

# How To Use The PC And Microsoft Office

Series	Course Title	Duration
<b>Access 2000 MOS Series</b>		
	Access 2000 MOS: 1 Creating Databases	3 Hour(s)
	Access 2000 MOS: 2 Building Tables	4 Hour(s)
	Access 2000 MOS: 3 Modifying Tables	4 Hour(s)
	Access 2000 MOS: 4 Sorting and Filtering	3 Hour(s)
	Access 2000 MOS: 5 Relationships & Queries	4 Hour(s)
	Access 2000 MOS: 6 Building Forms	2 Hour(s)
	Access 2000 MOS: 7 Producing Reports	3 Hour(s)
	Access 2000 MOS: 8 Advanced Tasks	4 Hour(s)
<b>Access 2002 Series</b>		
	Access 2002: 1 Creating Databases	3 Hour(s)
	Access 2002: 2 Building Tables	2 Hour(s)
	Access 2002: 3 Modifying Tables	3 Hour(s)
	Access 2002: 4 Sorting and Filtering	3 Hour(s)
	Access 2002: 5 Relationships & Queries	4 Hour(s)
	Access 2002: 6 Building Forms	2 Hour(s)
	Access 2002: 7 Producing Reports	3 Hour(s)
	Access 2002: 8 Advanced Tasks	2 Hour(s)
<b>Access 2003 Series</b>		
	Access 2003: 1 Introduction to Access	2 Hour(s)
	Access 2003: 2 Designing and Building Tables	3 Hour(s)
	Access 2003: 3 Enhanced Tables and Datasheets	3 Hour(s)
	Access 2003: 4 Searches and Queries	3 Hour(s)
	Access 2003: 5 Advanced Queries and Calculations	3 Hour(s)
	Access 2003: 6 Access Report System	5 Hour(s)
	Access 2003: 7 The Internet, Forms, and the Analyzer	3 Hour(s)
<b>Access 2007 Series</b>		
	Access 2007: 1 Introduction to Access	1 Hour(s)
	Access 2007: 2 Creating Tables	2 Hour(s)
	Access 2007: 3 Working with Tables	2 Hour(s)
	Access 2007: 4 Creating Forms	2 Hour(s)
	Access 2007: 5 Creating Reports	1 Hour(s)
	Access 2007: 6 Creating Queries and Filters	1 Hour(s)
<b>Access 2007 Advanced</b>		
	Access 2007 Advanced: 1 Expressions and Queries	3 Hour(s)
	Access 2007 Advanced: 2 PivotTables, PivotCharts, and Graphs	3 Hour(s)
	Access 2007 Advanced: 3 Macros and Data Imports/Exports	3 Hour(s)
<b>BCS Certificate for IT Users (Level 2) - Unit E</b>		
	BCS Certificate for IT Users (Level 2) - Unit E: Unit E - Using IT	4 Hour(s)
<b>Computing Concepts Series</b>		
	Computing Concepts: 1 Types of Security	3 Hour(s)
	Computing Concepts: 2 Security Risks	3 Hour(s)
	Computing Concepts: 3 Database Basics	3 Hour(s)
	Computing Concepts: 4 Selecting Databases	3 Hour(s)
	Computing Concepts: 5 Data Processing	2 Hour(s)
	Computing Concepts: 6 Managing Data	2 Hour(s)
	Computing Concepts: 7 Teleprocessing	2 Hour(s)
	Computing Concepts: 8 Transmitting Data	3 Hour(s)
	Computing Concepts: 9 Messaging	2 Hour(s)
<b>Crystal Reports 8 Series</b>		
	Crystal Reports 8: 1 Getting Started	4 Hour(s)
	Crystal Reports 8: 2 Designing a Report	4 Hour(s)
	Crystal Reports 8: 3 Selecting Records	3 Hour(s)
	Crystal Reports 8: 4 Creating Summary Totals, Reports & Graphs	4 Hour(s)
	Crystal Reports 8: 5 Sorting and Grouping Data	4 Hour(s)
	Crystal Reports 8: 6 Formulas and Functions	4 Hour(s)
	Crystal Reports 8: 7 Printing and Exporting Reports	2 Hour(s)
	Crystal Reports 8: 8 Linking Tables	3 Hour(s)
<b>Crystal Reports XI</b>		

Crystal Reports XI: 1 Navigating the Design Environment	2 Hour(s)
Crystal Reports XI: 2 Selecting Just the Right Data Source(s) for Your Report	2 Hour(s)
Crystal Reports XI: 3 Do It Yourself and Wizard Reporting	1 Hour(s)
Crystal Reports XI: 4 Selecting and Organizing Your Report Data	1 Hour(s)
Crystal Reports XI: 5 Manipulating Your Report Data in Meaningful Ways	2 Hour(s)
Crystal Reports XI: 6 Letting Formulas and Functions Do All the Work	3 Hour(s)
Crystal Reports XI: 7 Creating Dynamic Reports with Parameters	2 Hour(s)
Crystal Reports XI: 8 Formatting Reports that Function and Sizzle	3 Hour(s)
Crystal Reports XI: 9 Making Report Sections Work for You	2 Hour(s)
Crystal Reports XI:10 Visualizing Your Report Data with Charts and Maps	3 Hour(s)

### European Computer Driving Licence Version 4.0 Series

European Computer Driving Licence Version 4.0: Concepts of Information Technology (IT)	3 Hour(s)
European Computer Driving Licence Version 4.0: Using the Computer and Managing Files	5 Hour(s)
European Computer Driving Licence Version 4.0: Word Processing	7 Hour(s)
European Computer Driving Licence Version 4.0: Spreadsheets	9 Hour(s)
European Computer Driving Licence Version 4.0: Database	5 Hour(s)
European Computer Driving Licence Version 4.0: Presentation	7 Hour(s)
European Computer Driving Licence Version 4.0: Information and Communication	6 Hour(s)

### European Computer Driving Licence 4.0 XP Series

European Computer Driving Licence 4.0 XP: Concepts of Information Technology (IT)	3 Hour(s)
European Computer Driving Licence 4.0 XP: Using the Computer and Managing Files	5 Hour(s)
European Computer Driving Licence 4.0 XP: Word Processing	6 Hour(s)
European Computer Driving Licence 4.0 XP: Spreadsheets	9 Hour(s)
European Computer Driving Licence 4.0 XP: Database	5 Hour(s)
European Computer Driving Licence 4.0 XP: Presentation	6 Hour(s)
European Computer Driving Licence 4.0 XP: Information and Communication	6 Hour(s)

### Excel 2000 MOS Series

Excel 2000 MOS: 1 Working with Cells	4 Hour(s)
Excel 2000 MOS: 2 Working with Files	3 Hour(s)
Excel 2000 MOS: 3 Formatting Worksheets	4 Hour(s)
Excel 2000 MOS: 4 Page Setup and Printing	2 Hour(s)
Excel 2000 MOS: 5 Worksheets & Workbooks	3 Hour(s)
Excel 2000 MOS: 6 Formulas and Functions	3 Hour(s)
Excel 2000 MOS: 7 Charts and Objects	2 Hour(s)

### Excel 2000 MOS Expert Series

Excel 2000 MOS Expert: 1 Importing and Exporting Data	4 Hour(s)
Excel 2000 MOS Expert: 2 Working with Templates, Links, and Report Manager	2 Hour(s)
Excel 2000 MOS Expert: 3 Formatting, Sorting, & Filtering Data	3 Hour(s)
Excel 2000 MOS Expert: 4 Naming Ranges, Working with Macros, and Customizing Toolbars	5 Hour(s)
Excel 2000 MOS Expert: 5 Validating and Auditing Data	2 Hour(s)
Excel 2000 MOS Expert: 6 Analyzing Data and Using PivotTables	3 Hour(s)
Excel 2000 MOS Expert: 7 Sharing Work and Adding Security	3 Hour(s)

### Excel 2002 Series

Excel 2002: 1 Working with Cells	4 Hour(s)
Excel 2002: 2 Working with Files	3 Hour(s)
Excel 2002: 3 Formatting Worksheets	4 Hour(s)
Excel 2002: 4 Page Setup and Printing	2 Hour(s)
Excel 2002: 5 Worksheets and Workbooks	4 Hour(s)
Excel 2002: 6 Formulas and Functions	3 Hour(s)
Excel 2002: 7 Charts and Objects	2 Hour(s)

### Excel 2003 Series

Excel 2003: 1 Getting Started	3 Hour(s)
Excel 2003: 2 Creating a Spreadsheet	4 Hour(s)
Excel 2003: 3 Formatting Data	3 Hour(s)
Excel 2003: 4 Editing and Printing Worksheets	5 Hour(s)
Excel 2003: 5 Managing Worksheets	4 Hour(s)
Excel 2003: 6 Charts and Databases	4 Hour(s)
Excel 2003: 7 Hypertext and Tips	3 Hour(s)

### Excel 2007

Excel 2007: 1 Getting Started	2 Hour(s)
Excel 2007: 2 Creating a Worksheet	3 Hour(s)
Excel 2007: 3 Formatting Data	1 Hour(s)
Excel 2007: 4 Editing and Printing Worksheets	1 Hour(s)
Excel 2007: 5 Managing Worksheets	2 Hour(s)

Excel 2007: 6 Using Charts and Objects	2 Hour(s)
<b>Excel 2007 Advanced</b>	
Excel 2007 Advanced: 1 Filtering and Sorting Data	2 Hour(s)
Excel 2007 Advanced: 2 Using Pivot Tables	2 Hour(s)
Excel 2007 Advanced: 3 Working with Functions	3 Hour(s)
Excel 2007 Advanced: 4 Using Data Analysis Tools	1 Hour(s)
Excel 2007 Advanced: 5 Automating with VBA Macros	2 Hour(s)
Excel 2007 Advanced: 6 Adding Connections and Importing Data	2 Hour(s)
<b>GroupWise 5.5 Series</b>	
GroupWise 5.5: 1 Getting Started with GroupWise	2 Hour(s)
GroupWise 5.5: 2 Creating and Sending Messages	3 Hour(s)
GroupWise 5.5: 3 Organizing Your Mailbox	2 Hour(s)
GroupWise 5.5: 4 Calendar, Task and Phone Features	3 Hour(s)
GroupWise 5.5: 5 Managing Documents and Folders	3 Hour(s)
GroupWise 5.5: 6 Advanced GroupWise Features	3 Hour(s)
<b>GroupWise 6.5 Series</b>	
GroupWise 6.5: 1 Getting Started	2 Hour(s)
GroupWise 6.5: 2 Messages and the Address Book	4 Hour(s)
GroupWise 6.5: 3 Managing Messages	4 Hour(s)
GroupWise 6.5: 4 Calendar and Tasks	4 Hour(s)
GroupWise 6.5: 5 Advanced GroupWise Features	3 Hour(s)
GroupWise 6.5: 6 Managing Documents	4 Hour(s)
GroupWise 6.5: 7 Remote Access and Customizing GroupWise	3 Hour(s)
GroupWise 6.5: 8 Mobile GroupWise Access	2 Hour(s)
<b>International Computer Driving Licence Series</b>	
International Computer Driving Licence Version 4.0: Concepts of Information Technology (IT)	3 Hour(s)
International Computer Driving Licence Version 4.0: Using the Computer and Managing Files	5 Hour(s)
International Computer Driving Licence Version 4.0: Word Processing	7 Hour(s)
International Computer Driving Licence Version 4.0: Spreadsheets	9 Hour(s)
International Computer Driving Licence Version 4.0: Database	5 Hour(s)
International Computer Driving Licence Version 4.0: Presentations	7 Hour(s)
International Computer Driving Licence Version 4.0: Information and Communications	6 Hour(s)
<b>International Computer Driving Licence 4.0 XP U.S. Series</b>	
International Computer Driving Licence 4.0 XP U.S.: 1 Concepts of Information Technology (IT)	3 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 2 Using the Computer and Managing Files	5 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 3 Word Processing	6 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 4 Spreadsheets	9 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 5 Database	5 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 6 Presentation	6 Hour(s)
International Computer Driving Licence 4.0 XP U.S.: 7 Information and Communication	6 Hour(s)
<b>International Computer Driving Licence 4.0 XP Series</b>	
International Computer Driving Licence 4.0 XP: Concepts of Information Technology (IT)	3 Hour(s)
International Computer Driving Licence 4.0 XP: Using the Computer and Managing Files	6 Hour(s)
International Computer Driving Licence 4.0 XP: Word Processing	5 Hour(s)
International Computer Driving Licence 4.0 XP: Spreadsheets	9 Hour(s)
International Computer Driving Licence 4.0 XP: Database	5 Hour(s)
International Computer Driving Licence 4.0 XP: Presentations	6 Hour(s)
International Computer Driving Licence 4.0 XP: Information and Communications	6 Hour(s)
<b>Internet Explorer 6 Series</b>	
Internet Explorer 6:1 Browsing the Web	3 Hour(s)
Internet Explorer 6:2 Using Files and Mail	3 Hour(s)
<b>Internet Explorer 7</b>	
Internet Explorer 7: 1 Learning the New Interface and Features	2 Hour(s)
<b>Introduction to PCs Series</b>	
Introduction to PCs: 1 Introducing the PC	4 Hour(s)
Introduction to PCs: 2 Using Your PC	4 Hour(s)
Introduction to PCs: 3 Working with Folders and Files	4 Hour(s)
Introduction to PCs: 4 Inside Your PC	4 Hour(s)
Introduction to PCs: 5 Basic Peripherals	4 Hour(s)
Introduction to PCs: 6 Other Peripherals	3 Hour(s)
Introduction to PCs: 7 Understanding Software	2 Hour(s)
Introduction to PCs: 8 Introducing the Internet	3 Hour(s)

Introduction to PCs: 9 Internet and E-mail Tips	4 Hour(s)
Introduction to PCs:10 Troubleshooting and Tips	3 Hour(s)
<b>Lotus Notes R5 Series</b>	
Lotus Notes R5: 1 Getting Around in Notes	4 Hour(s)
Lotus Notes R5: 2 Reading and Sending Mail	3 Hour(s)
Lotus Notes R5: 3 Managing Mail	4 Hour(s)
Lotus Notes R5: 4 Using the Calendar	3 Hour(s)
Lotus Notes R5: 5 Meetings & Address Books	3 Hour(s)
Lotus Notes R5: 6 Browsing the Web	4 Hour(s)
Lotus Notes R5: 7 Editing Documents	4 Hour(s)
Lotus Notes R5: 8 Using Document Tables	4 Hour(s)
Lotus Notes R5: 9 File Attachments & Links	3 Hour(s)
Lotus Notes R5: 10 Finding and Viewing Data	4 Hour(s)
Lotus Notes R5: 11 Replication	3 Hour(s)
Lotus Notes R5: 12 Using Notes Remotely	4 Hour(s)
<b>Lotus Notes 6.5 Series</b>	
Lotus Notes 6.5: Mail	4 Hour(s)
Lotus Notes 6.5: Calendar, To Do Lists, and Address Books	4 Hour(s)
Lotus Notes 6.5: Databases	3 Hour(s)
Lotus Notes 6.5: Managing and Enhancing Documents	4 Hour(s)
Lotus Notes 6.5: Advanced Notes Features	5 Hour(s)
<b>Office 2000 Series</b>	
Refining and Documenting Requirements	4 Hour(s)
Office 2000:2 Editing Text and Printing	4 Hour(s)
Office 2000:3 Text and Document Formats	3 Hour(s)
Office 2000:4 Introduction to Word	3 Hour(s)
Office 2000:5 Introduction to Excel	4 Hour(s)
Office 2000:6 Introduction to Outlook	3 Hour(s)
Office 2000:7 Introduction to PowerPoint	3 Hour(s)
Office 2000:8 Introduction to Access	3 Hour(s)
<b>Office 2003 - What's New Series</b>	
Office 2003 - What's New: 1 New Features	1 Hour(s)
Office 2003 - What's New: 2 Changes in Applications	1 Hour(s)
<b>Office XP Upgrade Series</b>	
Office XP Upgrade: 1 Getting Around in the New Interface	3 Hour(s)
Office XP Upgrade: 2 New Options and Tools	2 Hour(s)
Office XP Upgrade: 3 Application Changes	5 Hour(s)
<b>Office 2007</b>	
Office 2007: 1 Navigating the New Interface	2 Hour(s)
Office 2007: 2 What's New in Word	3 Hour(s)
Office 2007: 3 What's New in Excel	3 Hour(s)
Office 2007: 4 What's New in PowerPoint	2 Hour(s)
Office 2007: 5 What's New in Access	2 Hour(s)
Office 2007: 6 What's New in Outlook	2 Hour(s)
Office 2007: 7 Common Tasks	3 Hour(s)
<b>Outlook 2002 Series</b>	
Outlook 2002: 1 Navigating in Outlook	4 Hour(s)
Outlook 2002: 2 Reading and Sending Messages	4 Hour(s)
Outlook 2002: 3 Customizing and Organizing Messages	4 Hour(s)
Outlook 2002: 4 Using the Calendar	3 Hour(s)
Outlook 2002: 5 Using Tasks and Notes	3 Hour(s)
<b>Outlook 2003 Series</b>	
Outlook 2003: 1 Getting Started	4 Hour(s)
Outlook 2003: 2 Managing Messages	3 Hour(s)
Outlook 2003: 3 Contacts and Calendar Entries	3 Hour(s)
Outlook 2003: 4 Tasks, Notes, and Journal Entries	5 Hour(s)
Outlook 2003: 5 Newsgroups and Outlook Web Access	3 Hour(s)
Outlook 2003: 6 Collaboration and Security	4 Hour(s)
Outlook 2003: 7 Personalizing Outlook and Other Tips	3 Hour(s)
<b>Outlook 2007</b>	
Outlook 2007: 1 Sending and Receiving E-Mail	3 Hour(s)

### **Paint Shop Pro 5 Series**

Paint Shop Pro 5:1 Working With Graphics	4 Hour(s)
Paint Shop Pro 5:2 Enhancing Images	5 Hour(s)

### **PowerPoint 2000 MOS Series**

PowerPoint 2000 MOS: 1 Presentations	4 Hour(s)
PowerPoint 2000 MOS: 2 Layout and Text	4 Hour(s)
PowerPoint 2000 MOS: 3 Graphics & Tables	3 Hour(s)
PowerPoint 2000 MOS: 4 Custom Slides	3 Hour(s)
PowerPoint 2000 MOS: 5 Showing Slides	2 Hour(s)

### **PowerPoint 2002 Series**

PowerPoint 2002: 1 Presentations	4 Hour(s)
PowerPoint 2002: 2 Layout and Text	4 Hour(s)
PowerPoint 2002: 3 Graphics & Tables	3 Hour(s)
PowerPoint 2002: 4 Custom Slides	3 Hour(s)
PowerPoint 2002: 5 Showing Slides	3 Hour(s)

### **PowerPoint 2003 Series**

PowerPoint 2003: 1 Introduction to PowerPoint	5 Hour(s)
PowerPoint 2003: 2 Completing the Presentation	3 Hour(s)
PowerPoint 2003: Maximizing Presentation Effectiveness	3 Hour(s)
PowerPoint 2003: Color, Masters and Templates	4 Hour(s)
PowerPoint 2003: Drawings, Charts, Sound and Video	6 Hour(s)
PowerPoint 2003: Animation, Web Pages and Collaboration	4 Hour(s)

### **PowerPoint 2007**

PowerPoint 2007: 1 Getting Started	2 Hour(s)
PowerPoint 2007: 2 Developing a Presentation	2 Hour(s)
PowerPoint 2007: 3 Design Elements	2 Hour(s)
PowerPoint 2007: 4 Inserting Shapes	3 Hour(s)
PowerPoint 2007: 5 Formatting Shapes	3 Hour(s)
PowerPoint 2007: 6 Clip Art, Pictures, and WordArt	2 Hour(s)
PowerPoint 2007: 7 SmartArt Graphics	2 Hour(s)
PowerPoint 2007: 8 Charts and Tables	3 Hour(s)

### **Project 2000 MOS Series**

Project 2000 MOS: 1 Starting a Project	5 Hour(s)
Project 2000 MOS: 2 Scheduling Tasks and Adding Resources	4 Hour(s)
Project 2000 MOS: 3 Managing Work and Multiple Projects	4 Hour(s)
Project 2000 MOS: 4 Using Project Central	2 Hour(s)
Project 2000 MOS: 5 Customizing the Project	3 Hour(s)
Project 2000 MOS: 6 Creating Reports and Exporting Data	3 Hour(s)

### **Project 2003**

Project 2003: 1 Learning the Basics	2 Hour(s)
Project 2003: 2 Setting up a Project	4 Hour(s)
Project 2003: 3 Managing Project Files	2 Hour(s)
Project 2003: 4 Creating a Task List	4 Hour(s)
Project 2003: 5 Scheduling Tasks	3 Hour(s)
Project 2003: 6 Viewing a Schedule	3 Hour(s)
Project 2003: 7 Defining Resources and Costs	3 Hour(s)
Project 2003: 8 Assigning Resources and Costs	4 Hour(s)
Project 2003: 9 Tracking a Project	3 Hour(s)
Project 2003: 10 Analyzing Progress and Revising the Schedule	2 Hour(s)

### **SAP R/3 Release 4.6 Series**

SAP R/3 Release 4.6: 1 Getting Started	2 Hour(s)
SAP R/3 Release 4.6: 2 Using the Task Interface	2 Hour(s)
SAP R/3 Release 4.6: 3 Working with Data in a Task	
SAP R/3 Release 4.6: 4 Optimizing R/3 and Getting Help	
SAP R/3 Release 4.6: 5 Reporting	2 Hour(s)

### **SharePoint 2003**

SharePoint 2003: 1 SharePoint Basics	2 Hour(s)
SharePoint 2003: 2 Standard Libraries and Lists	3 Hour(s)
SharePoint 2003: 3 Advanced SharePoint Features	4 Hour(s)
SharePoint 2003: 4 Site Administration Basics	3 Hour(s)
SharePoint 2003: 5 Advanced Administration Functions	4 Hour(s)

### **SharePoint 2007**

SharePoint 2007: 1 Getting Organized	1 Hour(s)
SharePoint 2007: 2 Managing Documents	2 Hour(s)
SharePoint 2007: 3 Using Libraries and Lists	2 Hour(s)
SharePoint 2007: 4 Creating Pages, Workspaces, and Sites	3 Hour(s)
SharePoint 2007: 5 Integrating with Microsoft Office	2 Hour(s)
SharePoint 2007: 6 Managing Records and Web Content	2 Hour(s)
SharePoint 2007: 7 Using Advanced Features	2 Hour(s)
<b>Visio 2002 Series</b>	
Visio 2002: 1 Using Tools, Commands, Custom Toolbars, and Menus	4 Hour(s)
Visio 2002: 2 Working with Objects and Hyperlinks	4 Hour(s)
Visio 2002: 3 Using the Shape Menu	4 Hour(s)
Visio 2002: 4 Working with Shapes	3 Hour(s)
Visio 2002: 5 Defining and Using Styles, Custom Properties and Templates	4 Hour(s)
Visio 2002: 6 Working with Pages, Layers, and Stencils	4 Hour(s)
Visio 2002: 7 Working with Data	2 Hour(s)
Visio 2002: 8 Understanding ShapeSheets	3 Hour(s)
Visio 2002: 9 Working with Flowcharts	4 Hour(s)
Visio 2002:10 Creating Database Models	4 Hour(s)
<b>Windows</b>	
Windows 2000 Basics: Client	3 Hour(s)
<b>Windows XP Upgrade Series</b>	
Windows XP Upgrade: 1 Home Editions	3 Hour(s)
Windows XP Upgrade: 2 Professional	3 Hour(s)
<b>Word 2000 MOS Series</b>	
Word 2000 MOS: 1 Managing Documents	4 Hour(s)
Word 2000 MOS: 2 Working with Text	4 Hour(s)
Word 2000 MOS: 3 Formatting Paragraphs	4 Hour(s)
Word 2000 MOS: 4 Page Format and Printing	4 Hour(s)
Word 2000 MOS: 5 Tables and Other Objects	4 Hour(s)
<b>Word 2000 MOS Expert Series</b>	
Word 2000 MOS Expert: 1 Page Formatting	4 Hour(s)
Word 2000 MOS Expert: 2 Managing Documents	4 Hour(s)
Word 2000 MOS Expert: 3 Inserting Objects	4 Hour(s)
Word 2000 MOS Expert: 4 Advanced Features	5 Hour(s)