

SKILLCHOICE™ Desktop



Available
Now!

SkillsSoft offers the most comprehensive and compelling e-learning content for desktop computer skills training. SkillChoice Desktop provides learners with comprehensive coverage of relevant desktop technologies and skills, including more than 400 interactive courses and over 450 online books from the OfficeEssentials™ Collection by Books24x7®. Content focuses on Microsoft Office (Mac and PC), Microsoft Windows, Apple OS X, e-mail, internet skills and browsers (including Internet Explorer and Apple Safari), computing fundamentals, and various Adobe products.

The courses in this catalog are available at no charge to all CSU faculty and staff.

Systemwide Professional Development

spd@calstate.edu

Access this content at
<https://ds.calstate.edu/?svc=skillsoft>

Course List

DESKTOP COMPUTER SKILLS 4

Adobe 4

Adobe Flash CS5	4
Adobe Photoshop CS5	4
Adobe Dreamweaver CS5	4
Adobe PhotoShop CS4	4
Adobe Illustrator CS4	4
Adobe InDesign CS4	4
Adobe Dreamweaver CS4	4
Adobe Flash CS4	4
Adobe Fireworks CS4	4
Adobe AIR 3	4

Best Practices for Desktop Users 5

Information Security for End Users	5
------------------------------------	---

Microsoft Office 2013 5

Microsoft Office 2013: Advanced Excel	5
Microsoft Office 2013: Advanced PowerPoint	5
Microsoft Office 2013: Advanced Word	5
Microsoft Office 2013: Beginning Access	5
Microsoft Office 2013: Beginning Excel	5
Microsoft Office 2013: Beginning Outlook	5
Microsoft Project 2013	5
Microsoft Office 2013: Beginning PowerPoint	5
Microsoft Office 2013: Beginning Word	5
Microsoft Office 2013: SharePoint for End Users	5

Microsoft Office 2013: Advanced Outlook	5
Microsoft Office 2013: Power User Excel	6
Microsoft Office 2013: SharePoint for Power Users	6

Microsoft Office 2010 6

Microsoft Office 2010: New Features	6
Microsoft Office 2010 New Features for Users Migrating from Office 2003	6
Microsoft Office 2010: Beginning Word	6
Microsoft SharePoint 2010: New Features for End Users	6
Microsoft SharePoint 2010 for End Users	6
Microsoft SharePoint 2010: New Features for Power Users	6
Microsoft SharePoint 2010 for Power Users	6
Microsoft Office 2010: Beginning Excel	6
Microsoft Office 2010: Beginning Outlook	6
Microsoft Office 2010: Advanced Word	7
Microsoft Office 2010: Advanced Excel	7
Microsoft Office 2010: Advanced Outlook	7
Microsoft Office 2010: Beginning PowerPoint	7
Microsoft Office 2010: Advanced PowerPoint	7
Microsoft Office 2010: Beginning Access	7
Microsoft Office 2010: Beginning Project	7
Microsoft Office 2010: Advanced Access	7
Microsoft Office 2010: Power User Excel	7
Microsoft Office 2010: Advanced Project	7
Microsoft Office 2010: Beginning Visio	8
Microsoft OneNote 2010 for End Users	8

Microsoft Office for Mac 2011 8

Microsoft Office: Beginning Word for Mac 2011	8
Microsoft Office: Beginning Excel for Mac 2011	8

Microsoft Office: Beginning Outlook for Mac 2011	8
Microsoft Office: Beginning PowerPoint for Mac 2011	8

Microsoft Office 2007 8

Microsoft Office 2007: New Features	8
Microsoft Office 2007: Beginning Word	8
Microsoft Office 2007: Advanced Word	8
Microsoft Office 2007: Word for the Power User	8
Microsoft Office 2007: Beginning Excel	9
Microsoft Office 2007: Advanced Excel	9
Microsoft Office 2007: Excel for the Power User	9
Microsoft Office 2007: Beginning PowerPoint	9
Microsoft Office 2007: Advanced PowerPoint	9
Microsoft Office 2007: Advanced Outlook	9
Microsoft Office 2007: Outlook for the Power User	9
Microsoft Office 2007: Beginning Access	9
Microsoft Office 2007: Advanced Access	9
Microsoft Office 2007: Access for the Power User	9
Microsoft Office 2007: Beginning Visio	9
Microsoft Office 2007: Beginning Project	9
Microsoft Office 2007: Advanced Project	9
Microsoft Office 2007: Publisher	9
Microsoft Office SharePoint Server 2007 End User	9
Microsoft Office 2007: Collaborating, Communicating, and Sharing Information	9
Microsoft Office 2007: Outlook Web Access	10
Microsoft Office Live Meeting 2007 for End Users	10

Microsoft Windows 8 10

Microsoft Windows 8: End User	10
-------------------------------	----

Microsoft Windows 7 10

Microsoft Windows 7: First Look for End Users	10
Microsoft Windows 7: End User	10

Microsoft Windows XP for End Users 10

Microsoft Windows XP: Getting Started	10
Microsoft Windows XP: New Features	10
Microsoft Windows XP for Beginners	10

Home User: Home and Personal Finance 10

QuickBooks Pro 2009 Fundamentals	10
----------------------------------	----

Lotus Notes 8 10

Lotus Notes 8: New Features for End Users	10
Lotus Notes 8: End User	10

Lotus Notes 7 10

Lotus Notes 7: End User	10
-------------------------	----

Microsoft Internet Explorer 9 10

Microsoft Internet Explorer 9: End User	10
---	----

Microsoft Internet Explorer 8 10

Microsoft Internet Explorer 8: End User	10
---	----

Microsoft Internet Explorer 7 11

Microsoft Internet Explorer 7: End User	11
---	----

Microsoft Internet Explorer 6 11

Microsoft Internet Explorer 6 (non-audio)	11
---	----

Seagate Crystal Reports 11

Fundamentals of Crystal Reports 2011	11
--------------------------------------	----

Crystal Reports XI: Report Writing Basics	11
---	----

Microsoft Windows Vista 11

Microsoft Windows Vista: New Features for End Users	11
---	----

Microsoft Windows Vista for the End User	11
--	----

SAP 11

Overview of SAP for Project Teams	11
-----------------------------------	----

SAP Business Suite 7 for End Users	11
------------------------------------	----

SAP Business One for End Users	11
--------------------------------	----

SAP Business Objects Business Intelligence	11
--	----

Apple Safari X 11

Apple Safari for End Users	11
----------------------------	----

Apple Mac OS X 11

Mac OS X Lion for End Users	11
-----------------------------	----

Social Networking 11

Social Networking for Users	11
-----------------------------	----

Mentoring Assets 11

Test Preps 12

Questions?

Talk to us about e-learning, call (562) 951-4403
or e-mail us at spd@calstate.edu.

Descriptions

Click on the course name below to get a full course description, target audience, expected course duration, course number and lesson objectives

DESKTOP COMPUTER SKILLS

Adobe

Adobe Flash CS5

- Introduction to Adobe Flash Professional CS5
- Drawing and Working with Images in Flash CS5
- Using Flash CS5 Libraries, Text, and Components
- Animation in Flash CS5
- ActionScript and Multimedia in Flash CS5
- Creating Navigation and Publishing Movies in Flash CS5

Adobe Photoshop CS5

- Photoshop CS5: Getting Started
- Photoshop CS5: Beyond the Basics

Adobe Dreamweaver CS5

- Setting up a Site and Adding Content in Dreamweaver CS5
- Adding Links and Images in Dreamweaver CS5
- Tables, Accessibility, and Standards in Dreamweaver CS5
- Reusing Content in Dreamweaver CS5
- Creating Interactive Web Pages in Dreamweaver CS5
- Cascading Style Sheets in Dreamweaver CS5

Adobe PhotoShop CS4

- Photoshop CS4: Getting Started
- Photoshop CS4: Beyond the Basics

Adobe Illustrator CS4

- Illustrator CS4: Getting Started
- Illustrator CS4: Beyond the Basics

Adobe InDesign CS4

- Adobe InDesign CS4: Fundamentals

Adobe Dreamweaver CS4

- Setting up a Site and Adding Content in Dreamweaver CS4
- Adding Links and Images in Dreamweaver CS4
- Tables, Accessibility, and Standards in Dreamweaver CS4
- Reusing Content in Dreamweaver CS4
- Creating Interactive Web Pages in Dreamweaver CS4
- Cascading Style Sheets in Dreamweaver CS4
- Dreamweaver CS4 Site Maintenance and Advanced Concepts

Adobe Flash CS4

- Introduction to Adobe Flash CS4 Professional
- Drawing and Working with Images in Flash CS4
- Using Flash CS4 Libraries, Text, and Components
- Animation in Flash CS4
- ActionScript and Multimedia in Flash CS4
- Workflow and Adobe Integration in Flash CS4
- Creating Navigation and Publishing Movies in Flash CS4
- Adobe AIR for Flash Developers
- Adobe Air for Flash CS4 Developers

Adobe Fireworks CS4

- Adobe Fireworks CS4: Fundamentals
- Adobe Captivate 4
- Adobe Captivate 4
- Adobe Reader X
- Adobe Reader X
- Adobe Reader 9
- Adobe Reader 9
- Adobe Reader 8.0
- Using Adobe Reader 8
- Adobe Acrobat 9
- Adobe Acrobat 9: Fundamentals
- Adobe Acrobat 8.0
- Creating and Working with PDFs in Adobe Acrobat 8
- Editing and Reviewing in Adobe Acrobat 8
- Forms and Document Security in Adobe Acrobat 8
- Advanced Features of Adobe Acrobat 8

Adobe AIR 3

- Adobe Air 3 for Flash CS5.5 Developers
- Adobe InDesign CS5
- Adobe InDesign CS5: Fundamentals

Best Practices for Desktop Users

Information Security for End Users

- Introduction to Information Security
- Using your Desktop Computer and Mobile Devices Safely
- Using E-mail, the Internet, and Social Media Safely in a Corporate Environment

Microsoft Office 2013

Microsoft Office 2013: Advanced Excel

- Creating and Customizing Visual Elements in Excel 2013
- Customizing Options and Views in Excel 2013
- Manipulating Data in Excel 2013
- Data Search, Data Validation, and Macros in Excel 2013

Microsoft Office 2013: Advanced PowerPoint

- Advanced Slide Shows Tools in PowerPoint 2013
- Sharing, Printing, Protecting and Delivery Presentations in PowerPoint 2013

Microsoft Office 2013: Advanced Word

- Advanced Formatting in Word 2013
- Customizing Document Layout in Word 2013
- Advanced Table Customization in Word 2013
- Inserting and Formatting Graphics in Word 2013
- Navigating and Reviewing Documents in Word 2013
- Reference Tools and Mail Merge in Word 2013
- Adjusting Document Views and Customizing the Appearance of Word 2013
- Sharing and Collaboration in Word 2013

Microsoft Office 2013: Beginning Access

- Creating and Modifying Forms in Access 2013
- Creating and Modifying Reports in Access 2013
- Creating and Populating a Database in Access 2013
- Modifying Tables in Access 2013
- Creating and Modifying Queries in Access 2013

Microsoft Office 2013: Beginning Excel

- Creating Workbooks, Worksheets, and Data in Excel 2013
- Saving and Printing Data in Excel 2013
- Formatting Cells and Worksheets in Excel 2013
- Formatting Data in Excel 2013

- Presenting Data using Conditional Formatting and Sparklines in Excel 2013
- Performing Calculations Using Functions in Excel 2013
- Presenting Data in Tables and Charts in Excel 2013

Microsoft Office 2013: Beginning Outlook

- Working with E-mail in Outlook 2013
- Managing E-mail in Outlook 2013
- Working with Contacts in Outlook 2013
- Scheduling with Appointments, Events, and Tasks in Outlook 2013
- Working with Meetings in Outlook 2013

Microsoft Project 2013

- Tools for Tracking Project Performance in Project 2013
- Resource Management in Project 2013
- Communicate and Finalize Project Information Using Project 2013
- Task-based Scheduling in Project 2013
- Setting up a Project in Project 2013

Microsoft Office 2013: Beginning PowerPoint

- Creating Presentations in PowerPoint 2013
- Enhancing PowerPoint 2013 Presentations
- Animations and Media in PowerPoint 2013
- Finalizing a PowerPoint 2013 Presentation

Microsoft Office 2013: Beginning Word

- Performing Basic Tasks in Word 2013
- Editing and Formatting in Word 2013
- Using Tables in Word 2013
- Structuring a Document in Word 2013
- Adding Lists and Objects in Word 2013

Microsoft Office 2013: SharePoint for End Users

- Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013
- My Site and Social Features in SharePoint 2013
- Community Sites, Search, and Office Integration in SharePoint 2013

Microsoft Office 2013: Advanced Outlook

- Formatting E-mail and Configuring Message Options in Outlook 2013
- Management and Customization in Outlook 2013
- Mail Automation, Cleanup, and Storage in Outlook 2013
- Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013

Microsoft Office 2013: Power User Excel

- Sharing and Linking Data, and Adding Office Apps to Excel 2013
- Reviewing and Protecting Content in Excel 2013
- Advanced Formats and Layouts in Excel 2013
- Advanced Formulas and Functions in Excel 2013
- Using Financial Functions and What-If Analysis in Excel 2013
- Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013

Microsoft Office 2013: SharePoint for Power Users

- Configuring Pages, Sites, and Content in SharePoint 2013
- Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013
- Managing Templates, Views, and Versioning in SharePoint 2013
- Managing Web Parts, Users, and Groups in SharePoint 2013
- Using and Configuring Search in SharePoint 2013
- Workflows, Collaboration, and Analysis in SharePoint 2013

Microsoft Office 2010

Microsoft Office 2010: New Features

- Office 2010 New Core Features
- New Messaging and Collaboration Features in Office 2010
- Office 2010 Web Apps and New Features in Publisher and Mobile

Microsoft Office 2010 New Features for Users Migrating from Office 2003

- The New Office 2010 Interface, Word 2010, and Excel 2010
- Outlook 2010 and Collaboration in Office 2010
- New Features for PowerPoint, Publisher, and Access in Office 2010

Microsoft Office 2010: Beginning Word

- Getting Started with Word 2010
- Formatting and Working with Text in Word 2010
- Organizing and Arranging Text in Word 2010
- Moving Around in Word 2010
- Structuring Word 2010 Documents
- Reviewing Documents in Word 2010
- Saving, Sharing, and Printing in Word 2010

- Customizing the Behavior and Appearance of Word 2010
- Drawing and Inserting Graphics in Word 2010

Microsoft SharePoint 2010: New Features for End Users

- SharePoint 2010 New Features for End Users

Microsoft SharePoint 2010 for End Users

- Getting Started with SharePoint 2010
- Using SharePoint 2010 with Office 2010

Microsoft SharePoint 2010: New Features for Power Users

- Microsoft SharePoint 2010: New Features for Power Users

Microsoft SharePoint 2010 for Power Users

- Managing SharePoint 2010 Sites, Lists, and Libraries
- Managing SharePoint 2010 Pages and Components
- SharePoint 2010 Security and Business Intelligence

Microsoft Office 2010: Beginning Excel

- Getting Started with Excel 2010
- Applying Basic Data Formatting in Excel 2010
- Moving and Getting Around in Excel 2010
- Moving Data and Modifying Worksheets in Excel 2010
- Saving, Sending, and Printing Excel 2010 Workbooks
- Using Conditional Formatting, Tables, and Sparklines in Excel 2010
- Reviewing and Protecting Content in Excel 2010
- Using Basic Formulas in Excel 2010
- Using Basic Functions with Excel 2010
- Inserting Basic Charts in Excel 2010
- Adding Visuals, Themes, and Styles to Excel 2010 Workbooks

Microsoft Office 2010: Beginning Outlook

- Getting Started with Outlook 2010
- Managing Conversations and Organizing E-mail in Outlook 2010
- Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010
- Using the Calendar for Appointments, Events, and Meetings in Outlook 2010
- Managing Meetings and Customizing the Calendar in Outlook 2010
- Outlook 2010 Social Connector and Messaging
- Working with Contacts in Outlook 2010
- Using the Tasks, Notes, and Journal Features in Outlook 2010

Microsoft Office 2010: Advanced Word

- Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
- Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
- Forms, Fields, and Mail Merge in Word 2010
- Managing, Inspecting, and Recovering Word 2010 Documents
- Creating and Formatting Tables in Word 2010
- Manipulating Tables in Word 2010
- Embedding Charts and Tables into Word 2010

Microsoft Office 2010: Advanced Excel

- Customizing Visual Elements in Excel 2010
- Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010
- Organizing Data and Objects in Excel 2010
- Verifying Excel 2010 Data and Formulas
- Automating Excel 2010 Tasks Using Macros
- Analyzing Data with What-if Analysis in Excel 2010
- PivotTables and PivotCharts in Excel 2010
- PivotTable Filters, Calculations, and PowerPivot

Microsoft Office 2010: Advanced Outlook

- Formatting E-mail and Configuring Message Options in Outlook 2010
- Customizing Outlook 2010 and Managing Accounts
- Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010
- Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010
- Data Files, Archiving, and Send/Receive Groups in Outlook 2010
- Implementing Security with Outlook 2010
- Accessing Exchange Remotely and Using Forms in Outlook 2010

Microsoft Office 2010: Beginning PowerPoint

- Getting Started with PowerPoint 2010
- Visually Enhancing PowerPoint 2010 Presentations
- Adding Images to Presentations in PowerPoint 2010
- Using Multimedia and Animations in PowerPoint 2010

Microsoft Office 2010: Advanced PowerPoint

- Using Advanced Slide Show Tools in PowerPoint 2010
- Collaborating and Sharing Presentations in PowerPoint 2010

Microsoft Office 2010: Beginning Access

- Getting Started with Access 2010
- Creating Basic Tables in Access 2010
- Data Manipulation and Simple Relationships in Access 2010
- Introduction to Forms in Access 2010
- Modifying Basic Forms in Access 2010
- Introduction to Queries in Access 2010
- Introduction to Reports in Access 2010

Microsoft Office 2010: Beginning Project

- Introduction to Project Management using Project 2010
- Introduction to Project 2010
- Initializing a Project with Project 2010
- Defining Project Properties in Project 2010
- Building a Schedule with Project 2010
- Creating Resources in Project 2010
- Managing Resource Assignments with Project 2010
- Monitoring Schedule Performance with Project 2010
- Communicating Project Information with Project 2010

Microsoft Office 2010: Advanced Access

- Advanced Importing and Exporting with Access 2010
- PivotTables and PivotCharts in Access 2010
- Retrieving, Validating, and Attaching Data in Access 2010
- Subforms, Subreports, and Conditional Formatting in Access 2010
- Joins, SQL, and Action Queries in Access 2010
- Using Access 2010 with SharePoint and Access Services
- Access 2010 Macros and VBA
- Optimizing, Securing, and Sharing Access 2010 Databases

Microsoft Office 2010: Power User Excel

- Sharing Excel 2010 Workbooks Online and on a Network
- Using Excel 2010 to Collaborate Online and with Other Office Applications
- Using Lookup, Reference, Math, and Text Functions in Excel 2010
- Manipulating Formulas and Using Forms in Excel 2010
- Using Excel 2010 Data Connections: Web Queries, XML, and Databases

Microsoft Office 2010: Advanced Project

- Advanced Customizing with Project 2010
- Advanced Tools for Managing Multiple Projects with Project 2010

- Advanced Resource Management with Project 2010
- Advanced Scheduling Management with Project 2010
- Advanced Reporting and Management Tools in Project 2010

Microsoft Office 2010: Beginning Visio

- Getting Started with Visio 2010
- Working with Diagrams in Visio 2010
- Collaboration, Evaluation and Printing in Visio 2010

Microsoft OneNote 2010 for End Users

- Microsoft Office 2010: Managing Information with OneNote
- Microsoft Office 2010: Sharing Information with OneNote
- Microsoft Office 2010: Lync for End Users
- Microsoft Office 2010: Getting Started with Lync
- Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration

Microsoft Office for Mac 2011

Microsoft Office: Beginning Word for Mac 2011

- Microsoft Word for Mac 2011: Getting Started
- Microsoft Word for Mac 2011: Formatting and Working with Text
- Microsoft Word for Mac 2011: Structuring and Organizing Documents
- Microsoft Word for Mac 2011: Moving Around a Document
- Microsoft Word for Mac 2011: Adding and Formatting Images
- Microsoft Word for Mac 2011: Creating and Formatting Tables
- Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking

Microsoft Office: Beginning Excel for Mac 2011

- Microsoft Excel for Mac 2011: Getting Started
- Microsoft Excel for Mac 2011: Applying Basic Data Formatting
- Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks
- Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets
- Microsoft Excel for Mac 2011: Using Basic Formulas
- Microsoft Excel for Mac 2011: Using Basic Functions
- Microsoft Excel for Mac 2011: Inserting Basic Charts
- Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks

Microsoft Office: Beginning Outlook for Mac 2011

- Microsoft Outlook for Mac 2011: Getting Started
- Microsoft Outlook for Mac 2011: Managing Conversations and E-mail
- Microsoft Outlook for Mac 2011: Mastering E-mail
- Microsoft Outlook for Mac 2011: Scheduling with the Calendar
- Microsoft Outlook for Mac 2011: Managing Contacts
- Moving Beyond E-mail to Maximize Microsoft Outlook's Potential

Microsoft Office: Beginning PowerPoint for Mac 2011

- Microsoft PowerPoint for Mac 2011: Getting Started
- Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements
- Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation
- Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools

Microsoft Office 2007

Microsoft Office 2007: New Features

- New Features for End Users in Microsoft Office 2007
- Microsoft Office Excel, PowerPoint, and Outlook 2007
- Microsoft Access 2007 and Microsoft Publisher 2007
- Sharing and Collaboration in Microsoft Office Enterprise 2007

Microsoft Office 2007: Beginning Word

- Getting Started with Word 2007
- Working with Text and Paragraphs in Word 2007
- Structuring, Editing, Saving, and Opening Documents in Word 2007
- Printing, Help, and Automated Formatting in Word 2007
- Working with Documents in Word 2007

Microsoft Office 2007: Advanced Word

- Advanced Formatting in Word 2007
- Advanced Document Navigation and Document Reviews in Word 2007
- Using Tables, Charts, and Graphics in Word 2007

Microsoft Office 2007: Word for the Power User

- Advanced Data Manipulation Features in Word 2007
- Advanced Document Features in Word 2007
- Collaborative Features in Word 2007

Microsoft Office 2007: Beginning Excel

- Getting Started with Excel 2007
- Manipulating and Formatting Data and Worksheets in Excel 2007
- Reviewing and Printing in Excel 2007
- Excel 2007 Formulas and Functions
- Excel 2007 Charts, Pictures, Themes, and Styles

Microsoft Office 2007: Advanced Excel

- Advanced Formatting in Excel 2007
- Advanced Data Management in Excel 2007
- Advanced Customization in Excel 2007

Microsoft Office 2007: Excel for the Power User

- Analyzing Data in Excel 2007
- Protecting and Sharing Excel 2007 Workbooks
- Exchanging Data with Excel 2007

Microsoft Office 2007: Beginning PowerPoint

- Getting Started with PowerPoint 2007
- Adding Graphics to Presentations in PowerPoint 2007
- Adding Multimedia and Animations to Presentations in PowerPoint 2007

Microsoft Office 2007: Advanced PowerPoint

- Creating Custom Slide Shows in PowerPoint 2007
- Distributing Presentations in PowerPoint 2007
- Microsoft Office 2007: Beginning Outlook
- Getting Started with Outlook 2007
- Formatting and Managing E-mail in Outlook 2007
- Using the Calendar in Outlook 2007
- Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
- Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007

Microsoft Office 2007: Advanced Outlook

- Customizing Outlook 2007 and Using the Journal
- Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
- Working with SharePoint, Calendars, and Forms in Outlook 2007

Microsoft Office 2007: Outlook for the Power User

- Data Security, Archiving, and Working Offline in Outlook 2007
- Instant, Text, and Unified Messaging in Outlook 2007
- Business Contact Manager with Outlook 2007

Microsoft Office 2007: Beginning Access

- Getting Started with Access 2007
- Basic Access 2007 Tables
- Basic Access 2007 Forms
- Queries and Reports in Access 2007

Microsoft Office 2007: Advanced Access

- Importing and Exporting Data and Data Presentation in Access 2007
- Advanced Data Management in Access 2007

Microsoft Office 2007: Access for the Power User

- Programmability and Administration in Access 2007
- Database Administration in Access 2007

Microsoft Office 2007: Beginning Visio

- Creating Visio 2007 Diagrams
- Enhancing and Customizing Diagrams in Visio 2007
- Collaborating and Using Visio 2007 With Other Programs

Microsoft Office 2007: Beginning Project

- Creating and Designing a Project with Project 2007
- Specifying and Assigning Resources in Project 2007
- Tracking and Reporting Progress with Project 2007

Microsoft Office 2007: Advanced Project

- Advanced Customization with MS Project 2007
- Project Data Management and Performance with MS Project 2007

Microsoft Office 2007: Publisher

- Creating Customized Publications with Publisher 2007
- Extending Publisher 2007 Beyond Publications

Microsoft Office SharePoint Server 2007 End User

- SharePoint 2007 Essentials
- Creating and Managing Personal Sites and Searches in SharePoint 2007

Microsoft Office 2007: Collaborating, Communicating, and Sharing Information

- Microsoft Office 2007: Collaborating with Groove and Communicator
- Microsoft Office 2007: Sharing Information with OneNote 2007

Microsoft Office 2007: Outlook Web Access

- Using Outlook Web Access 2007
 - Outlook Web Access 2007 Advanced Features
-

Microsoft Office Live Meeting 2007 for End Users

- Attending a Microsoft Office 2007 Live Meeting
 - Hosting a Microsoft Office 2007 Live Meeting
-

Microsoft Windows 8

Microsoft Windows 8: End User

- Windows 8: New Features and Common Tasks
 - Files and Connectivity in Windows 8
 - Personalizing Windows 8
 - Working with Apps in Windows 8
 - Internet Explorer 10, File Sharing, and Recovery in Windows 8
 - Managing Hardware and Advanced Options in Windows 8
-

Microsoft Windows 7

Microsoft Windows 7: First Look for End Users

- Microsoft Windows 7: First Look for End Users
-

Microsoft Windows 7: End User

- Getting Started with Windows 7
 - Setting up and Securing Windows 7
 - Customizing Windows 7
-

Microsoft Windows XP for End Users

Microsoft Windows XP: Getting Started

- Introducing Windows XP
-

Microsoft Windows XP: New Features

- Windows XP: Fundamentals
 - Windows XP: Advanced
-

Microsoft Windows XP for Beginners

- Getting Started with Microsoft Windows XP
 - Up and Running with Microsoft Windows XP
-

Home User: Home and Personal Finance

QuickBooks Pro 2009 Fundamentals

- QuickBooks Pro 2009: Getting Started
-

Lotus Notes 8

Lotus Notes 8: New Features for End Users

- Lotus Notes 8: New Features for End Users
-

Lotus Notes 8: End User

- Getting Started with Lotus Notes 8 and Using Mail
 - Scheduling Events and Managing Applications
 - Working with Instant Messaging, Contacts, and Blogs
 - Using Productivity Tools and Accessing Lotus Notes 8 Remotely
-

Lotus Notes 7

Lotus Notes 7: End User

- Getting Started with Lotus Notes 7 and Mail
 - Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7
 - Working with Databases, the Calendar, and the To Do List in Lotus Notes 7
 - Using Lotus Notes 7 Remotely
-

Microsoft Internet Explorer 9

Microsoft Internet Explorer 9: End User

- Microsoft Internet Explorer 9: Browsing and Managing Web Pages
 - Microsoft Internet Explorer 9: Searching and Subscribing to Web Content
 - Microsoft Internet Explorer 9: Customization and Security
-

Microsoft Internet Explorer 8

Microsoft Internet Explorer 8: End User

- Internet Explorer 8: Basic Features
 - Internet Explorer 8: Advanced Features
-

Microsoft Internet Explorer 7

Microsoft Internet Explorer 7: End User

- Fundamentals of Internet Explorer 7
- Customization and Security in Internet Explorer 7

Microsoft Internet Explorer 6

Microsoft Internet Explorer 6 (non-audio)

- Fundamentals of Internet Explorer 6
- Moving on with Internet Explorer 6

Seagate Crystal Reports

Fundamentals of Crystal Reports 2011

- Getting Started with Crystal Reports 2011

Crystal Reports XI: Report Writing Basics

- Reporting Basics with Crystal Reports XI
- Managing Data and Distributing Reports with Crystal Reports XI

Microsoft Windows Vista

Microsoft Windows Vista: New Features for End Users

- Windows Vista User Experience
- Windows Vista Security and Performance Improvements

Microsoft Windows Vista for the End User

- Getting Started with Windows Vista
- Work with Files, Programs, and Printing in Windows Vista
- Navigating the Web and System Maintenance with Windows Vista

SAP

Overview of SAP for Project Teams

- Overview of SAP Solutions
- Financial Accounting with SAP
- SAP Logistics Modules
- SAP ERP Architecture
- SAP Administration
- SAP Project Planning and Implementation
- SAP NetWeaver Platform

SAP Business Suite 7 for End Users

- SAP Enterprise Resource Planning (ERP)
- SAP Customer Relationship Management (CRM)
- SAP Product Lifecycle Management
- SAP Supply Chain Management
- SAP Supplier Relationship Management

SAP Business One for End Users

- SAP Business One - Introduction for End Users

SAP Business Objects Business Intelligence

- SAP BusinessObjects: Overview
- SAP BusinessObjects: Crystal Reports
- SAP BusinessObjects: Web Intelligence
- SAP BusinessObjects: Dashboards and Analytics
- SAP BusinessObjects: InfoView
- SAP BusinessObjects: Business Intelligence

Apple Safari X

Apple Safari for End Users

- Getting Started with Safari
- Up and Running with Safari 5.1
- Sharing Content and Browsing the Web Privately and Securely using Safari

Apple Mac OS X

Mac OS X Lion for End Users

- Getting Started with Mac OS X Lion for End Users
- Getting Organized with Mac OS X Lion
- Using Mac OS X Lion to Interact with the World
- Under the Hood with Mac OS X Lion

Social Networking

Social Networking for Users

- Social Networking for Users

Mentoring Assets

- Mentoring 77-881 Word 2010
- Mentoring 77-882 Excel 2010
- Mentoring Using Word 2007
- Mentoring Using Excel 2007
- Mentoring Using PowerPoint 2007

- Mentoring Using Access 2007
- Mentoring Using Outlook 2007
- Mentoring Word 2003 Expert
- Mentoring Excel 2003
- Mentoring Excel 2003 Expert
- Mentoring Access 2003
- Mentoring PowerPoint 2003
- Mentoring Outlook 2003
- Mentoring Word 2003
- Mentoring 77-883 PowerPoint 2010
- Mentoring 77-884 Outlook 2010
- Mentoring 77-885 Access 2010
- Mentoring 77-888 Excel 2010 Expert
- Mentoring 70-178 Microsoft Project 2010, Managing Projects
- Mentoring 77-418 Word 2013
- Mentoring 77-420 Excel 2013
- Mentoring 77-422 PowerPoint 2013
- Mentoring 77-423 Outlook 2013
- Mentoring 77-424 Access 2013
- Mentoring 77-427 Excel 2013 Expert Part One

Test Preps

- TestPrep Using Word 2007
- TestPrep Using Excel 2007
- TestPrep Using PowerPoint 2007
- TestPrep Using Outlook 2007
- TestPrep Using Access 2007
- TestPrep 77-881 Word 2010
- TestPrep 77-882 Excel 2010
- TestPrep 77-883 PowerPoint 2010
- TestPrep 77-885 Access 2010
- TestPrep 77-884 Outlook 2010
- TestPrep 77-888 Excel 2010 Expert
- TestPrep 70-178 Microsoft Project 2010, Managing Projects

