Office Productivity
2015 training catalog
Summer Edition

1-800-418-6789
www.learnsmartsystems.com

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Google Apps

Google Documents Series

Getting Started, Document Fundamentals, Document Formatting and Customization in Google Documents
Course Number: 1467
Time: 75 Minutes
Number of Quizzes: 1 Quiz

Getting started with Google Documents is made easy through this training as you go through demonstrations of creating documents, opening and uploading existing documents, and navigating within the document interface. You’ll also have the opportunity to learn some document fundamentals, which teaches you about type justification, page setup, save options, and the concepts behind cutting, copying, and pasting; and basic formatting that covers text and formatting, inserting page breaks, and formatting line spacing. You’ll also take a closer look at formatting options by learning about advanced formatting and ways to customize a document. All in all, the topics covered in this training will enhance your ability to work with Google Documents helping you be more productive and efficient at document creation.

Getting Started ........................................... 1467_001
Document Fundamentals.............................. 1467_002
Basic Formatting ........................................ 1467_003
Advanced Formatting .................................. 1467_004
Customizing Documents.............................. 1467_005

Working with Tables, Proofing, Navigation Techniques and Document Distribution in Google Documents
Course Number: 1468
Time: 75 Minutes
Number of Quizzes: 1 Quiz

In this training, you will go through presentations on working with tables, proofing tools, shortcuts, document navigation techniques specifically bookmarks and a table of contents, and document distribution. Some of the proofing tools covered are the Spelling Checker, Find & Replace, and translation tools. As for document distribution, it is an important aspect of Google Documents to understand. You have this document online, but in most cases, you’ll need that document in print or saved in some other format to share with others. Learn how to print, download and copy, and publish your document from Google Documents.

Working with Images, Video and Tables, Animating Slide Elements, Collaboration and Distribution in Google Presentations
Course Number: 1470
Time: 75 Minutes
Number of Quizzes: 1 Quiz

In this training, you’ll observe demonstrations on working with images, video, and tables. In the tables section, you observe how to insert a table, customize borders

Google Presentations Series

Getting Started, Presentation Fundamentals, Formatting Text and Drawing Options in Google Presentations
Course Number: 1469
Time: 75 Minutes
Number of Quizzes: 1 Quiz

Do you want to learn about Google Presentations? This training will help you with that by touring you through the different features available in Google Presentations. Start out by learning how to create a presentation, upload a presentation, and navigate within the presentation interface. Then you’ll go over the best practices to implement, how to create and import slides, slide layout options, slide navigation, save options, and slide themes. There’s also time spent taking a look at formatting text and drawing options. The drawing options section goes over shapes, drawing tools, grouping and aligning objects, and defining object order. Delve into Google Presentations.

Getting Started ........................................... 1469_001
Presentation Fundamentals........................... 1469_002
Formatting Text ........................................... 1469_003
Drawing Options .......................................... 1469_004

Working with Images, Video and Tables, Animating Slide Elements, Collaboration and Distribution in Google Presentations
Course Number: 1470
Time: 75 Minutes
Number of Quizzes: 1 Quiz

In this training, you’ll observe demonstrations on working with images, video, and tables. In the tables section, you observe how to insert a table, customize borders
and shading, add rows and columns, as well as how to adjust rows and columns. You’ll also discover how to animate slide elements like transitions, text, shapes, and images. Wrap up your training in the collaboration and distribution section. In this section, you’ll learn how to add speaker notes, about the different download options, about Revision History, about the different print options and sharing features, how to present the presentation, and the options for publishing the presentation. With an understanding of these topics, you can begin working in Google Presentations.

Google

Spreadsheets Series

Getting Started, Spreadsheet Fundamentals and Beyond the Basics in Google Spreadsheets

Course Number: 1461
Time: 75 Minutes
Number of Quizzes: 1 Quiz
Number of Labs: 3 Labs

As an introductory course, you will learn about getting started in Google Spreadsheets as you familiarize yourself with the Spreadsheet interface, begin creating a new spreadsheet, and open an existing spreadsheet. You will also cover spreadsheet fundamentals like entering and selecting data, how to format data, what the different data types are, and how to edit worksheets. Then you’ll wrap up by going over the ways to work with formulas, functions, conditional formatting, and data validation. Begin exploring Google Spreadsheets.

Getting Started ........................................... 1461_001
Spreadsheet Fundamentals .......................... 1461_002
Beyond the Basics ..................................... 1461_003

Enhancing Spreadsheets, Spreadsheet Organization & Optimization and Spreadsheet Distribution in Google Spreadsheets

Course Number: 1462
Time: 75 Minutes
Number of Quizzes: 2 Quizzes
Number of Labs: 3 Labs

When working with spreadsheets, you can enhance a spreadsheet with images, charts, drawings, and forms. These enhancements are explored along with Google Gadgets to give you an understanding of different ways that you can customize your spreadsheet. On the topic of spreadsheet organization and optimization, you’ll learn about getting organized, manipulating the screen display, sorting and filtering data, and pivot tables. The final portion of this course concentrates on spreadsheet distribution, which explains your print options, how to download and copy spreadsheets, Revision History, and notification rules. Also contained in this section are demonstrations on sharing and collaboration, and publishing spreadsheets. Learn how Google Spreadsheets can help you with your individual productivity needs.

Enhancing Spreadsheets ................................ 1462_001
Spreadsheet Organization & Optimization .... 1462_002
Spreadsheet Distribution ............................ 1462_003

Microsoft Office 2013

Office Excel 2013 Series

VLOOKUP, Formulas & Conditional Logic in Excel 2013

Course Number: 884
Time: 120 Minutes

Excel 2013 is the latest Excel update from Microsoft that is increased in flexibility, dynamics, and usage. LearnSmart’s VLOOKUP, Formulas & Conditional Logic in Excel 2013, explains the functionality of formulas across worksheets and workbooks. By the end of this course, students will have an in-depth understanding of the most popular formulas in Excel 2013 that will help make users’ experience within Excel more efficient.

Totals and Sparklines ................................. 884_001
Subtotals .................................................. 884_002
VLOOKUP .............................................. 884_003
Nested Formulas ..................................... 884_004
Conditional Logic ................................. 884_005

Navigating and Managing Excel 2013

Course Number: 885
Time: 135 Minutes

If you are looking to start a career in business or finance, having a working knowledge of Microsoft’s Excel 2013 is a must. Excel 2013 is a version update, where Microsoft has made Excel more flexible, dynamic, and easier to use. In LearnSmart’s Navigating and Managing Excel 2013, students are introduced to Excel 2013 and its new features. Takeaways from this course include learning shortcuts to make working in Excel more efficient, discovering how
Excel Financial Formulas .......................... 887_001
What-If Scenarios ................................. 887_002
Charts and Graphs ................................. 887_003

Advanced Operations, Conditional Formatting, Macros & Printing in Excel 2013
Course Number: 888
Time: 195 Minutes

If you are looking to start a career in business or finance, having a working knowledge of Microsoft’s Excel 2013 is a must. Excel 2013 is a version update, where Microsoft has made Excel more flexible, dynamic, and easier to use. In LearnSmart’s Advanced Operations, Conditional Formatting, Macros & Printing in Excel 2013, five major areas are highlighted: formulas and formats, graphics, Internet integration, saving and printing, and macros. Each area is essential to understanding how to use Excel to its fullest potential. By the end of this course, students will add to their understanding of the new Excel 2013, and further increase their skillset for working within Excel.

Advanced Operations ............................ 888_001
Conditional Formatting .......................... 888_002
Data Protection ................................. 888_003
Add Graphics ................................. 888_004
Excel and the Web .............................. 888_005
Saving and Printing ............................ 888_006
Macros ........................................... 888_007

Financial Formulas, What-If Scenarios, Charts & Graphs in Excel 2013
Course Number: 887
Time: 75 Minutes

If you are looking to start a career in business or finance, having a working knowledge of Microsoft’s Excel 2013 is a must. Excel 2013 is a version update, where Microsoft has made Excel more flexible, dynamic, and easier to use. In LearnSmart’s Advanced Operations, Conditional Formatting, Macros & Printing in Excel 2013, five major areas are highlighted: formulas and formats, graphics, Internet integration, saving and printing, and macros. Each area is essential to understanding how to use Excel to its fullest potential. By the end of this course, students will add to their understanding of the new Excel 2013, and further increase their skillset for working within Excel.

Tour of the Interface ......................... 1137_001
Organize Your Presentation .................. 1137_002
Inserting and Formatting Shapes .......... 1137_003
Inserting and Formatting Text .............. 1137_004

Office PowerPoint 2013 Series

The Basics of PowerPoint 2013
Course Number: 1137
Time: 105 Minutes

Get an overview of all the features contained in PowerPoint 2013 available to create professional, high-quality presentations. You will go on a tour of the interface covering different menu and toolbar items, and learn how to customize your slide, graphics, and text. For text customization, you will find demonstrations for tools such as Text Styles and Word Art. Through these discussions, you will be preparing for Microsoft’s PowerPoint Exam 77-422.

Tour of the Interface ......................... 1137_001
Organize Your Presentation .................. 1137_002
Inserting and Formatting Shapes .......... 1137_003
Inserting and Formatting Text .............. 1137_004

Formatting Data, Text & Tables in Excel 2013
Course Number: 886
Time: 105 Minutes

Excel 2013 is the latest Excel update from Microsoft that is increased in flexibility, dynamics, and usage. LearnSmart’s Formatting Data, Text & Tables in Excel 2013, explores manipulating content using color, text and numerical formulas, and special formatting. This course is an excellent source for learning additional ways to format your data and text quickly and efficiently. By the end of this course, students will have a thorough understanding of the different formatting features available in Excel 2013.

Formatting Data ................................. 886_001
Modify Cells ..................................... 886_002
Tables ............................................. 886_003
Text Formulas ................................... 886_004
Operations ....................................... 886_005

Introduction ...................................... 885_001
Navigating Excel ................................. 885_002
Shortcuts ........................................ 885_003
Creating and Manipulating Data ........... 885_004
Managing Worksheets ......................... 885_005
Paste Special .................................... 885_006
Changing Views .................................. 885_007

Office Productivity

to navigate through the Excel interface, and exploring the functionality of old and new features. By the end of this course, students will have a deeper understanding of the new Excel 2013.
Creating On-Screen Elements in PowerPoint 2013

Course Number: 1138
Time: 80 Minutes

Prepare for your Microsoft PowerPoint Exam 77-422 by concentrating on inserting, modifying, and ordering slide content to create visually-engaging presentations. To start, you will learn how to create and modify hyperlinks, tables, and charts. You will also learn how to work with SmartArt, add transitions, and insert media elements like audio, movie clips, and animations. In the animation section, you will learn how to animate slide content such as charts, pictures, shapes, and text through the animation pane, set animation duration, and reorder animations. Explore all of PowerPoint 2013’s available features for slide content customization.

Customize a Blank Document 1138_001
Insert and Format Tables 1138_002
Create and Modify Charts 1138_003
SmartArt 1138_004
Insert Media 1138_005
Adding Animations and Transitions 1138_006

Customizing Presentations in PowerPoint 2013

Course Number: 1139
Time: 120 Minutes

Craft presentations that are consistent in style and grammatically correct through PowerPoint 2013’s tools. You will start your exploration of presentation customization by working with slide masters. Topics covered with slide masters include creating custom layouts, inserting master layout backgrounds, and creating slide masters. You will also gain an understanding of the setup options on the backend of PowerPoint, as in AutoCorrect options, save options, and advanced options. Alongside these settings, you will also go over details on the activities involved in the process of finalizing a presentation. You will observe how to save your presentations, proof it for corrections, prepare it for print, merge multiple presentations, and restrict permissions on the file. Furthermore, the topics covered will aid you in your preparations for Microsoft’s PowerPoint Exam 77-422.

Slide Masters 1139_001
Creating Custom Layouts 1139_002
Presentation Properties 1139_003
Printing Presentations 1139_004
Saving Presentations 1139_005
Navigating and Annotating 1139_006
Checking the Presentation 1139_007

Office Word 2013 Series

The Basics of Word 2013

Course Number: 1141
Time: 120 Minutes

Prepare for the Microsoft Word 2013 Exam 77-418. You will go over the need-to-know skills to get started in Word. Review Word interface basics as you go over how to use the navigation pane and Quick Access toolbar. In addition to document creation, you will learn how to customize your document by inserting hyperlinks, a Quick Table, pictures, or Live Feeds. Explore new features like the show/hide paragraph feature and the split window tool. There’s also a portion of the course dedicated to macros to help you simplify those repeated tasks. As a wrap up, you’ll see how to prepare your document for print and protect it with a password. All of these features, tools, and capabilities introduce you to your options in Word 2013.

Tour of the Interface 1141_001
Navigation and Views 1141_002
Create a New Document 1141_003
Modify a Document 1141_004
Table of Contents 1141_005
Print 1141_006

Formatting in Word 2013

Course Number: 1142
Time: 105 Minutes

In LearnSmart’s Formatting in Word 2013 video training, some of the formatting options that you’ll cover include working with WordArt, inserting tabs and section breaks, preventing paragraph orphans, and adding titles to sections. What would we do without tables? They are necessary for all quality documents because they allow users to organize the content and show relationships between the content. Delve into how to modify them to enhance your document, as well as numbered lists and bulleted lists. There’s no limit to how you can create quality, professional documents using Word 2013. Covering these topics will help you in your preparation for Microsoft’s Word 2013 Exam 77-418.

Advanced Formatting Options 1142_001
Create and Modify a Table 1142_002
Lists 1142_003

Word 2013 Advanced Options

Course Number: 1143
Time: 80 Minutes

Explore the advanced options available in Word 2013 when working with special document types. Reference tool topics include inserting citations and a bibliography,
and applying footnotes and endnotes. When working with shapes and images, you’ll see how to remove backgrounds, apply artistic effects, configure images so that text wraps around it, and add Quick Styles to images. Go through the process of creating and properly formatting a resume, a cover page, thank you letters, and a research paper. Within these lessons, you will also find demonstrations on how to save with SkyDrive and export documents as PDFs. Overall, you will gain skills and an understanding of core concepts that are included on Microsoft’s Word 2013 Exam 77-418.

Reference Tools ................................. 1143_001
Captions ........................................... 1143_002
Shapes and Images .............................. 1143_003
Resumes ......................................... 1143_004
Cover Pages and Thank You Letters ...... 1143_005
Research Papers ............................... 1143_006

Office Access 2013 Series

Working with Databases in Access 2013
Course Number: 1502
Time: 120 Minutes
Number of Quizzes: 3 Quizzes

Study the characteristics and components of a database, while learning the capabilities provided by Access 2013 to build and implement databases. You will also find discussions on the distinction between queries and forms, on how to update and delete records, on the process of adding records to labels, and on the different filtering options that can be used to view data. In the relational database section, you will focus on the difference between flat and relational databases, the rules that apply to building relational databases, how to identify entities and attributes as well as use database diagrams. Learn these foundational topics so that you can deepen your understanding of how to create and work with databases in Access 2013. This is the first course in the Access 2013 (77-424) series.

Databases ........................................... 1502_001
Exhisting Data ................................. 1502_002
Relational Databases ....................... 1502_003

Creating, Modifying, and Managing Tables in Access 2013
Course Number: 1505
Time: 135 Minutes
Number of Quizzes: 4 Quizzes

Databases can save you time and energy. They are also useful for managing large quantities of data. In this training, you will observe how to create them as you go through discussions on generating databases from a template, the Wizard, the old format, and manually. You will also spend time taking a closer look at database components, particularly tables, table relationships, and fields. In the field section, you will learn about what to do with unique values, testing a field, setting primary key fields, field sizes, field data types, setting default values, and changing data formats. Learn how to work with each of these database elements in Access 2013. This is the second course in the Access 2013 (77-424) series.

Create a Database ............................. 1505_001
Create Tables ................................. 1505_002
Create and Modify Fields .................... 1505_003
Manage Table Relationships ............... 1505_004

Working with Forms in Access 2013
Course Number: 1506
Time: 120 Minutes
Number of Quizzes: 4 Quizzes

Take a closer look at forms as you focus on creating, enhancing, and formatting forms. In the form organization section, you will find presentations on tab modification, the way data sources are modified, and the steps to adding subforms. Some of the highlights from the formatting section include steps on applying themes and inserting images and backgrounds, how to sort records, and an overview of the printing layouts available. The navigation form section details the steps to creating navigation forms and how to format them. Overall, this course will introduce you to forms and teach you how to modify forms using Access 2013. This is the third course in the Access 2013 (77-424) series.

Create Forms ................................. 1506_001
Enhance Forms ................................ 1506_002
Organize Forms .............................. 1506_003
Format Forms ................................. 1506_004
Navigation Forms ......................... 1506_005

Working with Queries in Access 2013
Course Number: 1507
Time: 120 Minutes
Number of Quizzes: 5 Quizzes

Learn the basics of queries as you look at the purpose of queries, how to add fields to queries, query modifications, working with multitable queries, and types of criteria in queries. There is also sections of this training dedicated to demonstrating how queries function. In the query calculation section, you will look at calculated fields, the Expression Builder, numeric and text calculation, and
crosstab queries. The last section concentrates on action queries, which reviews how to use action queries, the steps to making table queries, how to update an action query, and append it. Take time to thoroughly explore queries so that you can use them to their fullest potential through Access 2013. This is the fourth course in the Access 2013 (77-424) series.

Queries .................................................. 1507_001
Modify Queries ...................................... 1507_002
Multitable Queries .................................. 1507_003
Criteria in Queries ................................. 1507_004
Calculations in Queries ............................ 1507_005
Action Queries ....................................... 1507_006

Sharing and Protecting Your Data in Access 2013
Course Number: 1509
Time: 120 Minutes
Number of Quizzes: 5 Quizzes

Dive into making reports with Access 2013. They are the final piece to working with an Access database. There’s also a section containing different tips for taking the Microsoft’s Access exam. The Protection section talks about protecting, splitting, merging, and encrypting a database. In the end, you will have a better understanding of how to use Access 2013 to create, modify, and print reports, as well as protect and maintain databases. With these skills, you will be equipped to work with reports and properly maintain databases. The final section of this course provides you with tips to help you successfully pass Microsoft’s 77-424 exam. This is the final course in the Access 2013 (77-424) series.

Create Reports ...................................... 1509_001
Modify Reports ...................................... 1509_002
Reports ................................................ 1509_003
Print and Distribute Reports ...................... 1509_004
Finalize .............................................. 1509_005
Protection ............................................ 1509_006
Database Maintenance ............................ 1509_007
Tips .................................................... 1509_008

Office Outlook 2013 Series

Getting Started in Outlook 2013
Course Number: 1524
Time: 90 Minutes
Number of Quizzes: 5 Quizzes

Outlook is a program that enables you to track all your communication with contacts, meetings or appointments, notes, and to-do lists in one place. Microsoft has offered this resourceful program for years, but released this version update to provide users with a sleeker and more efficient tool. Explore what’s new in Outlook 2013 as you go over the basics. You’ll explore the interface, discover customization options for the layout of Outlook as well as customization options within your messages. Communication is key to success. Therefore, you’ll spend a portion of your time learning to work efficiently within the Mail section of Outlook. Overall, the topics covered will aid you in your preparations for Microsoft’s Outlook Exam 77-423.

Outlook .................................................. 1524_001
Outlook Settings ..................................... 1524_002
New Messages ....................................... 1524_003
Manage Messages ................................. 1524_004
Format a Message ................................. 1524_005

Message and Contact Management in Outlook 2013
Course Number: 1525
Time: 90 Minutes
Number of Quizzes: 4 Quizzes

Outlook is your go-to resource for all tasks and projects associated with communication. Part of communication is knowing the appropriate channel to reach a contact. As a result, you must understand how to use the People tab in Outlook for your benefit. Alongside the discussion on Contacts, you will also spend time on organizing your mail as you look over folder and configuration options. Prepare for your Microsoft Outlook Exam 77-423 by learning the tools Outlook provides for mail organization, the various save options, and contact categorization. Explore all of Outlook 2013’s available features and tools for email and contact customizations.

Messages ............................................. 1525_001
Save and Back Up Messages ..................... 1525_002
New Contacts ....................................... 1525_003
Groups .............................................. 1525_004
Office Access 2010 Series

Navigating and Customization in Access 2010
Course Number: 749
Time: 105 Minutes
Number of Quizzes: 1 Quiz

Learn how to use Microsoft Access 2010 to maximize productivity, design, implement, and maintain Access databases through this LearnSmart course. Tour through Access 2010’s interface and learn the basics behind working with Access. In Access, there are four primary objects that data can be placed in: tables, forms, reports, and queries. As an introduction, learn about each of these objects and how their function intersects with each other to lay the foundation of your database. As you accumulate a larger volume of these objects, you will need to know how to navigate through them and establish an appropriate naming convention to distinguish them. The final topic covered in this course draws your attention to the ways that Access can customized on the front end with the Quick Access toolbar and the ribbon, as well as on the back end. Upon completion of this course, you will know the basics of Access and begin preparing for Microsoft’s 77-885 exam.

Introduction .................................................. 749_001
Access 2010 Tour ............................................ 749_002
Working with Tables and Forms.......................... 749_003

Working with Queries and Reports ..................... 749_004
Database Organization Techniques ..................... 749_005
Customizing Access ........................................ 749_006

Database Management and Table Design in Access 2010
Course Number: 750
Time: 180 Minutes
Number of Quizzes: 3 Quizzes

Access is a dynamic tool that will streamline your ability to quickly conglomerate data and place it in a presentable form. You will be instructed in how to conduct database management by looking at how to run queries and reports. Before you can manage a database, you need to know the processes involved in planning and building a database as in defining your database needs, mapping it out, using templates, and knowing about the role of tables. You will also review table relationships, and look at the new features associated with tables in Access 2010. Prepare for your 77-885 exam by learning these concepts.

Understanding Relational Databases.................... 750_001
Planning a Database ....................................... 750_002
Building a Database ....................................... 750_003
Building Tables ............................................. 750_004
Table Design Basics ....................................... 750_005
Adjusting Table Design ................................... 750_006
Data Validation and Input Masks ....................... 750_007
Lookups ...................................................... 750_008
Table Relationships ....................................... 750_009
Importing Data ............................................. 750_010

Building and Customizing Forms in Access 2010
Course Number: 751
Time: 180 Minutes
Number of Quizzes: 2 Quizzes

To assess your knowledge on Access 2010, Microsoft requires candidates to take the 77-885 exam. For queries to work, there has to be information connected through table relationships or entered in forms. Before information can be searched through a query, you have to build forms manually and automatically, or create tables. To build forms, you will learn about the different types of forms, see how to use the Form Wizard, and explore how to create from a blank form and with the help of Application Parts. There is also instruction on working with forms to customize them, personalize them, add buttons, add a text box, and control the tab order. Learn about the navigation form feature to make switching between forms and reports easy. Office Access provides you with a number of ways to
Building Queries in Access 2010
Course Number: 752
Time: 135 Minutes
Number of Quizzes: 2 Quizzes

Queries are the highlighted feature of Access. Walk through how to build queries using the Wizard or from scratch. When conducting a query, you can narrow or filter the results based on values called query criteria. When specifying query criteria, it’s important to know how the different criteria types impact the query, how to build a comparison query, and what single character wildcards are. Another unique ability you have with queries is executing calculations by adding a calculated field into the query. You will also find instructions on how to create and edit different types of queries. Create a query depending on what your need is. With this training, you will be preparing for Microsoft’s 77-885 exam.

Building a Query with a Wizard................. 752_001
Building a Query from Scratch............... 752_002
Basic Criteria...................................... 752_003
Comparison Criteria.............................. 752_004
Performing Calculations.......................... 752_005
Working with Calculated Totals.................. 752_006
Advanced Select Queries......................... 752_007
Action Queries..................................... 752_008

Building Reports in Access 2010
Course Number: 753
Time: 135 Minutes
Number of Quizzes: 2 Quizzes

Focus on the fourth Access object reports. You are provided with an overview of reports by looking at report formatting, basic report design, how to group data, and build specialized reports. With reports, you can analyze and consolidate your information from the database for presentation purposes. Another topic explored is what to do when finalizing your database. Find instruction on how to export, save, and publish the database. Having gained all these new skills and concepts, you will be prepared for Microsoft’s 77-885 exam on Access 2010.

Reports ............................................ 753_001
Report Formatting................................. 753_002
Basic Report Design................................ 753_003
Grouping Data on Reports......................... 753_004
Controlling Page Layout........................... 753_005
Building Specialized Reports..................... 753_006
Introduction to Macros............................ 753_007
Finalizing the Database............................. 753_008

Office Excel 2010 Series

Navigating and Managing Worksheets in Excel 2010
Course Number: 740
Time: 210 Minutes
Number of Quizzes: 1 Quiz

Gain the knowledge needed to pursue your Microsoft Office Specialist certification. Part of this certification focuses on Microsoft Excel 2010. In this video training, you will go over the fundamentals of using Excel. You are provided with an overview of navigation within Excel 2010 and descriptions of cell content modification. The Quick Access toolbar, the ribbon, workbook options, speed keys, function keys, and Auto Fill are some of the basic features covered. Pay careful attention to the instructions on using freeze panes, adjusting the page layout, and viewing multiple windows because these features will aid you in looking at your content in different views. You will also learn about data validation, transporting data, and removing duplicates in your content. Learn the skills, tips, and concepts that will help you know the ins and outs of Excel 2010.

Introduction...................................... 740_001
Navigating Excel................................. 740_002
Excel 2010 Shortcuts.............................. 740_003
Creating and Manipulating Data................ 740_004
Managing Worksheets............................. 740_005
Data Validation.................................. 740_006
Modifying Cell Content.......................... 740_007
Changing Views.................................. 740_008

Formatting in Excel 2010
Course Number: 741
Time: 90 Minutes
Number of Quizzes: 1 Quiz

Explore the tools, tips, and tricks of Excel 2010 that will maximize your work efficiency. You will focus on one of three areas: formatting data, formatting numbers, or formatting text and tables. Formatting data is the first...
topic discussed and presents on how to format worksheets, incorporate watermarks and background images onto your worksheet, and add cell color, worksheet tab color, and font color. For number formatting, you will learn about the Format Painter tool, special formats, and how to specify values. A strength of Excel is taking data and putting it into different formats. One of the features highlighted is creating tables. Discover these features, along with how to format text in this Excel 2010 course. You will then be able to take that knowledge and prepare for Microsoft’s 77-882 exam.

Formatting Data .......................... 741_001
Formatting Numbers .......................... 741_002
Formatting Text and Tables ...................... 741_003

Using Formulas and Functions in Excel 2010
Course Number: 742
Time: 675 Minutes
Number of Quizzes: 5 Quizzes

Microsoft’s 77-882 exam assesses your knowledge of Excel 2010 to earn credit toward your Microsoft Office Specialist certification. You will need to know the ins and outs of Excel 2010, along with how to execute certain tasks. In this course, you are provided with in-depth instruction on how to manage, analyze, and share information using Excel. Take a close look at formulas, advanced functions, and some of the more popular functions in Excel 2010. When working with formulas, paired parentheses are of utmost importance. Learn about this and the other rules that you need to remember when applying arithmetic operations, grand totals across multiple sheets, and nested formulas. There is also a section dedicated to conditional logic as in IF formulas and statements to analyze your data based on differing scenarios.

Understanding Formulas ...................... 742_001
Referencing Formulas ......................... 742_002
Ranges and Dates .......................... 742_003
Subtotals .................................. 742_004
Using VLOOKUP ............................ 742_005
Using Nested Formulas ...................... 742_006
Conditional Logic .......................... 742_007
More Conditional Logic ...................... 742_008
What-If Functions .......................... 742_009
Working with Text Formulas .................. 742_010
Paste Special ................................ 742_011
Introduction to Charts ....................... 742_012
Formatting Charts .......................... 742_013
Conditional Formatting ...................... 742_014

Adding Graphics to Spreadsheets .......... 742_015
Outlining, Sorting, and Filtering ............ 742_016
PivotTables and PivotCharts .................. 742_017
Protecting Data ........................... 742_018
Introduction to Backstage .................... 742_019
Collaboration .............................. 742_020
Saving Workbooks .......................... 742_021
Printing Workbooks .......................... 742_022
Macros with VB for Applications .......... 742_023

Office Outlook 2010 Series

Navigating and Formatting in Outlook 2010
Course Number: 746
Time: 135 Minutes
Number of Quizzes: 2 Quizzes

Outlook 2010 is a webmail service that is also the focus of Microsoft’s 77-884 exam. This course is an introduction to Outlook 2010 where you will go through Outlook’s interface, find descriptions on key features, and be introduced to different formatting options available. There are many elements to Outlook’s interface. Explore them by starting with the navigation pane, content pane, reading pane, and then go into the various folders and categories. Some of the basics that you will review are the search and filter tools, the process of formatting and composing a message, and how to insert Quick Parts, images, and hyperlinks.

Getting Started ............................. 746_001
Manipulate Outlook Options ................. 746_002
Managing Outlook Views .................... 746_003
Email Organization Techniques ............. 746_004
Search and Filter Tools ...................... 746_005
Create and Format Emails ................... 746_006
Insert Content and Graphical Elements .... 746_007

Email Management and Settings in Outlook 2010
Course Number: 747
Time: 150 Minutes
Number of Quizzes: 2 Quizzes

The primary function of Outlook 2010 is as an email service. Walk through how to use your email section, and how to configure it by implementing rules, settings, and filters. Before sending a message, there are various options that you can set up as in specifying your sender account, flagging messages, voting and tracking options,
adding attachments, and hiding recipients. With the flood of messages coming in and the number of responses going out, it can be overwhelming to manage your Inbox and Outbox folders. Explore these tools and helpful tips to organize messages and help prepare you for Microsoft’s 77-884 exam.

Message Send Options .......................... 747_001
Managing Emails and Mailboxes ............... 747_002
Managing Conversations ....................... 747_003
Managing Rules ................................... 747_004
Quick Steps ..................................... 747_005
Managing Junk Mail ............................. 747_006
RSS Feeds and Social Networking .............. 747_007

Contact and Calendar Management in Outlook 2010
Course Number: 748
Time: 150 Minutes
Number of Quizzes: 2 Quizzes

The most popular components of Outlook 2010 are the Contact and Calendar section. You are provided with an overview of these two sections, and how to effectively manage them. There is also time dedicated to other features in Outlook as in the Tasks, Notes, and Journal section. To wrap up the course, you will explore the Spell Check and print options available to you within Outlook. Microsoft’s 77-884 exam assesses your knowledge of Outlook 2010 to earn credit toward your Microsoft Office Specialist certification. Prepare for this exam by learning about the capabilities of these Outlook features.

Working with Contacts ......................... 748_001
Business Cards and Contact Groups .......... 748_002
Working with the Calendar Pane .............. 748_003
Managing Appointments and Events ......... 748_004
Meeting Requests ............................. 748_005
Managing Tasks ................................ 748_006
Working with Notes ............................. 748_007
Working with Journals ......................... 748_008
Spelling and Printing ......................... 748_009

Customizing Presentations in PowerPoint 2010
Course Number: 744
Time: 210 Minutes
Number of Quizzes: 2 Quizzes

During this LearnSmart course you will gain an understanding of all the new features in PowerPoint 2010. These features will aid you in enhancing your presentation through customizations. The visuals you use customize your presentation. To add order to your presentation and present content in an analytical form, you can use charts, tables, and SmartArt diagrams. For more complex presentation topics, a picture will help you to emphasize your point or provide a visual illustration. Using shapes, Clip Art, images, screenshots, and pictures brings clarity, but also breaks up all the text. Learn all you can on incorporating visual elements into your presentation so that you’re prepared for Microsoft’s 77-883 exam.

Using Existing Content ......................... 744_001
Embedded Charts .............................. 744_002
Excel Charts ................................... 744_003
Working with Tables ........................... 744_004
Shapes and Effects ............................ 744_005
Clip Art and Images ........................... 744_006
Moving, Arranging, and Distributing ......... 744_007
SmartArt Diagrams ............................ 744_008
Backgrounds, Watermarks, and Photo Album ........................................ 744_009

Office PowerPoint 2010 Series

Creating Presentations and Using Templates in PowerPoint 2010
Course Number: 743
Time: 195 Minutes
Number of Quizzes: 2 Quizzes

Microsoft PowerPoint 2010 is designed to help you work with your colleagues more successfully, and to create visually compelling presentations. This course walks you through the PowerPoint interface, the process of starting a presentation, and understanding the role of templates and their function. There are templates for different presentation features that come in the form of themes for the presentations background and style used, and slide masters to specify the organization and appearance of various types of slides. Concepts in this course are some of the ones tested on in Microsoft’s 77-883 exam. Gain the skills and knowledge necessary to pursue your Microsoft Office Specialist certification.

Building Effective Presentations .............. 743_001
PowerPoint 2010 Overview ..................... 743_002
Creating Presentations ....................... 743_003
Creating Initial Content ....................... 743_004
Design Themes ................................ 743_005
Slide Masters .................................. 743_006
Working with Text ............................. 743_007
Working with Lists ............................. 743_008
If you’re looking to improve your ability to create professional presentations, then you need to know about PowerPoint 2010. Having gained this knowledge, you will also be preparing for Microsoft’s 77-883 exam. This comprehensive video instruction teaches you, step-by-step, the skills you need to create high quality, professional presentations. You find details specifically on how to incorporate multimedia, as in animations, audio, and video, into your presentation, and how to prepare your presentation for final delivery as a PowerPoint file, PDF, or for print.

Multimedia .................................................... 745_001
Animations .................................................... 745_002
Customizing Slide Shows .................................... 745_003
Delivery Formats ............................................. 745_004
Proofing and Reviewing .................................... 745_005
Prepare and Protect ......................................... 745_006
Delivering the Presentation ............................... 745_007

Office Project 2010 Series

Introduction, Navigation, Creating New Projects, Managing Tasks, Deadlines and Constraints in Project 2010

Course Number: 1337
Time: 145 Minutes
Number of Quizzes: 2 Quizzes
Number of Labs: 11 Labs

Project 2010 will help you manage your projects. Immerse yourself in this software as you learn how to navigate backstage, use the quick access toolbar, work with ribbon tabs, and customize the ribbon. You will also walk through the process of starting a project by learning about project setup, calendaring, project tasks, milestones, and the steps to creating a new project from scratch. Once a project is started, you can then begin focusing on how to manage tasks, deadlines, and project constraints. In the deadlines and project constraints section, you will cover the details of the logical schedule model, constraint types, adjusting a task constraint type, and resolving constraint conflicts. These topics will assist you in preparing for Microsoft’s 70-178 certification exam (retired).

Getting Started with Project 2010 .................. 1337_001
Understanding Projects ................................. 1337_002

Starting a Project from Scratch .................... 1337_003
Managing Tasks ......................................... 1337_004
Deadlines and Constraints ............................. 1337_005
Working with Recurring Tasks ...................... 1337_006

Project Resources, Assigning Project Costs, Tracking and Analyzing, Updating Task Progress, Comparing Progress and Baseline in Project 2010

Course Number: 1338
Time: 145 Minutes
Number of Quizzes: 1 Quiz
Number of Labs: 18 Labs

Learn how to work with project resources and project costs. You will spend time familiarizing yourself with resource types, how to enter and edit resource information, create generic and part-time resources, add resource materials, manage and assign resources, and how to create charts that depict resource usage. For the discussion on project costs, you will find explanations on cost per use, the accrual method, prorated vs. start/end costs, and how to review resource costs. Other topics covered include tracking and analyzing a project, updating task progress, and comparing progress and baseline. All in all, these topics will help prepare you to sit for Microsoft’s 70-178 certification exam (retired).

Introduction to Project Resources .................... 1338_001
Managing Resource Assignments .................... 1338_002
Assigning Project Costs ................................ 1338_003
Tracking and Analyzing a Project .................... 1338_004
Updating Task Progress ................................ 1338_005
Comparing Progress and Baseline .................... 1338_006

Custom Fields, Views, Tables, Manipulating Data, Communicating Project Information, Collaborating Projects and Resources in Project 2010

Course Number: 1339
Time: 130 Minutes
Number of Quizzes: 1 Quiz
Number of Labs: 20 Labs

Microsoft’s 70-178 (retired) certification exam assesses the strength of your Project 2010 knowledge. Some of the topics you need to have an in-depth understanding of are how to communicate project information and project collaboration. Concerning project collaboration, it is beneficial to know what your options are in Project 2010, different ways to work with project templates, the steps taken to link multiple projects, about resource
pool sharing, and how to export a project to Excel. You will learn about each of those topics, as well as focus on custom fields, views, tables, and how to manipulate data. The data manipulation section explains how to sort filter, highlight, and group data. Overall, this training will help you learn the ins and outs of working with Project 2010 and prepare you for Microsoft’s certification exam.

Custom Fields, Views, and Tables.............. 1339_001
Manipulating Data................................. 1339_002
Communicating Project Information......... 1339_003
Collaborating Projects and Resources...... 1339_004

Office Word 2010 Series

Navigating and Printing in Word 2010
Course Number: 737
Time: 105 Minutes
Number of Quizzes: 3 Quizzes

This Microsoft Word 2010 course is designed to help you work with your colleagues on documents more successfully, craft visually compelling documents more simply, and manage your documents more efficiently than ever before. Starts out with an introduction to the layout of Word 2010 and review how to print. In order to work with the various features available in Word, you have to be able to find them. So there is a portion that shows you how to navigate within a document, how to change views, and what document elements are located behind Word. You will also find instructions on manipulating document design through customized themes, Quick Parts, AutoText, and Building Blocks. With these skills, you will be on your way to preparing for your 77-881 exam.

Introduction .................................... 737_001
Navigating Documents ....................... 737_002
Using Backstage .................................. 737_003
Managing Document Design ............... 737_004
Preparing Documents for Printing ....... 737_005

Templates and Formatting in Word 2010
Course Number: 738
Time: 120 Minutes
Number of Quizzes: 2 Quizzes

This course details how to format your content into visually compelling documents, and how to use templates to simplify creating frequently-used documents. Word 2010 offers new features that aid in formatting documents quickly and effectively. To adjust the text in your document, you can use text effects, Format Painter, and different fonts. For paragraph formatting, use indentations, dot leader, tab stops, and justification to change the appearance of your paragraphs. If your desire is to organize your data, you will find details on tables, headers and footers, and lists advantageous. To alter the appearance or organization of the entire page, you should know about using the different types of breaks, how to alter the page size, and add backgrounds to your document. Pursue your Microsoft Office Specialist certification by taking the 77-881 exam, which will test you on these Word 2010 skills and more.

Working with Templates ....................... 738_001
Formatting Text .................................. 738_002
Formatting Paragraphs ...................... 738_003
Organizing Data .................................. 738_004
Bulleted and Numbered Lists .............. 738_005
Manipulating Page Layout .................... 738_006
Manipulating Page Backgrounds .......... 738_007

Customizing Documents in Word 2010
Course Number: 739
Time: 120 Minutes
Number of Quizzes: 2 Quizzes

Microsoft’s 77-881 exam assesses your knowledge of Microsoft Word 2010, which is a program that enables you to manage your documents more efficiently than ever before. You will find descriptions on the customizations available to enhance your document. Some of the customizations emphasized include working with Quick Styles, cropping and formatting pictures, image text wrapping, applying 3-D and shadow effects, inserting SmartArt and shapes, and applying styles to the text. You will also explore the tools available for citing within your document, learn how to prepare your document for shipping, and discover ways that you can work collaboratively with others on a document. For document collaboration, you have the ability to compare documents, protect a document with a security password, manage versions, send a document for review, add comments, and track changes. Learn about all these in Word 2010 and create documents of all sorts.

Working with Visual Content............... 739_001
Shapes, SmartArt, and Charts ............... 739_002
Customizing Document Styles .............. 739_003
Citing References............................. 739_004
Mail Merge ........................................ 739_005
Document Collaboration ..................... 739_006
Microsoft Office 2007

Office Access 2007 Series

Navigating, Database Design, & Working with Tables in Access 2007

Course Number: 1115
Time: 250 Minutes
Number of Quizzes: 1 Quiz

You will gain a deeper understanding of how to use Access 2007. It is an introductory course taking time to explore the Access 2007 interface, how to navigate it, and highlights the connection between data, databases, and tables. In your overview of the navigation features and the interface, you will be taken through the different views, which include group, table, query and form, and report and macro views; and how to use templates and work around the ribbon. In addition to these basics, you will study data entry, how to design a database to include the essential components, and how to use primary keys in Access 2007.

Understanding Access ........................................ 1115_001
Getting Started ............................................. 1115_002
Using the Navigation Pane Effectively ........ 1115_003
Data Entry .................................................. 1115_004
Database Design ........................................ 1115_005
Creating Databases and Tables .................... 1115_006
Working with Tables .................................... 1116_007

Field Properties, Relationships, Subdatasheets, & Filters in Access 2007

Course Number: 1116
Time: 215 Minutes
Number of Quizzes: 1 Quiz

Relationships are an important feature to working with data in Access. Explore the concept of relationships and their role in data manipulation. Taking a closer look at relationship theory, you will learn about the types of relationships, how to create relationships and joins, and how to view created relationships. Along with relationships, there is a section that emphasizes the components and capabilities associated fields. Additional concepts covered in this course are techniques for analyzing field design, effectively implementing subdatasheets and filters, and working with fields in Access 2007.

Field Properties ............................................. 1116_001
Lookup Fields ............................................. 1116_002
Relationship Theory ..................................... 1116_003

Queries & Concatenation in Access 2007

Course Number: 1117
Time: 215 Minutes
Number of Quizzes: 1 Quiz

Dive into queries by exploring the Query Wizard, and demonstrating the different types of queries and their purpose. Before looking at the query types, you will gain foundational knowledge in query basics looking at tasks associated with fields and criteria. Also included in this course is an introduction to concatenation, which are calculations used to analyze and organize data. Other popular calculations utilized are null values, totals, and the Expression Builder tool. These topics demonstrate how to use Access 2007 to manipulate, store, and collaborate on information.

Query Basics ............................................. 1117_001
Intermediate Queries ................................ 1117_002
Calculation in Queries ................................. 1117_003
Special Queries ........................................ 1117_004
Action Queries ........................................ 1117_005
Concatenation .......................................... 1117_006

Importing and Exporting Data, Mail Merge, Forms, & Reports in Access 2007

Course Number: 1118
Time: 250 Minutes
Number of Quizzes: 3 Quizzes

You will develop your understanding of how to use Access 2007 to organize, retrieve, and share information. Concentrate on the Mail Merge feature, how to use the Form Wizard and the different customizations available for forms, steps to importing and exporting data, and how to create reports. Mail Merge paired with Access’s importing and exporting features creates a flow of files between Access and multiple Microsoft programs. Along with exploring those features, you will learn to distinguish between forms and reports by previewing various form controls, understanding how to design a form versus a report, and working with special forms.

Importing/Exporting Data ............................. 1118_001
Using Mail Merge ..................................... 1118_002
Office Excel 2007 Series
Creating and Manipulating Data,
Worksheets, Data Integrity,
Modifying Cell Content and
Changing Views in Excel 2007

Course Number: 1323
Time: 240 Minutes
Number of Quizzes: 1 Quiz

Get into Excel 2007 as you learn to create and manipulate data, manage worksheets, and configure data integrity. In the creating and manipulating data section, you are also provided with details on entering data, how to AutoFill a series, ways to fill non-adjacent cells, how to create custom lists, and use series formatting. You’ll also cover how to modify cell content and change views. The changing views section goes over zoom features, workbook views, the page layout view, freeze pane, split windows, how to view multiple windows, the steps to save hot links, and how to hide the ribbon. Explore Excel 2007 and all the capabilities and features it offers you to meet all of your spreadsheet needs.

Formatting Data, Numbers, Text and Tables,
Modifying Rows and Columns and Formulas in Excel 2007

Course Number: 1324
Time: 200 Minutes
Number of Quizzes: 1 Quiz

With Excel 2007, you have a number of formatting options. Any Excel object can be modified - the data and the numbers, rows, columns, text and tables. One of the Excel features highlighted regarding number formatting are formulas. In that section, you will learn how to use operations, create formulas, apply AutoSum, search for functions, copy formulas, make absolute cell references, and about common functions. In the formatting text and tables section, you will observe how to insert comments, merge and split cells, insert hyperlinks, format a table, and add fonts, fills, and alignments. Immerse yourself in Excel 2007 and familiarize yourself with it to increase your productivity.

Referencing Formulas, Ranges, Dates, Subtotals, Lookups and Conditional Logic in Excel 2007

Course Number: 1325
Time: 240 Minutes
Number of Quizzes: 2 Quizzes

Continuing your training on how to work with numbers in Excel 2007, you will go over referencing formulas, ranges and dates, subtotals, lookups, and conditional logic. The referencing formulas section goes into dependent references, multiple sheet references, consolidating data with links, and consolidating data. As for the subtotals section, you will walk through an overview of subtotals,
subtotal options, and how to select visible data. In the conditional logic section, you will find demonstrations on IF syntax, the IF statement, nested IF and nested IF syntax, AND, OR, IFERROR, and more. If you’re trying to simplify data manipulation, there’s probably a formula or conditional logic for it. Excel 2007 is your go-to software to apply formulas to numerical data.

Referencing Formulas .................................. 1325_001
Ranges and Dates ...................................... 1325_002
Subtotals .................................................. 1325_003
Lookups .................................................... 1325_004
Conditional Logic ...................................... 1325_005
More Conditional Logic ......................... 1325_006

Financial Formulas, Text Formulas, Charts, Conditional Formatting and Adding Graphics to Spreadsheets in Excel 2007

Course Number: 1326
Time: 240 Minutes
Number of Quizzes: 1 Quiz

Taking another look at data manipulation, you will go through financial formulas and text formulas. Some of the text formulas demonstrated include case formulas, operations, skip blanks, AutoCalculate, fix number fields, trim spaces, and substitute text. There is also some time spent discussing charts, conditional formatting, and the steps involved in adding graphics. In the introduction to charts, you will look at chart types, how to adjust the chart size, the ways to adjust chart style and layout, how to add labels, and configure axis options. Search through all the ins and outs of Excel 2007 to use it to its fullest potential and to your benefit.

Financial Formulas ....................... 1326_001
Text Formulas ............................... 1326_002
Introduction to Charts ...................... 1326_003
Formatting Charts .......................... 1326_004
Conditional Formatting .................. 1326_005
Add Graphics to Spreadsheets ...... 1326_006

Outlining, Sorting, Filtering, PivotTables, Protecting Data, Collaboration, Saving and Printing in Excel 2007

Course Number: 1327
Time: 240 Minutes
Number of Quizzes: 2 Quizzes

The purpose of Excel 2007 is to make organizing, manipulating, and presenting data easier through the use of spreadsheets. This training shows a few other features that Excel offers you to achieve those goals. Learn about outlining, sorting, filtering, PivotTables, data protection, collaboration, and saving a workbook. In the collaboration section, you’ll go over document properties, formatting comments, the Document Inspector, sharing a workbook, tracking changes, information rights management, signature line, and marking the spreadsheet as final. The last section of the course is dedicated to printing, which explains how to set up page orientation and page breaks, look at the print area, adjust the margins, and headers and footers, and scale the page down. Use Excel 2007 for all of your graphical and data manipulation needs.

Outlining, Sorting, and Filtering ........... 1327_001
PivotTables ...................................... 1327_002
Protecting Data .............................. 1327_003
Collaboration ................................. 1327_004
Saving a Workbook ....................... 1327_005
Printing ......................................... 1327_006

Office Outlook 2007 Series

Navigating, Configuring Email Accounts, Creating and Securing Emails, & Email Defaults in Outlook 2007

Course Number: 1112
Time: 155 Minutes
Number of Quizzes: 3 Quizzes

Learn the skills, tips, and tricks that will help you in using Outlook 2007. This course is introductory, in nature, showing you the Outlook interface, how to configure an account, how to add in hyperlinks and Quick Parts, and more. The majority of this course is spent going through different email tasks particularly adding voting buttons, increasing the importance of a message, utilizing themes and fonts, defining an email signature, securing messages through encryption orIRM, and how to tally votes. Outlook 2007 is a useful tool to simply and consistently format professional communication.

Learning to be Efficient ..................... 1112_001
Outlook Interface ............................. 1112_002
Outlook Today ............................... 1112_003
Configuring Email Accounts .......... 1112_004
Creating Email ............................ 1112_005
Email Extras .................................. 1112_006
Hyperlinks and Quick Parts .......... 1112_007
Setting Email Quick Parts ............. 1112_008
Securing Email ............................ 1112_009
Receiving Email .......................... 1112_010
Office Productivity

Course Number: 1113
Time: 110 Minutes
Number of Quizzes: 1 Quiz

You will be able to build your understanding of Outlook 2007 to apply necessary skills to efficiently function within this program. Specifically, you will focus on how to work offline, configure alerts, and customize and manage your Outlook folders and files. Junk Mail, Drafts, Inbox, and Sent are all folders explored and customized in this course. Outlook 2007 enables you to execute certain tasks while offline, like downloading the address book. The alert configuration section of this course is paired with rules; both of which are automated features in Outlook.

Working Online ........................................... 1113_001
Changing Views.......................................... 1113_002
Organizing Information.................................. 1113_003
Managing Junk Mail ...................................... 1113_004
Customizing Folders ..................................... 1113_005
Managing Data Files ..................................... 1113_006
Rules and Alerts .......................................... 1113_007

Archiving, Contacts, Calendar, Meetings, Tasks, & Journal in Outlook 2007
Course Number: 1114
Time: 155 Minutes
Number of Quizzes: 2 Quizzes

Outlook 2007 is an excellent tool to create professional communications. Learn how to archive and search, manage contacts, alter calendar defaults, and work collaboratively with others through Outlook 2007. Managing contacts is a task done through the Address Book. Outlook offers an abundance concerning creating and managing email messages. But it also provides collaborative capabilities for users to schedule meetings using appointments and sending requests, and individual note recording and task creation through the Tasks and Journal features.

Archiving.................................................. 1114_001
Contact Basics.......................................... 1114_002
Advanced Contacts.................................... 1114_003
Calendars and Scheduling............................... 1114_004
Calendar Defaults and Permissions.................. 1114_005
Collaboration............................................ 1114_006
Meetings.................................................. 1114_007
Tasks and Journals..................................... 1114_008

Office PowerPoint 2007 Series

Course Number: 1328
Time: 170 Minutes
Number of Quizzes: 1 Quiz

Creating presentations in PowerPoint 2007 is simplified using its various features and tools. You’ll start out reviewing the basics of presenting: identifying your audience, specifying your intent, solidifying your message, setting your presentation structure, and considering verbal and nonverbal elements. Actually looking at the program, you will look closer into the 2007 interface, navigation, using placeholders, working with text, changing slide layouts, applying themes, creating new layouts, and saving templates. Concentrating on working with text and lists, you will learn how to use the mini toolbar for paragraph and font formatting, creating and modifying bulleted lists, and you will also explore setting tabs, using the ruler, and applying indents. Discover what PowerPoint 2007 offers to increase your ability to create professional quality slide shows.

Introduction to PowerPoint ........................ 1328_001
Creating Presentations................................. 1328_002
Creating Initial Content............................... 1328_003
Themes .................................................. 1328_004
Customizing Slide Masters ......................... 1328_005

Charts, Tables, Shapes, Tools, SmartArt, Photos, Backgrounds and Watermarks in PowerPoint 2007
Course Number: 1329
Time: 230 Minutes
Number of Quizzes: 2 Quizzes

Customize your presentation through the content you include. Content can be added in a number of different ways. You can use existing content such as headings, bullets, and slides; or create new content through the incorporation charts, tables, SmartArt diagrams, pictures, watermarks, and backgrounds. Focusing on charts, you’ll go over the steps to adding charts from Excel 2007, changing chart types, selecting data sources, using chart templates, and adjusting chart formatting. Learn how to add and create visually-appealing graphics to your presentations using PowerPoint 2007.

Working with Text..................................... 1329_001
Working with Lists..................................... 1329_002
Office Project 2007 Series

Overview, Getting Started, Managing Calendars, Task Durations and Documentation in Project 2007

Course Number: 1334
Time: 250 Minutes

Learn the ins and outs to working with Project 2007. Get introduced to this software as you look at the available solutions, the different versions, the 2007 features, project views, navigating within the interface, and output options. You will also spend time learning the basics of project management - learn the difference between operations and projects, the definition of a project, and the Project Management Institute® concepts associated with knowledge areas. Build on your foundational knowledge of this product as you discover how to start a project, manage calendars, create tasks, set task durations, and how to document your project. Go through this training to all you need to know about Project 2007.

Course Overview .................................................. 1334_001
Project 2007 .......................................................... 1334_002
Project Management 101 ........................................ 1334_003
Project 2007 Software ............................................. 1334_004
Getting Started ...................................................... 1334_005
Managing Calendars ................................................ 1334_006
Create and Organize Tasks ........................................ 1334_007
Task Durations ......................................................... 1334_008
Documentation ......................................................... 1334_009

Importing and Exporting, Tasks, Resources and Resource Assignments in Project 2007

Course Number: 1335
Time: 225 Minutes

You’ll spend time working with tasks and resources. The task topics are managing task structure, task relationships, scheduling tasks, and understanding critical path tasks. In the task relationships section, you will go over task dependencies, types of dependencies, linking tasks, using the planning wizard, adding predecessors, working with task relationships, manipulating the time scale, and linking multiple tasks. Working with resources highlights resource management, resource calendars, rate variables, calendar assignment, adjusting resources, and resource assignments. There’s also a section that discusses importing and exporting data where you’ll concentrate on task mapping, importing Outlook data, and using the import wizard. Focusing on these topics will help you deepen your understanding of Project 2007.

Import/Export Data .................................................. 1335_001
Managing Task Structure ........................................ 1335_002
Task Relationships .................................................. 1335_003
Scheduling Tasks ..................................................... 1335_004
Critical Path Issues .................................................. 1335_005
Working with Resources .......................................... 1335_006
Adjusting Resources ................................................. 1335_007
Resource Assignments ............................................. 1335_008

Multimedia, Animation, Customization, Delivery Formats, Proofing, Preparing and Protecting in PowerPoint 2007

Course Number: 1330
Time: 260 Minutes
Number of Quizzes: 3 Quizzes

Manipulate your slide objects to craft slide shows that fit your presentation needs using PowerPoint 2007. In this training, you’ll find additional conversations on slide show customization and enhancement with multimedia, animations, transitions, and hidden slides. These additions take you a step closer to project completion, which at that point, you’ll need to know how to save the presentation for Web viewing, what format to deliver it in, the process of proofing and reviewing, ways to implement document protection, and how to prepare for the actual presentation. In the preparation section, you will go over printing and optimization tips, how to run the show, use speaker’s notes, set up the show, rehearse timing, and use Presenters View. Delve into all the details of PowerPoint 2007.

Backgrounds and Watermarks ..................................... 1330_001
Multimedia ............................................................. 1330_002
Animations ............................................................. 1330_003
Customizing Slide Shows ........................................... 1330_004
Save for Web Viewing ................................................ 1330_005
Delivery Formats ....................................................... 1330_006
Proofing and Reviewing ............................................ 1330_007
Prepare and Protect ................................................... 1330_008
Prepare for the Presentation ....................................... 1330_009

Using Existing Content .............................................. 1329_003
Charts ................................................................. 1329_004
Tables ................................................................. 1329_005
Shape Properties ..................................................... 1329_006
Drawing Tools ........................................................ 1329_007
SmartArt Diagrams .................................................. 1329_008

LearnSmart - www.learnsmartsystems.com
Baselines, Project Progress, Optimizing Performance, Views, Reports and Managing Multiple Projects in Project 2007
Course Number: 1336
Time: 225 Minutes

Project 2007 helps you manage all project elements in order to produce the final product. This training emphasizes working with baselines, monitoring project progress, optimizing performance, work with views, using reports, sharing resources, exchanging project data, and managing multiple projects. In the monitoring project progress section, you will look at tracking the project, a tracking environment, how tracking works, entering overtime, updating the project, viewing the Tracking Gantt, using the tracking table, checking the status date, and more. Gain an understanding of how to use Project 2007 to its fullest potential.

Working with Baselines .......................... 1336_001
Monitoring Project Progress .................. 1336_002
Optimizing Performance ...................... 1336_003
Working with Views ............................ 1336_004
Using Reports ................................... 1336_005
Exchanging Project Data ...................... 1336_006
Sharing Resources .............................. 1336_007
Managing Multiple Projects .................. 1336_008

Office Publisher 2007
Course Number: 70
Time: 405 Minutes
Number of Quizzes: 6 Quizzes

Get your documents Web ready quickly with Publisher 2007 knowledge from industry-leading instructor Charles Carpenter. Charles starts at the beginning and guides you step-by-step guide through all the skills you need to get professional publishing results. You will learn to use Master Pages, quick methods to get your layout blocked out and filled in using consistent fonts and formatting. At the conclusion of this course you will be able to prepare fliers, newsletters, product, brochures or any basic marketing material for your customers or organization.

Publisher Interface ............................. 70_001
Customizing the Interface ..................... 70_002
Design Gallery .................................. 70_003
Starting from Scratch ......................... 70_004
Master Pages .................................... 70_005
Working with Text .............................. 70_006
Personal Content ............................... 70_007
Working with Pictures ......................... 70_008

Creating Graphics .............................. 70_009
Drawing Shapes ................................ 70_010
Tables ........................................... 70_011
Proofing and Print Options .................... 70_012
Preparing for Commercial Print .............. 70_013
Advanced Projects ............................. 70_014
Publications .................................... 70_015
Templates ....................................... 70_016
Sharing Publications ......................... 70_017
The Research Task Pane ....................... 70_018
Web Design Basics ............................. 70_019
Web Templates ................................. 70_020

Office Word 2007 Series
Navigation, Text, Themes, Templates, Quick Parts and Printing in Word 2007
Course Number: 1344
Time: 200 Minutes
Number of Quizzes: 3 Quizzes

Begin with an introduction to the new 2007 features, a tour of the 2007 interface, and how to navigate within documents. You’ll cover Word basics as in how to browse by object, select text, set up a document, edit a document, use the clipboard, and work with the find and replace feature. You will also spend time exploring themes and templates, Quick Parts, and the process of preparing documents for printing. Some of the tasks included in the process of preparing a document for print are using the Spell and Grammar Checker along with other proofing options to look for errors and inconsistencies, learning how to save documents, and then actually executing the print command. With these discussions, you are offered the chance to explore all the capabilities in Word 2007 to create professional-looking documents.

Getting Familiar ............................... 1344_001
Document Navigation Tips .................... 1344_002
Manipulating Text ............................. 1344_003
Themes and Templates ....................... 1344_004
Quick Parts .................................... 1344_005
Preparing Documents for Printing .......... 1344_006
Office Productivity

Characters, Formatting, Tabs, Columns, Charts, Links, Headers, Footers and References in Word 2007
Course Number: 1345
Time: 200 Minutes
Number of Quizzes: 2 Quizzes

The purpose of Word 2007 is to provide you with the tools and space to compile polished documents that meet your various needs. Explore the formatting features, methods for organizing content, how to use tabs and columns, and the steps to adding charts, links, and headers and footers. There is also a section concentrating on references where you’ll look at bookmarks, captions, citations, the research pane, indexes, table of contents, and bibliographies in closer detail. Using Word 2007’s tools and features makes creating documents easy.

Formatting Characters .......................... 1345_001
Formatting Paragraphs .......................... 1345_002
Organizing Content ............................. 1345_003
Tabs, Columns, and Charts...................... 1345_004
Links, Headers, and Footers..................... 1345_005
References ....................................... 1345_006

Mail Merge, Visual Content, Reviewing Documents and Protecting and Sharing Documents in Word 2007
Course Number: 1346
Time: 135 Minutes
Number of Quizzes: 2 Quizzes

With Word 2007, you can enhance your personal productivity as you efficiently create the documents you need. In this training, you will look at Mail Merge, working with visual content, and finalizing a document. For the visual content section, you will focus on character spacing, inserting shapes and pictures, working with WordArt and text boxes, and incorporating SmartArt graphics. In the section on finalizing a document, you will concentrate on reviewing documents using track changes, by combining documents, by leaving comments, and by working in the split screen view and the reading view; as well as protecting and sharing document options. Learn how to use Word 2007 to its fullest potential.

Mail Merge...................................... 1346_001
Visual Content................................. 1346_002
Reviewing Documents.......................... 1346_003
Protecting and Sharing Documents......... 1346_004

Microsoft Office 2003

Office Word 2003 Series
Introduction, Objects, Planning, Tables, & Text and Number Field Properties in Access 2003
Course Number: 1042
Time: 180 Minutes
Number of Quizzes: 1 Quiz

Learn how to use Access 2003 to organize, retrieve, and share information with this interactive training course from LearnSmart. You will be introduced to the components of a database and how they jointly function, along with demonstrations on how to plan, create, and format a database. You will also be provided an in-depth look at database tables, text field properties, and number field properties. One consideration when creating a database that you will give attention to is examining database access.

Introduction..................................... 1042_001
Database Objects............................... 1042_002
Database Planning.............................. 1042_003
Examining Access.............................. 1042_004
Database Tables............................... 1042_005
Text Field Properties.......................... 1042_006
Number Field Properties...................... 1042_007

Data, Datasheets, Table Structure, Dependencies, Importing/Exporting, & Relationships in Access 2003
Course Number: 1043
Time: 230 Minutes
Number of Quizzes: 2 Quizzes

In this video training, you will learn the basic and advanced capabilities of this popular database tool from Microsoft, Access 2003. Specifically, you will explore how to work with data in databases and tables and how to set up dependencies and relationships. You are provided with instructions on how to find, sort, and filter data along with how to enter data into tables. In discussing relationships, this section explains concepts behind relationship types, establishing referential integrity, and join types in Access 2003.

Working with Data............................ 1043_001
Working with Datasheets...................... 1043_002
Manipulating Data............................ 1043_003
Working with Table Structure................ 1043_004
Dependencies and Datasheets............... 1043_005
Shaping Up Tables............................ 1043_006
Office Excel 2003 Series

Removing and Exporting........................................ 1043_007
Relationships....................................................... 1043_008
Creating Relationships ......................................... 1043_009

Queries, Filtering, Calculations, Forms, Reports, and Maintenance in Access 2003

Course Number: 1044
Time: 205 Minutes

Through step-by-step instruction, you will gain a thorough knowledge of how to query data and generate reports. In the queries section, learn how to sort, add additional tables, adjust join properties, and how to filter with criteria. While learning about queries and reports, you will understand the importance of forms, data pages, and reports; how to incorporate calculations; and how to maintain the database by backing up data and converting the database in Access 2003.

Select Queries..................................................... 1044_001
Filtering with Criteria.......................................... 1044_002
Calculations....................................................... 1044_003
Intro to Forms.................................................... 1044_004
Working in Forms................................................ 1044_005
Data Access Pages............................................. 1044_006
Working with Reports ......................................... 1044_007
Maintaining the Database ...................................... 1044_008

Office Excel 2003 Series

Editing Worksheets, Formatting Data, Advanced Formatting, & Reusable Formats in Excel 2003

Course Number: 1017
Time: 245 Minutes
Number of Quizzes: 2 Quizzes

Nearly every organization today, regardless of size, uses spreadsheets to analyze data and do projections of future scenarios. Excel 2003 is capable of doing all that and more. In this LearnSmart video training, you will learn the basics of Excel and be introduced to the software. In the introduction to the software, students will be instructed on how to enter data, utilize the fill handle, and edit worksheets. You will be provided with the opportunity to explore, through instruction, the different ways in which data, cells, columns, and rows can be formatted.

Introduction...................................................... 1017_001
Workbook basics .............................................. 1017_002
Editing Worksheets.......................................... 1017_003
Formatting Data .............................................. 1017_004

Advanced Formatting.................................... 1017_005
Reusable Formats......................................... 1017_006

Formulas, Functions, Names, Organization, & Charts in Excel 2003

Course Number: 1018
Time: 245 Minutes

Are you wondering what’s new within Excel 2003? Now you can explore the more advanced features of Excel 2003. You will concentrate on manipulating content using formulas through appropriate formula syntax, building functions like AutoCalculate and date/time functions, working with names, how to organize worksheets with data consolidation and tab naming, and how to create charts manually and automatically. You will study formula auditing through concepts like tracing, evaluating the formula, and other auditing processes.

Basic Formulas.............................................. 1018_001
Formula Auditing........................................... 1018_002
Basic Functions............................................. 1018_003
Working with Names................................. 1018_004
Organization.......................... 1018_005
Charts .............................................. 1018_006

Saving, Printing, Protecting Data, Databases, Filtering, & Subtotals in Excel 2003

Course Number: 1019
Time: 355 Minutes

One of the most helpful, efficient features of Excel is its ability to work with large amounts of information. Learn the techniques, tips, and skills needed to use Excel with database capabilities. Some of the data functions covered are VLOOKUP, and vs or, and DFunction syntax. Along with database functions, there are discussions on the different save and print options, data protection techniques as in implementing cell protection and specifying an editing range, and how to share a workbook for collaborative efforts in Excel 2003.

Save and Print.............................................. 1019_001
Protecting Data............................................ 1019_002
Sharing Workbook................................. 1019_003
Database................................................. 1019_004
Sorting Database................................. 1019_005
Database Function.............................. 1019_006
Filtering.............................................. 1019_007
Subtotals.............................................. 1019_008
Office Outlook 2003 Series

Navigating, Managing Messages, Global Email Options, & Formatting in Outlook 2003

Course Number: 1020
Time: 235 Minutes

Gain instruction on how to navigate Outlook 2003 by viewing the interface, spending time identifying different navigation pane options, and working in the different folders, particularly the Inbox, Outbox, Outlook Today, and Drafts. You will also spend time reviewing the basics of creating, formatting, and configuring email messages. In this part of the course, students will learn about how to track messages, add voting options inside a message, adjust the mail format, use the formatting toolbar, and the stationery options provided in Outlook 2003.

Introduction .................................................. 1020_001
Outlook 2003 Interface ................................. 1020_002
Navigating with Outlook .............................. 1020_003
Creating Messages ...................................... 1020_004
Working with Messages ............................... 1020_005
Global Email Options ................................... 1020_006
Formatting Messages .................................... 1020_007
Working with Contacts ................................. 1020_008

Security, Inbox Management, Folders, Contacts, & Distribution Lists in Outlook 2003

Course Number: 1025
Time: 205 Minutes

You will learn, retain, and apply the skills needed to excel in this Windows product. Walk through the processes of securing and managing incoming messages, establishing folder rules, and working with contacts. In discussing the Inbox, you will learn how to secure it by restricting files, how to beacon, and utilizing blocked attachments; and manage your Inbox using folders, flags, and colors. In working with contacts, the concepts covered are creating new contacts, creating categories, adding Vcards, and creating groups for distribution lists within Outlook 2003.

Securing Your Inbox .................................. 1025_001
Managing Your Inbox ................................ 1025_002
Message Options ...................................... 1025_003
Print, Save, and Delete ............................. 1025_004
Folders and Folder Rules ........................... 1025_005
Create and Edit Contacts ........................... 1025_006
Distribution List ........................................ 1025_007

Calendars, Meetings, Tasks, & Alternate Access in Outlook 2003

Course Number: 1029
Time: 175 Minutes

There is more to Outlook than simply its email features. Aside from managing mail effectively, you will learn how Outlook can be used to manage and schedule time more effectively using the calendar options, tasks, and notes. Calendar options explored include adding appointments, setting up a meeting group, sending meeting requests, and adding reminders. There are also details on sharing information and the role of Alternate Access, which includes storage and archive options, Web and offline access, and the cached exchange mode offered in Outlook 2003.

Calendars.................................................. 1029_001
Meetings .................................................. 1029_002
Advanced Calendars ................................. 1029_003
Sharing Information ................................. 1029_004
Task and Notes ........................................ 1029_005
Alternate Access ........................................ 1029_006

Office PowerPoint 2003 Series

Navigation, Creating and Editing Presentations, Formatting, & Outlines in PowerPoint 2003

Course Number: 1045
Time: 210 Minutes

The ability to effectively present information is a valuable business skill. In this video training, students will learn those foundational concepts to do just that in PowerPoint 2003. Walk through the first stages of creating a presentation including selecting a slide layout, editing tools, proof editing options, font variations, and effectively working with outlines. Some of the editing tools covered include Style Checker, indents, tabs, AutoCorrect, and Spell Checker, which are offered in the 2003 version of PowerPoint.

Introduction ............................................. 1045_001
Creating Presentations .............................. 1045_002
Editing Presentations ............................... 1045_003
Formatting Text ...................................... 1045_004
Editing Tools .......................................... 1045_005
Working in Outlines ................................. 1045_006
Office Productivity

Drawing Options, Objects, Slide Design, Tables, Graphs, & Diagrams in PowerPoint 2003
Course Number: 1046
Time: 225 Minutes

You will be provided with instruction on how to bring your ideas to life through the use of drawings, graphics, images, sound, animation, and tables. Learn how to create 3-D drawings, insert WordArt, and utilize picture controls to integrate these visual aids. Find explanations on how to take information contained in tables and convert them into graphs and diagrams. Additionally, you find instructions on slide design where you can incorporate different backgrounds, color schemes, and design templates that are offered in PowerPoint 2003.

Objects ........................................ 1046_001
Slide Design .................................. 1046_002
Images ......................................... 1046_003
Sound and Video ............................ 1046_004
Tables and Graphs .......................... 1046_005
Diagrams ...................................... 1046_006

Templates, Animation, Timing, Collaboration, & Outputting Presentations in PowerPoint 2003
Course Number: 1047
Time: 195 Minutes

When presenting information, you want to create presentations that connect with your audience. Learn details on how you can use templates and animation to enhance your presentation through PowerPoint 2003. You will explore the options you can use to collaborate with others by adding comments and working with the Compare and Merge feature, and how to finalize the project. The different final processes reviewed are printing a presentation, exporting it, packaging it for CD, preparing it for and publishing to the Web in PowerPoint 2003.

Templates ..................................... 1047_001
Animation ..................................... 1047_002
Timing ......................................... 1047_003
Collaboration ................................ 1047_004
Finishing Touches ........................... 1047_005
Outputting Presentations ............... 1047_006

Office Project 2003 Series
Getting Started, Creating Projects, Adding Tasks, Importing Data and Adding Documents in Project 2003
Course Number: 1331
Time: 195 Minutes

Microsoft’s Project 2003 is an invaluable tool that assists project managers in organizing and managing their projects. Immerse yourself in the 2003 interface as you learn about the different versions, settings, advanced views, templates, menus, and toolbars. This training also gives you a brief introduction to project management concepts, specifically the difference between operations and projects, project elements, and project phases. After covering those basics, you will begin observing how to execute certain tasks - creating projects, adding tasks, importing data, and adding documents. In the adding tasks section, you will set durations, create milestones, and see how to list, edit, and order tasks. Explore all the features and capabilities of Project 2003.

Project Management ........................ 1331_001
Getting Started .............................. 1331_002
Creating Projects ........................... 1331_003
Adding Tasks ................................. 1331_004
Importing Data .............................. 1331_005
Adding Documents ....................... 1331_006

Outlines, Tasks, Scheduling, Critical Path, Task Calendars, and Resources in Project 2003
Course Number: 1332
Time: 225 Minutes

When you see the full scope of what Microsoft Project is capable of, you will want to use it for all of your projects. Project 2003 offers you a variety of tools to work with tasks, scheduling, and resources. Concentrate on working with tasks as you outline task lists, gain an understanding of task relationships, establish a critical path, and create task calendars. For the scheduling section, you will go over adding constraints and deadlines. Resource topics covered include the resource list, resource details, resource calendars, resource options, assigning resource, resource information and availability, cost and rates, and forming a resource pool. With Project 2003, project management is simplified. Take time to find out what Project 2003 offers to meet your needs.

Outlining Task Lists ...................... 1332_001
Task Relationship ......................... 1332_002
Office Productivity

Scheduling.................................................. 1332_003
Critical Path.................................................. 1332_004
Task Calendars............................................ 1332_005
Resources .................................................... 1332_006
Resource Variations................................. 1332_007

Filters, Grouping, Sorting, Adjusting Resources, Tracking Progress, Resolving Conflict and Reports in Project 2003
Course Number: 1333
Time: 225 Minutes

Complete your project planning as you specify baselines, go over the interim plan, modify costs, and view variance. You will spend time learning about the tools in Project 2003 that are used to filter, group, and sort; exploring advanced views, which will help you track Gantt, work with forms, and access the resource management toolbar; adjusting resources; and learning to track progress. When working on any project, you are bound to encounter some conflict. Equip yourself to address it by gaining an understanding of how to adjust resources, leveling, and ways to respond to overallocation. There is also a section that concentrates on reports and sharing information, in which you will study report types, object linking and embedding, copy pictures, and formatting, customizing, previewing, and exporting reports.

Finalizing Planning....................................... 1333_001
Filter, Group, and Sort................................. 1333_002
Using Advanced Views............................... 1333_003
Adjusted Resources................................. 1333_004
Tracking Progress....................................... 1333_005
Resolving Conflict...................................... 1333_006
Reports and Sharing Information.................. 1333_007

Office Publisher 2003 Series

Interface, New Publications, Page Setup, Master Pages, Text and Paragraphs in Publisher 2003
Course Number: 1340
Time: 195 Minutes
Number of Quizzes: 3 Quizzes

If you’re looking to create materials for marketing or communication materials, then Publisher 2003 is a solution that offers you tools, menus, and the workspace necessary to create those materials. Learn how to navigate within the Publisher 2003 interface, find instructions in the Help System, work in the Design Gallery, and select a design that includes color schemes and font schemes to start a document. Another way to start a document is from scratch. Once you’ve started a document, you can then use master pages to uniformly adjust the appearance of the pages, apply fonts and import content to work with text, and incorporate indents, styles, and drop caps to modify paragraphs. Discover all that Publisher 2003 offers to you.

Introduction............................................. 1340_001
New Publications...................................... 1340_002
Starting from Scratch.................................. 1340_003
Master Pages............................................ 1340_004
Working with Text..................................... 1340_005
Working with Paragraphs......................... 1340_006

Personal Information, Graphics, WordArt, Tables, Shapes and Printing in Publisher 2003
Course Number: 1341
Time: 240 Minutes
Number of Quizzes: 2 Quizzes

Walk through demonstrations on how to work with graphics, use tables and WordArt, and draw shapes. Shapes add another layer of creativity to your document. The tools implemented in drawing shapes include the constrain key, tools for filling and stroking, those used for alignment and distribution, and those tools included on the measurement toolbar. From there, shift your attention to preparing documents for print. The printing section concentrates on generic printing and commercial printing. You will also spend time working with personal information. Use Publisher 2003 to design a variety of communications and marketing materials.

Personal Information............................... 1341_001
Working with Graphics............................. 1341_002
WordArt................................................. 1341_003
Tables .................................................. 1341_004
Drawing Shapes ...................................... 1341_005
Prepare for Printing................................. 1341_006
Preparing for Commercial Print.............. 1341_007

Advanced Projects, Mail Merge, Templates, Web Sites and Web Site Graphics in Publisher 2003
Course Number: 1343
Time: 195 Minutes
Number of Quizzes: 1 Quiz

Learn how to use Mail Merge, templates, and the research task pane. In the Mail Merge section, you will learn the
Concepts behind this feature, the process involved, hints for working with it, how to use sorting and filtering, and how to create labels. There is also a section dedicated to Web sites where you'll study the fundamentals of Web design, how to use Web templates, ways to incorporate hyperlinks, the creation of Web site graphics, the processes involved in adding hot spots, how to convert print to Web mode, and the process of previewing and publishing a site. Alongside these topics is a discussion on advanced projects, which includes documents like calendars, banners, and publications for email. Learn all the capabilities and features associated with Publisher 2003 to use this software to its fullest potential.

Advanced Projects.............................................. 1343_001
Mail Merge......................................................... 1343_002
Templates ............................................................. 1343_003
The Research Task Pane...................................... 1343_004
Web Sites............................................................... 1343_005
Web Site Graphics................................................. 1343_006

Office Word 2003 Series
Navigating, Time Savers, Creating New Documents, & Proofing in Word 2003
Course Number: 1037
Time: 240 Minutes

As an introductory course to Word 2003, it covers the basics by looking at the interface, hardware requirements, different tips and tricks like speed keys, and introduces tools used to proof and create documents. In looking at the interface, you will concentrate on the task panes provided, the Office Assistant, and how to use the different views. You will then transition to instructions on how to adjust the page setup and adding symbols during document creation, and how to proof documents in Word 2003.

Introduction...................................................... 1037_001
Word Basics......................................................... 1037_002
Time Savers......................................................... 1037_003
Word 2003 Interface............................................. 1037_004
Creating New Documents................................. 1037_005
Proofing Documents........................................... 1037_006

Formatting, Graphics, Charts, Diagrams, Saving, & Printing in Word 2003
Course Number: 1038
Time: 285 Minutes

Word 2003 is a program that all professionals should be familiar with to achieve quality document creation. Start by concentrating on formatting and organizing documents using bullets, section breaks, columns, and more; customizing content with graphics; and printing and saving the final product. In looking at graphics, there is also a section that dedicates time to discussing charts and diagrams, which add another dimension to document creation in Word 2003.

Basic Formatting.................................................. 1038_001
Advanced Formatting............................................ 1038_002
Document Sections............................................. 1038_003
Graphics............................................................... 1038_004
Charts and Diagrams.......................................... 1038_005
Save Documents.................................................. 1038_006
Printing................................................................. 1038_007

Templates, Collaboration, Menus, Toolbars, & Styles in Word 2003
Course Number: 1039
Time: 210 Minutes

You will be familiarized with Word 2003’s menu options, additional ways that documents can be manipulated particularly through the Styles feature, and the effectiveness of templates. Some of the menu items reviewed are the toolbar and how to customize the order of the toolbar. You will also see how to collaboratively work with others using Track Changes and comments.

Templates .......................................................... 1039_001
Collaboration...................................................... 1039_002
Menus and Toolbars.......................................... 1039_003
Basic Styles......................................................... 1039_004
Advanced Styles.................................................. 1039_005

Tables, Effects, References, Indexing, Master Documents, & Outlines in Word 2003
Course Number: 1040
Time: 330 Minutes

The aim of this course is to enhance students’ personal productivity and technical credibility as they gain a deeper understanding of Microsoft Word 2003. Explore the capabilities of tables to manipulate and organize content; how to navigate within a document using hyperlinks, bookmarks, the Go To feature, and others; and the role of Master Documents. Some of the organization features described are references, table of contents, outlines, and the AutoSummarize feature in Word 2003.

Tables ................................................................. 1040_001
Formatting Tables............................................... 1040_002
Office Productivity

Forms, Mail Merge, XML, Macros, Security, & Application Maintenance in Word 2003
Course Number: 1041
Time: 225 Minutes

One of today's most widely used communication tools is Microsoft Word. This video training provides instruction on additional ways to manipulate content using forms and Mail Merge. In the Mail Merge section, students will distinguish the different components used, learn how to use a template and to work within the Wizard, utilize lists, add an address block, and more. XML in Word is also a topic briefly explored, along with security in Word, saving options, maintenance of the application, and macros available in Word 2003.

Forms............................................ 1041_001
Mail Merge..................................... 1041_002
XML.............................................. 1041_003
Macros.......................................... 1041_004
Security....................................... 1041_005
Application Maintenance .............. 1041_006

System Settings, Control Panel, Network Connections, Updates and Hardware Devices in Windows 7
Course Number: 1271
Time: 135 Minutes
Number of Quizzes: 2 Quizzes

Take a look at the user backend to Windows 7 as you explore system settings, the Control Panel, updating the system and setting up hardware devices. Then shift your attention to connectivity where you'll study network connections, connecting to the Web, and ways to personalize Internet Explorer 8. In the network connections section, you will see how to connect to a network, add a network connection, set a network location, create a homegroup, configure homegroup settings, leave a homegroup, share settings, and implement adaptor/connector settings. Windows 7 meets a diverse set of system needs. Explore the details covered on this operating system to assist you in effectively using Windows 7.

System Settings.............................. 1271_001
The Control Panel........................... 1271_002
Network Connection......................... 1271_003
Connecting to the Web...................... 1271_004
Personalizing Internet Explorer 8........ 1271_005
Updating the System....................... 1271_006
Set Up Hardware Devices................. 1271_007

Microsoft Operating System

Learning Windows 7 Series
Introduction, Navigation, Managing Files and Folders and Personalizing in Windows 7
Course Number: 1269
Time: 105 Minutes
Number of Quizzes: 3 Quizzes

As an addition to the Microsoft family of products, the Windows 7 operating system has both familiar and original elements to it. Learn to distinguish between the different editions of Windows 7, to use the gadgets and the Windows 7 interface, and to navigate windows and folders with the help of hot keys and jump lists. Additionally, you will go through demonstrations on how to manage file and folders using properties, and how to personalize your displays by modifying desktop themes, adding a desktop background or sound, setting a screensaver, and establishing advanced settings. Gain knowledge, tips, and skills to use Windows 7 to its fullest potential in your environment.

Introduction to Windows 7.................. 1269_001
Exploring Windows 7....................... 1269_002
Navigating Windows and Folders......... 1269_003
Managing Files and Folders.............. 1269_004
Personalizing Windows.................... 1269_005

Learning Office 2007 Series
Formatting Text, Lists, Tabs, AutoCorrect and Web Features in Office 2007
Course Number: 1267
Time: 210 Minutes
Number of Quizzes: 2 Quizzes

Find out what’s new with Office 2007. When starting out in Office 2007, you need to know about the requirements and the different versions available as well as be familiar
Office Productivity

with the new interface, toolbars, menu items, and task panes. Office 2007 offers programs to work with Word document features such as formatting text, using bulleted and numbered lists, modifying tabs, initiating AutoCorrect or AutoFormat, and working with Web features. Some of the Web features covered include hyperlinks, email addresses, Web pages, bookmarks, screentips, and the Web Layout view. Explore all that Office 2007 has to offer.

What’s New ........................................ 1267_001
Formatting Text .................................... 1267_002
Bulleted/Numbered Lists ....................... 1267_003
Tabs ..................................................... 1267_004
AutoCorrect/AutoFormat ....................... 1267_005
Web Features ...................................... 1267_006


Course Number: 1268
Time: 180 Minutes
Number of Quizzes: 1 Quiz

Discover the additional features available to you in Office 2007 to proof documents, insert graphics, and collaborate on projects. You will see demonstrations of the research pane, thesaurus, grammar and spelling settings, spell check, find and replace, and replace with formatting. From there, you’ll learn how to add backgrounds, themes, fill effects, pictures, picture styles, and WordArt. The collaboration tools offered in Office 2007 include split/arrange windows, review features, accept/reject changes, and compare and merge. To wrap up the course you’ll concentrate on need-to-know finish tasks like save versus save as, printing, preparing for publishing, sending, and updating software. Learn all the ins and outs of Office 2007.

Proofing .............................................. 1268_001
Cut, Copy, and Paste ............................ 1268_002
Backgrounds and Graphics ................... 1268_003
Collaboration Tools ............................. 1268_004
Finish Commands ............................... 1268_005