

Office Productivity

Records returned: 799

Product/Course Title	Product Type	Description
Internet Explorer 5.0 - Introduction	Online Technical Reference	Internet Explorer 5.0 Introduction is a hands-on instruction book that will introduce you to the basics of using the Internet with Internet Explorer 5.0.
Introduction to Personal Computers - Using Windows 98	Online Technical Reference	Introduction to Personal Computers Using Windows 98 is a hands-on instruction book that will introduce you to the basics of the Windows 98 operating system.
Microsoft Office 2000 - Macro Programming Using Visual Basic for Applications	Online Technical Reference	Microsoft Office 2000: Macro Programming Using Visual Basic for Applications is a hands-on instruction book that will introduce you to the basics of Visual Basic for Applications.
Windows 2000 - Transition from Windows 98	Online Technical Reference	Windows 2000: Transition from Windows 98 is a hands-on instruction book that will introduce you to the new features of the Windows 2000 operating system.
1-2-3 Millennium Edition 9.5 - Advanced	Online Technical Reference	1-2-3 Millennium Edition 9.5 - Advanced is a hands-on instruction book that will introduce you to some of the advanced features of Lotus 1-2-3.
1-2-3 Millennium Edition 9.5 - Charting and Database Functions	Online Technical Reference	1-2-3 Millennium Edition 9.5 Charting and Database Functions is a hands-on instruction book that will introduce you to creating and using charts, and working with the database features of 1-2-3.
1-2-3 Millennium Edition 9.5 - Worksheets	Online Technical Reference	1-2-3 Millennium Edition 9.5 - Worksheets is a hands-on instruction book that will introduce you to the basics of 1-2-3 worksheets.
Absolute Beginner's Guide to Microsoft® Access 2002	Online Technical Reference	Microsoft Access 2002 is a powerful, relational database software package that makes it easy to create and manage complex databases. With Access, users can create a database quickly from scratch or by using an Access database Wizard. Once the database is created, Access provides all the tools needed to enter and manipulate data. With the help of the Absolute Beginner's Guide, readers are able to quickly start a new database by using the Database Wizard, create tables from scratch or by using a Wizard, add and edit database information by using both tables and forms and manipulate data in a number of tables by using queries and reports. The book assumes absolutely no prior knowledge of the topic, and learning is easy because of the book's lighthearted but no-nonsense style. It serves as an excellent resource for users who are completely new to Access 2002 or who are upgrading from a previous version of the software.
Absolute Beginner's Guide to Microsoft® Office 2003	Online Technical Reference	Absolute Beginner's Guide to Microsoft Office 2003 covers Office 2003 for new users. The topics are organized in sections by application and cover the common Office tasks that the majority of readers want to accomplish. By focusing on key tasks in a concise way, the book packs enough information to bring readers up to speed quickly with all applications in the Office suite. This book starts with an introduction of what's new in this version of Office and what the major changes and advantages are when upgrading from older versions.
Absolute Beginner's Guide to Microsoft® Office Access 2003	Online Technical Reference	Microsoft Access 2003 is a powerful, relational database software package that makes it easier for you to create and manage complex databases. With Access, you can create a database quickly from scratch or by using the Access database Wizard. Once you've created your database, Access provides all the tools you need to enter and manipulate data. Using Access, you can do the following: Quickly start a new database by using the Database Wizard. Create tables from scratch or by using a Wizard. Add and edit database information by using both tables and forms. Manipulate data in a number of tables by using queries and reports.

Absolute Beginner's Guide to Microsoft® Office Excel 2003	Online Technical Reference	Absolute Beginner's Guide to Microsoft Excel 2003 is your key to designing and producing dazzling worksheets. Here, you learn how to build worksheets from scratch and customize Excel's worksheet templates. You'll find how to enhance worksheets with fancy fonts, colorful shading and borders, and Excel's vast collection of clip art images. This book takes you step-by-step through the most essential tasks and provides plenty of illustrations that show you exactly what to do. Soon you will be well-qualified to graduate from Absolute Beginner to Excel Whiz.
Absolute Beginner's Guide to Microsoft® Office Outlook® 2003	Online Technical Reference	Microsoft Outlook 2003 is a personal information manager that allows users to communicate throughout the office or over the Internet with e-mail, schedule meetings, create task lists, and keep track of all important appointments. Absolute Beginner's Guide to Microsoft Office Outlook 2003 is a tool that teaches how to use all of these features of Outlook in a quick and easy manner. The book includes all the right information for the Outlook, yet it's clear explanations and straightforward style help experienced users make an easy transition when upgrading to Outlook 2003. Other tasks covered in the book include: Creating task lists. Managing a calendar. Logging important events in the journal. Making notes to remind about important tasks. Scheduling meetings and inviting coworkers. Communicating with others using e-mail. Importing and exporting files.
Absolute Beginner's Guide to Microsoft® Office PowerPoint® 2003	Online Technical Reference	The Absolute Beginner's Guide to Microsoft Office PowerPoint 2003 teaches the reader everything they need to know to create exciting personal and business presentations. Readers learn about new features such as Smart Tags and Packages, and how to create a presentation from scratch or using the design wizard. This book will make novices confident in their use of design templates, animations schemes and much more!
Absolute Beginner's Guide to Microsoft® Office Word 2003	Online Technical Reference	Get up to speed on Word 2003's capabilities with concise, step-by-step tips from a Word expert! Finally, readers without any Word experience have a book that was created just for them! This book is written for the reader who may be using Word for the very first time. Everything a reader needs to learn how to use Word is right here, presented in an easy-to-follow format. Absolute Beginner's Guide to Microsoft Office Word 2003 takes the reader through the basics, from starting Word to creating, editing, and formatting documents. The reader will learn how to use Word's productivity tools, with lots of numbered steps to lead them through the process. Everything from styles to tables to clip art to charts is covered so when finished, the reader will feel confident about using Word's most powerful features.
Access 2000 - Advanced	Online Technical Reference	Access 2000 - Advanced is a hands-on instruction book that will introduce you to advanced techniques in Access 2000. You will learn how to perform complex queries, create efficient forms and reports, create and use macros, use Internet-related Web tools, and carry out data integration procedures.
Access 2000 - Introduction to Application Development	Online Technical Reference	Access 2000 - Introduction to Application Development is a hands-on instruction book that will guide you through the process of developing an application by using one or more Access 2000 databases.
Access 2000 - Level 1	Online Technical Reference	Access 2000 - Level 1 is a hands-on instruction book that will introduce you to the basics of Access 2000. You will learn how to create and use database objects, including tables, queries, forms, and reports.
Access 2000 - Level 2	Online Technical Reference	Access 2000 - Level 2 is a hands-on instruction book that will help you enhance your database designs by using the principles of data normalization and table relationships, querying multiple tables for data used in customized forms and reports, and using data access pages.

Access 2000, Level 1	Online Instructor-led Courses	<p><i>Learn the basic skills necessary to begin using Access 2000.</i></p> <p>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.</p> <p>Customers with access to the Online Technical Reference collection may utilize an electronic copy of this book at no additional charge. To locate the book, type a keyword from the book title into the search box above, and click "Search Catalog". Locate the book title in the Online Technical Reference section of products in your results list.</p> <p>If you would like to order a copy of the book, please go to http://elementkcourseware.com/welcome.do and you can place your book order on our Courseware store.</p>
Access 2000, Level 2	Online Instructor-led Courses	<p>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.</p> <p>Customers with access to the Online Technical Reference collection may utilize an electronic copy of this book at no additional charge. To locate the book, type a keyword from the book title into the search box above, and click "Search Catalog". Locate the book title in the Online Technical Reference section of products in your results list.</p> <p>If you would like to order a copy of the book, please go to http://elementkcourseware.com/welcome.do and you can place your book order on our Courseware store.</p>
Access 2000: Advanced	Self-paced Courses	<p>In this course, you'll examine how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate forms. In addition, you'll experiment with Internet-related features, including hyperlinks.</p>
Access 2000: Advanced (For use with Screen Readers)	Self-paced Courses	<p>This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will 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.</p>

Access 2000: Introduction to Application Development	Self-paced Courses	In this course, you'll study how to develop an application and tie objects together into a cohesive system by using macros and Visual Basic for Applications code.
Access 2000: Level 1	Self-paced Courses	In this course, you'll review the basic skills necessary to begin using Access 2000. You will design and create databases, tables, queries, forms, and reports.
Access 2000: Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will learn the basic skills necessary to begin using Access 2000. You will design and create databases, tables, queries, forms, and reports.
Access 2000: Level 2	Self-paced Courses	In this course, you'll study how to enhance your database designs by using the principles of normalization and table relationships. You will also examine how to query multiple tables for data that is used in customized forms and reports, and how to create data access pages to share data over an intranet or the Internet. In addition, you'll be able to take the guesswork out of creating databases by using data-normalization techniques. You will examine how to take advantage of relational database efficiency to maintain data. You will also explore techniques to save time by controlling data entry and automating tasks. You will also become familiar with Access features that enable you to customize forms and reports.
Access 2000: Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you will explore the principles of data normalization and table relationships, query multiple tables for data used in customized forms and reports, and use data access pages.
Access 2002 (Office XP): Advanced (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll explore a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate forms. In addition, you'll gain experience working with various Microsoft Access tools, such as securing a database, using the Database Splitter, replicating a database, and creating MDE files.
Access 2002 (Office XP): Level 1	Self-paced Courses	In this course, you'll be familiarized with the basics of Access 2002. You will explore how to create and use database objects, including tables, queries, forms, and reports.
Access 2002 (Office XP): Level 1 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. In this course, you'll be familiarized with the basics of Access 2002. You will explore how to create and use database objects, including tables, queries, forms, and reports.
Access 2002 (Office XP): Level 2	Self-paced Courses	In this course, you'll explore how to enhance your database designs by using the principles of normalization and table relationships. You will also examine how to query multiple tables for data that is used in customized forms and reports, and how to create data access pages to share data over an intranet or the Internet. In addition, you'll observe how to use data-normalization techniques, and how to take advantage of relational database efficiency to maintain data.

Access 2002 (Office XP): Level 2 (For use with Screen Readers)	Self-paced Courses	This course is designed to accommodate end-users who use assistive technology tools (screen readers, for example) to access the course content. The course was designed to work with JAWS® for Windows® screen reading software. This course will expand upon the basic features of Access and give you an opportunity to work with some more advanced features. You will examine templates, sorting and filtering, importing and exporting, advanced formulas, analysis tools, and collaboration.
Access 2002 (Office XP): Level 3	Self-paced Courses	In this course, you'll explore a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate forms. In addition, you'll gain experience working with various Microsoft Access tools, such as securing a database, using the Database Splitter, replicating a database, and creating MDE files.
Access 2002 (Office XP): Level 4	Self-paced Courses	In this course, students will create and modify a database switchboard. Students will also set and modify startup options. Students will develop a data access page and include a PivotTable and PivotChart in it. Students will distribute a database and add security features to it. Students will integrate Access into business operations. Students will also automate a business process using VBA.
Access 2002 - Level 1	Online Technical Reference	This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills you need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports.
Access 2002 - Level 2	Online Technical Reference	As you begin this course, you should have the basic skills you need to design and create relational databases with Access, as well as to work through many of the essential and straightforward tasks related to your work. This course is designed to take your Access skill set to the next level. By the end of it, you'll be more fully able to put the power of database computing to work for you. You will have a handle on many intermediate-level skills, particularly those related to creating more complex queries, customizing your forms and reports, and broadening the availability of your data.
Access 2002 - Level 3	Online Technical Reference	Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.
Access 2002 - Level 4	Online Technical Reference	Your training in and experience with Microsoft Access has provided you with a solid foundation for working with this database software. In the previous course in this series, you began to implement some of the more specialized and advanced capabilities that Access offers. You are now ready to extend your knowledge base beyond the user level and into introductory-level administrator skill sets.
Access 2003: Creating Queries	Self-paced Courses	As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. In this course, you will examine how to query the database and find and join data. You will also explore creating flexible queries. Creating Queries is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.

Access 2003: Designing a Database	Self-paced Courses	As you begin this course, you should have the basic skills you need to work with Microsoft® Office Access 2003 database. In this course, you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications. This course is designed for the student who wishes to learn intermediate-level operations of the Microsoft Access Database program. It is designed for students pursuing the Microsoft® Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.
Access 2003: Improving the Effectiveness of an Access Database	Self-paced Courses	Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities. This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access Database program. This course is for the individual whose job responsibilities include creating forms and reports; writing macros to automate common tasks; and performing general database maintenance.
Access 2003: Improving Usability with Access Macros	Self-paced Courses	Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities. This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access Database program. This course is for the individual whose job responsibilities include writing macros to automate common tasks.
Access 2003: Integrating Access with the Web, XML, and Office Applications	Self-paced Courses	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	Self-paced Courses	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	Self-paced Courses	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: Personal Trainer	Online Technical Reference	<p>As the most popular database management program on the market, Microsoft Access didn't need much improvement. But with the release of Access 2003, Microsoft managed to further enhance the way people organize, access, and share information. In this new version, Access is more capable than ever, thanks to additional features like automatic error checking, automatic property updating, and the expanded ability to import, export, and work with Extensible Markup Language (XML) data files. The number of features it offers is truly impressive--and potentially daunting. Anyone baffled by the multitude of features and functionality in Microsoft Access can get up to speed quickly with the help of Access 2003 Personal Trainer. Part of our new Personal Trainer Series, this book lets people of any technical level learn exactly what they need to know at their own pace. Unlike many consumer software tutorials that dumb down the material or present it in a confusing fashion, this book is written in a non-technical and engaging style that readers find fun, easy, and informative. This book will not only help existing users, but those who received Access as part of Microsoft Office and are now ready to dip their toe in the water. It starts with Access fundamentals and then moves on to tables, fields, queries, forms, reports, macros, and advanced topics like linking information from an external source. Access 2003 Personal Trainer explains how you can easily: Access information from multiple sources Link business systems Create powerful database solutions Share information more efficiently To best guide learning, Access 2003 Personal Trainer includes detailed diagrams, dozens of task-oriented lessons, and a fully interactive training simulation CD--everything you need to become an Access pro.</p>
Access 2003: Structure and Analyze Data with Advanced Queries	Self-paced Courses	<p>Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities. This course is designed for the student who wishes to learn intermediate and advanced operations of the Microsoft Access Database program. This course is for the individual whose job responsibilities include structuring existing data and creating advanced queries.</p>
Access 2003: Working with Forms	Self-paced Courses	<p>As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. Other skills include querying the database, finding and joining data, and creating flexible queries. In this course, you will explore how to design forms and improve your forms. Working with Forms is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.</p>

Access 2003: Working with Reports	Self-paced Courses	<p>As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. Other skills include querying the database, finding and joining data, creating flexible queries, and designing and improving forms. In this course, you will explore how to produce and customize your reports. You will also examine how to expand the reach of your data. Working with Reports is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries and forms. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.</p>
Access 2003: Working with Reports (Retired)	Self-paced Courses	<p>As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 database. This includes managing Access data, establishing table relationships, planning a database and building its structure, and controlling data entry. Other skills include querying the database, finding and joining data, creating flexible queries, and designing and improving forms. In this course, you will explore how to produce and customize your reports. You will also examine how to expand the reach of your data. Working with Reports is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries and forms. It also introduces the student to integrating Access data with other applications such as Microsoft® Office Word 2003 or Microsoft® Office Excel 2003. Additionally, it is designed for students pursuing the Microsoft® Office Specialist (MOS) certification for Access, and it is a prerequisite to taking more advanced courses in Access.</p>

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