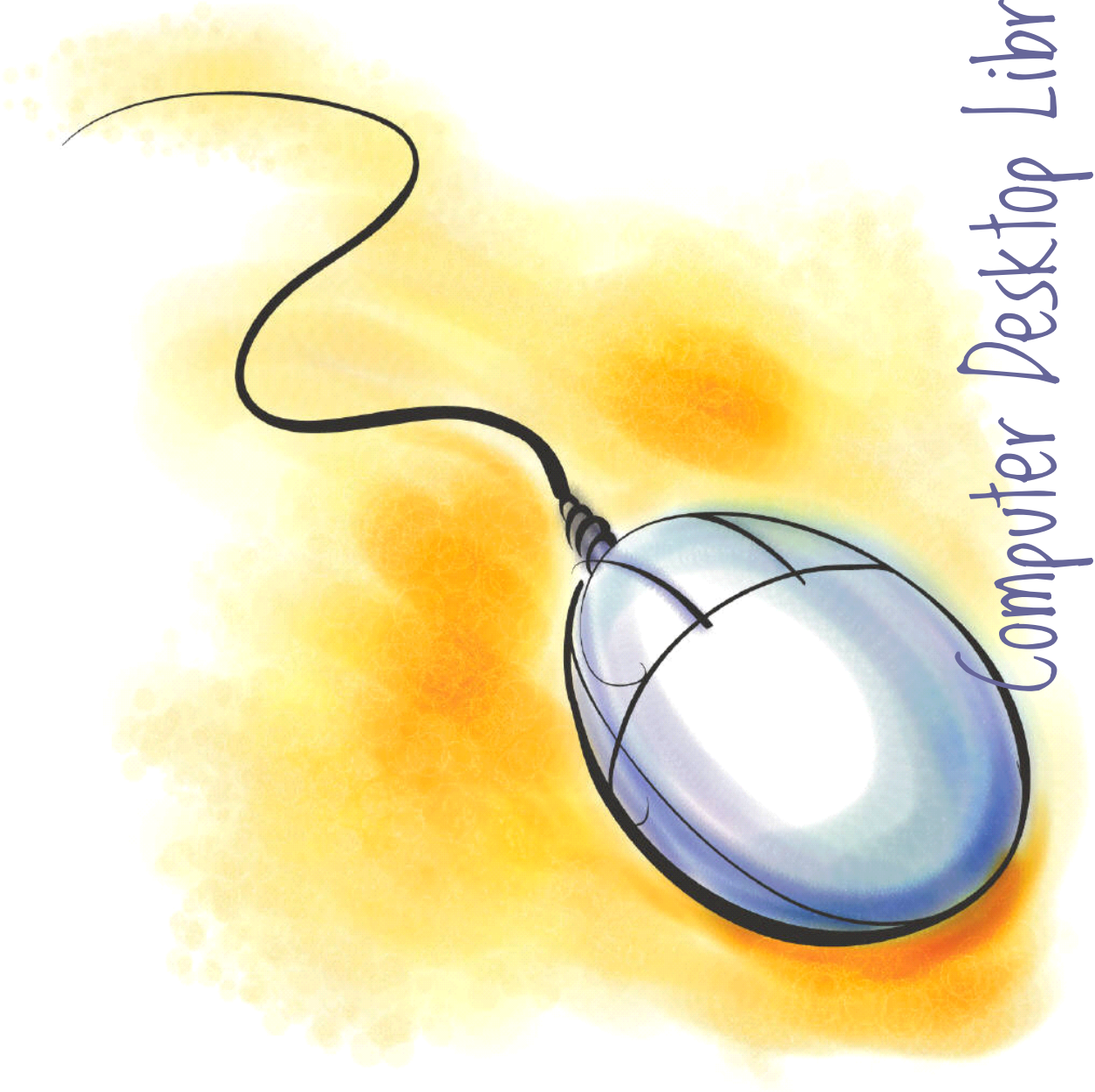
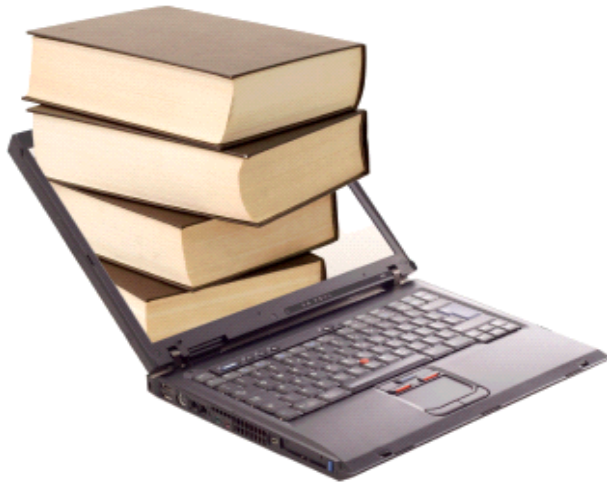


# Online Courses

Computer Desktop Library



# Online I.T. Courses



## Desktop Computing Library

Want to learn computer basics? Find out how to use common desktop computing applications like Microsoft Word, Excel, PowerPoint, Access, and Outlook. Learn about operating systems, the Internet, and more. Even prepare for Microsoft Office Specialist certification exams!

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### Subjects covered include:

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- Access
- Crystal Reports
- Excel
- Groupwise
- Internet Explorer
- Lotus
- Office
- Outlook
- Paint Shop Pro
- PowerPoint
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# Basics and Intro's



## **Computer Basics** (4 hours)

This series introduces general computer use and terminology. It describes the basic hardware components of a PC and introduces basic skills for using software programs in a Windows environment.

## **Computing Concepts** (23 hours)

This series examines several basic computing concepts. Security issues are discussed, including administrative, physical, logical, and network security, and how to plan for security risks. The basic concepts of database functionality and selection are also discussed. Data processing and management is examined in detail, including teleprocessing, data transmission, and messages.

## **Exchange** (13 hours)

This series explains to users how to use Microsoft Exchange to receive and send mail, use folders, share files, use a scheduling program, and use a browser to view and use Exchange functions. Installation and configuration of Exchange Server is covered

## **Introduction to PCs** (35 hours)

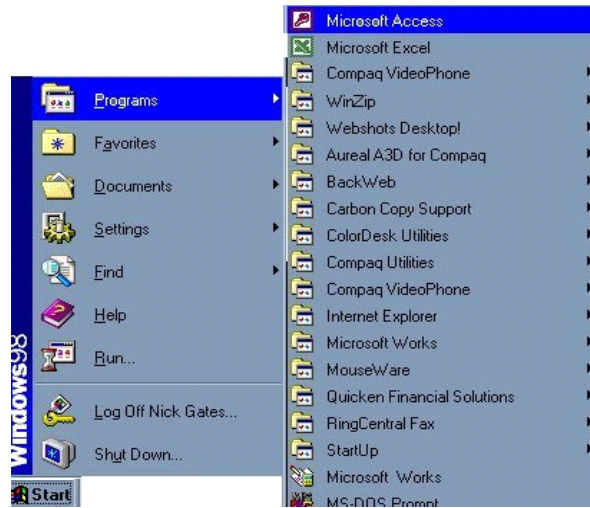
This series is designed to introduce users to personal computers. Users will learn what a PC is and what an operating system is. They will learn basic computer skills such as turning a computer on, logging on to Windows, and working with files. Users will also learn to identify and use the major components of a PC, both externally and internally, including: disk drives, monitors, mice, keyboards, and printers.

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# Access



## **Access 2000 MOS** (22 hours)

This series is designed to help users prepare for Microsoft Access 2000 MOS certification. It shows how to create, plan, and modify databases and tables in Access 2000. It also covers sorting and filtering, creating queries, forms and reports, and advanced tasks such as saving Access objects as Web pages, importing data, and adding hyperlinks.

## **Access 2002** (22 hours)

This series shows how to create, plan, and modify databases and database objects in Access 2002. Courses cover the following topics: understanding relational databases, creating and planning databases, selecting and printing database objects, creating tables, entering records, modifying tables and field properties, using advanced sorts, finding records, applying and removing filters, establishing and managing table relationships, specifying query criteria, creating calculated fields, running multi-table queries, creating forms and reports, implementing standard and calculated controls in both forms and reports, importing data, saving Access objects as Web pages, and performing administrative tasks.

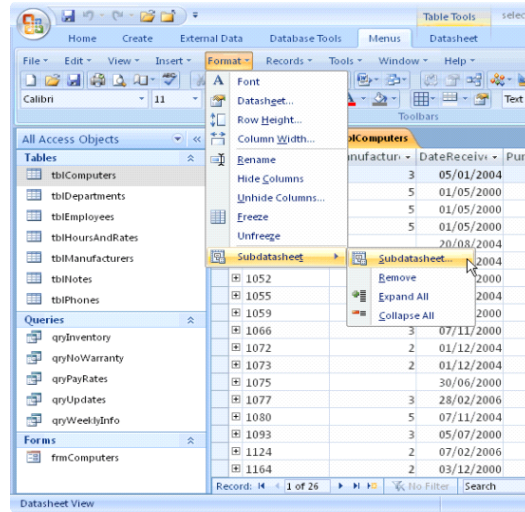
This course is procedure focused and assumes that the student is familiar with the mechanics of getting around in a Microsoft Office application.

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# Access



## Access 2003 (22 hours)

The Access 2003 series of courses starts off with an overview of both database concepts in general and Access in particular. Learners then find out how to design, build, and use Access tables. Further topics include using queries, find, filter, and sort to unearth answers from data. Learners finally move on to the Access report system and delve into wizards, timesaving tips, and even a bit of programming.

## Access 2007 (9 hours)

This series covers how to use Access 2007 to create, modify, and access databases. It shows the learner how to use the Ribbon-based Access 2007 interface, as well as how to build tables, forms, and reports. Learners will also be able to use queries and filters to sort through data.

## Access 2007 Advanced (9 hours)

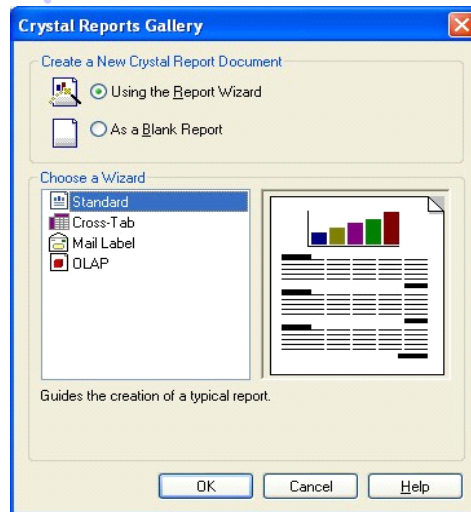
Access 2007 offers many more powerful features than a beginning user first touches. This series will explore some of the more powerful abilities of Access, including pivot tables and charts, graphs, forms, security, multitable and crosstab queries, macros, and more.

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# Crystal Reports



## Crystal Reports 8 (28 hours)

This series introduces users to Crystal Reports 8, a popular database reporting program. In this series, you will learn how to create standard and custom reports. You will also learn how to filter, summarise, sort, group, and manipulate data by inserting formulas and functions.

## Crystal Reports XI (21 hours)

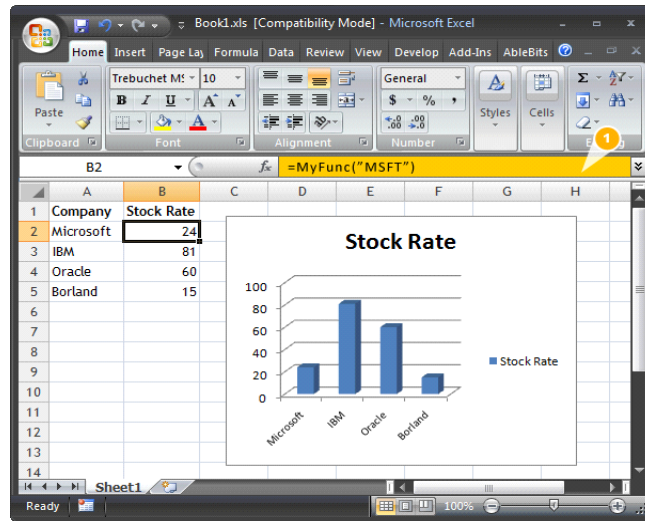
Do you need to know the foundations of Crystal Reports XI? Do you want to create reports that sizzle from one or more data sources ASAP? This series will show you how to create, format, and deliver reports that get results in no time. You will learn everything from the basics of getting around in Crystal's report design environment to the subtle nuances of effective report formatting and data visualisation through charting and mapping.

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# Excel



## Excel 2000 MOS (21 hours)

This series is designed to help users prepare for the MOS Excel Core examination. The series begins with basic Excel tasks, such as entering and editing data, using Find, Replace, and AutoFill, and creating hyperlinks. It also covers locating, opening, and saving files, and using the help function, Office Assistant. Formatting worksheets is covered in detail, including cell and number formatting, adjusting rows and columns, and the use of AutoFormat, styles, and Format Painter. More advanced topics covered include page setup, managing worksheets and data, and creating formulas and functions. An overview of charts and objects, including the Chart Wizard, is also provided.

## Excel 2000 MOS Expert (22 hours)

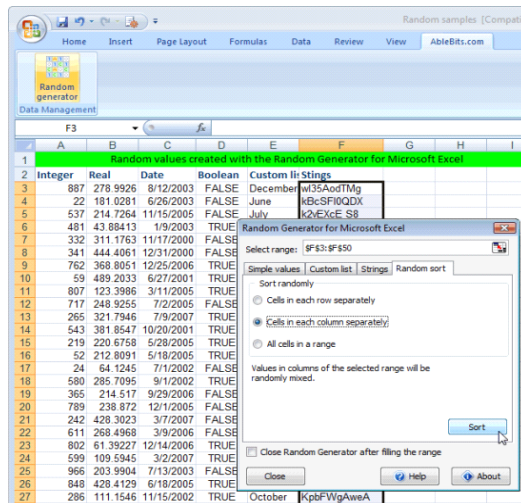
This series is designed to help users prepare for the MOS Excel 2000 Expert examination. It covers expert-level Excel topics such as importing and exporting data, working with templates, linking workbooks, and using the Report Manager. It also covers advanced worksheet formatting, including page setup and printing, and sorting and filtering data. More advanced topics covered include ranges, macros and customisation, validating and auditing data, and creating and using charts, graphs, and pivot tables. Data analysis, file sharing, and security issues are also discussed.

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# Excel



## Excel 2002 (22 hours)

This series is intended as preparation for the Excel 2002 Microsoft Office User Specialist (MOUS) Core Proficiency exam. It introduces Excel's newest enhancements such as task panes for New Documents, Clipboard, Search, and Insert Clip Art; the Ask a Question box; enhancements to Find and Replace; and additional options for pasting and for inserting columns and rows. These new features, along with the productivity tools of previous versions, are taught within the context of working with cells and files, page setup and printing, worksheets and workbooks, formulas and functions, and charts and objects.

## Excel 2003 (26 hours)

This series is designed for beginning and intermediate Excel users. This series teaches learners about creating and editing spreadsheets, what's new in the 2003 version, the Excel interface, navigating, editing, and working with text, values, and formulas, printing, formatting, creating charts and databases, and using images and hypertext in a spreadsheet.

## Excel 2007 (11 hours)

The Excel 2007 series introduces learners to the newly designed Ribbon interface of Microsoft Excel 2007. It provides a basic introduction to Excel including entering and editing cell data, selecting cell ranges, and formatting worksheet data. Learners will also be able to print worksheets, add comments, complete basic calculations and formulas, and create charts using Excel 2007.

## Excel 2007 Advanced (12 hours)

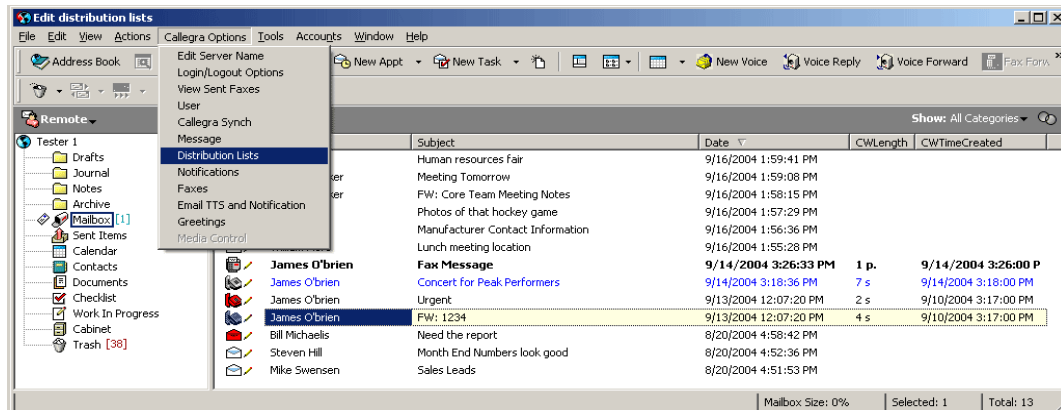
The Excel 2007 Advanced series teaches you to apply filters, use formulas and analyse data. You will be able to apply your knowledge to create complex business applications and analyses in Microsoft Excel.

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# GroupWise



## GroupWise 5.5 (16 hours)

This series introduces you to Novell's GroupWise 5.5. In this series, you will learn how to use the features of GroupWise to send and receive e-mail, set up appointments and discussion groups, create task lists and manage your schedule.

## GroupWise 6.5 (26 hours)

This series introduces you to the capabilities of Novell Groupwise 6.5. Groupwise is a collaboration tool that helps manage email communications, calendars, tasks and documents within a group of people.

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# Internet Explorer/Lotus Notes



## **Internet Explorer 6** (6 hours)

The courses in this series teach students to use Microsoft Internet Explorer 6 to browse the Internet and to send and receive electronic mail using Microsoft Outlook Express.

## **Internet Explorer 7** (2 hours)

This series introduces the new look and features of Internet Explorer 7. Learners will be able to securely use this updated web browser to perform searches, print documents, and access streaming content.

## **Lotus Notes 6.5** (20 hours)

This series focuses on the major components of Lotus Notes 6.5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes 6.5 is covered in detail, along with using the calendar, to do lists, and address books. This series also discusses editing, formatting, and managing Notes documents, and linking and attaching files to documents. Advanced topics include using Lotus Notes 6.5 with the Web, replication, and using Notes remotely.

## **Lotus Notes R5** (43 hours)

This series provides a comprehensive overview of Lotus Notes R5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes R5 is covered in detail, along with using the calendar and Address Books. This series also discusses using Lotus Notes to surf the Web, editing, formatting, and managing documents, and linking and attaching files to Notes documents. Advanced topics include finding and viewing data, replication, and using Notes remotely.

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# Office



## **Office 2000** (27 hours)

This series introduces users to the Microsoft Office 2000 environment, including several Office applications. It covers basic tasks common across Office applications, such as navigation, starting and exiting programs, and working with files, and covers text editing and printing functions. An in-depth exploration of document formatting is also provided. This series also provides an introduction to Word (word processing), Excel (spreadsheet), Outlook (electronic mail), PowerPoint (presentation), and Access (database), covering the basic functions of each application.

## **Office 2003 - What's New** (2 hours)

This series describes products and features that are new in this version of Office and common to each of the applications in the suite. InfoPath and OneNote are new products introduced in this version of Office. The new features include XML support, Smart Documents, the Research task pane, new collaboration tools, and improved developer tools. The series also covers new features in each Office application.

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# Office



## Office 2007 (17 hours)

The new Office package is changing the old interface with new features on an interface now known as the Ribbon. How do you find the commands you already know? What new commands are available in Word, Excel, Outlook, PowerPoint, and Access? Take a look at the changes in Office 2007 and learn how to make the most of them.

## Office XP Upgrade (10 hours)

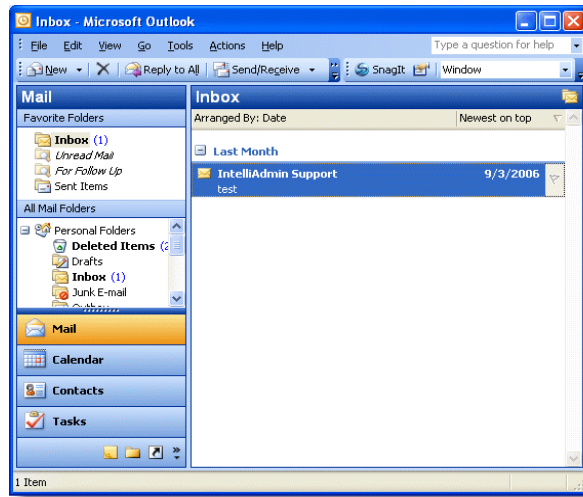
This series explains and introduces new and changed features in Office XP applications. Targeted for experienced Office users, the courses in this series highlight the new features of Office XP including task panes, smart tags, and SharePoint Team Services. Additionally, a course is devoted to discussing the most important changes to Word, Excel, Outlook, PowerPoint, Access, and FrontPage. The entire series features the XP interface in the screen captures.

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# Outlook



## **Outlook 2002** (18 hours)

This series teaches users how to use the major components of Outlook: Outlook Today, Contacts, Inbox, Calendar, Notes, and Tasks. Topics include navigating between components in Outlook; adding and using information about contacts; reading, sending, customising, and organising e-mail messages; scheduling appointments, events, and meetings; and creating tasks and notes.

## **Outlook 2003** (25 hours)

The Outlook 2003 series of courses teaches learners how to use the major components of the Outlook 2003 program: Mail, Calendar, Contacts, Tasks, and Notes. Topics include navigating between Outlook modules and reading, sending, customising, and organising e-mail messages. Learners will also find out how to schedule appointments, add and use information about contacts, and create tasks and notes. In addition, the courses will delve into the collaboration, security, and personalisation features of Outlook 2003.

## **Outlook 2007** (3 hours)

Outlook is the most common email application in the world. And it includes many features beyond just email, including the calendar, meeting management, tasks, and contact information, that can all interact with each other. This series will examine all of these features and more in the latest version of Outlook that has been released with the Office 2007 package. This series has more courses coming soon. Please check back later for even more information on this topic.

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# Paint Shop Pro



## Paint Shop Pro 5 (9 hours)

This series provides an introduction to using Paint Shop Pro 5 to create graphics. It describes how to create, open, and save files, and how to perform basic manipulations such as cropping, resizing, changing colours, and rotating images. Advanced topics presented include using the Image Browser, adjusting an image's brightness, contrast, hue, saturation, and lightness, working with layers, text, and drop shadows, and printing images.

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# Paint Shop Pro



## Paint Shop Pro 5 (9 hours)

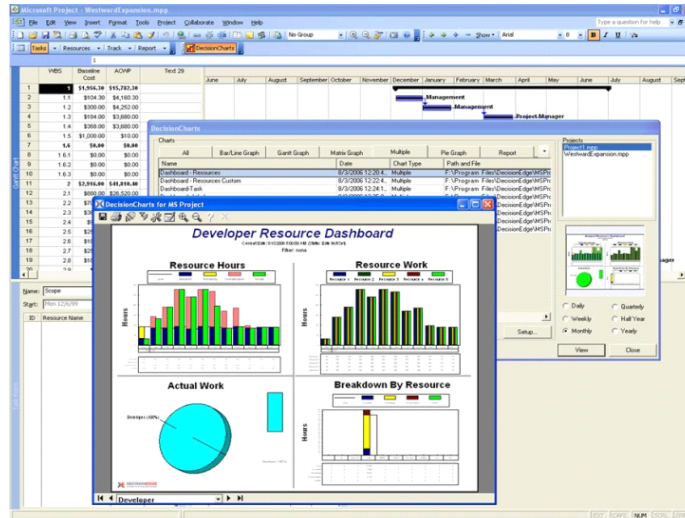
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# Project



## Project 2000 MOS (21 hours)

This series teaches users to manage projects using Microsoft Project 2000, and is intended as preparation for the Project 2000 Microsoft Office Specialist (MOS) Core Proficiency exam. Topics include starting projects and customising settings; organising and scheduling tasks; assigning resources and managing workloads; tracking and reporting progress; and communicating with the project team using Project Central.

## Project 2003 (30 hours)

The Project 2003 series is designed to help learners with the basics of Microsoft Office Project 2003. This series explains how to set up a project; manage project files; create a task list; schedule tasks; view a schedule; define and assign resources and costs; track a project; and analyse progress and revise a schedule.

## SAP R/3 Release 4.6 (11 hours)

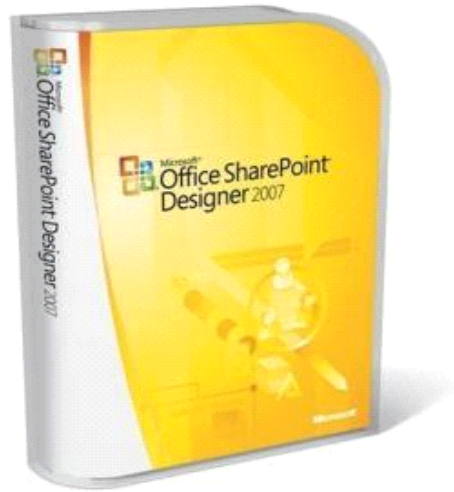
This series provides an overview of SAP R/3 Release 4.6. It examines the new features of Release 4.6, using the interface, and working with the User Menu. Using the task screen is covered in detail, including how to use the tool bar and menu bar with tasks. Users are shown how to enter a basic task, how to search for and modify previously-entered tasks, and how to print tasks. Additional topics covered include methods for optimising your installation of R/3 by adding shortcuts and favourites and configuring the GUI, using multiple sessions, and using R/3 help functions. The series also discusses how to create and use reports.

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# SharePoint



## **SharePoint 2003** (16 hours)

This series provides learners with the information they need to use SharePoint 2003 to help their organisation manage their documents and files, as well as to enable their users to collaborate with one another. In addition to teaching the every-day user how to manage documents, lists and tasks, it also teaches Site Administrators how to setup and manage SharePoint sites and libraries.

## **SharePoint 2007** (14 hours)

SharePoint 2007 is a content and information management system for your organisation. This series will help you use your SharePoint 2007 sites to share documents, collaborate on processes and materials, and find and share data throughout your organisation. This series has more courses coming soon. Please check back later for even more information on this topic.

## **Visio 2002** (36 hours)

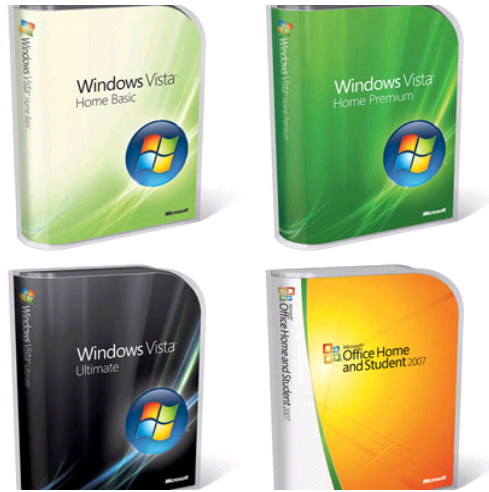
This series introduces users to Microsoft Visio 2002, a powerful diagramming and drawing application that can be used to create business and technical diagrams. Learners will study the basics of the Visio 2002 interface and tools, explore the templates, stencils, and pre-defined shapes provided with Visio, and construct simple Visio diagrams.

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# Windows



## **Windows 2000 Basics – Client Series** (3 hours)

This series introduces you to the new features of Windows 2000 Professional that enhance reliability, manageability, and mobility.

## **Windows Vista** (2 hours)

This series teaches you about the new Vista interface, features, and applications.

## **Windows XP Upgrade** (6 hours)

This series provides an overview of the features available in Windows XP Home Edition and Windows XP Professional. Users will be introduced to the new interface of Windows XP, the multimedia and reliability features of the Home Edition, and the advanced networking and system administration functions of the Professional version.

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# Word



## **Word 2000 MOS** (19 hours)

This series covers the basic features and capabilities of Microsoft Word 2000. It is designed to help users prepare for the MOS Word 2000 Core Exam. It discusses document management techniques, including document creation and display, creating document folders, sending documents through email, and adding hyperlinks.

The series also examines how to add, delete, and format text, and various paragraph formatting techniques. Additional topics covered in this series include page formatting, printing, creating tables, and inserting objects into Word documents.

## **Word 2000 MOS Expert** (20 hours)

This series presents advanced topics and tasks for Microsoft Word 2000, and is designed to help users prepare for the Word 2000 MOS Expert Exam. Topics covered include page formatting, including sorting, Find and Replace, and using footnotes, document management, including inserting references, a table of contents, and indexes, Mail Merge, and inserting and embedding Excel worksheets, graphics, and charts.

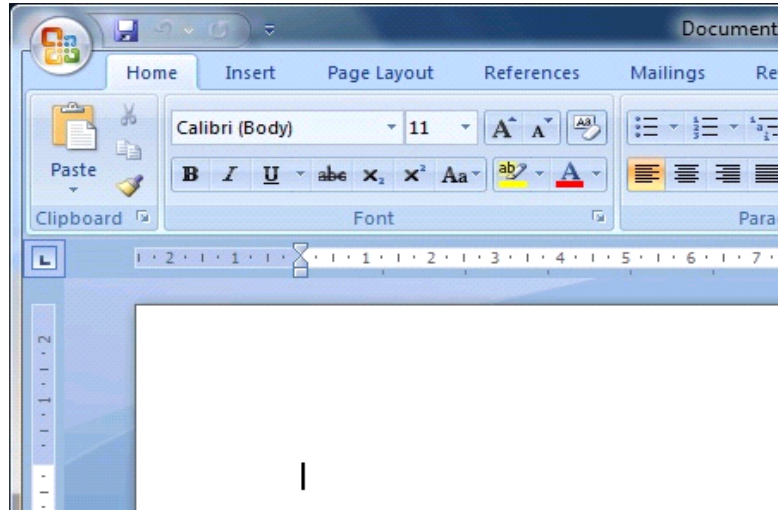
Advanced features are discussed, including macros, customised toolbars, forms, and fields. This series also discusses workgroup features such as tracking document changes, inserting comments, using document protection, and Round Trip documents.

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# Word



## **Word 2002** (19 hours)

This series of courses is designed to teach the student how to use Word 2002 in the Windows XP operating system. This series covers the basics of Word 2002 and continues into the advanced features and procedures. This series teaches all objectives for the Microsoft Word 2002 Core Exam and includes a complete list of these objectives, which the student can print to hard copy.

## **Word 2003** (32 hours)

This series is designed for beginning and intermediate Word users. This series teaches users about creating and editing documents, what's new in the 2003 version, the Word interface, navigating, editing, and working with text, spell checking, printing, formatting, styles, templates, borders, tables, columns, lists, and using images in a document.

## **Word 2007** (14 hours)

This series shows you how to use Word 2007 to create word processing documents. It shows you how to use the Ribbon-based Word 2007 interface, how to create and format documents, and how to add lists, tables, and images to your documents.

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