



### Access 2007

Class Name

Length

#### Access #1: Create Tables

4.00

##### The Fundamentals

- Introduction to Databases
- Starting Access
- The Getting Started Page and Opening a Database
- What's New in Access
- Understanding the Access Program Screen
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus
- Using Help

##### Database Basics

- Working with Database Objects
- Tour of a Table
- Adding, Editing and Deleting Records
- Tour of a Form
- Tour of a Query
- Tour of a Report
- Previewing and Printing a Database Object
- Selecting Data
- Cutting, Copying and Pasting Data
- Using Undo and Redo
- Checking Your Spelling
- Using the Zoom Box
- Exiting Access

##### Creating and Working with a Database

- Planning a Database
- Creating a New Database
- Creating a Table
- Modifying a Table

##### Adjusting and Rearranging Rows and Columns

- Changing Gridline and Cell Effects
- Changing the Datasheet Font
- Freezing a Column
- Hiding a Column
- Working with Tables and Fields
- Understanding Field Properties
- Indexing a Field
- Adding a Primary Key to a Table
- Inserting, Deleting, and Reordering Fields
- Adding Field Descriptions and Captions
- Changing the Field Size
- Formatting Number, Currency, and Date/Time Fields
- Formatting Number, Currency, and Date/Time Fields by Hand
- Formatting Text Fields
- Setting a Default Value
- Requiring Data Entry
- Validating Data
- Creating an Input Mask
- Creating a Lookup Field
- Creating a Value List
- Modifying a Lookup List



### Access 2007

Class Name

Length

#### Access #2: Create Queries

4.00

- Finding, Filtering, and Formatting Data
  - Finding and Replacing Data
  - Sorting Records
  - Using Common Filters
  - Filtering by Selection
  - Filtering by Form
- Creating an Advanced Filter
- Creating Relational Databases
  - Understanding Table Relationships
  - Creating Relationships Between Tables
  - Enforcing Referential Integrity
  - Printing and Deleting Relationships
  - Understanding Relationship Types
- Working with Queries
  - Understanding Different Types of Queries
  - Creating a Multiple Table Query
  - Creating a Calculated Field
  - Working with Expressions and the Expression Builder
  - Using an If Function
  - Summarizing Groups of Records
  - Display Top or Bottom Values
  - Parameter Queries
  - Finding Duplicate Records
  - Finding Unmatched Records
  - Crosstab Queries
  - Delete Queries
  - Append Queries
  - Make-Table Queries
  - Update Queries

#### Access #3: Create Forms

4.00

- Working with Forms
  - Creating and Using a Form
  - Understanding Form Views
  - Modifying a Form in Layout View
  - Form Design View Basics
  - Changing Tab Order
  - Working with Control Properties
  - Control Property Reference
  - Working with Form Properties
  - Form Property Reference
  - Changing a Control's Data Source
  - Creating a Calculated Control
  - Changing a Control's Default Value
  - Creating a Subform
  - Modifying and Working with Subforms
- Formatting Forms and Reports
  - Formatting Fonts
  - Changing Text Alignment
  - Changing Colors
  - Applying Special Effects
  - Using Conditional Formatting
  - Adding Pictures, Lines and Gridlines
  - Working with Number Formatting
  - Using AutoFormat



### Access 2007

Class Name

Length

#### Access #4: Create Reports

4.00

##### Working with Reports

- Creating a Report
- Working in Layout View
- Adding a Logo
- Working in Design View
- Adjusting Page Margins and Orientation
- Adding Page Numbers and Dates
- Grouping and Sorting
- Summarize Data using Totals
- Understanding Report Sections

##### Formatting Forms and Reports

- Formatting Fonts
- Changing Text Alignment
- Changing Colors
- Applying Special Effects
- Using Conditional Formatting
- Adding Pictures, Lines and Gridlines
- Working with Number Formatting
- Using AutoFormat

#### Access #5: External Data Import & Export Management

2.00

##### Advanced Topics

- Importing Information
- Exporting Information
- Linking Information from an External Source
- Using Hyperlink Fields
- Displaying Database Object Dependencies
- Managing Front End Systems

#### Access #6: Database Tools to Analyze, Finalize & Manage Databases

2.00

##### Working with the Database Table and Performance Analyzers

- Running the Database Documenter
- Developing Switchboards and Menu Structures
- Making a MDE File
- Compacting and Repairing a Database

#### Access #7: Develop Macros & Modules (VBA)

2.00

##### Working with Macros

- Creating and Running a Macro
- Editing a Macro
- Working with Macro Groups
- Assigning a Macro to an Event
- Creating Conditional Expressions
- Assigning a Macro to a Keystroke Shortcut
- Macro Action Reference



### Access 2007

Class Name

Length

**Access 2007: New Features**

**4.00**

#### What's New in Access 2007

- Understanding the Access Program Screen
- Working with Database Objects
- Creating a New Database
- Creating a Table
- Converting an Access Database
- Creating and Using a Form
- Understanding Form Views
- Modifying a Form in Layout View
- Working in Layout View
- Adding Pictures, Lines and Gridlines
- Working with Number Formatting

#### What's New in Access 2007

- Understanding the Access Program Screen
- Working with Database Objects
- Creating a New Database
- Creating a Table
- Converting an Access Database
- Creating and Using a Form
- Understanding Form Views
- Modifying a Form in Layout View
- Working in Layout View
- Adding Pictures, Lines and Gridlines
- Working with Number Formatting



### Crystal Reports 10

Class Name	Length
Crystal Reports Power User Part 1 of 4	4.00
Crystal Reports Power User Part 2 of 4	4.00
Crystal Reports Power User Part 3 of 4	4.00
Crystal Reports Power User Part 4 of 4	4.00
Crystal Reports Programmer Pack Part 1 of 2	4.00
Crystal Reports Programmer Pack Part 2 of 2	4.00
Crystal Reports Quick Start Part 1 of 4	4.00
Crystal Reports Quick Start Part 2 of 4	4.00
Crystal Reports Quick Start Part 3 of 4	4.00
Crystal Reports Quick Start Part 4 of 4	4.00



### Excel 2007

Class Name

Length

**Brain Boost: Charting**

**1.00**

**Brain Boost: Pivot Tables**

**1.00**

**Excel #1: Create a Workbook**

**4.00**

#### The Fundamentals

- Starting Excel
- What's New in Excel
- Understanding the Excel Program Screen
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus and the Mini Toolbar
- Using Help
- Exiting Excel

#### Worksheet Basics

- Creating a New Workbook
- Opening a Workbook
- Navigating a Worksheet
- Entering Labels
- Entering Values
- Selecting a Cell Range
- Overview of Formulas and Using AutoSum
- Entering Formulas
- Using AutoFill
- Understanding Absolute and Relative Cell References
- Using Undo, Redo and Repeat
- Saving a Workbook
- Previewing and Printing a Worksheet
- Closing a Workbook

#### Editing a Worksheet

- Editing Cell Contents
- Cutting, Copying, and Pasting Cells
- Moving and Copying Cells Using the Mouse
- Using the Office Clipboard
- Using the Paste Special Command
- Checking Your Spelling
- Using Find and Replace

#### More Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation



### Excel 2007

Class Name

Length

#### Excel #2: Format a Workbook

4.00

##### Formatting a Worksheet

- Formatting Labels
- Formatting Values
- Adjusting Row Height and Column Width
- Working with Cell Alignment
- Adding Cell Borders, Background Colors and Patterns
- Using the Format Painter
- Using Cell Styles
- Using Document Themes
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules
- Finding and Replacing Formatting

##### Using Page Breaks

- Adjusting Margins and Orientation
- Adjusting Size and Scale
- Adding Print Titles, Gridlines and Headings
- Advanced Printing Options

#### Excel #3: Manage Workbooks With Multiple Worksheets

2.00

##### Managing Workbooks

- Viewing a Workbook
- Working with the Workbook Window
- Splitting and Freezing a Workbook Window
- Selecting Worksheets in a Workbook
- Inserting and Deleting Worksheets
- Renaming, Moving and Copying Worksheets
- Working with Multiple Workbooks
- Hiding Rows, Columns, Worksheets and Windows
- Protecting a Workbook
- Protecting Worksheets and Worksheet Elements
- Sharing a Workbook
- Creating a Template

##### Working with Page Layout and Printing

- Creating Headers and Footers
- Using Page Breaks
- Adjusting Margins and Orientation
- Adjusting Size and Scale
- Adding Print Titles, Gridlines and Headings
- Advanced Printing Options

#### Excel #4: Data Sorts, Filters and Management Tools

2.00

##### Working with the Web and External Data

- Inserting a Hyperlink
- Creating a Web Page from a Workbook
- Importing Data from an Access Database or Text File
- Importing Data from the Web and Other Sources
- Working with Existing Data Connections

##### Working with Data Ranges

- Sorting by One Column
- Sorting by Colors or Icons
- Sorting by Multiple Columns
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter



### Excel 2007

Class Name

Length

#### Excel #5: Insert PivotTable Reports

2.00

Working with PivotTables

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating a PivotTable
- Formatting a PivotTable
- Creating a PivotChart

#### Excel #6 Data Analysis & Forecasting Tools

2.00

Analyzing and Organizing Data

- Creating Scenarios
- Creating a Scenario Report
- Working with Data Tables
- Using Goal Seek
- Using Solver
- Using Data Validation
- Using Text to Columns
- Removing Duplicates
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas

#### Excel #7: Advanced Formulas & Functions

2.00

Creating Advance Formulas and Functions

- Using Logical Functions (IF)
- Using Financial Functions (PMT)
- Using Database Functions (DSUM)
- Using Lookup Functions (VLOOKUP)
- Financial Functions
- Date & Time Functions
- Math & Trig Functions
- Statistical Functions
- Lookup & Reference Functions
- Database Functions
- Text Functions

Logical Functions

#### Excel #8: Formula Functions & Auditing

2.00

More Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas

Understanding Formula Errors



### Excel 2007

Class Name

Length

**Excel 2007: New Features**

**4.00**

#### What's New in Excel 2007

- Understanding the Excel Program Screen
- Using Cell Styles
- Using Document Themes
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules
- Creating a Chart
- Applying Built-in Chart Layouts and Styles
- Using Chart Templates
- Viewing a Workbook
- Sharing a Workbook
- Creating a Table
- Summarizing a Table with a PivotTable
- Using Table Styles
- Using Table Style Options
- Creating and Deleting Custom Table Styles
- Convert or Delete a Table
- Creating a PivotTable
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt



### InfoPath 2007

Class Name

Length

#### InfoPath #1: Create Forms

4.00

##### Filling Out Forms

- Opening a Form
- Understanding the Form
- Entering Data
- Saving Your Form

##### Designing a Form

- Using the Design a Form Window
- Using the Design Tasks Task Pane
- Setting the Layout
- Using the Tables Toolbar

##### Basic Editing Commands

- Selecting Objects
- Using Cut, Copy, and Paste
- Undo and Redo
- Resizing Objects
- Moving Objects
- Aligning Controls and Labels

#### InfoPath #2: Formatting & Publishing Forms

4.00

##### Color and Formatting

- Basic Text Effects
- Changing Text Color
- Changing Font Type and Size
- Aligning Text
- Applying a Background Color
- Using Color Schemes

##### Finishing your Form

- Adding Controls
- Using Data Sources
- Switching Controls
- Running the Design Checker
- Protecting a Form
- Using Security Levels
- Testing a Form
- Publishing to a Shared Network Folder

#### InfoPath Overview

2.00



### Microsoft Office 2007

Class Name

Length

#### Office #1: What's New in Office 2007

4.00

##### Office 2007: What's New Overview

- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using Contextual Menus and the Mini Toolbar
- Using the Open and Save Dialog Boxes
- Saving as PDF or XPS
- Using the Document Inspector
- Using the Compatibility Checker
- Adding a Digital Signature
- Using Microsoft Office Diagnostics
- Using Help

#### Office #2: Insert and Enhance Charts

2.00

##### Creating a Chart

- Resizing and Moving a Chart
- Resize a chart
- Move a chart within a worksheet
- Move a chart to another worksheet
- Changing Chart Type
- Applying Built-in Chart Layouts and Styles

##### Working with Chart Labels

- Add or adjust a chart label
- Edit chart label text
- Working with Chart Axes
- Adjust how an axis is displayed
- Use the Format Axis dialog box
- Working with Chart Backgrounds
- Working with Chart Analysis Commands

##### Formatting Chart Elements

- Changing a Chart's Source Data
- Using Chart Templates
- Save a chart as a template
- Create a new chart using a template
- Delete a template

##### Inserting a Chart

- Insert chart data
- Formatting a Chart
- Change chart layout
- Change chart style
- Resize a chart
- Working with Labels
- Insert or modify a label
- Edit label text

#### Office #3: Insert Diagrams Using SmartArt

2.00

##### Inserting SmartArt

- Insert a SmartArt graphic
- Add text to a SmartArt graphic
- Working with SmartArt Elements
- Add a shape
- Replace a shape
- Remove a shape

##### Formatting SmartArt

- Change layouts
- Change colors
- Change styles
- Discard all formatting changes
- Converting Slide Text into SmartArt



### Microsoft Office 2007

Class Name

Length

#### Office #4: Insert and Enhance Media in Documents

2.00

##### Working with Shapes and Pictures

- Inserting Clip Art
- Inserting Pictures and Graphics Files
- Positioning Pictures
- Formatting Pictures
- Inserting Shapes
- Formatting Shapes
- Applying Special Effects to Shapes
- Inserting a Text Box
- Resize, Move, Copy and Delete Objects
- Aligning, Distributing, and Grouping Objects
- Flipping and Rotating Objects
- Layering Objects

##### Working with Multimedia

- Inserting Sounds
- Inserting a CD Track
- Inserting a Movie Clip
- Narrating a Presentation
- Using Action Buttons

#### Office #5: Page Layout and Branding Using Themes

2.00

##### Applying Document Themes

- Creating New Theme Colors and Fonts
- Save a New Document Theme
- Using Document Themes
- Changing the Background of a Slide
- Using Cell Styles

#### Office #6: Customize the Office Experience

2.00

##### Advanced Topics

- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Word's Default Options
- Recovering Your Documents
- Using Microsoft Office Diagnostics
- Viewing Document Properties and Finding a File
- Saving a Document as PDF or XPS
- Adding a Digital Signature to a Document

#### Office #7: Review & Collaborate on Documents

2.00

##### Tracking Revisions

- Accepting and Rejecting Revisions
- Using Comments
- Comparing and Combining Documents

##### Password Protecting a Document

- Protecting a Document

##### Preparing Documents for Publishing and Distribution

- Publishing a Document to a Document Workspace
- Collaborating with Others
- Using the Document Inspector
- Using the Compatibility Checker

##### Packaging a Presentation

- Saving a Presentation as PDF or XPS
- Saving a Presentation as a Web Page
- Adding a Digital Signature to a Presentation
- Password Protecting a Presentation
- Publishing a Presentation to a Document Workspace



### Microsoft Office 2007

Class Name

Length

#### Office #8: Insert & Organize Document Layout With Tables

2.00

##### Working with Tables in Word

- Creating a Table
- Working with a Table
- Resizing and Moving a Table
- Adjusting Table Alignment and Text Wrapping
- Working with Cell Formatting
- Merging and Splitting Cells and Tables
- Inserting and Deleting Rows and Columns
- Adjusting Row Height and Column Width
- Using Table Drawing Tools
- Working with Sorting and Formulas
- Working with Borders and Shading
- Using Table Styles
- Using Table Style Options
- Converting or Deleting a Table
- Using Quick Tables

##### Working with Tables in Excel

- Creating a Table
- Working with Table Size
- Working with the Total Row
- Working with Table Data
- Summarizing a Table with a PivotTable
- Using the Data Form
- Using Table Styles
- Using Table Style Options
- Creating and Deleting Custom Table Styles
- Convert or Delete a Table

##### Working with Tables in PowerPoint

- Creating a Table
- Working with a Table
- Adjusting Column Width and Row Height
- Inserting and Deleting Rows and Columns
- Merging and Splitting Cells
- Working with Borders and Shading
- Applying a Table Style

#### Office #9: Develop Automation Using Macros

2.00

##### Working with Macros in Excel

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar
- Editing a Macro's Visual Basic Code
- Inserting Copied Code in a Macro
- Declaring Variables and Adding Remarks to VBA Code
- Prompting for User Input
- Using the If...Then...Else Statement

##### Recording a Macro in Word

- Playing and Deleting a Macro
- Editing a Macro's Visual Basic Code

#### Office 2007: Demo of the New Office System

2.00

#### Office 2007: Tips & Tricks

3.00



**Microsoft Office 2007**

Class Name	Length
<b>Survival Skills</b>	<b>3.00</b>
<b>Survival Skills - Brown Bag Lunch</b>	<b>1.50</b>
<b>Survival Skills: Presentation</b>	<b>1.50</b>
<b>Welcome to Office 2007</b>	<b>4.00</b>



### Outlook 2007

Class Name

Length

#### Outlook #1: Create and Receive eMail

4.00

##### The Fundamentals

- Starting Outlook
- What's New in Outlook
- Understanding the Outlook Program Screen
- Understanding Items
- Understanding the Message Window
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using the Navigation Pane
- Using the Reading Pane
- Viewing the To-Do Bar
- Using Menus and Toolbars
- Using Keyboard Commands
- Using Help
- Exiting Outlook

##### Composing and Sending E-mail

- Composing and Sending an E mail Message
- Specifying Message Options
- Formatting Text
- Checking your Spelling
- Working with Hyperlinks
- Attaching a File to a Message
- Receiving E mail
- Receiving and Reading E-mail
- Replying to and Forwarding a Message
- Opening an Attachment
- Deleting a Message
- Flagging a Message for Follow-up
- Using Color Categories
- Sorting Messages
- Changing Views
- Printing a Message

#### Outlook #1: Email Essentials

4.00

##### The Fundamentals

- Starting Outlook
- What's New in Outlook
- Understanding the Outlook Program Screen
- Understanding Items
- Understanding the Message Window
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using the Navigation Pane
- Using the Reading Pane
- Viewing the To-Do Bar
- Using Menus and Toolbars
- Using Keyboard Commands
- Using Help
- Exiting Outlook

##### Composing and Sending E-mail

- Composing and Sending an E mail Message
- Specifying Message Options
- Formatting Text



### Outlook 2007

Class Name

Length

#### Outlook #2: Schedule Appointments and Tasks

4.00

##### Using the Calendar

- Viewing the Calendar
- Scheduling Appointments and Events
- Editing and Rescheduling Appointments and Events
- Working with Recurring Appointments
- Color-coding Calendar Items
- Viewing Calendar Items
- Arranging Calendar Items
- Setting Reminders
- Configuring Calendar Options
- Printing the Calendar

##### Working with Tasks

- Adding a Task
- Changing Task Views
- Updating a Task
- Creating a Recurring Task
- Attaching an Item to a Task
- Assigning a Task
- Printing a Task
- Completing a Task

#### Outlook #3: Organize & Find Information

2.00

##### Organizing and Finding Information

- Flagging a Message for Follow-up
- Using Color Categories
- Sorting Messages
- Changing Views
- Exploring the Folder List
- Using Instant Search
- Refining Instant Search
- Using Advanced Find
- Creating and Using Folders
- Managing Folders
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Creating a Rule
- Creating a Rule with the Rules Wizard
- Managing Rules
- Sorting and Grouping Information
- Filtering Information
- Color-coding E-mail Messages

#### Outlook #4: Working With Contacts

2.00

##### Working with Contacts

- Introduction to the Address Book
- Adding a Contact
- Adding a Sender's E-mail Address to the Contacts List
- Editing and Deleting Contacts
- Changing Contact Views
- Mapping a Contact's Address
- Working in a Contact Window
- Finding and Organizing Contacts
- Creating a Distribution List
- Printing the Contacts List



### Outlook 2007

Class Name

Length

#### Outlook #5: Collaborate With Other Users

2.00

##### Collaborating with Other Users

- Creating and Working with Meeting Requests
- Creating and Working with Group Schedules
- Setting the Free/Busy Options
- Sharing Your Calendar
- Opening Shared Calendars
- Sharing Outlook Folders

#### Outlook 2007: Lunch N Learn

1.00

#### Outlook 2007: New Features

4.00

##### What's New in Outlook 2007

- Understanding the Outlook 2007 Program Screen
- Understanding the Message Window
- Viewing the To-Do Bar
- Using Color Categories
- Opening an Attachment
- Using Instant Search
- Refining a Search
- Adding RSS Feeds
- Viewing RSS Feeds
- Using Instant Messaging in Outlook



### PowerPoint 2007

Class Name

Length

#### PowerPoint #1: Create a Presentation

4.00

##### The Fundamentals

- Starting PowerPoint
- What's New in PowerPoint ?
- Understanding the PowerPoint Program Screen
- Understanding the Ribbon
- Using the Office Button and the Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus and the Mini Toolbar
- Using Help
- Exiting PowerPoint

##### Presentation Basics

- Creating a New Presentation
- Inserting Slides and Selecting a Layout
- Opening a Presentation
- Navigating a Presentation
- Using Undo, Redo and Repeat
- Saving a Presentation
- Using Print Preview
- Printing a Presentation
- Closing a Presentation

##### Inserting and Editing Text

- Inserting Text
- Inserting a Text Box
- Editing Text
- Cutting, Copying and Pasting Text
- Using the Office Clipboard
- Moving and Copying Text Using the Mouse
- Checking Your Spelling
- Finding and Replacing Text
- Inserting Symbols and Special Characters

#### PowerPoint #2: Format a Presentation

4.00

##### Formatting Text

- Changing Font Type
- Changing Font Size
- Changing Font Color
- Changing Font Style
- Using the Font Dialog Box
- Using the Format Painter

##### Formatting a Presentation

- Using Document Themes
- Changing the Background of a Slide
- Rearranging Slides
- Adding Headers and Footers
- Working with Bulleted and Numbered Lists
- Formatting Paragraphs
- Working with Tabs and Indents
- Changing Page Setup

#### PowerPoint #3: Animation of Slide Content

2.00

##### Applying Transition and Animation Effects

- Applying a Transition Effect
- Modifying a Transition Effect
- Applying a Standard Animation Effect
- Applying a Custom Animation Effect
- Modifying Animation Effects
- Previewing a Transition or Animation Effect



### PowerPoint 2007

Class Name

Length

#### PowerPoint #4: View & Manage Slide Masters

2.00

- Create a custom slide layout.
- Add a picture (logo) to your layout.
- Use the custom slide layout in your presentation.
- Save the custom slide layout for reuse in future presentations
- Create and manage slide masters

#### PowerPoint #5: Deliver Dynamic Presentations

2.00

- Finalizing a Presentation
- Setting Up a Slide Show
  - Rehearsing Slide Show Timings
  - Adding Comments to a Slide
  - Hiding a Slide
  - Marking a Presentation as Final
  - Delivering a Presentation
  - Delivering a Presentation on a Computer
  - Using the Pen and Making Annotations
  - Creating a Presentation that Runs by Itself
  - Using Presenter View
  - Creating a Custom Show

#### PowerPoint 2007 #1 - Creating Electronic Presentations

4.00

#### PowerPoint 2007: New Features

3.00

- What's New in PowerPoint 2007?
- Understanding the PowerPoint 2007 Program Screen
  - Using Document Themes
  - Formatting Pictures and Graphics
  - Formatting Shapes
  - Applying Special Effects
  - Inserting SmartArt
  - Working with SmartArt Elements
  - Formatting SmartArt
  - Converting Slide Text into SmartArt
  - Using Presenter View



### Project 2007

Class Name	Length
<b>MICROSOFT PROJECT 2007: CREATING A PROJECT PLAN</b>	<b>3.00</b>

### **MICROSOFT PROJECT 2007: MANAGING YOUR PROJECT PLAN** 4.00

### **Project #1 - Project Essential Skills** 4.00

Getting Started with Microsoft Project
<ul style="list-style-type: none"><li>• Explore the Microsoft Project 2007 Environment</li><li>• Display an Existing Project Plan in Different Views</li></ul>
Creating a Project Plan
<ul style="list-style-type: none"><li>• Create a New Project Plan</li><li>• Assign a Project Calendar</li><li>• Add Tasks to the Project Plan</li><li>• Enter the Task Duration Estimates</li></ul>
Managing Tasks in a Project Plan
<ul style="list-style-type: none"><li>• Outline Tasks</li><li>• Add a Recurring Task</li><li>• Link Dependant Tasks</li><li>• Set a Constraint to a Task</li><li>• Set a Task Deadline</li><li>• Add Notes to a Task</li></ul>

### **Project #2: Managing Project Resources** 4.00

Add Resources in the Project Plan
<ul style="list-style-type: none"><li>• Managing Resources in a Project Plan</li><li>• Create a Resource Calendar</li><li>• Assign Resources to Tasks</li><li>• Assign Additional Resources to a Task</li><li>• Enter Costs for Resources</li><li>• Enter Values for Budget Resources</li><li>• Resolve Resource Conflicts</li></ul>
Finalizing the Project Plan
<ul style="list-style-type: none"><li>• Display the Critical Path</li><li>• Shorten the Project Duration</li><li>• Set a Baseline</li><li>• Print a Project Summary Report</li></ul>

### **Project #3: Managing the Project** 4.00

Updating a Project Plan
<ul style="list-style-type: none"><li>• Enter Task Progress</li><li>• Enter Overtime Work</li><li>• Split a Task</li><li>• Reschedule a Task</li><li>• Filter Tasks</li><li>• Set an Interim Plan</li></ul>
Create a Custom Table
Create a Custom Report
Managing Project Costs
<ul style="list-style-type: none"><li>• Update Cost Rate Tables</li><li>• Group Costs</li><li>• Link Documents to a Project Plan</li></ul>



### Project 2007

Class Name	Length
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<b>Project #4: Managing Multiple Projects</b>	<b>4.00</b>
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Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information

Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template
- Reusing Project Plan Information
- Create a Project Plan Template

### SharePoint Services 3.0

Class Name	Length
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<b>SharePoint Services 3.0: Team Site Creation Part 1 of 4</b>	<b>0.00</b>
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<b>SharePoint Services 3.0: Team Site Creation Part 2 of 4</b>	<b>0.00</b>
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<b>SharePoint Services 3.0: Team Site Creation Part 3 of 4</b>	<b>0.00</b>
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### Word 2007

Class Name

Length

#### Word #1: Create a Document

4.00

##### The Fundamentals

- Starting Word
- What's New in Word
- Understanding the Word Program Screen
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus and the Mini Toolbar
- Using Help
- Exiting Word

##### Document Basics

- Creating a New Document
- Inserting and Deleting Text
- Saving a Document
- Opening a Document
- Selecting and Replacing Text
- Using Undo, Redo and Repeat
- Navigating through a Document
- Viewing a Document
- Working with the Document Window
- Viewing Multiple Document Windows
- Previewing and Printing a Document
- Closing a Document
- Working with and Editing Text
- Checking Spelling and Grammar
- Using Find and Replace
- Using Word Count and the Thesaurus
- Inserting Symbols and Special Characters
- Cutting, Copying, and Pasting Text
- Using the Office Clipboard
- Moving and Copying Text Using the Mouse

#### Word #2: Format a Document

4.00

##### Formatting Characters and Paragraphs

- Changing Font Type
- Changing Font Size
- Changing Font Color and Highlighting Text
- Changing Font Styles and Effects
- Creating Lists
- Changing Paragraph Alignment
- Adding Paragraph Borders and Shading
- Changing Line Spacing
- Changing Spacing Between Paragraphs
- Using the Format Painter
- Setting Tab Stops
- Adjusting and Removing Tab Stops
- Using Left and Right Indents
- Using Hanging and First Line Indents

##### Formatting the Page

- Adjusting Margins
- Changing Page Orientation and Size
- Using Columns
- Using Page Breaks
- Working with Section Breaks
- Working with Line Numbers
- Working with Hyphenation
- Working with the Page Background



### Word 2007

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#### Word #3: Mailings Using Data Merges

2.00

##### Working with Mailings

- An Overview of the Mail Merge Process
- Setting Up the Main Document
- Creating a Data Source
- Using an Existing Data Source
- Editing the Data Source
- Inserting Merge Fields
- Inserting Rules Fields
- Previewing a Mail Merge
- Completing the Mail Merge
- Creating Labels
- Creating Envelopes

#### Word #4: Format Efficiently Using Styles

2.00

##### Working with Themes and Style

- Applying a Style
- Creating a Style
- Modifying and Deleting a Style
- Working with the Styles Gallery
- Creating a New Quick Style Set
- Selecting, Removing, and Printing Styles
- Comparing and Cleaning Up Styles

#### Word #5: Using Templates & Inserting Quick Parts

2.00

##### Working with Templates

- Creating a Document Template
- Using a Document Template
- Copying Styles between Documents and Templates
- Attaching a Different Template to a Document
- Creating Building Blocks
- Using Building Blocks

#### Word #6: Reference Management Using Tables of Contents & Indexes

2.00

##### Working with Outlines, Long Documents, and References

- Creating a Document in Outline View
- Numbering an Outline
- Viewing an Outline
- Working with Master Documents
- Using Bookmarks
- Using Cross-references
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents Using TC Entries
- Working with Picture Captions
- Creating an Index
- Using Footnotes and Endnotes
- Using Citations and Bibliographies



### Word 2007

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**Word 2007: New Features**

**4.00**

#### What's New in Word 2007

- Understanding the Word 2007 Program Screen
- Viewing a Document
- Using Quick Style Sets
- Creating a New Quick Style Set
- Comparing and Cleaning Up Styles
- Applying Document Themes
- Creating New Theme Colors and Fonts
- Save a New Document Theme
- Formatting Pictures
- Formatting Shapes
- Using Quick Tables
- Using Citations and Bibliographies
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Creating Building Blocks
- Using Building Blocks
- Working with Blog Posts