



PC Skills Course Catalog

15 June 2006

Why ACS PC Skills?

Business results are driven by practical solutions. Working smarter means that individuals know how to use the software tools that are available to them. ACS designs its PC Skills content so that learners can study what they want when they want it. Each PC Skills training module allows learners to experience the solution to a real-world problem and then perform the procedure to reinforce the skill. Our learning solutions address the most-used PC application software, including MS Word, Excel, and PowerPoint.

The ACS Learning Difference

Job Aids

Most of the ACS PC Skills courses have job aids or tools that you use in your day-to-day work to increase productivity.

Scalable Delivery

In our PC Skills products, we accommodate various learning styles or deployment challenges by delivering the same course in three Web-based learning formats. One format has text and graphics. The second format has text, graphics, and audio. The third format has text, graphics, audio, and some video clips. While other training courses sacrifice learning effectiveness in order to deliver courses through low-powered PCs and low-speed networks, our Web-based PC Skills courses can take advantage of today's more powerful PCs and higher speed networks to add audio and video to the learning experience. If need be, ACS courses also can be effectively delivered through low-powered PCs and slow networks using our text and graphics format.

On-the-Move Portability

ACS Learning is ready to go with you in three ways. One, you can take the course through the Web. Second, you can download the course from the Web and take the course from the hard drive of your computer. Third, you can take the course on a CD-ROM. Regardless, when you reconnect to your network, your organization's central learning history records can be updated. You do not lose track of what you've completed or where you left off. You can, therefore, use the courses at times when you are disconnected from a network; for example, on planes or trains.

Standards-Compliant

Our courses are compliant with the two predominant standards supported within corporate learning environments today—AICC and SCORM. This means that our off-the-shelf products interoperate within virtually any corporate training environment, regardless of the learning and content management system being used. If your organization does not have a learning management system, you can use ACS's standards-compliant learning management system.

Effective Instructional Design

Many so-called e-learning products are nothing more than electronic textbooks. Learners who experience these types of products are sometimes turned off and do not want to repeat the experience. Every ACS PC Skills course is designed to interactively challenge learners, who practice and apply what they learn in a simulated environment. Learners can experience and practice solving everyday problems.

Customization

ACS PC Skills courses can be customized to include client-specific branding or content.

CPE Information and Policies

For important information about Continuing Professional Education credits, please see the section following the courseware descriptions.

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Microsoft Office 2003

Excel 2003

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Excel 2003 effectively at work. Lessons include creating, editing, formatting, and printing workbooks and worksheets, working with formulas and functions, collaborating with workgroups, and creating charts.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Excel 2003</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Excel application window, including menus, toolbars, and navigational components. • Use the Office Assistant, the Ask a Question, and the Excel Help task pane features. • Create and edit worksheets, including formatting rows and columns, and setting text and number formats. • Use automated features, including AutoFill, AutoSum, and AutoRecover. • Use the Undo and Redo features to edit spreadsheet information. • Access and use the Find and Replace, Go To, and Paste Special features to navigate within and edit worksheets. • Create and apply formulas and use functions to complete calculations in worksheets. • Set up, preview, and print workbooks and worksheets. • Change the page set-up parameters, including headers and footers, and page orientation. • Create charts from worksheet information and define data lists. • Manage Excel files, workbooks, and worksheets. • Protect and share workbooks, track changes to workbooks, and compare and merge workbooks. 	<p>Program Content</p> <p>Course: Excel 2003 Spreadsheet Basics (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Excel Basics* • Lesson 2—Creating Worksheets** • Lesson 3—Editing Worksheets** • Lesson 4—Formatting Text and Numbers • Lesson 5—Formatting Rows and Columns*** <p>Course: Excel 2003 Practical Techniques (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 6—Working with Formulas*** • Lesson 7—Working with Functions** • Lesson 8—Using Page Setup • Lesson 9—Previewing and Printing • Lesson 10—Working with Lists* • Lesson 11—Working with Charts and Objects*** <p>Course: Excel 2003 Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 12—Managing Workbooks • Lesson 13—Collaborating with Workgroups* • Lesson 14—Working with the Web* • Lesson 15—Using the Research Tools* • Lesson 16—Using the Language Bar* <p>Course: Excel 2003 Migration from Excel 2002 (CPE: 0)</p> <p>Course: Excel 2003 Migration from Excel 2000 (CPE: 0)</p> <p>Course: Excel 2003 Migration from Excel 97 (CPE: 0)</p> <p>These Migration courses teach the new and enhanced features in Excel 2003 and contain information from lessons marked above (* for 2002, ** for 2000, and *** for 97).</p>
<p>Target Audience</p> <p>Microsoft Excel 2003 users. Proficient users of Excel 2000 or Excel 2002 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Word 2003

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Word 2003 effectively at work. Lessons include creating, editing, formatting, proofing, and printing documents, working with tables, creating page layouts, inserting graphics, accessing research tools, and using collaboration features.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Word 2003</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Word application window, including menus, toolbars, navigational components, and Help. • Create, edit, and format documents, including the use of templates and wizards. • Access and edit existing documents, including inserting and deleting text by using the Cut, Copy, and Paste features. • Use the spell-check and AutoCorrect features to correct misspellings and typos, and use the Find and Replace option to update a document quickly. • Format documents by using font types, styles, sizes, bulleted and numbered lists, and advanced formatting features. • Create page layouts using margins, headers and footers, page and section breaks, borders and shading, and columns. • Insert and edit tables, including formatting and adding shading and borders. • Insert clip art, graphic files, WordArt objects, charts, and diagrams. • Use the dictionary, thesaurus, translation, and business research tools. • Review, edit, and manage documents in a workgroup. • Preview and publish Web-based documents. • Identify and explain alternate input methods, including speech and handwriting recognition. 	<p>Program Content</p> <p>Course: Word 2003 Document Basics (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Word Basics* • Lesson 2—Creating Documents* • Lesson 3—Editing Documents* • Lesson 4—Formatting Text* • Lesson 5—Proofing, Previewing, and Printing* <p>Course: Word 2003 Practical Techniques (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 6—Formatting Paragraphs and Documents*** • Lesson 7—Creating Page Layouts • Lesson 8—Working with Tables • Lesson 9—Advanced Formatting <p>Course: Word 2003 Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 10—Graphic Objects** • Lesson 11—Using the Research Tools* • Lesson 12—Collaboration* • Lesson 13—Using the Language Bar* <p>Course: Word 2003 Migration from Word 2002 (CPE: 0)</p> <p>Course: Word 2003 Migration from Word 2000 (CPE: 0)</p> <p>Course: Word 2003 Migration from Word 97 (CPE: 0)</p> <p>These Migration courses teach the new and enhanced features in Word 2003 and contain information from lessons marked above (* for 2002, ** for 2000, and *** for 97).</p>
<p>Target Audience</p> <p>Microsoft Word 2003 users. Proficient users of Word 2002, Word 2000, or Word 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Microsoft Office 2000

Access 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Access 2000 effectively to create and use databases. Lessons include an introduction to the Access program, working with tables and forms, viewing information, using queries, and producing, modifying, and printing reports. You also will learn to create forms and use database utilities.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Access 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Access application window, including menus, toolbars, navigational components, and Help. • Understand the concept of and work with database tables and forms. • Create a simple database query. • Define, create, and print reports by using the Report Wizard. • Use the Form Wizard to create data-entry forms and add headers and footers. • Modify forms, including adding and removing fields, adding calculation controls, and changing properties. • Add graphics, change styles, and control form colors. • Use the Chart Wizard to edit chart information, change the chart type, and modify colors. • Copy and import data from different sources. • Add hyperlinks and save database objects as Web pages. • Delete, repair, and compact a database. • Maintain backup files and restore database information. 	<p>Program Content</p> <p>Course: Access 2000 Basic (CPE: 3)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Access* • Lesson 2—Working with Tables** • Lesson 3—Working with Forms** • Lesson 4—Viewing Information* • Lesson 5—Using Queries** • Lesson 6—Producing Reports** <p>Course: Access 2000 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 7—Modifying Reports* • Lesson 8—Previewing and Printing Database Objects • Lesson 9—Designing Databases* • Lesson 10—Creating Tables** • Lesson 11—Modifying Tables • Lesson 12—Understanding Table Relationships* <p>Course: Access 2000 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 13—Creating Forms** • Lesson 14—Modifying Forms • Lesson 15—Enhancing Forms** • Lesson 16—Creating Charts** • Lesson 17—Advanced Access Operations* • Lesson 18—Database Utilities* <p>Course: Access 2000 Migration from Access 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Access 2000 and contains information from lessons marked above (*).</p> <p>Course: Access 2000 Migration from Access 7 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Access 2000 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Access 2000 users. Proficient users of Access 97 or Access 7 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 7</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Excel 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Excel 2000 effectively at work. Lessons include creating, editing, formatting, and printing workbooks and worksheets, working with formulas and functions, collaborating with workgroups, and creating charts.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Excel 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Excel application window, including menus, toolbars, navigational components, and Help. • Create and edit worksheets, including formatting worksheet rows and columns, and text and numbers. • Create and apply formulas and use functions to complete calculations. • Set up, preview, and print workbooks and worksheets. • Create charts from worksheet information and define data lists. • Manage Excel files, workbooks, and worksheets. • Define and use templates to create workbooks and worksheets. • Use the Excel analysis tools. • Share files and collaborate with a workgroup. 	<p>Program Content</p> <p>Course: Excel 2000 Basic (CPE: 3)</p> <ul style="list-style-type: none"> • Lesson 1—Excel Basics* • Lesson 2—Creating Worksheets* • Lesson 3—Editing Worksheets* • Lesson 4—Formatting Text and Numbers** • Lesson 5—Formatting Rows and Columns** <p>Course: Excel 2000 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 6—Working with Formulas** • Lesson 8—Working with Functions** • Lesson 8—Previewing and Printing** • Lesson 9—Using Page Setup** • Lesson 10—Working with Charts and Objects* • Lesson 11—Working with Lists* <p>Course: Excel 2000 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 12—Managing Workbooks** • Lesson 13—Linking Worksheets** • Lesson 14—Collaborating with Workgroups** • Lesson 15—Using Analysis Tools** • Lesson 16—Managing Files* • Lesson 17—Using Templates* <p>Course: Excel 2000 Migration from Excel 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Excel 2000 and contains information from lessons marked above (*).</p> <p>Course: Excel 2000 Migration from Excel 7 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Excel 2000 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Microsoft Excel 2000 users. Proficient users of Excel 7 or Excel 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>6 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 7</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Excel 2000 Expert

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply effectively the more advanced functions and features of Microsoft Excel 2000. Lessons include spreadsheet design, advanced worksheet formatting, lookup and reference functions, defining text boxes, and converting cell values. In addition, <i>Excel 2000 Expert</i> covers the advanced use of graphic elements, embedding and linking data, creating reports and charts, and using What-If analysis tools.</p> <p>Objectives</p> <p>Upon completing the two courses constituting <i>Excel 2000 Expert</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Use proven design characteristics to design spreadsheets. • Define protection for worksheets to prevent accidental and unauthorized changes. • Create custom number formats for specific cells, define conditional formatting, and use conditional functions with spreadsheet cells. • Use the VLOOKUP, MATCH, and INDEX functions to locate and identify values and cell. • Add and use text boxes to present information and notes within a spreadsheet. • Draw lines, circles, rectangles, and arrows and use WordArt to highlight and identify specific information. • Insert a graphic and use the Drawing toolbar to edit and control the display. • Embed and link data from an external source, and create queries to locate data. • Publish an Excel worksheet as a Web page. • Use the Report Manager to define, save, and print reports. • Use the SUM function to complete totals across several pages. • Use advances analysis tools, including Solver, Goal Seek, and Scenarios. • Create and use Macro programs and shortcut keys. • Locate and resolve calculation errors by using the auditing tools. 	<p>Program Content</p> <p>Course: Formatting and Functions (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Spreadsheet Design • Lesson 2—Worksheet Formatting • Lesson 3—Lookup and Reference Functions • Lesson 4—Working with Text • Lesson 5—Adding Visual Elements <p>Course: Analysis and Time Savers (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 6—Importing and Publishing Data • Lesson 7—Summarizing Data • Lesson 8—Analyzing Data • Lesson 9—Macros and Shortcuts • Lesson 10—Auditing Tools • Lesson 11—Customizing Excel
<p>Target Audience</p> <p>Microsoft Excel 2000 users who want to learn advanced techniques</p>	<p>Prerequisites</p> <p>Completion of all the <i>Excel 2000</i> courses</p> <p>Estimated Completion Time</p> <p>6 hours</p>
<p>For CPE Learners: N/A</p>	

FrontPage 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to use FrontPage 2000 effectively to create Web pages and Web sites. Lessons include an introduction to the FrontPage 2000 interface, creating a Web site, and organizing documents. You will enter, edit, and format text, create hyperlinks, and add graphics and tables to Web pages. Additional lessons cover working with frames and publishing Web sites.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>FrontPage 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Create, organize, and modify Web pages. • Define hyperlinks and add images to Web pages. • Create, edit, and format tables on Web pages. • Define a Web page frame. • Import information from other sources and add them to a Web page. • Add page transitions, a scrolling marquee, and forms. • Understand DHTML and the use of CSS. • Prepare and publish Web sites. 	<p>Program Content</p> <p>Course: FrontPage 2000 Basic (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring FrontPage • Lesson 2—Creating a New Web Site • Lesson 3—Organizing Web Documents • Lesson 4—Entering and Editing Text • Lesson 5—Adding Text Effects • Lesson 6—Modifying a Web Site <p>Course: FrontPage 2000 Intermediate (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 7—Creating Hyperlinks • Lesson 8—Working with Images • Lesson 9—Creating and Editing Tables • Lesson 10—Formatting Tables • Lesson 11—Working with Shared Borders • Lesson 12—Adding Forms <p>Course: FrontPage 2000 Advanced (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 13—Adding Web Elements • Lesson 14—Working with Frames • Lesson 15—Preparing a Web Site • Lesson 16—Publishing a Web Site • Lesson 17—Using Advanced Features
<p>Target Audience</p> <p>FrontPage users or anyone who creates Web pages and Web sites</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Outlook 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to use Microsoft Outlook 2000 effectively to create and send e-mail and manage a calendar. Lessons include replying to e-mail, formatting and sending e-mail, working with contacts and address books, managing a calendar, and creating reminder notes.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Outlook 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Outlook application window, including menus, toolbars, navigational components, and Help. • Locate, open, and reply to e-mail messages, and compose and send original e-mail. • Set a message's importance, flag messages, attach files, and recall a message. • Sort, delete, track, and print messages. • Create and manage a list of business contacts. • Define and modify an Address Book, and create, update, and manage a list of contacts. • Create and manage a list of tasks, respond to task requests, and assign tasks. • Schedule events, manage a calendar, and create reminder notes. • Set up, manage, and sort information by category. • Export items and information from Outlook to other Office applications. • Create a Mail Merge document. • Customize Outlook. 	<p>Program Content</p> <p>Course: Outlook 2000 Basic (CPE: 0)</p> <p>Lesson 1—Outlook Basics*</p> <p>Lesson 2—Reading and Replying to Mail**</p> <p>Lesson 3—Composing and Sending Mail**</p> <p>Lesson 4—Formatting and Proofing Mail**</p> <p>Course: Outlook 2000 Intermediate (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 5—Managing Mail** • Lesson 6—Communicating with Contacts** • Lesson 7—Managing Contacts** • Lesson 8—Using the Address Book* • Lesson 9—Managing Tasks** <p>Course: Outlook 2000 Advanced (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 10—Scheduling Events** • Lesson 11—Managing the Calendar** • Lesson 12—Working with Categories** • Lesson 13—Creating Reminder Notes** • Lesson 14—Using Outlook with Other Applications* • Lesson 15—Customizing Outlook** <p>Course: Outlook 2000 Migration from Outlook 98 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Outlook 2000 and contains information from lessons marked above (*).</p> <p>Course: Outlook 2000 Migration from Outlook 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Outlook 2000 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Outlook 2000 users. Proficient users of Outlook 98 or Outlook 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

PhotoDraw 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, this course teaches you how to use PhotoDraw 2000 effectively to create and modify pictures, graphics, and drawings for use in documents, worksheets, and Web pages. Lessons include an introduction to the PhotoDraw 2000 interface, accessing and using the drawing tools, customizing the workspace, and using the Help feature. You will open and modify existing images, create images, work with different file formats, retouch photographs, and work with color.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>PhotoDraw 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Access PhotoDraw, open a drawing, and identify the parts of the PhotoDraw window. • Navigate and move within the PhotoDraw window including opening a picture, and using the scroll bars, rulers, and views. • Customize the PhotoDraw workspace, including viewing and hiding work panes, setting color resolution, and working with toolbars. • Use the Help feature to locate information about PhotoDraw's functions and features. • Open a picture, and identify and reorder picture objects. • Resize and crop images. • Add text to an image, and modify the text by changing its size and style and applying effects. • Locate and import graphic images. • Identify and use different graphic file formats. • Adjust color brightness, contrast, hue, and saturation. • Retouch photos by removing dust spots and scratches, sharpening the image with filters, and using the clone feature. • Create and modify graphics by using PhotoDraw tools. • Use the Artistic filters to modify graphic images. • Use PhotoDraw templates to create 3-D buttons. 	<p>Program Content</p> <p>Course: PhotoDraw 2000 Basic (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Drawing Basics • Lesson 2—Moving Around the Screen • Lesson 3—Customizing Your Work Space • Lesson 4—Using Help <p>Course: PhotoDraw 2000 Intermediate (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 5—Arranging Objects • Lesson 6—Altering Objects • Lesson 7—Adding Text to an Image • Lesson 8—Importing Graphics • Lesson 9—Working with File Formats <p>Course: PhotoDraw 2000 Advanced (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 10—Adjusting Color Quality • Lesson 11—Retouching Photographs • Lesson 12—Creating and Modifying Graphics • Lesson 13—Applying Artistic Filters and Effects • Lesson 14—Using Templates
<p>Target Audience</p> <p>PhotoDraw users or anyone who creates or modifies graphic images in document presentations or Web pages</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

PowerPoint 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft PowerPoint 2000 effectively at work. Lessons include creating, editing, and formatting presentations, using templates and Master Slides, creating transition effects, and adding graphics and media elements. In addition, the lessons include information about presentation delivery and printing slide presentations.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>PowerPoint 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the PowerPoint application window, including menus, toolbars, navigational components, and Help. • Create and edit presentations, including using templates and editing and formatting PowerPoint slides. • Create and insert text boxes, align slide text, and modify presentation fonts. • Use the spell-check feature in presentation slides. • Deliver a completed presentation by using the keyboard and mouse. • Explain the concept of and create and edit presentation Master slides. • Create, insert, and modify graphics, charts, and tables within a presentation. • Add a movie, sound, animation, and other media objects to your presentation. • Design and create slide transitions, including adding sounds and set slide timing. • Create a Build Slide and add an animated chart. • Add and change standard color schemes and create new color schemes. 	<p>Program Content</p> <p>Course: PowerPoint 2000 Basic (CPE: 3)</p> <ul style="list-style-type: none"> • Lesson 1—PowerPoint Basics * • Lesson 2—Creating a Presentation * • Lesson 3—Using Templates ** • Lesson 4—Editing and Formatting Text ** • Lesson 5—Polishing a Presentation ** <p>Course: PowerPoint 2000 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 6—Delivering a Presentation ** • Lesson 7—Modifying a Presentation ** • Lesson 8—Working with Slide Masters ** • Lesson 9—Creating Output ** • Lesson 10—Inserting Graphics * • Lesson 11—Creating Graphics ** • Lesson 12—Working with Graphics ** <p>Course: PowerPoint 2000 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 13—Working with Charts and Tables ** • Lesson 14—Changing the Color Scheme ** • Lesson 15—Adding Movies and Sound * • Lesson 16—Creating Transitions ** • Lesson 17—Working with Animation ** • Lesson 18—Managing Files ** <p>Course: PowerPoint 2000 Migration from PowerPoint 97 (CPE: 0).</p> <p>This course teaches the new and enhanced features in PowerPoint 2000 and contains information from lessons marked above (*).</p> <p>Course: PowerPoint 2000 Migration from PowerPoint 7 (CPE: 0)</p> <p>This course teaches the new and enhanced features in PowerPoint 2000 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>PowerPoint users. Proficient users of PowerPoint 7 or PowerPoint 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 7</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Project 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you to use Project 2000 effectively to create project plans. Lessons include using the Project 2000 interface, organizing and scheduling tasks, assigning resources, and managing resources against schedules. You will format a project, view and print schedules, budget a project, track progress, and export data. Additional lessons include managing and communicating with a project team, using Project Central, and creating reports.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Project 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Open Project and create and organize a task list, and assign and manage resources. • Format, view and print schedules. • Enter project milestones and recurring tasks, and import task information from Excel. • Define a project outline and insert summary tasks. • Assign, track, and manage resources. • Budget a project by assigning cost to tasks, assigning pay rates, and adding materials costs. • Track project progress, identify critical paths, and compare actual progress to the project baseline. • Export information from Project to Word and Excel. • Use Project Central to maintain project team communications. • Create project reports. 	<p>Program Content</p> <p>Course: Project 2000 Basic (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Microsoft Project* • Lesson 2—Creating a Task List* • Lesson 3—Organizing Tasks • Lesson 4—Scheduling Tasks • Lesson 5—Assigning Resources • Lesson 6—Managing Resources and Schedule* <p>Course: Project 2000 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 7—Formatting a Project* • Lesson 8—Viewing Your Schedule* • Lesson 9—Printing Your Schedule • Lesson 10—Budgeting a Project* • Lesson 11—Tracking Your Progress* • Lesson 12—Exporting Data* <p>Course: Project 2000 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 13—Using Project Central* • Lesson 14—Managing Multiple Projects* • Lesson 15—Communicating with a Project Team • Lesson 16—Creating Reports • Lesson 17—Customizing Project Options* <p>Course: Project 2000 Migration from Project 98 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Project 2000 and contains information from lessons marked above (*).</p>
<p>Target Audience</p> <p>Project users or anyone who works as a project manager. Proficient users of Project 98 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 6</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Publisher 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to use Publisher 2000 effectively to create business publications. Lessons include using the Publisher 2000 interface and the catalog, creating documents, and using editing tools. You will format text, work with WordArt, and add borders, backgrounds, and graphics. Additional lessons include designing tables, working with backgrounds, using mail merge, working with Web pages, and integrating with other Office applications</p> <p>Objectives</p> <p>Upon completing the three courses constituting Publisher 2000, you'll be able to:</p> <ul style="list-style-type: none"> • Access and open existing publications. • Access and use the menus, toolbars, and Help system. • Access and use the Publication Wizards. • Use the catalog, and create and edit documents. • Edit text information, use the cut, copy, and paste functions, and initiate the spell-check feature. • Format text, including creating bulleted lists and defining styles. • Add page borders and backgrounds and define header and footer information. • Locate, insert, and modify graphics. • Insert and edit tables. • Use Mail Merge, create an address list, and print Mail Merge documents. • Create and save Web pages and add hyperlinks to documents. 	<p>Program Content</p> <p>Course: Publisher 2000 Basic (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Publisher Basics • Lesson 2—Using the Catalog • Lesson 3—Creating Documents • Lesson 4—Using Editing Tools <p>Course: Publisher 2000 Intermediate (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 5—Entering Text in a Publication • Lesson 6—Editing Text • Lesson 7—Formatting Text • Lesson 8—Working with WordArt • Lesson 9—Adding Borders and Backgrounds • Lesson 10—Adding Graphics • Lesson 11—Editing Graphics <p>Course: Publisher 2000 Advanced (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 12—Designing Tables • Lesson 13—Working with Backgrounds • Lesson 14—Using the Mail Merge • Lesson 15—Working with Web Pages • Lesson 16—Integrating Other Office Application
<p>Target Audience</p> <p>Publisher users or anyone who creates business document for a publication</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Word 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Word 2000 effectively at work. Lessons include creating, editing, formatting, proofing, and printing documents, working with tables, using mail merge, inserting graphics, defining document sections, working with forms, and publishing Web documents.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Word 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Word application window, including menus, toolbars, navigational components, and Help. • Create, edit, and format documents, including the use of templates and wizards. • Access and edit existing documents, including inserting and deleting text by using the Cut, Copy, and Paste features. • Use the AutoCorrect feature to correct misspellings and typos, and use the Find and Replace option to update a document quickly. • Preview and print documents and control print settings. • Format documents by using font types, style, size, bulleted and numbered lists, and advanced formatting features. • Use the spelling- and grammar-checking options and access the thesaurus. • Create headers and footers, add page numbers, and set page orientations. • Insert and edit tables, including formatting and adding shading and borders. • Understand and use the Mail Merge feature. 	<p>Program Content</p> <p>Course: Word 2000 Basic (CPE: 3)</p> <ul style="list-style-type: none"> • Lesson 1—Word Basics* • Lesson 2—Creating Documents* • Lesson 3—Editing Documents* • Lesson 4—Formatting Documents** • Lesson 5—Proofing Documents* • Lesson 6—Previewing and Printing <p>Course: Word 2000 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 7—Creating Page Layouts • Lesson 8—Working with Tables* • Lesson 9—Using Mail Merge** • Lesson 10—Working with Outlines** • Lesson 11—Managing Files <p>Course: Word 2000 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 12—Advanced Formatting • Lesson 13—Inserting Graphic Objects* • Lesson 14—Working with Graphic Objects • Lesson 15—Using Sections and Columns • Lesson 16—Working with Forms • Lesson 17—Working with Workgroups • Lesson 18—Publishing Web Documents* <p>Course: Word 2000 Migration from Word 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Word 2000 and contains information from lessons marked above (*).</p> <p>Course: Word 2000 Migration from Word 7 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Word 2000 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Microsoft Word 2000 users. Proficient users of Word 7 or Word 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 7</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Word 2000 Expert

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply effectively the more advanced functions and features of Microsoft Word 2000. Lessons include working with document sections and text flow, advanced document formatting, using templates to create a calendar, and new techniques with headers and footers. Advanced graphic manipulation and Web page creation is covered along with Macros and workgroup collaboration.</p> <p>Objectives</p> <p>Upon completing the two courses constituting <i>Word 2000 Expert</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Format documents with a different header and footer for the first page, and set up odd and even pages. • Create and edit text styles for a document, and define cross-references and a custom table of contents. • Create a calendar, letterhead, and labels by using available templates. • Define a table that performs calculations, link an Excel worksheet to a Word table, and split tables across pages. • Insert and format graphics in a document and wrap text around graphic objects. • Use linked graphics in a document and work with sound and video files. • Create Web pages by using themes and hyperlinks. Identify and use keyboard shortcuts to initiate commands and features in Word. • Create and use a custom dictionary and control automatic corrections within documents. • Create and use an advanced search to identify and locate specific documents. • Define and run a macro to edit a document quickly. • Create custom menus and toolbars. • Create form documents for collection information. • Set document protection and properties, and create and save document versions. • Set up auto-save for documents, create backup files, and recover documents. 	<p>Program Content</p> <p>Course: Document Formatting (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Working with Paragraphs and Sections • Lesson 2—Formatting Documents • Lesson 3—Working with Templates • Lesson 4—Using Table Functions • Lesson 5—Working with Graphics and objects • Lesson 6—Working with Web Pages <p>Course: Time Savers (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 7—Automating Word Tasks • Lesson 8—Creating and Using Macros • Lesson 9—Customizing Menus and Toolbars • Lesson 10—Using Forms • Lesson 11—Collaborating with Workgroups • Lesson 12—Preventing Document Loss
<p>Target Audience</p> <p>Microsoft Word 2000 users who want to learn advanced techniques</p>	<p>Prerequisites</p> <p>Completion of all the <i>Word 2000</i> courses</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Microsoft Office XP

Access 2002

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Access 2002 effectively to create and use databases. Lessons include an introduction to the Access program, working with tables and forms, viewing information, using queries, and producing, modifying, and printing reports. You also will learn to create forms and use database utilities.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Access 2002</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Access application window, including menus, toolbars, navigational components, and Help. • Understand the concept of and work with database tables and forms. • Create a simple database query. • Define, create, modify, and print reports using the Report Wizard. • Describe the procedures for planning and designing a database. • Design, create, and modify database tables. • Use the Form Wizard to create data entry forms and add headers and footers. • Modify forms, including adding and removing fields, adding calculation controls, and changing properties. • Add graphics, change styles, and control form colors. • Use the Chart Wizard to edit chart information, change the chart type, and modify colors. • Copy and import data from different sources. • Add hyperlinks and save database objects as Web pages. • Delete, repair, and compact a database. • Maintain backup files and restore database information. 	<p>Program Content</p> <p>Course: Access 2002 Database Basics (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Access* • Lesson 2—Working with Tables** • Lesson 3—Working with Forms** • Lesson 4—Viewing Information* • Lesson 5—Using Queries** • Lesson 6—Producing Reports** <p>Course: Access 2002 Practical Techniques (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 7—Modifying Reports* • Lesson 8—Designing Databases* • Lesson 9—Creating Tables* • Lesson 10—Modifying Tables** • Lesson 11—Understanding Table Relationships* <p>Course: Access 2002 Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 12—Creating Forms** • Lesson 13—Modifying Forms** • Lesson 14—Enhancing Forms** • Lesson 15—Advanced Access Operations* • Lesson 16—Importing and Exporting Data* • Lesson 17—Database Utilities* <p>Course: Access 2002 Migration from Access 2000 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Access 2002 and contains information from lessons marked above (*).</p> <p>Course: Access 2002 Migration from Access 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Access 2002 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Access 2002 users. Proficient users of Access 2000 or Access 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Excel 2002

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Excel 2002 effectively at work. Lessons include creating, editing, formatting, and printing workbooks and worksheets, working with formulas and functions, collaborating with workgroups, and creating charts.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Excel 2002</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Excel application window, including menus, toolbars, navigational components, and Help. • Access and use the Search feature to locate specific information. • Create and edit worksheets, including formatting worksheet rows and columns, and setting text and number formats. • Use automated features, including AutoFill, AutoSum, and AutoRecover. • Use the Undo and Redo features to edit spreadsheet information. • Access and use the Find and Replace, Go To, and Paste Special features to navigate within and edit worksheets. • Create and apply formulas and use functions to complete calculations in worksheets. • Set up, preview, and print workbooks and worksheets. • Change the page set-up parameters, including headers and footers, and page orientation. • Create charts from worksheet information and define data lists. • Manage Excel files, workbooks, and worksheets. • Define and use templates to create workbooks and worksheets. • Link information in worksheets, including Web resources and hyperlinks. • Use the Excel analysis tools. • Share files and collaborate with a workgroup. 	<p>Program Content</p> <p>Course: Excel 2002 Spreadsheet Basics (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Excel Basics* • Lesson 2—Creating Worksheets* • Lesson 3—Editing Worksheets* • Lesson 4—Using Editing Tools* • Lesson 5—Formatting Text and Numbers • Lesson 6—Formatting Rows and Columns* <p>Course: Excel 2002 Practical Techniques (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 7—Working with Formulas* • Lesson 8—Working with Functions* • Lesson 9—Previewing and Printing • Lesson 10—Using Page Setup • Lesson 11—Working with Charts and Objects** <p>Course: Excel 2002 Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 12—Working with Lists** • Lesson 13—Managing Workbooks • Lesson 14—Linking Worksheets* • Lesson 15—Collaborating with Workgroups* • Lesson 16—Managing Files* • Lesson 17—Using Analysis Tools** • Lesson 18—Using Templates* <p>Course: Excel 2002 Migration from Excel 2000 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Excel 2002 and contains information from lessons marked above (*).</p> <p>Course: Excel 2002 Migration from Excel 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Excel 2002 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Microsoft Excel 2002 users. Proficient users of Excel 97 or Excel 2000 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Excel 2002 Expert

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply effectively the more advanced functions and features of Microsoft Excel 2002. Lessons include spreadsheet design, advanced worksheet formatting, lookup and reference functions, defining text boxes, and converting cell values. In addition, <i>Excel 2002 Expert</i> covers the advanced use of graphic elements, embedding and linking data, creating reports and charts, and using What-If analysis tools.</p> <p>Objectives</p> <p>Upon completing the two courses constituting <i>Excel 2002 Expert</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Use proven design characteristics to design spreadsheets. • Define protection for worksheets to prevent accidental and unauthorized changes. • Create custom number formats for specific cells, define conditional formatting, and use conditional functions with spreadsheet cells. • Use the VLOOKUP, MATCH, and INDEX functions to locate and identify values and cell. • Add and use text boxes to present information and notes within a spreadsheet. • Draw lines, circles, rectangles, and arrows and use WordArt to highlight and identify specific information. • Insert a graphic and use the Drawing toolbar to edit and control the display. • Embed and link data from an external source, and create queries to locate data. • Publish an Excel worksheet as a Web page. • Use the Report Manager to define, save, and print reports. • Use The SUM function to complete totals across several pages. • Use advanced analysis tools, including Solver, Goal Seek, and Scenarios. • Create and use macro programs and shortcut keys. • Locate and resolve calculation errors by using the auditing tools. 	<p>Program Content</p> <p>Course: Formatting and Functions (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Spreadsheet Design • Lesson 2—Worksheet Formatting • Lesson 3—Lookup and Reference Functions • Lesson 4—Working with Text • Lesson 5—Adding Visual Elements <p>Course: Analysis and Time Savers (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 6—Importing and Publishing Data • Lesson 7—Summarizing Data • Lesson 8—Analyzing Data • Lesson 9—Macros and Shortcuts • Lesson 10—Auditing Tools • Lesson 11—Customizing Excel
<p>Target Audience</p> <p>Microsoft Excel 2002 users who want to learn advanced techniques</p>	<p>Prerequisites</p> <p>Completion of all the <i>Excel 2002</i> courses</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Outlook 2002

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to use Microsoft Outlook 2002 effectively to create and send e-mail and manage a calendar. Lessons include replying to e-mail, formatting and sending e-mail, working with contacts and address books, managing a calendar, and creating reminder notes.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Outlook 2002</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Outlook application window, including menus, toolbars, navigational components, and Help. • Locate, open, and reply to mail messages, and compose and send original mail. • Set a message's importance, flag messages, attach files, and recall a message. • Sort, delete, track, and print messages. • Create and manage a list of business contacts. • Define and modify an Address Book, and create, update, and manage a list of contacts. • Create and manage a list of tasks, respond to task requests, and assign tasks. • Schedule events, manage a calendar, and create reminder notes. • Set up, manage, and sort information by category. • Export items and information from Outlook to other Office applications. • Create a Mail Merge document. • Customize Outlook. 	<p>Program Content</p> <p>Course: Outlook 2002 Basics and E-Mail (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Outlook* • Lesson 2—Reading and Replying to Mail* • Lesson 3—Composing and Sending Mail* • Lesson 4—Formatting and Proofing Mail* • Lesson 5—Managing E-Mail* <p>Course: Outlook 2002 Managing Contacts and Tasks (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 6—Communicating with Contacts • Lesson 7—Managing Contacts • Lesson 8—Using the Address Book** • Lesson 9—Managing Tasks* <p>Course: Outlook 2002 Calendar, Notes, and More (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 10—Scheduling Events* • Lesson 11—Managing the Calendar • Lesson 12—Creating Reminder Notes • Lesson 13—Working with Categories • Lesson 14—Using Outlook with Other Applications* • Lesson 15—Customizing Outlook • Lesson 16—Using New Messaging Options* <p>Course: Outlook 2002 Migration from Outlook 2000 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Outlook 2002 and contains information from lessons marked above (*).</p> <p>Course: Outlook 2002 Migration from Outlook 98 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Outlook 2002 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Outlook 2002 users. Proficient users of Outlook 2000 or Outlook 98 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

PowerPoint 2002

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft PowerPoint 2002 effectively at work. Lessons include creating, editing, and formatting presentations, using templates and Master Slides, creating transition effects, and adding graphics and media elements. In addition, the lessons include information about presentation delivery and printing slide presentations.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>PowerPoint 2002</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the PowerPoint application window, including menus, toolbars, navigational components, and Help. • Create and edit presentations, including using templates to create presentations. • Edit and format PowerPoint slides. • Create and insert text boxes, align slide text, and modify presentation fonts. • Use the spell-check feature on presentation slides. • Deliver a completed presentation by using the keyboard and mouse. • Create and edit PowerPoint Master slides. • Create, insert, and modify graphics, charts, and tables. • Add a movie, sound, and animation to your presentation. • Design and create slide transitions by using sounds, slide timing, and visual effects. • Create a Build Slide and add an animated chart. • Add, change, and create new color schemes and apply them to presentations. • Manage presentation files, including creating a folder structure, naming files, and saving slides as a graphic. • Add hyperlinks to presentation slides and publish a presentation to the Web. • Prepare a presentation for remote delivery. • Publish a presentation to the Web and set up an online broadcast. 	<p>Program Content</p> <p>Course: PowerPoint 2002 Presentation Basics (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring PowerPoint* • Lesson 2—Creating a Presentation* • Lesson 3—Using Templates* • Lesson 4—Editing and Formatting Text* • Lesson 5—Polishing a Presentation <p>Course: PowerPoint 2002 Practical Techniques (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 6—Delivering a Presentation** • Lesson 7—Modifying a Presentation* • Lesson 8—Working with Slide Masters* • Lesson 9—Creating Output* • Lesson 10—Inserting Graphics* • Lesson 11—Creating Graphics • Lesson 12—Working with Graphics <p>Course: PowerPoint 2002 Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 13—Working with Charts and Tables • Lesson 14—Changing the Color Scheme • Lesson 15—Adding Movies and Sound** • Lesson 16—Creating Transitions • Lesson 17—Working with Animation • Lesson 18—Managing Files • Lesson 19—Sharing Presentations* <p>Course: PowerPoint 2002 Migration from PowerPoint 2000 (CPE: 0)</p> <p>This course teaches the new and enhanced features in PowerPoint 2002 and contains information from lessons marked above (*).</p> <p>Course: PowerPoint 2002 Migration from PowerPoint 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in PowerPoint 2002 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>PowerPoint 2002 users. Proficient users of PowerPoint 2000 or PowerPoint 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Project 2002

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you to use Project 2000 effectively to create project plans. Lessons include using the Project 2000 interface, organizing and scheduling tasks, assigning resources, and managing resources against schedules. You will format a project, view and print schedules, budget a project, track progress, and export data. Additional lessons include managing and communicating with a project team, using Project Central, and creating reports.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Project 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Open Project and create and organize a task list, and assign and manage resources. • Format, view and print schedules. • Enter project milestones and recurring tasks, and import task information from Excel. • Define a project outline and insert summary tasks. • Assign, track, and manage resources. • Budget a project by assigning cost to tasks, assigning pay rates, and adding materials costs. • Track project progress, identify critical paths, and compare actual progress to the project baseline. • Export information from Project to Word and Excel. • Use Project Central to maintain project team communications. • Create project reports. 	<p>Program Content</p> <p>Course: Project 2000 Basic (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Microsoft Project* • Lesson 2—Creating a Task List* • Lesson 3—Organizing Tasks • Lesson 4—Scheduling Tasks • Lesson 5—Assigning Resources • Lesson 6—Managing Resources and Schedule* <p>Course: Project 2000 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 7—Formatting a Project* • Lesson 8—Viewing Your Schedule* • Lesson 9—Printing Your Schedule • Lesson 10—Budgeting a Project* • Lesson 11—Tracking Your Progress* • Lesson 12—Exporting Data* <p>Course: Project 2000 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 13—Using Project Central* • Lesson 14—Managing Multiple Projects* • Lesson 15—Communicating with a Project Team • Lesson 16—Creating Reports • Lesson 17—Customizing Project Options* <p>Course: Project 2000 Migration from Project 98 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Project 2000 and contains information from lessons marked above (*).</p>
<p>Target Audience</p> <p>Project users or anyone who works as a project manager. Proficient users of Project 98 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 6</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Word 2002

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply Microsoft Word 2002 effectively at work. Lessons include creating, editing, formatting, proofing, and printing documents, working with tables, using mail merge, inserting graphics, defining document sections, working with forms, and publishing Web document.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Word 2002</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Word application window, including menus, toolbars, navigational components, and Help. • Create, edit, and format documents, including the use of templates and wizards. • Access and edit existing documents, including inserting and deleting text by using the Cut, Copy, and Paste features. • Use the spell-check and AutoCorrect features to correct misspellings and typos, and use the Find and Replace option to update a document quickly. • Format documents by using font types, style, size, bulleted and numbered lists, and advanced formatting features. • Create and print a Mail Merge document, including envelopes and labels. • Insert and edit tables, including formatting and adding shading and borders. • Insert clip art, graphic files, WordArt objects, and charts and diagrams. • Create and modify form objects. • Review, edit, and manage documents in a workgroup. • Preview and publish Web-based documents. • Identify and explain alternate input methods, including speech and handwriting recognition. 	<p>Program Content</p> <p>Course: Word 2002 Document Basics (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Word Basics* • Lesson 2—Creating Documents* • Lesson 3—Editing Documents* • Lesson 4—Formatting Text • Lesson 5—Formatting Paragraphs and Documents* • Lesson 6—Proofing Documents** • Lesson 7—Previewing and Printing <p>Course: Word 2002 Practical Techniques (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 8—Creating Page Layouts • Lesson 9—Using Mail Merge* • Lesson 10—Working with Tables** • Lesson 11—Managing Files <p>Course: Word 2002 Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 12—Advanced Formatting • Lesson 13—Inserting Graphic Objects* • Lesson 14—Working with Graphic Objects • Lesson 15—Working with Forms • Lesson 16—Working with Workgroups* • Lesson 17—Publishing Web Documents** • Lesson 18—Using Alternative Input Methods* <p>Course: Word 2002 Migration from Word 2000 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Word 2002 and contains information from lessons marked above (*).</p> <p>Course: Word 2002 Migration from Word 97 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Word 2002 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Microsoft Word 2002 users. Proficient users of Word 2000 or Word 97 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Word 2002 Expert

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to apply effectively the more advanced functions and features of Microsoft Word 2002. Lessons include working with document sections and text flow, advanced document formatting, using templates to create a calendar, and new techniques with headers and footers. Advanced graphic manipulation and Web page creation are covered, along with macros and workgroup collaboration.</p> <p>Objectives</p> <p>Upon completing the two courses constituting <i>Word 2002 Expert</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Format documents with a different header and footer for the first page, and set up odd and even pages. • Create and edit text styles for a document, and define cross-references and a custom table of contents. • Create a calendar, letterheads, and labels by using available templates. • Define a table that performs calculations, link an Excel worksheet to a Word table, and split tables across pages. • Insert and format graphics in a document and wrap text around graphic objects. • Use linked graphics in a document and work with sound and video files. • Create Web pages by using themes and hyperlinks. • Identify and use keyboard shortcuts to initiate commands and features in Word. • Create and use a custom dictionary and control automatic corrections within documents. • Create and use an advanced search to identify and locate specific documents. • Define and run a macro to edit a document quickly. • Create custom menus and toolbars. • Create form documents for collecting information. • Set document protection and properties, and create and save document versions. • Set up auto-save for documents, create backup files, and recover documents. 	<p>Program Content</p> <p>Course: Document Formatting (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Working with Paragraphs and Sections • Lesson 2—Formatting Documents • Lesson 3—Working with Templates • Lesson 4—Using Table Functions • Lesson 5—Working with Graphics and Objects • Lesson 6—Working with Web Pages <p>Course: Time Savers (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 7—Automating Word Tasks • Lesson 8—Creating and Using Macros • Lesson 9—Customizing Menus and Toolbars • Lesson 10—Using Forms • Lesson 11—Collaborating with Workgroups • Lesson 12—Preventing Document Loss
<p>Target Audience</p> <p>Microsoft Word 2002 users who want to learn advanced techniques</p>	<p>Prerequisites</p> <p>Completion of all the <i>Word 2002</i> courses</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Microsoft Windows

Windows XP

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you the basics of how to use Windows XP effectively at work. Lessons include exploring, working with, and customizing Windows XP, using the taskbar, managing files and folders, using Windows accessories, working with removable media, accessing a network environment, connecting to the Internet, and using advanced features.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Windows XP</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of Windows XP, including system logon, the Start menu, pinned and frequently used items, running applications, and accessing Help. • Open, maximize, minimize, restore, and arrange single and multiple Windows, including cascading and tiling. • Reposition the taskbar, and use the Address and Links toolbars and the Quick Launch Bar to open programs. • Customize the Windows XP user interface, set visual effects, and add desktop icons. • Use the file-management features to create new folders and files. • Open, close, move, copy, and delete files and folders. • Open WordPad and create and print a text document. • Access and use accessory programs, including Calculator, Phone Dialer Sound Recorder, and Character Map. • Copy files to removable media, including a CD burner, and create and restore backup files. • Access resources on a network to share files and folders, connect to the Internet, and access a Web site. • Select and copy files for working off-line and use the Synchronization Manager. • Change a system password, set a restore point, access remote assistance, and update the operating system. 	<p>Program Content</p> <p>Course: Windows XP Operating System Basics (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Windows XP* • Lesson 2—Working with Windows* • Lesson 3—Using the Taskbar* • Lesson 4—Customizing Windows XP* <p>Course: Windows XP Practical Techniques (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 5—Working with Files and Folders • Lesson 6—Understanding File Managers* • Lesson 7—Managing File and Folders* • Lesson 8—Working with Text Files** • Lesson 9—Using Windows Accessories* <p>Course: Windows XP Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 10—Working with Removable Media* • Lesson 11—Working in a Network Environment** • Lesson 12—Connecting to the Internet • Lesson 13—Working on a Remote Computer* • Lesson 14—Using Advanced Features* <p>Course: Windows XP Migration from Windows 2000 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Windows XP and contains information from lessons marked above (*).</p> <p>Course: Windows XP Migration from Windows 98 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Windows XP and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Microsoft Windows XP users. Proficient users of Windows 98 or Windows 2000 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p>None</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Windows 2000

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you the basics of the Windows 2000 operating system. Lessons include using the Windows 2000 interface, working with windows, using the taskbar and Start button, working with files and folders, navigating and managing files, using e-mail, connecting to the Internet, and working in a network environment.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Windows 2000</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of Windows 2000, including system logon, the Start menu, running applications, and accessing Help. • Open, maximize, minimize, restore, and arrange single and multiple Windows, including cascading and tiling. • Access and use the Start button, taskbar, and Quick Launch Bar to access programs. • Use Explorer and file-management features to create new folders, move copy, and delete files and folders. • Create desktop shortcuts for quick access to programs and documents. • Access and use accessory programs, including WordPad, Calculator, Phone Dialer Sound Recorder, and Character Map. • Access resources on a network to share files and folders, connect to the Internet, and access a Web site. • Select and copy files for working off-line and use the Synchronization Manager. • Access the Briefcase option to transport and share files. • Send and receive faxes. 	<p>Program Content</p> <p>Course: Windows 2000 Basic (CPE: 3)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Windows 2000* • Lesson 2—Working with Windows • Lesson 3—Using the Taskbar and Start Button** • Lesson 4—Working with Files and Folders <p>Course: Windows 2000 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 5—Understanding File Managers** • Lesson 6—Managing Files and Folders* • Lesson 7—Working with Text Files* • Lesson 8—Sending and Receiving Mail** • Lesson 9—Managing Mail** • Lesson 10—Working in a Network Environment* <p>Course: Windows 2000 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 11—Working on a Remote Computer* • Lesson 12—Connecting to the Internet** • Lesson 13—Sending and Receiving Faxes** • Lesson 14—Using Windows Accessories** • Lesson 15—Working with Disks • Lesson 16—Customizing Windows 2000* <p>Course: Windows 2000 Migration from Windows 98 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Windows 2000 and contains information from lessons marked above (*).</p> <p>Course: Windows 2000 Migration from Windows 95 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Windows 2000 and contains information from lessons marked above (* and **).</p>
<p>Target Audience</p> <p>Windows 2000 operating system users. Proficient users of Windows 95 or Windows 98 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p>None</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 7</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Windows NT 4.0

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you the basics of the Windows NT operating system. Lessons include using the Windows NT interface, working with windows, using programs, working with disks, using Explorer, customizing Windows NT, exploring Network Neighborhood, sending and receiving e-mail, exploring the Internet, and exploring multimedia.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Windows NT 4.0</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of Windows NT 4.0, including system logon, the Start Menu, running applications, and accessing Help. • Open, maximize, minimize, restore, and arrange single and multiple Windows. • Open the My Computer window, access disk drives, and open selected files. • Change window views and use window controls, including scroll bars and shortcut menus. • Start and exit programs and use the Run Command. • Access and use accessory programs, including WordPad and Paint. • Select and use disk-utility programs, including Disk Copy, Format, Backup, and Restore. • Use Explorer and file-management features to create new folders, move copy, and delete files and folders. • Create desktop shortcuts for quick access to programs and documents. • Customize the Windows NT interface, including mouse settings, accessibility, taskbar, and the Start menu options. • Access the Briefcase option to transport and share files. • Access resources on a network to share files and folders, connect to the Internet, and access a Web Site. • Customize the Windows interface and desktop. • Use the Media player to access multimedia information. 	<p>Program Content</p> <p>Course: Windows NT 4.0 Basic (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Finding Your Way Around • Lesson 2—Working with Windows • Lesson 3—Using Programs • Lesson 4—Using WordPad • Lesson 5—Creating a Graphic with Paint <p>Course: Windows NT 4.0 Intermediate (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 6—Working with Disks • Lesson 7—Viewing Files with Explorer • Lesson 8—Managing Files with Explorer • Lesson 9—Customizing Windows NT • Lesson 10—Using the Briefcase <p>Course: Windows NT 4.0 Advanced (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 11—Exploring the Network Neighborhood • Lesson 12—Creating and Sending E-Mail with Messaging • Lesson 13—Managing Mail • Lesson 14—Exploring the Internet • Lesson 15—Understanding Multimedia
<p>Target Audience</p> <p>Windows NT operating system users</p>	<p>Prerequisites</p> <p>None</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Windows 98

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to use the Windows 98 operating system effectively. Lessons include using the Windows 98 interface, working with windows, using My Computer, Windows Explorer, and Network Neighborhood, working with disks, and connecting to the Internet.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Windows 98</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of Windows 98, including system logon, the Start Menu, running applications, and accessing Help. • Open, maximize, minimize, restore, and arrange single and multiple Windows. • Open the My Computer window, access disk drives, and open selected files. • Change window views and use window controls, including scroll bars and shortcut menus. • Select and use disk-utility programs, including ScanDisk, Disk Cleanup, and Defrag. • Access Windows Explorer and locate folders and files. • Use file-management features to create new folders, and move, copy, and delete files and folders. • Create desktop shortcuts for quick access to programs and documents. • Access resources on a network to share files and folders, connect to the Internet, and access a Web site. • Customize the Windows interface and desktop. • Access the Briefcase option to transport. • Access and use the accessory programs provided with Windows 98. • Set up Window components, add a printer, and install a new application. 	<p>Program Content</p> <p>Course: Windows 98 Basic (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Exploring Windows 98* • Lesson 2—Working with Windows • Lesson 3—Working with My Computer* • Lesson 4—Working with Disks* <p>Course: Windows 98 Intermediate (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 5—Using Windows Explorer* • Lesson 6—Managing Files and Folders • Lesson 7—Exploring the Network Neighborhood* • Lesson 8—Connecting to the Internet* • Lesson 9—Customizing Windows* <p>Course: Windows 98 Advanced (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 10—Customizing the Windows 98 Desktop* • Lesson 11—Sending and Receiving E-Mail* • Lesson 12—Managing Mail* • Lesson 13—Exploring Accessories • Lesson 14—Creating Documents with WordPad • Lesson 15—Managing Your Computer System* <p>Course: Windows 98 Migration from Window 95 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Windows 98 and contains information from lessons marked above (*).</p>
<p>Target Audience</p> <p>Windows 98 operating system users. Proficient users of Windows 95 should consider taking the Migration course.</p>	<p>Prerequisites</p> <p>None</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Internet Browsers

Internet Explorer 6

<p>Description</p> <p>By using demonstrations and interactive exercises, this course teaches you how to access Internet resources using Microsoft Internet Explorer 6. Lessons include navigating Web sites, searching for information, working with favorites, working with e-mail, using interface controls, and setting security and privacy options.</p> <p>Objectives</p> <p>Upon completing the course <i>Internet Explorer 6</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Understand the concepts of the Internet and how a Web browser is used to access information. • Access and use the toolbars to control the Web browser. • Understand and use Web addresses, hyperlinks, and browser controls to navigate the Internet. • Use the History bar to recall information and change your home page. • Understand and perform an Internet search by using a selected Internet search engine. • Print a selected Web page. • Add and organize favorite Web sites for quick access. • Create and send e-mail messages, including messages with attachments and linked messages. • Use browser controls to customize toolbars, change fonts, and use the media bar. • Set and maintain security and privacy controls. 	<p>Program Content</p> <p>Course: Operating a Web Browser (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Internet Explorer Basics** • Lesson 2—Navigating Web Sites • Lesson 3—Searching for Information on the Web** • Lesson 4—Working with Favorite Web Sites • Lesson 5—Working with E-Mail** • Lesson 6—Using Interface Controls** • Lesson 7—Setting Security and Privacy* <p>Course: Internet Explorer 6 Migration from Internet Explorer 5 (CPE: 1)</p> <p>This course teaches the new and enhanced features in Internet Explorer 6 and contains information from lessons marked above (*).</p> <p>Course: Internet Explorer 6 Migration from Internet Explorer 4 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Internet Explorer 6 and contains information from lessons marked above (**).</p>
<p>Target Audience</p> <p>Microsoft Internet Explorer 6 users. Proficient users of Internet Explorer 4 or 5 should consider taking the appropriate Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>3 hours</p>
<p>For CPE Learners: N/A</p>	

Internet Explorer 5

<p>Description</p> <p>By using demonstrations and interactive exercises, this course teaches you how to access Internet resources using Microsoft Internet Explorer 5. Lessons include navigating Web sites, searching for information, working with favorites, working with e-mail, using interface controls, and setting security and privacy options.</p> <p>Objectives</p> <p>Upon completing the course <i>Internet Explorer 5</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Understand the concepts of the Internet and how a Web browser is used to access information. • Access and use the toolbars to control the Web browser. • Understand and use Web addresses, hyperlinks, and browser controls to navigate the Internet. • Use the History bar to recall information and change your home page. • Understand and perform an Internet search by using a selected Internet search engine. • Print a selected Web page. • Add and organize favorite Web sites for quick access. • Create and send e-mail messages, including messages with attachments and linked messages. • Use browser controls to customize toolbars, change fonts, and reset the browser home page. 	<p>Program Content</p> <p>Course: Operating a Web Browser (CPE: 1)</p> <ul style="list-style-type: none"> • Lesson 1—Internet Explorer Basics* • Lesson 2—Navigating Web Sites • Lesson 3—Searching for Information on the Web* • Lesson 4—Accessing Favorite Web Sites • Lesson 5—Working with E-Mail* • Lesson 6—Customizing Internet Explorer* <p>Course: Internet Explorer 5 Migration from Internet Explorer 4 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Internet Explorer 5 and contains information from lessons marked above (*).</p>
<p>Target Audience</p> <p>Microsoft Internet Explorer 5 users. Proficient users of Internet Explorer 4 should consider taking the Migration course.</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>3 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 1</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Lotus Notes

Lotus Notes R6

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to use Lotus Notes R6 in the work environment to create and send e-mail, manage a calendar, work with contacts, and manage databases. Lessons include replying to e-mail, formatting and sending e-mail, working with contacts and address books, and managing a calendar.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Lotus Notes R6</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Lotus Notes R6 application, including changing views, accessing databases, and using navigational components and Help. • Locate, open, read, and reply to e-mail messages. • Compose and send original e-mail address and send messages, including formatting and using letterhead messages and stationery. • Set up and manage e-mail messages, including sorting, searching, and printing messages. • Create attachments, and links hotspots and tables within an e-mail message. • Access and browse the Internet through Lotus Notes R6. • Define and modify an address book, and create, update, and manage a list of contacts. • Schedule events, and manage a calendar and a to-do list. • Use a template to set up and manage databases of information, including defining bookmarks and folder structures. • Use Lotus Notes from a remote location. • Customize Lotus Notes. 	<p>Program Content</p> <p>Course: Basics and E-mail (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Notes Basics* • Lesson 2—Reading and Replying to Mail * • Lesson 3—Creating Mail* • Lesson 4—Managing Mail Document * • Lesson 5—Working with Attachments and Object * • Lesson 6—Browsing the Internet <p>Course: Contacts, Calendars and To Do Lists (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 7—Managing Contacts* • Lesson 8—Communicating with Contact * • Lesson 9—Working with the Calendar* • Lesson 10—Managing Your Calendar* • Lesson 11—Setting Up Meetings • Lesson 12—Working with To Do Lists <p>Course: Useful Features (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 13—Creating and Deleting Databases • Lesson 14—Managing a Database • Lesson 15—Using Notes Remotely • Lesson 16—Customizing Notes* <p>Course: Lotus Notes R6 Migration from Lotus Notes R5 (CPE: 0)</p> <p>This course teaches the new and enhanced features in Lotus Notes R6 and contains information from lessons marked above (*).</p>
<p>Target Audience</p> <p>Lotus Notes R6 users</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners: N/A</p>	

Lotus Notes R5

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you how to use Lotus Notes R5 in the work environment, to create and send e-mail, and manage a calendar. Lessons include, replying to e-mail, formatting and sending e-mail, working with contacts and address books, and managing a calendar.</p> <p>Objectives</p> <p>Upon completing the three courses constituting <i>Lotus Notes R5</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Identify and use the components of the Lotus Notes' application, including changing views, accessing databases, and using navigational components and Help. • Locate, open, reply to, compose, and send e-mail messages. • Compose addresses and send messages, including formatting and using letterhead messages and stationery. • Set up and manage e-mail messages, including sorting, searching, and printing them. • Create attachments, links, hotspots, and tables within an e-mail message. • Define and modify an Address Book, and create, update, and manage a list of contacts. • Schedule events, manage a calendar, and manage a To Do list. • Use a template to set up and manage databases of information, including defining bookmarks and folder structures. • Access and browse the Internet from within Lotus Notes. • Use Lotus Notes from a remote location. • Customize Lotus Notes. 	<p>Program Content</p> <p>Course: Lotus Notes R5 Basic (CPE: 1)</p> <ul style="list-style-type: none"> • Lesson 1—Notes Basics • Lesson 2—Reading and Replying to Mail • Lesson 3—Creating Mail • Lesson 4—Managing Mail Documents • Lesson 5—Working with Attachments <p>Course: Lotus Notes R5 Intermediate (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 6—Managing Contacts • Lesson 7—Communicating with Contacts • Lesson 8—Working with the Calendar • Lesson 9—Managing Your Calendar • Lesson 10—Setting Up Meetings • Lesson 11—Working with To Do Lists • Lesson 12—Managing To Do Lists <p>Course: Lotus Notes R5 Advanced (CPE: 2)</p> <ul style="list-style-type: none"> • Lesson 13—Creating and Deleting Databases • Lesson 14—Managing a Database • Lesson 15—Browsing the Internet • Lesson 16—Using Notes Remotely • Lesson 17—Customizing Notes
<p>Target Audience</p> <p>Lotus Notes R5 users</p>	<p>Prerequisites</p> <p><i>Windows Basic</i> course or a basic knowledge of Windows</p> <p>Estimated Completion Time</p> <p>9 hours</p>
<p>For CPE Learners:</p> <p>CPE Credit Hours 5</p> <p>Registration Requirements</p> <p>Please note that your learning history for this event will expire one year after you begin it. You must complete and pass all of the scored portions of this event within this period or your related learning history will be removed.</p>	<p>Program Level Basic</p> <p>Advanced Preparation None required</p> <p>Delivery Method Self-study</p> <p>Field of Study Computer Science</p>

Computer Literary

Understanding Information Technology

<p>Description</p> <p>By using demonstrations and interactive exercises, this course teaches you the basic concepts of information technology and how they apply to business and everyday life. Lessons include understanding hardware and software, data storage, networks, security, and copyright law.</p> <p>Objectives</p> <p>Upon completing the course <i>Understanding Information Technology</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Understand the concepts of information technology, including the definitions of hardware and software. • Identify the different types of computers and the primary parts of a PC. • Identify and describe the use of the central processing unit in a computer system and identify input and output devices. • Describe the types and uses of computer memory. • Describe types of storage devices and how they are used in a computer system. • Identify and describe types of software, including operating systems and applications. • Describe and identify different types of networks and explain the concepts of the Internet and e-mail. • Create and send e-mail messages, including those with attachments and linked messages. • Explain the general concepts of how computers are used in business, home, and school. • Explain the need for computer security. • Identify the copyright restrictions and law as they pertain to the use of a computer. 	<p>Program Content</p> <p>Course: Understanding Information Technology (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Getting Started • Lesson 2—Taking a Look at Hardware • Lesson 3—Storage and How It Works • Lesson 4—Understanding Software • Lesson 5—Information Networks • Lesson 6—Computers in Everyday Life • Lesson 7—IT and Society • Lesson 8—Security, Copyright, and the Law
<p>Target Audience</p> <p>Users of personal computers or other forms of information technology</p>	<p>Prerequisites</p> <p>None</p> <p>Estimated Completion Time</p> <p>3 hours</p>
<p>For CPE Learners: N/A</p>	

Using the Internet

<p>Description</p> <p>By using demonstrations and interactive exercises, these courses teach you the basic concepts of the Internet and how it operates. In addition, you will find information about how to use the Internet to gain a business advantage. Lessons include understanding the Internet, working with Web browsers, searching the Internet, doing business on the Internet, advanced search techniques, finding business resources on the Web, creating an online presence, and implementing e-commerce.</p> <p>Objectives</p> <p>Upon completing the two courses constituting <i>Using the Internet</i>, you'll be able to:</p> <ul style="list-style-type: none"> • Explain the history of the Internet and the basic concepts of its operation. • Describe the client-server relationship, connect to the Internet, and access a Web site. • Enter Web addresses (URLs) and navigate Web sites using the Forward, Back, Home, and History options. • Set a unique home page and manage your History folder. • Use the Search Bar to access a search engine and control search criteria. • Save a Web page to your hard drive and print information from the Web. • Use a search engine to locate businesses, newsgroups, and individuals. • Subscribe to a newsgroup, and access and download shareware and freeware. • Describe the concepts of plug-ins and the use of compressed files. • Understand and set up general safety and security features in your browser. • Understand the impact of business on the Internet and use advanced search techniques. • Locate and identify business resources and examine e-commerce strategies. 	<p>Program Content</p> <p>Course: How the Internet Works (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 1—Opening the Internet • Lesson 2—Working with Internet Browsers • Lesson 3—Customizing Your Browser • Lesson 4—Accessing Your Favorite Sites • Lesson 5—Searching with Your Browser • Lesson 6—Using Specialized Search Engines • Lesson 7—Accessing Internet Resources • Lesson 8—Internet Safety and Common Sense • Lesson 9—Working with E-mail <p>Course: Using the Internet in Business (CPE: 0)</p> <ul style="list-style-type: none"> • Lesson 10—Doing Business on the Internet • Lesson 11—Using Advanced Search Techniques • Lesson 12—Searching for Marketing Intelligence • Lesson 13—Finding Business Resources on the Web • Lesson 14—Analyzing Online Education and Training • Lesson 15—Creating an Online Presence • Lesson 16—Examining E-commerce • Lesson 17—Implementing E-commerce
<p>Target Audience</p> <p>Users of personal computers or other forms of information technology who will be accessing and using the Internet</p>	<p>Prerequisites</p> <p>None</p> <p>Estimated Completion Time</p> <p>3 hours</p>
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CPE Information and Policies

Course Registration Information

Customers must properly implement ACS off-the-shelf courses to meet NASBA requirements for CPE credit. For information about CPE implementation, please contact your local ACS representative, or call us at 216-685-6000.

Complaint Resolution Policy

CPE customers are encouraged to call our national help desk to file complaints or make service inquiries. The help desk is available 24 hours a day, seven days a week. A support person initially handles all Level 1 service inquiries. If a CPE inquiry is not resolved at that level, it is escalated to a designated CPE specialist in the ACS CPE Level 2 Help Desk, who will investigate the issue immediately and resolve it with the customer.

Refund/Cancellation Policy

We are committed to the quality of our products and customer satisfaction. If a customer becomes dissatisfied with any of our off-the-shelf products, he or she should report the issues and concerns immediately to the local ACS representative, or our service group at 216-685-6000. ACS may grant refunds or product exchanges based upon our review of the customer's circumstances.

Since our products are licensed to organizations and not to individuals, refunds and exchanges are made only to the organization, not to an individual learner.

For further questions or clarifications, please contact your local ACS representative, or contact us at us at 216-685-6000.