maintain a database.

Access 2000, Level 2

In this course, you will learn how to enhance your database designs by using the principles of data normalization and table relationships, including how to establish referential integrity. To protect your tables from data entry errors, you'll learn data validation techniques. To pull data from one or more tables, you'll learn query techniques to calculate values, average grouped data, and more. To enhance the display of data, you'll use design tools to customize forms, reports, and subreports. To share data over an intranet or the internet, you'll create data access pages. This course meets many of the Microsoft Proficiency Guidelines for Access 2000 at the Expert level.

Access 2000: Advanced

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.

Access 2000: Advanced (For use with Screen Readers)

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

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

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)

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

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)

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)

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

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

In this course, you'll learn the critical skills needed to create database applications with Access 2002. You'll start by learning relational database fundamentals that will assist you in properly designing databases. Then you'll learn how to design and work with specific Access database objects: tables, queries, forms, and reports.

Access 2002 (Office XP): Level 1 (For use with Screen Readers)

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

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

This course is designed to move you beyond the basics of Access 2002 and will give you the skills you need to put the power of database computing to work for you. This course will give you the skills you'll need to create and modify the structure of Database tables, Queries, Forms, Reports. This course meets many of the Microsoft Office User Specialist (MOUS) guidelines at both Core and Expert levels. For more information on the MOUS certification program visit <http://www.mous.net>.

Access 2002 (Office XP): Level 2 (For use with Screen Readers)

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

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

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

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

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

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.

Access 2003: Improving Usability with Access Macros

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.

Access 2003: Integrating Access with the Web, XML, and Office Applications

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.

Access 2003: Maintaining Existing Databases

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.

Access 2003: Optimizing and Securing Access Database Applications

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.

Access 2003: Structure and Analyze Data with Advanced Queries

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.

Access 2003: Working with Forms

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.

Access 2003: Working with Reports

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.

Access 7.0: Introduction

In this course, students will learn the basic skills necessary to effectively begin creating and working with databases in version 7.0 of Access.

Access 97: Advanced

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.

Access 97: Introduction to Application Development

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.

Access 97: Level 1

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.

Access 97: Level 2

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.

Acrobat 4.0: Basic Skills

In this course, you'll be introduced to the basic knowledge you'll need to understand how Adobe Acrobat documents are created from standard desktop applications. You will convert actual Word documents, PowerPoint presentations, and Excel spreadsheets to create electronic documents. You will also be introduced to the main methods of creating Adobe Acrobat PDF files, and then enhance those files using Adobe Acrobat, Adobe Distiller, and Adobe Catalog.

Acrobat 5.0: Introduction

In this course, you'll create Portable Document Format (PDF) electronic files. You will identify what PDF files are and what they can do. You will explore the Acrobat environment and assess the differences between the Acrobat suite of applications: Acrobat (the primary application), Acrobat Reader, Acrobat Catalog, PDFWriter, and Distiller. You will also explore a variety of the features available to you in Acrobat 5.0, including how to protect a document with a password, how to navigate a PDF file, and how to optimize PDF files for distribution.

Acrobat 7.0: New Features

You're already familiar with previous versions of Acrobat. In this course, you'll work with some of the new features of Acrobat 7.0. The target student is any existing user of Acrobat Standard or Professional.

Acrobat® 6.0: Professional for Creative and Print Professionals (Macintosh)

As a creative professional, you've been responsible for creating documents using design software and have probably shared those documents with others, such as colleagues, clients, and reviewers. You've probably shared printed copies of your documents with others, may have sent documents to a commercial printer, and may have shared documents electronically by emailing them as well. Now you may need to share electronic versions of your documents with others who may not have the software you used to create them. In this course, you'll use Adobe Acrobat® 6.0 to convert documents to PDF, and will customize those PDF documents for interactive online use as well as for commercial printing. The target student for this course is a professional in the creative or printing field who needs to distribute documents intended for use on the Web or for commercial printing.

Acrobat® 6.0: Professional for Creative and Print Professionals (Windows)

As a creative professional, you've been responsible for creating documents using design software and have probably shared those documents with others, such as colleagues, clients, and reviewers. You've probably shared printed copies of your documents with others, may have sent documents to a commercial printer, and may have shared documents electronically by emailing them as well. Now you may need to share electronic versions of the documents with others who may not have the software that was used to create them. In this course, you'll use Adobe Acrobat 6.0 to convert documents to PDF, and will customize those PDF documents for interactive online use as well as for commercial printing. The target student for this course is a professional in the creative, or printing field whose needs to distribute documents intended for use through the Web, or for commercial printing.

Acrobat® 6.0: Professional for Engineering Professionals

You might have created documents by using office productivity applications as well as technical applications, which may be specific to your field. You might have shared those documents with others, such as colleagues, clients, and reviewers. You have most likely shared printed copies of documents with others, and you may also have shared documents electronically by emailing them. Now you may need to share electronic versions of documents with others in a format that will allow them to view, print, and even review the content even if they do not have the original software you used to create the file. In this course, you'll use Adobe Acrobat® 6.0 Professional to convert documents to PDF files and customize those PDF files for your needs and the needs of your audience. The target students for this course are persons working in the engineering field who are responsible for creating and distributing technical documents. Students typically have used engineering design, management, and office productivity applications, such as CAD applications, project management software, word processors, and spreadsheets, but they probably have not used Acrobat.

Acrobat® 6.0: Standard

You have probably created documents using word processing and other office productivity applications, and have shared those documents with others, such as colleagues, clients, and reviewers. You've most likely shared printed copies of your documents with others, and may have shared documents electronically by emailing them as well. Now you may need to share electronic versions of your documents with others in a format that will allow them to view, print, and even review the content even if they don't have the original software you used to create the file. In this course, you'll use Adobe Acrobat 6® to convert documents to PDF files, and will customize those PDF files for your needs and the needs of your audience. The target students for this course are office personnel at all levels who work with personal computers, and who need to share documents with others who may be onsite or offsite. Students typically have experience using office productivity applications, such as a word processor or spreadsheet program, but probably do not have experienced using Acrobat.

Adobe Acrobat 5.0: Advanced

In this course, you'll use comment and review techniques to add comments within a PDF document. You will efficiently review comments from multiple reviewers. You will also create forms that include various types of fields such as text fields, combo boxes, check boxes, and radio buttons. In addition, you'll set form attributes such as the tab order of the fields and the display options of the form. You will also create interactive forms. In addition, you'll prepare documents for use in a document collection by creating an introductory document and indexing the documents to allow for efficient searching. Finally, you'll prepare PDF documents for prepress and set distiller job options for prepress.

ACT! 2000: Advanced

In this course, you'll perform complex lookups, record and run macros, import, export and synchronize data from an ACT! database, customize an ACT! database, work with templates, create and edit report templates, manage a database, and connect to the World Wide Web by using Internet links.

ACT! 2000: Introduction

In this course, you'll become familiar with the ACT! 2000 environment, create new contacts, search records, organize and manage contact records, and schedule activities.

ACT! 4.0: Advanced

In this course, you'll explore the fundamentals of contact management using ACT! 4.0. You will become familiar with how to find and manage client information, schedule and keep track of activities with clients, create word processing documents, and create and send Email messages.

ACT! 4.0: Introduction

In this course, you'll explore the fundamentals of contact management using ACT! 4.0. You will also become familiar with how to find and manage client information, schedule and keep track of activities with clients, create word processing documents, and create and send Email messages.

ACT! 6.0 Level 2

In this course, you will observe how to perform complex lookups, automate procedures, exchange data, customize an ACT! database, modify templates and reports, manage a database, perform database maintenance, and link to the Internet.

ACT! 6.0: Level 1

In this course, you'll open an existing database and become familiar with the ACT! 6.0 environment.. You will Enter contacts into a database by creating and editing a database. You will Locate contact records by using the Lookup feature and the Contact List window. You will organize and manage contact records by creating groups. You will schedule and manage activities by using the Activities tab. You will schedule and manage activities by using the calendar windows and the Task List window. You will create, edit, and format a document by using the ACT! word processor.

Approach Millennium Edition 9.0: Introduction

In this course, you'll explore the basic skills necessary to begin using Approach so that you can design and create a basic database-management system.

Approach Millennium Edition 9.5: Advanced

In this course, you'll discover how to manipulate multiple databases, create crosstabs and charts to summarize data, create macros, and customize the Approach environment.

Approach Millennium Edition 9.5: Introduction

In this course, you'll explore the basic skills necessary to begin using Approach so that you can design and create a basic database-management system.

Build a Solid Foundation with VBA Using Microsoft Office

The purpose of this Lab is to acquaint new Visual Basic for Applications programmers with what it is possible to do with VBA and with its programming environment. Basic programming skills and important VBA concepts are introduced. You will examine, edit, and write VBA Sub procedures and create a UserForm. In this Lab, Microsoft Word (97 or 2000) and Microsoft Excel (97 or 2000) are used as the example environments.

Business Statistics in Excel 97

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.

Corel Presentations 11: Level 1

In this course, you'll use QuickTips and context-sensitive QuickMenus to identify features of the application window. You will explore the Master, Background, and Layout Galleries. You will also use the PerfectExpert dialog box to create a new slide show. You will enter text in new title and bullet slides and save the slide show. You will also insert a WordPerfect file into Slide Outliner view; add, edit, and spell check slides. You will use RealTime Preview to change the foreground fill color of a bulleted list. You will also use the PerfectExpert dialog box to create and modify a new Welcome project slide show. You will insert a comment using CorelMemo. You will also use the Layout Layer to change default placeholder settings and the Background Layer to add background elements to every slide. You will use Slide Sorter view to rearrange and delete slides. You will also enhance a slide show's on-screen presentation by adding transitions between slides, as well as animating individual slide elements. You will insert a Combination slide and use the Clipart button to view the Scrapbook and insert a picture. You will also use the TextArt tool to create a logo. You will insert a movie into a slide show. You will also create and modify an organization chart's structure by adding, moving, and deleting subordinates. You will display the Data Chart Gallery and create a vertical bar chart by importing an Excel spreadsheet. You will also identify the various chart regions and explore how to use a chart's datasheet. You will change data points, legend placement, number formatting, and a chart's layout. You will also see what print options are available to you by exploring the Print dialog box. Finally, you'll see how to turn a show into Web pages by publishing to HTML using the Internet Publisher, publishing a presentation in PDF format, and publishing a presentation as XML.

Create Brochures, Flyers, and More Using Word

Create Brochures, Flyers, and More Using Word is a hands-on lab that will help students get acquainted with the desktop publishing features of Microsoft Word while they create some basic publications. Students will learn how to incorporate graphics into a coupon flyer; create a simple newsletter; and design a tri-fold brochure.

Crystal Reports 10: Level 1

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. This course is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. They may or may not have programming and/or SQL experience.

Crystal Reports 10: Level 2

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. In addition, you'll also learn how to increase the speed and efficiency of reports by using SQL queries and dictionaries.

Crystal Reports 8.0, Level 1

Students will learn the basics of this report-writing software, including sorts, selection criteria, group creation, summary fields, drill-downs, section formatting, and creating formulas. The course also covers the basics of database linking as they relate to PC and SQL/ODBC databases.

Crystal Reports 8.0, Level 2

In this course you will briefly review the basics of this report-writing software and then move on to more advanced topics including conditional formatting, advanced formulas, variables, running totals, multiple sections, parameter fields, queries, dictionaries and graphing.

Crystal Reports 8.0: Advanced

In this course, you'll examine the advanced skills required to create informational and analytical reports.

Crystal Reports 8.0: Basic Skills

In this course, you'll examine the basic skills needed to create reports to help analyze and present information.

Crystal Reports 8.5: Advanced

In this course, you'll examine the advanced skills required to create informational and analytical 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

Crystal Reports 8.5 is an application that enables you to create custom reports, lists, and labels using data from existing databases. Using Crystal Reports, you can access both PC and SQL databases and generate multiple report types. In this course, you'll examine the basic skills needed to create reports to help analyze and present information.

Crystal Reports 9.0: Level 1

Students will learn the basics of this report-writing software, including sorts, selection criteria, group creation, building formulas for summing and conditional formatting, drill-downs, and section formatting. The student will work with samples that include multiple table links. Audience: This course is intended for individuals who need output from database programs.

Crystal Reports 9.0: Level 1

Crystal Reports 9.0: Level 1 is designed for a person who needs output from a database. In some cases, database programs have limited reporting tools, and/or they may not have access to those tools. They may or may not have programming and/or SQL experience. This course 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

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. In addition, you'll also learn how to increase the speed and efficiency of reports by using SQL queries and dictionaries.

Excel 2000: Advanced

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)

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: Charting and Organizing Data

In the Excel 2000: Charting and Organizing Data course, you will learn the skills and concepts necessary to begin using the charting and list-management capabilities of Excel 2000. Items to cover include create and modify charts, format charts, add graphic objects to enhance worksheets and charts, and sort and filter information in spreadsheets.

Excel 2000: Level 1

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)

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

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)

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 2000: Worksheets

Learn the basic of using Excel 2000! The Excel 2000: Worksheets course covers basic worksheets skills and how to work with data in worksheets, including information on building, revising, enhancing, and printing a worksheet. If you have never used Excel 2000 before, or have become frustrated trying to learn it yourself, this course shows you the right way to do things quickly and easily!

Excel 2001: Level 1 for Macintosh

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

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

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

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)

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

In Excel 2002: Level 1, you will learn how to use an electronic spreadsheet to create basic worksheets and charts. Specifically, you will create a basic worksheet; edit a worksheet by using a variety of techniques; perform calculations on data; format data by using a variety of formatting techniques; work with multiple worksheets; create and modify charts; and set page display and print options. Audience: This course is intended for individuals who want to learn how to create basic worksheets and charts.

Excel 2002 (Office XP): Level 1

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)

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

This course is the second in the Excel 2002 (Office XP) series that will help to satisfy the requirements of the Microsoft Office User Specialist (MOUS) certification. For more information on the MOUS certification program visit <http://www.mous.net>. This course will expand on the skills that you learned in Excel 2002 (Office XP) Level 1, and it will give you an opportunity to work with some of the more advanced features of Excel 2002, features such as: Templates; Sorting and filtering; Importing and exporting; Advanced formulas; Analysis tools; Collaboration. If you need to know more about Excel, save time when creating workbooks, summarize data or work with others, then this is the course for you! Audience: This course is intended for students who'd like to become proficient with intermediate Excel techniques or wish to prepare to be a certified Microsoft Office User Specialist (MOUS) in Excel 2002, and who already have a working knowledge of the basics of Excel.

Excel 2002 (Office XP): Level 2

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)

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

In this course, you will streamline and enhance your Excel worksheets with charts and formulas.

Excel 2003: Collaborating with Workbooks

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

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

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

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

In this course, you will streamline and enhance your Excel worksheets by applying advanced formulas.

Excel 7.0: Advanced

In this course, you'll explore the skills and concepts necessary to work with the advanced capabilities of Excel.

Excel 7.0: Introduction

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

In this course, you'll explore the skills and concepts necessary to work with advanced features of Excel 97.

Excel 97: Level 1

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

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

In this course, you'll learn many of the advanced skills that will allow you to take advantage of Excel's powerful tools.

Excel 98: Introduction for Macintosh

In this course, you'll learn many of the basic skills that will allow you to take advantage of Excel's powerful tools.

Excel 2004 for Macintosh: Level 1

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.

Excel 2004 for Macintosh: Level 2

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.

FileMaker Pro 5.0: Advanced

In this course, you'll use a number of advanced skills to create integrated systems of databases that link seamlessly together. The systems you create will take advantage of FileMaker Pro's advanced automation, word processing, and navigation features, which you can apply to your own database projects.

FileMaker Pro 5.0: Advanced For Macintosh

In this course, you'll use a number of advanced skills to create integrated systems of databases that link seamlessly together. The systems you create will take advantage of FileMaker Pro's advanced automation, word processing, and navigation features, which you can apply to your own database projects.

FileMaker Pro 5.0: Intermediate

In this course, you'll use FileMaker Pro's advanced field options to create value lists and automatic entry fields. You will also practice using techniques for manipulating layout items with precision.

FileMaker Pro 5.0: Intermediate For Macintosh

In this course, you'll use FileMaker Pro's advanced field options to create value lists and automatic entry fields. You'll practice using techniques for manipulating layout items with precision. You'll also create a relational database system, allowing multiple databases to share information. Finally, you'll summarize field information using summary fields, calculation fields, and various summary parts.

FileMaker Pro 5.0: Introduction

In this course, you'll be introduced to the basics of FileMaker Pro so that you can create and use databases to organize your information.

FileMaker Pro 5.0: Introduction for Macintosh

FileMaker Pro is a powerful database program that allows tremendous flexibility in the entry and manipulation of information. In this course, you'll be introduced to the basics of FileMaker Pro so that you can create and use databases to organize your information.

FileMaker Pro 6.0: Level 1 (Windows)

This course is designed for office personnel who work with personal computers, and who need to store and organize information for their individual use, but who have little or no experience using FileMaker Pro. They may have experience using office productivity applications, such as a word processor or spreadsheet program, but probably do not have experience using other database applications. 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 will 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 2 (Windows)

This course is designed for office personnel who have some FileMaker Pro experience, including completing the FileMaker Pro 6.0: Level 1 course, and who work with personal computers and need to store and organize information for individual, workgroup, or company use as well as for use by the public through the Internet.

FileMaker Pro 7.0: Level 1 (Windows)

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. The target student for this course is office personnel who work with personal computers, and who need to store and organize information for their individual use, but who have little or no experience using FileMaker Pro. They may have experience using office productivity applications, such as a word processor or spreadsheet program, but probably do not have experience using other database applications.

FileMaker Pro 7.0: Level 2 (Windows)

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. The target students for this course are office personnel who work with personal computers, who need to store and organize information for individual, workgroup, or company use, as well as for use by the public via the Internet. Students should have some FileMaker Pro experience, including completing the FileMaker Pro 7.0: Level 1 course.

Freelance Graphics Millennium Edition 9.0: Introduction

In this course, you'll explore a variety of charts and various screen show effects that can be added to presentations. You will explore how to create presentations containing text, bar and pie charts, organization and table charts, and how to change screen show effects in presentations.

Freelance Graphics Millennium Edition 9.5: Advanced

In this course, you'll explore how to create presentations and pages by combining text, graphs, organization charts, clip art, and SmartMasters.

Freelance Graphics Millennium Edition 9.5: Introduction

In this course, you'll observe the working environment of Freelance Graphics and explore the basic techniques of creating a presentation.

FrontPage 2000, Level 1

Learn how to create and edit FrontPage webs and web pages with the FrontPage 2000, Level 1 course. You'll learn how to apply paragraph and character formatting to web pages. You'll learn how to create links between and within pages, create links to the World Wide Web, create a Navigation bar, and insert and create links from images. You'll also insert and format tables. Finally, you'll learn how to import, delete, and rename a web, as well as how to publish a web. Note: If you're using Windows ME, please follow the link in the Requirements section below for an installation workaround for Personal Web Server (PWS).

FrontPage 2000: Advanced

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

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

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): Advanced

This course and its accompanying text book have been developed to offer you hands on learning and experience in the advanced elements of using FrontPage 2002. It is imperative that you have a sound understanding of the applications beginning elements to comfortably and successfully complete the assignments offered in this course. Audience: This course is intended for individuals who have a sound fundamental knowledge of the use of FrontPage 2002 and are seeking skills in developing more advanced elements in web pages and web sites.

FrontPage 2002 (Office XP): Introduction

This course is hands-on instruction that will introduce you to the basics of creating, editing, and publishing pages that include text and pictures to an intranet or the World Wide Web and is for those pursuing core-level Microsoft Office User Specialist (MOUS) certification in FrontPage 2002. You will create webs and web pages; apply text formatting; insert and format tables; create hyperlinks between and within pages; create links to the World Wide Web; add navigation bars; insert and modify images; use FrontPage tools to review and edit web content; and publish a web. Audience: This course is intended for anyone needing the fundamental skills necessary to create, edit, and publish pages that include text and pictures to an intranet or the World Wide Web.

FrontPage 2002 (Office XP): Introduction

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

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

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 Web Pages

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

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

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

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

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.

GroupWise 5.5: Advanced

In this course, you'll examine GroupWise's features and functionality.

GroupWise 5.5: Introduction

In this course, you'll explore the basics of using GroupWise to send mail messages and create tasks, notes, and appointments. You will also organize the display and storage location of these items. In addition, by using the Internet, you'll examine how to access a mailbox to send and receive mail messages from any computer with an Internet connection.

GroupWise 6.0: Level 1

In this course, you will learn the basics of using GroupWise to send mail messages and create tasks, notes, and appointments for yourself and others. You will also organize the display and storage location of these items. In addition, by using the Internet, you will learn how to access your mailbox to send and receive mail messages from any computer with an Internet connection.

GroupWise 6.0: Level 2

In this course, you'll customize GroupWise according to your preferences. You will create and share address books, and set up and participate in a discussion thread by using a shared folder. You will schedule and set rules for a resource, and schedule multiple users by using a Multi-User view. You will create new documents in an integrated application and work with document folders, types, and references. You will use workflows to route, perform, and track tasks. Finally, you will work with documents when you are away from the office by using a remote mailbox and the Internet.

GroupWise 6.5: Level 1

In this course, you will examine how to use GroupWise to work with mail messages, as well as notes, tasks, and appointments.

GroupWise 6.5: Level 2

In this course, you will examine the advanced features of GroupWise, which will help you to efficiently work with mail messages, documents, tasks, appointments, WebAccess, and rules.

Home Publishing 2000: Overview

In this course, you'll explore the basic steps needed to create a paper project from scratch. You will examine how to set the project dimensions, change the background of your pages, and reformat the size, color, and alignment of text. You will also observe how you can use pictures to add interest and dimension to a project.

iGrafx FlowCharter 2003: Level 1

In this course, you'll explore the application window and work with documents and existing diagrams. You will also use some of the Help tools to find information on a particular topic. You will create a basic diagram by adding and working with shapes, notes, and numbers. You will link a shape to another diagram and also to an external document. Further, you'll format a basic diagram by adding a title and changing the border of shapes. You will create a process diagram, add departments and shapes to the diagram, and format the diagram. You will create a cause and effect diagram, and then edit and format it. You will create an organization chart and add and connect shapes to it. You will format an organization chart by changing the chart layout, font, and background color, and adding shadows. In addition, you'll add a title to an organization chart and set the options to print it. Finally, you'll publish diagrams to the Web and review options for printing large diagrams.

Integrating Your Business Systems With Microsoft® Office Professional Edition 2003

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.

Internet Explorer 4.0: Introduction

In this course, you'll explore the basics of how to navigate through the Internet using Microsoft Internet Explorer 4.0.

Internet Explorer 5.0: Introduction

In this course, you'll explore how to find and use information on the Internet, how to browse the World Wide Web for useful information, how to return to useful web sites, how to use email, and how to participate in Internet newsgroups.

Internet Explorer 5.5: Introduction

In this course, you'll explore how to identify the main components of the Internet Explorer window, find web sites that contain useful information, and use Favorites to link to useful sites. You will also examine how to use the Help system, use Outlook Express to send and receive email, and download and use files from the Internet. Finally, you'll explore how to use the Internet Options dialog box to change settings, and personalize the MSN home page.

Internet Explorer 6.0: Introduction

In this course, you'll explore the main components of the Internet Explorer 6.0 window, find web sites that contain useful information, and use Favorites to link to useful sites. You will also explore how to use Outlook Express to send and receive e-mail, download and use files, and use the Address Book. You will explore using the Internet Options dialog box to change settings and personalize your home page, and using the Content Advisor. You will examine accessing images on the Web. Finally, you'll observe the P3P features and change settings.

Intranets and Extranets: An Introduction

In this course, you will be introduced to intranets and extranets, including the different components and applications that are enabled by intranets and extranets.

Introduction to Networks and the Internet

The target student for this course is any person who has basic end-user skills on Windows-based computers and who wishes to use network and Internet services such as file sharing, printing, email and other communications, searching for information, and also to begin training for a career in the information technology field, or prepare for Module 3 (Living Online) of the Certiport Internet and Core Computing (IC3) certification. 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; it connects computers together. In this course, you will be introduced to the Internet and networks.

Introduction to Personal Computers: Using Windows 2000

In this course, you'll explore how information is entered into the computer, how the computer processes the information, how the information is stored, and how the information is outputted. You will then be introduced to the Windows 98 operating system.

Introduction to Personal Computers: Using Windows 98

In this course, you'll explore how information is entered into the computer, how the computer processes the information, how the information is stored, and how the information is outputted. You will then be introduced to the Windows 98 operating system.

Introduction to Personal Computers: Using Windows XP

This course is designed for a user who has never used a personal computer and needs to use a personal computer on the job.

Lotus 1-2-3 Millennium Edition 9.0: Advanced

In this course, you'll explore the basics of creating charts from worksheet data and enhancing those charts. You will also be introduced to database concepts and examine how to work with a range of worksheet data as a database. Finally, you'll explore how to display worksheet data by creating charts, and you'll also manipulate worksheet ranges by using database operations.

Lotus 1-2-3 Millennium Edition 9.0: Level 1

In this course, you'll examine how to build, format, and print a basic worksheet. You will explore how to create a basic worksheet by working with ranges of data, using formulas, and changing the appearance of worksheets.

Lotus 1-2-3 Millennium Edition 9.0: Level 2

In this course, you'll explore the benefits of working with personal computers and using Windows 95. You will also examine how to use the Windows 95 environment to create and manage documents.

Lotus 1-2-3 Millennium Edition 9.5: Advanced

In this course, you'll work with advanced techniques in Lotus 1-2-3 such as: creating decision making formulas, displaying and protecting worksheet data, summarizing data from several worksheets, using advanced functions such as the @ISERR function in formulas, using versions to create different sets of data, automating repetitive tasks by creating and running macros and scripts, and modifying the worksheet by changing the appearance and tools that are displayed.

Lotus 1-2-3 Millennium Edition 9.5: Level 1

In this course, you'll build and format a basic worksheet, create formulas using built-in functions, and work with relative and absolute cell references in formula construction.

Lotus 1-2-3 Millennium Edition 9.5: Level 2

In this course, you'll cover the basics of creating charts from Lotus Notes worksheet data and enhancing those charts. You will also be introduced to database concepts and how to work with a range of worksheet data as a database.

Mac OS X v10.2: Introduction

Mac OS X is the easiest-to-use computer operating system available. With its window controls and menu commands, you can manage your workspace quickly and easily. Using Mac OS X, you can not only control the organization of files and folders and the way their information is displayed but also change the visual aspects of the desktop to suit your work style. Mac OS allows you to work with several applications at the same time and use removable media to place files on the hard disk.

Mac OS X v10.3: Introduction

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.

Mac OS X: Introduction

Mac OS 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 be introduced to a number of basic skills that will provide a good foundation for using Mac OS in your everyday work.

Mac OS X: Transition

In this course, you'll explore the Mac OS X environment. You will also examine the program's user interface changes, which include large-scale behind-the-scenes improvements.

Macintosh OS 9.0: Advanced

In this course, you'll be introduced to advanced skills and techniques that will help you to work more efficiently. You will practice skills to help you troubleshoot a Macintosh and optimize its performance.

Macintosh OS 9.0: Introduction

In this tutorial, you'll be introduced to a number of basic skills that will provide a good foundation for using Mac OS in your everyday work.

Microsoft Encarta Encyclopedia 2000: Overview

In this course, you'll examine how to use the Find tool to locate an article, then use the main toolbar to print it, save its location, or navigate to another part of the encyclopedia. You will also use The Learning Library to explore how to browse information at your leisure, access maps of various locations, and even play educational, interactive games.

Overview of Encarta Encyclopedia 2001

In this course, you'll explore the updated and expanded edition of Encarta Encyclopedia for 2001.

Microsoft Internet Information Server 4.0

In this course you will explore how to use the Internet Service Manager to manage the WWW service and understand public key encryption, implement Secured Sockets Layer security.

Microsoft Money 2000

In this course, you'll examine how to set up your checking and savings accounts, mortgage, other loans, and credit card accounts on your computer. You will also explore how to quickly and easily record banking transactions you make throughout the month.

Microsoft Money 2001

In this course, you'll explore the array of useful finance management features in Money 2001.

Microsoft Office 2000 to Office XP: New Features

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)

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

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

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

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)

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

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

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

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

In this course, you'll examine how to integrate documents created in Microsoft Office Standard applications more efficiently.

Microsoft Office 97: Small Business Tools

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 PhotoDraw 2000 Version 2.0: Introduction

In this course, you'll be introduced to the basic tools needed to create and modify images in PhotoDraw.

Bring Your Projects In Under Budget and On Time Using Microsoft Project

This course reviews some essentials of project management and considers ways in which Project 98 can facilitate the process. Students will view a project baseline, view and enter some actuals, and compare the updated information to the baseline. They'll create custom tables, reports and filters to access just the data you need. Students then modify the project plan by adding lead time, changing task relationships, and shortening task duration.

Microsoft Project 2000: Advanced

In this course, you'll create and work with custom WBS codes and templates; create and use custom forms; evaluate data by using filtering and grouping techniques and working with reports; administer Project Central, including working with user accounts and customizing administrative options; navigate and work in Project Central, and work with categories and views in Project Central.

Microsoft Project 2000: Level 1

In this course, you'll plan a project by using Microsoft Project 2000.

Microsoft Project 2000: Level 2

In this course, you'll create a baseline plan; track an active project; manage tasks that will occur in the future; work with resource needs; customize Microsoft Project 2000; work with data in other applications; and work with a resource pool, subprojects, and multiple projects.

Microsoft Project 2002: Level 1

The Microsoft Project 2002 Level 1 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. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. It is also intended for those preparing to pursue certification as a Microsoft Office User Specialist (MOUS) for Microsoft Project 2002.

Microsoft Project 2002: Level 2 (Revised)

The Microsoft Project 2002 Level 2 course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2002 and is preparing to pursue certification as a Microsoft Office User Specialist (MOUS) for Microsoft Project 2002. This is the second course in the Microsoft Project 2002 series. You will be given the opportunity to work with a project plan once it has entered the project implementation phase.

Microsoft Project 2003: Creating and Modifying a Project Plan

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

Microsoft Project 2003: Professional

In this course, you will use Microsoft® Project Professional 2003 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment. This course is designed for a person who needs to create and manage projects in an existing enterprise environment to optimize resources, analyze projects, and prioritize work to meet overall business objectives. This course is designed for a person who needs to create and manage projects in an existing enterprise environment to optimize resources, analyze projects, and prioritize work to meet overall business objectives.

Microsoft Project 2003: Web Access

This course is designed for individuals who will use Project Web Access to interact with project information located on a project server within a Microsoft Enterprise Project Management solution framework. These individuals will use Project Web Access to report project progress or to view project and resource information. This course is designed for individuals who will need to interact with the project server environment to update project progress and/or a person who needs to view project and resource information on the project server.

Microsoft Project 2003: Working with an Implemented Project Plan

Once your project plan file has been created in the Project Initiation and Project Planning phases, the file now becomes your plan's focal point, with essentially three "masters" to serve—the project manager (you), stakeholders (clients and management), and team members (resources). Each master will often require different things from the plan. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

Microsoft Project 98: Advanced

In this course, you'll examine how to use Microsoft Project 98 to track, modify, and manage a project plan after the project has begun.

Microsoft Project 98: Introduction

In this course, you'll explore how to use Microsoft Project 98 for Windows 95 to assist you with project planning.

Microsoft Publisher 2000: Introduction

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.

Microsoft® Publisher 2003: Level 1

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.

Microsoft Vizact 2000: Introduction

In this course, you'll create an active web page that you can play in your web browser.

Microsoft® Office Excel 2003: Introduction to VBA

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 InfoPath™ 2003: Creating InfoPath Forms

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)

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.

NetMeeting 3.0: Internet Conferencing

In this course, you'll explore the basics of NetMeeting and be able to initiate, accept, and participate in online meetings using its different features.

Netscape Communicator 4.5: Introduction

In this course, you'll explore how to use Netscape Communicator to effectively find information on the World Wide Web. You will also examine how to use Netscape Messenger to access email and newsgroups, customize the Communicator environment and the My Netscape portal, and be exposed to the online help system and downloading files.

Netscape Communicator 4.7: Introduction

In this course, you'll explore how to use Netscape Communicator to effectively find information on the World Wide Web. You will also examine how to use Netscape Messenger to access email and newsgroups, how to customize the Communicator environment and the My Netscape portal, and be exposed to the online help system and downloading files.

Notes 4.5: Introduction

In this course, you'll work with Notes databases, create and edit documents, use Notes mail features including calendaring and scheduling, and examine mobile computing.

Notes 4.6: Database Features

In this course, you'll study how to use the basic database features of Notes 4.6. You will explore how to create, enhance, search, and organize Notes documents by using the wealth of features offered by Notes. You will also examine how to use mobile Notes to access essential information from anywhere.

Notes 4.6: Mail Features

In this course, you'll explore how to use the basic mail features of Notes 4.6.

Notes 5.0: Advanced Features

In this course, you'll explore advanced features of Notes 5.0 including search functions, creating tables, using Notes Minder, and creating databases.

Notes 5.0: Database Features

In this course, you'll explore Notes 5.0 and how to use its shared database capabilities in your day-to-day jobs. You will examine how to create, enhance, search, and organize documents by using the wealth of features offered by Notes. You will also discover how to use Notes from a remote location to access essential information from anywhere.

Notes 5.0: Mail Features

In this course, you'll explore the basic mail features of Notes 5.0; work with the Notes mail database; create and edit mail documents; address mail; use delivery options; work with folders; use Notes features including calendaring and group scheduling; and use Notes remotely.

Notes 5.0: New Features

In this course, you'll observe and use Notes 5.0 features that are new or different from features in previous versions of Notes. You will create tabbed tables and tables with special effects, set up and change meeting times in the new Calendar interface, and create new Welcome page styles. You will also explore new search features.

Notes 6.5: Databases

This course is designed for a person who will use Notes databases on the job to share information stored in one central location, and who may or may not use Notes as their email package.

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. The target student for this course is an end user who has not used an email package, works for a company that uses or is moving to Notes, needs to send and receive emails, and needs to manage his/her Calendar and To Do list.

Notes 6: Databases

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. This course is designed for a person who will use Notes databases on the job to share information stored in one central location, and who may or may not use Notes as their email package.

Notes 6: Mail and Calendars

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. The target student for this course is an end user who has not used an email package, works for a company that uses or is moving to Notes, needs to send and receive emails, and manage his/her calendar and To Do list.

Outlook 2000: Advanced

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.

Outlook 2000: Introduction

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.

Outlook 2000: Introduction (For use with Screen Readers)

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.

Outlook 2002 (Office XP): Advanced

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): Introduction

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): Level 1 (For use with Screen Readers)

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)

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

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

In this course, you'll build on your knowledge and professional experience using Microsoft® Office Outlook® 2003 with scheduling appointments, meetings, and creating journal entries, and setting various calendar options.

Outlook 2003: Optimizing Outlook

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

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 manage contacts and tasks, share folder information, and use notes. 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

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

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

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

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

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

In this course, you'll explore the fundamentals of using Outlook 98 to coordinate mail, appointments, events, meetings, tasks, and contacts

Paradox 10: Level 1

Students will become familiar with the Paradox interface and define database terminology. They will identify Paradox objects, create, structure, update, and maintain tables by adding, editing, locating, and deleting records. Finally, they will create, modify, and use a form, sort fields, select records, and perform calculations on data by creating and using queries, and create reports by using the Report Expert and a data model.

Paradox 10: Level 2

In this course, you will work with keyed tables by structuring them properly and by creating secondary indexes; organize tables in a database by following data-normalization rules; classify tables by determining types of relationships they have and create relationships between tables by linking and establishing referential integrity; create lookup tables; manipulate data; create custom forms; and create custom reports.

Paradox 9.0: Advanced

In this course, you'll explore the advanced features and techniques of Paradox 9.0.

Paradox 9.0: Introduction

In this course, you'll be introduced to the Paradox interface.

Picture It! Express 2000

In this course, you'll examine how to zoom in and out on a photograph. You will also adjust a photo's color, brightness, and contrast, crop images, and use special effects to change and enhance the appearance of a photograph.

Picture It! Publishing 2001

In this course, you'll examine the Picture It! Publishing environment.

PowerPoint 2000, Level 1

Learn the basics of creating and working with slide presentations in PowerPoint 2000. In the PowerPoint 2000, Level 1 course you'll learn the basics of effectively creating presentations in the latest version of Microsoft PowerPoint. Topics covered include an introduction to PowerPoint's working environment, creating basic slides, and working in different views. Additional topics include an introduction to PowerPoint features such as drawing tools and the use of clip art.

PowerPoint 2000, Level 2

In this course, you will learn advanced features of PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons.

PowerPoint 2000: Advanced

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

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

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

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): Advanced

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)

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

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): Introduction (For use with Screen Readers)

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

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

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

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

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

In this course, you'll explore the basic skills necessary to begin creating presentations in version 7.0 of PowerPoint.

PowerPoint 97: Advanced

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

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

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.

Microsoft® PowerPoint® 2004 for Macintosh: Level 1

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 2.

Microsoft® PowerPoint® 2004 for Macintosh: Level 2

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.

Presentations 10: Level 1

In this course, you will be introduced to the basics of creating and presenting professional looking slide shows and collateral materials.

Presentations 9.0: Introduction

In this course, you'll explore the Presentations application and its interface. You will also navigate through a slide show; open an existing slide show; create and save a new slide show; create slides; format and modify text; identify and use drawing tools; and insert clip art, text objects, and comments onto a slide.

Publisher 2002 (Office XP): Introduction

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.

Quattro Pro 10: Charts and Databases

In this course you will learn how to create, customize, and enhance charts within Quattro Pro 10. Additionally, you will be introduced to data management techniques such as sorting data, locating records, extracting records, creating logical condition statements, using database functions, and creating cross tab reports.

Quattro Pro 10: Spreadsheets

In this course you will explore the basics of the Quattro Pro 10 environment as well as how to create and modify spreadsheets. You will learn how to manipulate data through techniques such as copy and move and by using built in functions to create formulas and perform calculations. You will also explore how to save and print spreadsheets.

Quattro Pro 11: Level 1

In this course you will explore the basics of the Quattro Pro 10 environment as well as how to create and modify spreadsheets. You will learn how to manipulate data through techniques such as copy and move and by using built in functions to create formulas and perform calculations. You will also explore how to save and print spreadsheets.

Quattro Pro 9.0: Charts and Databases

In this course, you'll examine how to create, customize, and enhance charts and slide shows within Quattro Pro 9.0.

Quattro Pro 9.0: Spreadsheets

In this course, you'll explore the basics of the Quattro Pro environment as well as how to create and modify spreadsheets, and save and print spreadsheets.

QuickBooks 2001: Advanced

In this course, you'll examine how to customize forms; work with credit card transactions; work with Asset, Liability, and Equity accounts; create and customize reports and graphs; track and pay sales tax; manage payroll, complete job estimates, time tracking, and costing; create customized letters and forms; and synchronize with Contact Management software.

QuickBooks 2001: Fundamentals

In this course, you'll explore how to set up a range of accounts, create purchase orders and invoices, reconcile accounts, and pay bills.

Get Going with QuickBooks 2003

In this course, you'll set up a company and use the Chart of Accounts to enter account opening balances. You will create and work with lists and set up the inventory. You will also create invoices to sell the product and make cash sales. You will change the format of these invoices as well. You will also process payments, make deposits, and print statements. Further, you will work with bank accounts where you'll write a check and transfer funds between accounts. Finally, you will enter bill information and also pay bills.

Get Going With QuickBooks 2004

In this course, you'll explore the QuickBooks environment and set up the administrator and the user. You will then set up the company, work with lists, and set up inventory. You'll also sell your product, invoice for services, and process payments. You'll work with bank accounts, enter and pay bills, and use the EasyStep Interview wizard.

Keep Going with QuickBooks 2003

In this course, you'll create customized templates, modify existing ones, and print invoices using these templates. You will work with credit card accounts, asset accounts, and liability accounts and explore equity accounts. You will create and work with QuickReports and preset reports. You will use the graphing capabilities of QuickBooks 2003 to display bar graphs and pie charts of a company's data and identify trends. You will use QuickBooks 2003 to apply sales tax automatically to specific sales transactions and to track the taxes collected from each customer. You will use the built-in payroll function of QuickBooks to process payroll. You will create job estimates and from the estimates, you will create invoices. You will track the time spent on a job and display project reports to track job profitability. You will prepare a collection letter to a customer by using the Write Letter wizard feature of QuickBooks 2003. You will prepare a Microsoft Outlook database for synchronization and then synchronize data in one direction from QuickBooks to Microsoft Outlook.

Keep Going with QuickBooks 2004

In this course, you will create customized templates, modify existing ones, and print invoices using templates. You will work with credit card accounts, asset accounts, liability accounts, and explore equity accounts. You will use QuickBooks 2004's graphing capabilities to display company data in bar graphs and pie charts, and to identify trends. You will use QuickBooks 2004 to apply sales tax automatically to specific sales transactions and to track the taxes collected from each customer. You will also use QuickBooks 2004's built-in payroll function to process the payroll of each employee. You will create a job estimate for an existing customer and create an invoice from that estimate. You will then track time spent on a repair job, transfer the hours from that time sheet to an invoice, and also track job profitability. Using QuickBooks 2004's Write Letters wizard, you will prepare a Collection Letter and view the various options that QuickBooks 2004 provides for designing a letter. You will prepare Microsoft Outlook or ACT! for synchronization and you will also synchronize data in one direction from Outlook to QuickBooks 2004.

Quicken 2001: Introduction

In this course, you'll explore the Quicken 2001 interface and use the workspace to set up and maintain accounts.

Relational Database Design

Relational Database Design teaches the concepts and guidelines used in designing a relational database. You will gain an understanding of the terminology and principles used in this discipline by working through an example scenario and designing a database. You will use a suggested design process. Working with data in a relational database by using queries is also covered. Here are some of the topics covered in the course: identify and define relational databases terminology, determine tables, fields, key fields and table relationships for a database, and examine common table problems by normalizing a database. This course does not assume any experience in relational database design but you will gain the most from the course if you have had some experience in working with a database of any kind. This course prepares you for designing a relational database from scratch, for working with or modifying a relational database designed by someone else, and for creating queries that will produce accurate results from any relational database.

Relational Database Design (Second Edition)

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. Individuals who already use relational databases, and have a need to design or modify the design of tables to be used in a relational database management system. They know the basics of how to use a relational database, but do not know how to design a database.

Relational Database Design: A Practical Approach

In this course, you'll examine the general principles involved in designing a database that complies with the relational database model.

Research and gather data, plug-ins, and utilities using the Internet

There's so much information available on the Internet. How can you find what you need? Sometimes it seems like you're looking for a needle in a haystack! By taking advantage of some of your Web browser's built-in features, and by using some of the Web's search services, you can look for (and find!) just about anything you need. In this Lab, you'll be sent on a variety of research missions, using different searching techniques. You'll have plenty of opportunities to look for information on topics of interest to you, too.

SAP R/3 V4.0: User Basics

In this course, you'll examine how to navigate, enter data, manage sessions, access Help, and manage print spool requests. You will also explore how to customize the SAP R/3 user environment.

SAP R/3 V4.6: User Basics

Students will learn essential techniques for working in the SAP R/3 ® system. They will learn how to navigate, enter data, manage sessions, access help, and manage print spool requests, as well as how to customize the SAP R/3 ® user environment. Students will also gain a rudimentary understanding of SAP R/3 ® as an integrated, modular suite of computer-based business applications.

Security Awareness (Part 1): Accessing a Computer, a Network and the Internet in a Secure Manner

Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a Web browser.

Security Awareness (Part 2): Maintaining File and Email Security

Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a Web browser.

Security Awareness (Part 3): Promoting Web Security and Proper Responses to Security Incidents

Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a Web browser.

StarOffice 5.1: Transition from Microsoft Office

In this course, you'll be introduced to the StarOffice 5.1 interface. You will also edit and navigate in documents using StarWriter, enter formulas and charts using StarCalc, create presentations using StarImpress, and create a database and related objects including tables, forms, reports, and queries using StarBase. Finally, you'll use the various AutoPilots to create templates, web pages, and import documents.

Streets & Trips 2001

In this course, you'll explore how you can benefit from Microsoft Streets and Trips 2001.

Streets and Trips 2000: Overview

In this course, you'll explore how to access detailed maps of the U.S., even zooming in and out to focus on particular areas and using "pushpins" to mark your special areas of interest. Streets and Trips 2000 shows you how to find a location by name or address, even if you don't remember the full name or correct spelling. Using the Routing feature, you'll plan an entire trip on your own.

Track and Analyze Your Business Data Using Excel

Learn how to track your business data using Excel. Microsoft Excel is a powerful tool for tracking business data. Whether you're running a small business or you work in a large corporation, you can use Excel to create worksheets for tracking and projecting sales, determining appropriate services charges, and calculating a wide variety of formulas. In this lab, you'll imagine that you work for a small company that uses Excel when making business decisions and to keep track of data. You'll learn how to use a variety of worksheet functions to perform common business tasks like tracking inventory, calculating profits, figuring out delivery and shipping charges, and doing what-if analysis.

Troubleshooting and Maintaining Your PC (Rev. 1)

Anyone interested in pursuing a career in the PC field should study the many potential problems that occur in key subsystems of the PC. In this course, you will be exposed to some important precautions and preparations for successful troubleshooting work. You will explore a wide variety of general troubleshooting practices, as well as specific device symptoms and solutions. This 8 lesson troubleshooting course provides a firm foundation from which you can expand a career in PC troubleshooting, and study for industry certifications (including the Electronics Technicians Association's CST exam).

Visio 2000 Professional: Basic Skills

In this course, you'll create basic graphic objects using the drawing tools, format text, use styles to add character to objects and features that make illustrations attractive, and combine graphic objects to produce professional-looking business illustrations.

Visio 2002 Professional: Level 1

In this course, you will use Visio 2002 Professional to 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 on all of the skills needed to create any kind of diagram using Visio.

Visio 2002 Professional: Level 2

In this course, you will expand on the information presented in the Visio 2002 Professional: Level 1 course. You will work with many advanced features, including using drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Visio® 2003 Professional

Microsoft Office Visio Professional 2003 is a software that allows you to create graphics for business and engineering professionals. However, due to its ease of use and versatility, a wide range of people use Visio for a variety of purposes, such as creating maps, flowcharts, diagrams, calendars, and floor plans. The Visio software can also help you manage project schedules.

Windows 2000 to Windows XP: New Features

In this course, you'll explore the new features of Windows XP. You will examine the new Windows XP user interface, new digital media features, new communication tools, how to work remotely, new Help And Support features, and enhanced security features.

Windows 2000: Introduction

In this course, you'll explore the Windows 2000 environment. You will customize the desktop, work with input devices, and arrange objects on the desktop. You will also manage information, run programs, and access the Web.

Windows 2000: Introduction (For use with Screen Readers)

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 Windows 2000 environment by examining the desktop. You will customize the desktop, work with input devices, and arrange objects on the desktop. You will also manage information, run programs, and access the Web.

Windows 2000: Transition from Windows 98

In this course, you'll examine the Windows 2000 interface, new features, My Network Places, Active Directory, working remotely, and administering the workstation.

Windows 2000: Transition from Windows 98 (For use with Screen Readers)

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 changes to the Windows 2000 interface, new features, My Network Places, Active Directory, working remotely, and administering the workstation.

Windows 95: Advanced

In this course, you'll explore the more advanced features of Windows 95. You will also become familiar with file management, system tools, and interacting with others over a network.

Windows 95: Introduction

In this course, you'll explore the benefits of working with personal computers and using Windows 95. You will identify some fundamental personal computing concepts and terminology, such as hardware components, software, and computer networks. You will also work with multiple programs by using the taskbar to switch between tile windows, prepare a disk for use with the Format command, copy and move groups of documents, delete and restore documents by using the Recycle Bin, and exit Windows by using the Shut Down command.

Windows 98: Introduction

In this course, you'll explore the benefits of working with personal computers and using Windows 98 to manage information, run programs, and access the Web. You will examine computer, network, and Internet basics. In addition, you'll discover how to use the Windows 98 environment to locate and manage information, customize the desktop, and access and browse the Web.

Windows 98: Selected Features and Internet Options

In this course, you'll be introduced to the advanced features of Windows 98, including its Internet-related features. You will explore how to customize the Windows 98 desktop, manage files, work with Print and Help options, run system tools, and use Windows 98 Internet features.

Windows 98: Transition from Windows 95

In this course, you'll explore how to identify the new items on the desktop, use the Web-like features of Windows 98, and access the Internet from a variety of locations within the operating system. You will also manipulate files and folders in Windows Explorer, locate people and files on the Internet, and customize the user interface.

Windows Millennium Edition: Introduction

In this course, you'll explore Windows Me. You will be introduced to the fundamentals and terminology of personal computers. You will also navigate within the program and access the Internet with Internet Explorer.

Windows NT Workstation 4.0: Introduction

In this course, you'll examine how to use the Windows NT Workstation environment to create and manage documents.

Windows SharePoint Services Installation

In this course, you will learn how to incorporate workspaces into your Web sites and 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 Web site using the default team Web site template, who is responsible for establishing virtual Web-based meeting and document workspaces to enable information sharing between project team or department members, or for administering, maintaining, and extending the functionality of a team Web site, 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.

Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites

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.

Windows XP Home: Introduction

In this course, you'll be introduced to the fundamentals of personal computers and terminology. You will also work with the Windows XP desktop objects and windows, and explore ways to customize your settings. In addition, you'll look at ways to navigate the program, use Windows Explorer and other common Windows XP techniques, and access the Internet in the Internet Explorer environment.

Windows XP Professional Level 2

In this course, students will customize the Windows XP environment. Students will share files, folders, and resources over a network. Students will access the Internet using Windows XP programs. Students will also use Windows XP tools to maintain a computer.

Windows XP Professional: Introduction (For use with Screen Readers)

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 Windows XP Professional. You will examine the Windows XP Professional environment, observe how to organize files and folders, and discover how to manage and customize the workspace. You will also explore several applications in Windows XP, including WordPad, Paint, and Windows Movie Maker.

Windows XP Professional: Level 1

In this course, you'll explore Windows XP Professional. You will examine the Windows XP Professional environment, observe how to organize files and folders, and discover how to manage and customize the workspace. You will also explore several applications in Windows XP, including WordPad, Paint, and Windows Movie Maker.

Windows XP: Transition from Windows 98

You have already learned how to use Windows 98. The newest version of Windows, Windows XP, is similar to Windows 98 in some ways, and quite different from Windows 98 in other ways. In this course, you will explore the difference between Windows 98 and Windows XP. This course is designed for persons who already are familiar with and comfortable working in Windows 98 and want to know the new features in Windows XP from Windows 98. This course is not for students who are first time Windows users.

Word 2000, Level 1

Learn the basics of using Microsoft Word 2000. Word 2000: Level 1 will teach you the basic skills you'll need to begin using Word 2000 effectively. You'll learn how to create, navigate, edit, format, and print documents.

Word 2000, Level 2

In the Word 2000, Level 2 course, you'll learn some of the intermediate level features and shortcuts of Word 2000 to help you become more productive. Topics that will be covered include how to use section breaks to format text in columns, how to work with tables and mail merge, how to use styles and templates, how to create and use macros, and finally how to create and edit a Web page.

Word 2000: Advanced

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.

Word 2000: Advanced (For use with Screen Readers)

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.

Word 2000: Level 1

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.

Word 2000: Level 1 (For use with Screen Readers)

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

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)

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 2002 (Office XP): Advanced

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

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): Level 1

In the Word 2002, Level 1 course, you will learn the basic features of Microsoft Word needed for creating and revising basic business documents. Specifically, you will create a document and edit text; format characters and paragraphs; create tables; use Word's timesaving features, including templates, wizards, symbols, fields, find and replace, spelling and grammar checker, and the thesaurus; and set page display and printing options, including page orientation, headers and footers, margins, and alignment. Audience: This course is intended for individuals who desire to learn the basic features of Microsoft Word needed for creating and revising basic business documents.

Word 2002 (Office XP): Level 1 (For use with Screen Readers)

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

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)

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)

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

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

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.

Word 2003: Creating Document Templates

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.

Word 2003: Formatting Documents

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.

Word 2003: Graphic Elements in 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 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.

Word 2003: Making Documents More Readable

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

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

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 2004 for Macintosh: Level 1

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.

Word 2004 for Macintosh: Level 2

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.

Word 7.0: Level 1

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

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

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

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

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

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

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.

Word 2001: Level 1 for Macintosh

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

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

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 Pro Millennium Edition 9.0: Introduction

In this course, you'll explore the basic skills necessary to use Word Pro Millennium Edition for the Windows 95 operating system. You will examine how to create and edit documents by using character and paragraph formatting.

Word Pro Millennium Edition 9.5: Advanced

In this course, you'll examine ways to customize your environment by using the options in the View Preferences dialog box. You will also work with SmartIcon bars, format documents, merge work, use SmartMasters, create and edit tables, insert glossaries into a document, apply and format columns, draw an object, and create a chart.

Word Pro Millennium Edition 9.5: Introduction

In this course, you'll explore the basic skills needed to begin using Word Pro 9.5.

WordPerfect 10: Advanced

In this course you will work with more advanced topics in WordPerfect 10. You will practice such techniques as; applying WordPerfect settings, creating and editing toolbars, publishing documents for distribution, creating and working with SpeedLinks and comments, working with TextArt and watermarks, working with a master document, creating a table of contents and an index, creating a table of authorities, and creating web documents by using the Publish to HTML and creating an XML document options.

WordPerfect 10: Level 1

In this course you will explore basic elements of WordPerfect 10, including: identifying WordPerfect terminology; creating, saving, and closing a document; editing a document by using the mouse, keyboard, and menu choices; selecting and formatting text; replacing text; using indents and setting tabs; using page breaks, headers, and footers; and checking a document for potential errors by using Spelling Checker and Thesaurus.

WordPerfect 10: Level 2

In this course you will explore various advanced techniques in WordPerfect, such as modifying and working with numeric data within a table; changing the appearance of text by using styles; creating, using, and editing templates; merging a document with data to create multiple variations of the document; changing the order of records using the sort feature; creating and running a macro; formatting text into newspaper columns; and adding a graphic to a document.

WordPerfect 10: Transition to Word 2002

In this course you will explore how to change the appearance of a document by using character formatting and paragraph formatting. You will also modify the overall appearance of a document by working with margins, page breaks, and headers and footers. You will examine how to create styles used to alter the appearance of paragraphs. You will explore templates, used to create documents containing common elements, such as standard text or headings. Finally, you will use the mail merge feature and install the Word Help for WordPerfect Users feature.

WordPerfect 11: Level 1

WordPerfect 11.0 is a word processing application that provides you with a much more efficient way to create, revise, and save a document. You can edit it and even make major adjustments. In this course, you'll get introduced to the basic concepts essential to word processing. Then, you'll identify specific WordPerfect terminology and become familiar with the application windows and menus. You'll also create and save a short document and use the QuickCorrect feature to correct common misspellings and typographical errors automatically as you type.

WordPerfect 11: Level 2

In this course, you'll change column width and size, enter and format numbers in a table using the QuickFill feature of WordPerfect 11, and create and modify a chart from the table. You will apply the default styles of WordPerfect 11 to a document, create a paragraph style, and manage styles. You will create a document using a template, and create and edit a template. You will use the PerfectScript feature of WordPerfect 11 to create a memo, and use the Merge feature of WordPerfect 11 to create a data file with names and addresses. You will create a form file based on the fields used in the data file and then perform the merge. You will combine documents using the data from an address book. You will use the data from the address book to create envelopes and labels, and explore merging using the keyboard. You will perform line and paragraph sorts, and selective record and table sorts. You will use the macros provided by WordPerfect 11. You will also create and edit a macro, and play a macro. You will use the formatting features of WordPerfect 11 and format text into newspaper columns. Finally, you will work with graphics by inserting, resizing, and moving them within a document.

WordPerfect 11: Level 3

In this course, you'll apply WordPerfect settings, create and edit toolbars, and change the environment to simulate Microsoft Word. You will then create, modify, and use the Outlook Contacts folder. You will password protect a document, create and work with SpeedLinks and comments, and compare documents. You will then work with TextArt, watermarks, layered drawings, and organization charts. You will also work with a master document and create cross-references, a table of contents, an index, variables, and footnotes and endnotes. You will work with WordPerfect legal tools, pleading documents, and Table of Authorities. Finally, you will publish documents to EDGAR, share files by performing round-trip editing of a Microsoft Word document, create a Web document, and publish a PDF file.

WordPerfect 8.0: Level 1

In this course, you'll explore the basic elements of WordPerfect 8.0, including identifying WordPerfect terminology; creating, saving, and closing a document; editing a document using the mouse, keyboard, and menu choices; selecting and formatting text; replacing text; using indents and setting tabs; using page breaks, headers, and footers; and checking a document for potential errors using the Spelling Checker and Thesaurus.

WordPerfect 8.0: Level 2

In this course, you'll explore how to modify tables, create styles, use templates, merge documents, sort information, and create newspaper columns.

WordPerfect 9.0: Advanced

In this course, you'll explore more advanced topics that include applying WordPerfect settings; creating and editing toolbars; creating, modifying, and using an address book; creating and working with SpeedLinks and comments; working with TextArt and watermarks; working with a master document; and creating a table of contents and an index.

WordPerfect 9.0: Level 1

In this course, you'll explore basic elements of WordPerfect 9.0, including identifying WordPerfect terminology, and creating, saving, and closing a document. You will also edit a document by using the mouse, keyboard, and menu choices; selecting and formatting text; replacing text; using indents and setting tabs; using page breaks, headers, and footers; and checking a document for potential errors by using the Spell Checker and Thesaurus.

WordPerfect 9.0: Level 2

In this course, you'll work with the advanced techniques of WordPerfect, such as modifying and working with numeric data within a table; changing the appearance of text by using styles; creating, using, and editing templates; merging a document with data to create multiple variations of the document; changing the order of records by using the Sort feature; creating and running a macro; formatting text into newspaper columns; and adding a graphic to a document.