

Application / Internet / Graphics Courses

OFFICE 2000

Access Level 1 (2-Day) \$398

Overview - Students will learn the basic skills necessary to begin using Access 2000. They will design and create databases, tables, queries, forms, and reports. / **Prerequisites** - Course requires a basic understanding of computers, such as basic mouse and keyboard operations, point and click, double-click operations. / **Next Steps** - Access 2000 - Level 2

Access Level 2 (2-Day) \$398

Overview - Students will learn how to use complex query techniques, create efficient forms and reports, and create macros to automate their forms. In addition, students will gain experience with Internet-related features, including hyperlinks and the Web toolbar. / **Prerequisites** - Access 2000 - Level 1 / **Next Steps** - Access 2000 - Level 3

Access Level 3 (1-Day) \$199

Overview - Students will learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code. / **Prerequisites** - Access 2000 - Level 1 & Level 2 / **Next Steps** - This course completes the series for this topic.

Excel Level 1 (1-Day) \$199

Overview - Students will learn basic worksheets skills and how to work with data in worksheets. / **Prerequisites** - Course requires a basic understanding of computers, such as basic mouse and keyboard operations, point and click, double-click operations. / **Next Steps** - Excel 2000 - Level 2

Excel Level 2 (1-Day) \$199

Overview - Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000. / **Prerequisites** - Excel 2000 - Level 1 / **Next Steps** - Excel 2000 - Level 3

Excel Level 3 (1-Day) \$199

Overview - Students will learn various advanced techniques for analyzing & manipulating data in Excel 2000. / **Prerequisites** - Excel 2000 - Level 1 & 2

Outlook Level 1 (1-Day) \$199

Overview - Students will learn the fundamentals of using Outlook 2000 to coordinate mail, appointments, events, meetings, tasks, and contacts. / **Next Steps** - Outlook 2000 - Level 2



Outlook Level 2 (1-Day) \$199

Overview - Students will learn how to sort, filter, and group items; use and create Outlook templates and forms; and share information by using public folders and Net Folders. / **Prerequisites** - Outlook 2000 - Level 1

Outlook Level 3 (1-Day) \$199

Overview - In this course, students will learn advanced features for using Outlook 2000. This course meets the Microsoft Proficiency Guidelines for Outlook 2000 at the Expert level. / **Prerequisites** - Windows 95 - Level 1, Windows NT Workstation 4.0 - Level 1, Internet Explorer 4.0 - Level 1, Windows 98 - Level 1, Outlook 2000 - Level 1, Outlook 2000 - Level 2, Windows 98 - Transition from Windows 95

PowerPoint Level 1 (1-Day) \$199

Overview - Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint. / **Next Steps** - PowerPoint 2000 - Level 2

PowerPoint Level 2 (1-Day) \$199

Overview - Students will learn advanced features of PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons. / **Prerequisites** - PowerPoint 2000 - Level 1

Windows Level 1 (1-Day) \$199

Overview - Students will learn basic computer concepts & skills related to IBM and compatible computers. They will receive a thorough introduction to the domain environment. / **Next Steps** - Windows 2000 - Level 2

Windows Level 2 (1-Day) \$199

Overview - Students will learn about some of the advanced features available for the Win 2000 operating system. / **Prerequisites** - Win 2000 - L 1

Word Level 1 (1-Day) \$199

Overview - Students will learn the basic skills necessary to begin using Word 2000. / **Next Steps** - Word 2000 - L 2

Word Level 2 (1-Day) \$199

Overview - Students will learn intermediate features of Word 2000. / **Prerequisites** - Word 2000 - Level 1 / **Next Steps** - Word 2000 - Level 3

Word Level 3 (1-Day) \$199

Overview - Students will learn advanced features of Word 2000. / **Prerequisites** - Word 2000 - Level 1, Word 2000 - Level 2



OFFICE 2002 (XP)

Access Level 1 (2-Day) \$398

Overview - Course is for the new user of Access and assumes no experience with relational databases. Topics cover creating databases in Access and working with the data by using tables, queries, forms, and reports. / **Prerequisites** - Win 2000 - Level 1 / **Next Steps** - Access 2002 - Level 2

Access Level 2 (2-Day) \$398

Overview - Students will learn how to use complex query techniques, create efficient forms and reports, and create macros to automate their forms. / **Prerequisites** - Access 2002 - Level 1 / **Next Steps** - Access 2002 - L3

Access Level 3 (1-Day) \$199

Overview - Student will extend their Access skills to create and implement switchboard forms, develop data access pages that include advanced controls, protect that information using security protocols, and make the data more accessible and portable. / **Prerequisites** - Access 2002 - Level 1 & 2

Excel Level 1 (1-Day) \$199

Overview - In this course you will create, edit, format and print basic worksheets and charts in Excel. / **Prerequisites** - Win 2000 - Level 1 / **Next Steps** - Excel 2002 - Level 2

Excel Level 2 (1-Day) \$199

Overview - In this course you will create templates, sort and filter data, import and export data, analyze data, and collaborate on the Web. / **Prerequisites** - Excel 2002 - Level 1 / **Next Steps** - Excel 2002 - Level 3

Excel Level 3 (1-Day) \$199

Overview - In this course you will customize workbooks, work with multiple data sources, collaborate with other users, enhance spreadsheets using charts and graphic objects. / **Prerequisites** - Excel 2002 - Level 1 & 2

Outlook Level 1 (1-Day) \$199

Overview - In this course, you will learn the basics of using Microsoft Outlook 2002 as a communications tool. You will send and receive mail messages, use a calendar to schedule appointments, and coordinate business meetings with multiple participants. / **Prerequisites** - Win 2000 - Level 1 / **Next Steps** - Outlook 2002 - Level 2

Outlook Level 2 (1-Day) \$199

Overview - In this course, students will use advanced Microsoft Outlook 2002 features. Topics covered include customizing your messages, organizing your mailbox, coordinating schedules, saving and archiving mail, and sharing Outlook data. / **Prerequisites** - Win 2000 - Level 1, Outlook 2002 - Level 1 / **Next Steps** - Outlook 2002 - Level 3

Outlook Level 3 (1-Day) \$199

Overview - You will learn additional Outlook skills including importing data, performing a mail merge, using Instant Messenger from Outlook, configuring and securing Outlook, using the Internet with Outlook, working offline, & creating custom forms. / **Prerequisites** - Win 2000 - L 1, Outlook 2002 - L 1 & 2

PowerPoint Level 1 (1-Day) \$199

Overview - In this course you will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint. / **Next Steps** - PowerPoint 2002 - Level 2

PowerPoint Level 2 (1-Day) \$199

Overview - This course is designed for students who are familiar with PowerPoint and need to design templates, create slides with special effects, run various slide show, create presentations for the web, and

broadcast and review presentations in their job. / **Prerequisites** - Windows 2000 - Level 1, PowerPoint 2002 - Level 1

Windows Level 1 (1-Day) \$199

Overview - Students will learn the basic skills necessary to operate and maintain a personal computer using Windows XP Professional. / **Next Steps** - Windows XP (New Version) - Level 2

Windows Level 2 (1-Day) \$199

Overview - Students will share files and resources with co-workers over a network. They will explore how Win XP takes advantage of the Internet and will learn how to customize and maintain their computers to create an efficient workspace. / **Prerequisites** - Windows XP (New Version) - Level 1

Word Level 1 (1-Day) \$199

Overview - This course is the first in a series of three MS Word courses. It will provide you with the basic concepts required to produce common business documents as well as give you the opportunity to apply them. / **Prerequisites** - Win 2000 - Level 1 / **Next Steps** - Word 2002 - Level 2

Word Level 2 (1-Day) \$199

Overview - In this course you will learn intermediate Word 2002 skills including how to create templates, manage table data, create a newsletter, send form letters, create a Web page, and manage document changes. / **Prerequisites** - Word 2002 - Level 1 / **Next Steps** - Word 2002 - Level 3

Word Level 3 (1-Day) \$199

Overview - You will gain the skills needed to create and use forms, macros, and document references, and to revise documents and edit Web pages in Word. / **Prerequisites** - Win 2000 - Level 1, Word 2002 - Level 1 & 2

OFFICE 2003

Access Level 1 (2-Day) \$398

Overview - In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application, and information management tools. Also, you will learn how to design and create a new Access database. / **Prerequisites** - Windows XP (New Version) - Level 1 & Windows XP (New Version) Level 2



Access Level 2 (2-Day) \$398

Overview - In this course, student will extend their knowledge into some of the more specialized and advanced capabilities. / **Prerequisites** - Access 2003 - Level 1

Access Level 3 (1-Day) \$199

Overview - Students will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code. / **Prerequisites** - Win XP (New Version) - Level 1 & 2, Access 2003 - Level 1, Access 2003 - Level 2

Excel Level 1 (1-Day) \$199

Overview - In this course, you will use MS® Office Excel 2003 to manage, edit, and print data. / **Prerequisites** - Win XP (New Version) - Level 1

Excel Level 2 (1-Day) \$199

Overview - You will use MS Office Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. / **Prerequisites** - Excel 2003 - Level 1 / **Next Steps** - Excel 2003 - Level 3

Excel Level 3 (1-Day) \$199

Overview - Students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. / **Prerequisites** - Excel 2003 - Level 1, & 2

Outlook Level 1 (1-Day) \$199

Overview - This course will provide students with the skills needed to start sending and responding to email in MS Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes. / **Prerequisites** - Windows XP (New Version) - Level 1 & Level 2

Outlook Level 2 (1-Day) \$199

Overview - Course provides students with the necessary skills to customize their Outlook environment, calendar, & mail messages to meet their specific needs. Students will learn how to track, share, assign, & quickly locate various Outlook items. / **Prereq.** - Win XP (New Vers.) - L 1 & 2, Outlook 2003 - L 1