

## END-USER COMPUTER SKILLS

### **Access 2000 MOS Series**

Access 2000 MOS: 1 Creating Databases  
 Access 2000 MOS: 2 Building Tables  
 Access 2000 MOS: 3 Modifying Tables  
 Access 2000 MOS: 4 Sorting and Filtering  
 Access 2000 MOS: 5 Relationships and Queries  
 Access 2000 MOS: 6 Building Forms  
 Access 2000 MOS: 7 Producing Reports  
 Access 2000 MOS: 8 Advanced Tasks

### **Access 2002 Series**

Access 2002: 1 Creating Databases  
 Access 2002: 2 Building Tables  
 Access 2002: 3 Modifying Tables  
 Access 2002: 4 Sorting and Filtering  
 Access 2002: 5 Relationships & Queries  
 Access 2002: 6 Building Forms  
 Access 2002: 7 Producing Reports  
 Access 2002: 8 Advanced Tasks

### **Access 2003 Series**

Access 2003: 1 Introduction to Access  
 Access 2003: 2 Designing and Building Tables  
 Access 2003: 3 Enhanced Tables & Datasheets  
 Access 2003: 4 Searches and Queries  
 Access 2003: 5 Advanced Queries and Calculations  
 Access 2003: 6 Access Report System  
 Access 2003: 7 The Internet, Forms, and the Analyzer

### **Access 2007 Series**

Access 2007: 1 Introduction to Access  
 Access 2007: 2 Creating Tables  
 Access 2007: 3 Working with Tables  
 Access 2007: 4 Creating Forms  
 Access 2007: 5 Creating Reports  
 Access 2007: 6 Creating Queries and Filters

### **Access 2007 Advanced Series**

Access 2007 Advanced: 1 Expressions and Queries  
 Access 2007 Advanced: 2 PivotTables, PivotCharts, and Graphs  
 Access 2007 Advanced: 3 Macros and Data Imports/Exports

### **Computer Basics**

Computer Basics: 1 Using Your PC

### **Crystal Reports 8 Series**

Crystal Reports 8: 1 Getting Started  
 Crystal Reports 8: 2 Designing a Report  
 Crystal Reports 8: 3 Selecting Records  
 Crystal Reports 8: 4 Sorting and Grouping Data  
 Crystal Reports 8: 5 Creating Summary Totals, Reports, and Graphs  
 Crystal Reports 8: 6 Formulas and Functions  
 Crystal Reports 8: 7 Printing and Exporting  
 Crystal Reports 8: 8 Linking Tables

### **Crystal Reports XI Series**

Crystal Reports XI: 1 Navigating the Design Environment  
 Crystal Reports XI: 2 Selecting Just the Right Data Source(s) for Your Report  
 Crystal Reports XI: 3 Do It Yourself and Wizard Reporting  
 Crystal Reports XI: 4 Selecting and Organizing Your Report Data  
 Crystal Reports XI: 5 Manipulating Your Report Data in Meaningful Ways

Crystal Reports XI: 6 Letting Formulas and Functions Do All the Work

Crystal Reports XI: 7 Creating Dynamic Reports with Parameters

Crystal Reports XI: 8 Formatting Reports that Function and Sizzle Parameters

Crystal Reports XI: 9 Making Report Sections Work for You

Crystal Reports XI: 10 Visualizing Your Report Data with Charts and Maps

### **Dreamweaver 8 Series**

Dreamweaver 8: 1 New Design Tools

Dreamweaver 8: 2 New Application Development Features

### **Dreamweaver MX 2004 Series**

Dreamweaver MX 2004: 1 Interface and Web Page Creation Basics

Dreamweaver MX 2004: 2 Project Planning, Link Creation, and HTML Editing

Dreamweaver MX 2004: 3 Images, Image Maps, and Assets

Dreamweaver MX 2004: 4 Tables, Frames, and Framesets

Dreamweaver MX 2004: 5 Dynamic HTML

Dreamweaver MX 2004: 6 Advanced Behaviors and Forms

Dreamweaver MX 2004: 7 Uploading Projects and Working with Templates

### **Dreamweaver MX Series**

Dreamweaver MX: 1 Introduction

Dreamweaver MX: 2 Setting Up a Web Site

Dreamweaver MX: 3 Designing the Site

Dreamweaver MX: 4 Adding Graphics

Dreamweaver MX: 5 Tables

Dreamweaver MX: 6 Frames

Dreamweaver MX: 7 Styles and CSS

Dreamweaver MX: 8 Dynamic HTML

Dreamweaver MX: 9 Advanced DHTML

Dreamweaver MX: 10 Multimedia Integration

Dreamweaver MX: 11 Dynamic Web Sites

Dreamweaver MX: 12 Forms and Interactivity

### **Excel 2000 MOS Series**

Excel 2000 MOS: 1 Working with Cells

Excel 2000 MOS: 2 Working with Files

Excel 2000 MOS: 3 Formatting Worksheets

Excel 2000 MOS: 4 Page Setup and Printing

Excel 2000 MOS: 5 Worksheets and Workbooks

Excel 2000 MOS: 6 Formulas and Functions

Excel 2000 MOS: 7 Charts and Objects

### **Excel 2000 MOS Expert Series**

Excel 2000 MOS Expert: 1 Importing and Exporting Data

Excel 2000 MOS Expert: 2 Working with Templates, Links, and Report Manager

Excel 2000 MOS Expert: 3 Formatting, Sorting, and Filtering Data

Excel 2000 MOS Expert: 4 Naming Ranges, Working with Macros, and Customizing Toolbars

Excel 2000 MOS Expert: 5 Validating and Auditing Data

Excel 2000 MOS Expert: 6 Analyzing Data and Using PivotTables

Excel 2000 MOS Expert: 7 Sharing Work and Adding Security

### **Excel 2002 Series**

Excel 2002: 1 Working with Cells

Excel 2002: 2 Working with Files

Excel 2002: 3 Formatting Worksheets

Excel 2002: 4 Page Setup and Printing  
Excel 2002: 5 Worksheets and Workbooks  
Excel 2002: 6 Formulas and Functions  
Excel 2002: 7 Charts and Objects

### **Excel 2003 Series**

Excel 2003: 1 Getting Started  
Excel 2003: 2 Creating a Spreadsheet  
Excel 2003: 3 Formatting Data  
Excel 2003: 4 Editing and Printing Worksheets  
Excel 2003: 5 Managing Worksheets  
Excel 2003: 6 Charts and Databases  
Excel 2003: 7 Hypertext and Tips

### **Excel 2007 Series**

Excel 2007: 1 Getting Started  
Excel 2007: 2 Creating a Worksheet  
Excel 2007: 3 Formatting Data  
Excel 2007: 4 Editing and Printing Worksheets  
Excel 2007: 5 Managing Worksheets  
Excel 2007: 6 Using Charts and Objects

### **Excel 2007 Advanced Series**

Excel 2007 Advanced: 1 Filtering and Sorting Data  
Excel 2007 Advanced: 2 Using Pivot Tables  
Excel 2007 Advanced: 3 Working with Functions  
Excel 2007 Advanced: 4 Using Data Analysis Tools  
Excel 2007 Advanced: 5 Automating with VBA Macros  
Excel 2007 Advanced: 6 Adding Connections and Importing Data

### **Flash 8 Series**

Flash 8: What's New to Basic  
Flash 8: What's New to Professional

### **Flash MX Series**

Flash MX: 1 Flash Overview  
Flash MX: 2 Animation  
Flash MX: 3 Text and Forms  
Flash MX: 4 Coordinated Animations  
Flash MX: 5 Sound and Music

### **Flash MX 2004 Series**

Flash MX 2004: 1 Using the Interface and Importing Graphics  
Flash MX 2004: 2 Drawing, Painting, and Using the Library  
Flash MX 2004: 3 Creating Animation  
Flash MX 2004: 4 Using Shape Tween and Timelines Effects  
Flash MX 2004: 5 Using Sound and Layers  
Flash MX 2004: 6 Adding Symbol and Buttons  
Flash MX 2004: 7 ActionScript, Behaviors, and Publishing

### **Flash MX 2004 ActionScript 2.0 Series**

Flash MX 2004 ActionScript 2.0: 1 Object-Oriented Programming  
Flash MX 2004 ActionScript 2.0: 2 Properties and Methods  
Flash MX 2004 ActionScript 2.0: 3 Implementing Inheritance and Interfaces  
Flash MX 2004 ActionScript 2.0: 4 Inter-Object Communications  
Flash MX 2004 ActionScript 2.0: 5 Building User Interface Components

### **Flash MX ActionScript Series**

Flash MX ActionScript: 1 Getting Started  
Flash MX ActionScript: 2 Directing and Managing Movies  
Flash MX ActionScript: 3 Using Variables, Properties, and Functions  
Flash MX ActionScript: 4 Creating Objects and Interactive Elements  
Flash MX ActionScript: 5 Working with Text, Buttons, and Menus  
Flash MX ActionScript: 6 Statements, Expressions, and Testing  
Flash MX ActionScript: 7 Adding Advanced Features  
Flash MX ActionScript: 8 Finishing Touches

### **FrontPage 2000 Series**

FrontPage 2000: 1 Creating Web Sites  
FrontPage 2000: 2 Building Pages  
FrontPage 2000: 3 Working with Images  
FrontPage 2000: 4 Adding Spark to Your Site

### **GroupWise 5.5 Series**

GroupWise 5.5: 1 Getting Started with GroupWise  
GroupWise 5.5: 2 Creating and Sending Messages  
GroupWise 5.5: 3 Organizing Your Mailbox  
GroupWise 5.5: 4 Calendar, Task, and Phone Features  
GroupWise 5.5: 5 Managing Documents and Folders  
GroupWise 5.5: 6 Advanced GroupWise Features

### **GroupWise 6.5 Series**

GroupWise 6.5: 1 Getting Started  
GroupWise 6.5: 2 Message and the Address Book  
GroupWise 6.5: 3 Managing Messages  
GroupWise 6.5: 4 Calendars and Tasks  
GroupWise 6.5: 5 Advanced GroupWise Features  
GroupWise 6.5: 6 Managing Documents  
GroupWise 6.5: 7 Remote Access and Customizing GroupWise  
GroupWise 6.5: 8 Mobile GroupWise Access

### **Internet Explorer 6 Series**

Internet Explorer 6: 1 Browsing the Web  
Internet Explorer 6: 2 Using Files and Mail

### **Internet Explorer 7 Series**

Internet Explorer 7: 1 Learning the New Interface and Features

### **Introduction to PCs Series**

Introduction to PCs: 1 Introducing the PC  
Introduction to PCs: 2 Using Your PC  
Introduction to PCs: 3 Working with Folders and Files  
Introduction to PCs: 4 Inside Your PC  
Introduction to PCs: 5 Basic Peripherals  
Introduction to PCs: 6 Other Peripherals  
Introduction to PCs: 7 Understanding Software  
Introduction to PCs: 8 Introducing the Internet  
Introduction to PCs: 9 Internet and E-mail Tips  
Introduction to PCs: 10 Troubleshooting and Tips

### **Lotus Notes 6.5 Series**

Lotus Notes 6.5: 1 Mail  
Lotus Notes 6.5: 2 Calendar, To Do Lists and Address Books  
Lotus Notes 6.5: 3 Databases  
Lotus Notes 6.5: 4 Managing and Enhancing Documents  
Lotus Notes 6.5: 5 Advanced Notes Features

## **Lotus Notes R5 Series**

Lotus Notes R5: 1 Getting Around in Notes  
Lotus Notes R5: 2 Reading and Sending Mail  
Lotus Notes R5: 3 Managing Mail  
Lotus Notes R5: 4 Using the Calendar  
Lotus Notes R5: 5 Meetings and Address Books  
Lotus Notes R5: 6 Browsing the Web  
Lotus Notes R5: 7 Editing Documents  
Lotus Notes R5: 8 Using Document Tables  
Lotus Notes R5: 9 File Attachments and Links  
Lotus Notes R5: 10 Finding and Viewing Data  
Lotus Notes R5: 11 Replication  
Lotus Notes R5: 12 Using Notes Remotely

## **Lotus Notes 8.5 Series**

Lotus Notes 8.5: 1 Exploring Lotus Notes 8.5  
Lotus Notes 8.5: 2 Sending and Receiving E-Mail

## **Office 2000 Series**

Office 2000: 1 Getting Started  
Office 2000: 2 Editing Text and Printing  
Office 2000: 3 Text and Document Formats  
Office 2000: 4 Introduction to Word  
Office 2000: 5 Introduction to Excel  
Office 2000: 6 Introduction to Outlook  
Office 2000: 7 Introduction to PowerPoint  
Office 2000: 8 Introduction to Access

## **Office 2003 Series**

Office 2003: What's New: 1 New Features  
Office 2003: What's New: 2 Changes in Applications

## **Office 2007 Series**

Office 2007: 1 Navigating the New Interface  
Office 2007: 2 What's New in Word  
Office 2007: 3 What's New in Excel  
Office 2007: 4 What's New in PowerPoint  
Office 2007: 5 What's New in Access  
Office 2007: 6 What's New in Outlook  
Office 2007: 7 Common Tasks

## **Office XP Upgrade Series**

Office XP Upgrade: 1 Getting Around in the New Interface  
Office XP Upgrade: 2 New Options and Tools  
Office XP Upgrade: 3 Changes in Applications

## **Outlook 2002 Series**

Outlook 2002: 1 Navigating in Outlook  
Outlook 2002: 2 Reading and Sending Messages  
Outlook 2002: 3 Customizing and Organizing Messages  
Outlook 2002: 4 Using the Calendar  
Outlook 2002: 5 Using Tasks and Notes

## **Outlook 2003 Series**

Outlook 2003: 1 Getting Started  
Outlook 2003: 2 Managing Messages  
Outlook 2003: 3 Contacts and Calendar Entries  
Outlook 2003: 4 Tasks, Notes, and Journal Entries  
Outlook 2003: 5 Newsgroups and Outlook Web Access  
Outlook 2003: 6 Collaboration and Security  
Outlook 2003: 7 Personalizing Outlook and Other Tips

## **Outlook 2007 Series**

Outlook 2007: 1 Sending & Receiving E-Mail  
Outlook 2007: 2 Managing E-Mail  
Outlook 2007: 3 Creating contacts & Distribution Lists  
Outlook 2007: 4 Using the Calendar

Outlook 2007: 5 Setting Tasks and To-Do Items  
Outlook 2007: 6 Staying Safe with E-Mail  
Outlook 2007: 7 Organizing E-Mail

## **Photoshop Series**

Photoshop: 1 Managing Graphics Files  
Photoshop: 2 Colors, Brushes, and Printing  
Photoshop: 3 Selecting and Retouching  
Photoshop: 4 Text, Fills, and Actions  
Photoshop: 5 Using Layers and Plug-Ins  
Photoshop: 6 Manipulating Images

## **Photoshop 7 Series**

Photoshop 7: 1 The Application and its Elements  
Photoshop 7: 2 Opening and Navigating Images  
Photoshop 7: 3 Pixels, Image Sizes, and Color  
Photoshop 7: 4 Saving and Printing  
Photoshop 7: 5 The Paint Tools  
Photoshop 7: 6 Modifying Images  
Photoshop 7: 7 Cleaning Images and Undoing  
Photoshop 7: 8 Making Selections  
Photoshop 7: 9 Modifying Selections and Color Filling  
Photoshop 7: 10 Layers  
Photoshop 7: 11 Adding Type  
Photoshop 7: 12 Filters and Color Correction  
Photoshop 7: 13 Creating Graphics for the Web

## **Photoshop CS Series**

Photoshop CS: 1 Getting Started  
Photoshop CS: 2 Navigation and Layers  
Photoshop CS: 3 Selection and Color  
Photoshop CS: 4 Paint, Drawing and Text  
Photoshop CS: 5 Layer Styles and Filters  
Photoshop CS: 6 Adjustment Layers, Tools and Layer Masks  
Photoshop CS: 7 Image Output and Web Design

## **PowerPoint 2000 MOS Series**

PowerPoint 2000 MOS: 1 Presentations  
PowerPoint 2000 MOS: 2 Layout and Text  
PowerPoint 2000 MOS: 3 Graphics and Tables  
PowerPoint 2000 MOS: 4 Custom Slides  
PowerPoint 2000 MOS: 5 Showing Slides

## **PowerPoint 2002 Series**

PowerPoint 2002: 1 Presentations  
PowerPoint 2002: 2 Layout and Text  
PowerPoint 2002: 3 Graphics and Tables  
PowerPoint 2002: 4 Custom Slides  
PowerPoint 2002: 5 Showing Slides

## **PowerPoint 2003 Series**

PowerPoint 2003: 1 Introduction to PowerPoint  
PowerPoint 2003: 2 Completing the Presentation  
PowerPoint 2003: 3 Maximizing Presentation Effectiveness  
PowerPoint 2003: 4 Color, Masters, and Templates  
PowerPoint 2003: 5 Drawings, Charts, Sound and Video  
PowerPoint 2003: 6 Animation, Web Pages, and Collaboration

## **PowerPoint 2007 Series**

PowerPoint 2007: 1 Getting Started  
PowerPoint 2007: 2 Developing a Presentation  
PowerPoint 2007: 3 Design Elements  
PowerPoint 2007: 4 Inserting Shapes  
PowerPoint 2007: 5 Formatting Shapes  
PowerPoint 2007: 6 Clip Art, Pictures, and WordArt  
PowerPoint 2007: 7 SmartArt Graphics  
PowerPoint 2007: 8 Charts and Tables

Visio 2002: 8 Understanding ShapeSheets  
Visio 2002: 9 Working with Flowcharts  
Visio 2002: 10 Creating Database Models

### **Project 2000 MOS Series**

Project 2000 MOS: 1 Starting a Project  
Project 2000 MOS: 2 Scheduling Tasks and Adding Resources  
Project 2000 MOS: 3 Managing Work and Multiple Projects  
Project 2000 MOS: 4 Using Project Central  
Project 2000 MOS: 5 Customizing the Project  
Project 2000 MOS: 6 Creating Reports and Exporting Data

### **Windows XP Upgrade Series**

Windows XP Upgrade: 1 Home Edition  
Windows XP Upgrade: 2 Professional

### **Windows Vista Series**

Windows Vista: 1 Understanding the New Interface  
Windows Vista: 2 Using New Features and Applications

### **Project 2003 Series**

Project 2003: 1 Learning the Basics  
Project 2003: 2 Setting up a Project  
Project 2003: 3 Managing Project File  
Project 2003: 4 Creating a Task List  
Project 2003: 5 Scheduling Tasks  
Project 2003: 6 Viewing a Schedule  
Project 2003: 7 Defining Resources and Costs  
Project 2003: 8 Assigning Resources and Costs  
Project 2003: 9 Tracking a Project  
Project 2003: 10 Analyzing Progress and Revising the Schedule

### **Word 2000 MOS Series**

Word 2000 MOS: 1 Managing Documents  
Word 2000 MOS: 2 Working with Text  
Word 2000 MOS: 3 Formatting Paragraphs  
Word 2000 MOS: 4 Page Format and Printing  
Word 2000 MOS: 5 Tables and Other Objects

### **Word 2000 MOS Expert Series**

Word 2000 MOS Expert: 1 Page Formatting  
Word 2000 MOS Expert: 2 Managing Documents  
Word 2000 MOS Expert: 3 Inserting Objects  
Word 2000 MOS Expert: 4 Advanced Features  
Word 2000 MOS Expert: 5 Workgroups

### **Project 2007 Series**

Project 2007: 1 Getting Started with Project 2007  
Project 2007: 2 Building a Project  
Project 2007: 3 Setting Up Resources & Establishing Costs  
Project 2007: 4 Viewing Projects  
Project 2007: 5 Resolving Scheduling and Resource Conflicts  
Project 2007: 6 Tracking the Progress of Projects  
Project 2007: 7 Creating Reports and Calculating Earned Values  
Project 2007: 8 Consolidating Projects

### **Word 2002 Series**

Word 2002: 1 Managing Documents  
Word 2002: 2 Working with Text  
Word 2002: 3 Formatting Paragraphs  
Word 2002: 4 Page Format and Printing  
Word 2002: 5 Tables and Other Objects

### **QuickBooks Series**

QuickBooks: 1 The First Time in QuickBooks  
QuickBooks: 2 Setting Up Accounting  
QuickBooks: 3 Entering Historical Data  
QuickBooks: 4 Managing Accounts and Lists  
QuickBooks: 5 Invoices and Sales Tax  
QuickBooks: 6 Paying Bills  
QuickBooks: 7 Managing Assets and Reports  
QuickBooks: 8 Paying Employees  
QuickBooks: 9 Managing Taxes  
QuickBooks: 10 Online Banking and Budgets

### **Word 2003 Series**

Word 2003: 1 Introduction to Word  
Word 2003: 2 Navigating, Editing, and Working with Text Blocks  
Word 2003: 3 Spell Checking, Print Preparation and Other Tips  
Word 2003: 4 Formatting Characters, Fonts, Text, and Paragraphs  
Word 2003: 5 Formatting Tabs, Pages, and Documents  
Word 2003: 6 Styles, Templates, and Formatting Tips  
Word 2003: 7 Borders, Tables, and Columns  
Word 2003: 8 Lists, Images, and Art  
Word 2003: 9 Creating Projects with Word

### **QuickBooks 2004 Series**

QuickBooks 2004: 1 Setting Up QuickBooks  
QuickBooks 2004: 2 Adding Information and Security  
QuickBooks 2004: 3 Invoices, Purchases, and Payments  
QuickBooks 2004: 4 Timesaving Features  
QuickBooks 2004: 5 Recording Inventory and Assets  
QuickBooks 2004: 6 Working with Taxes, Equity, and Liabilities  
QuickBooks 2004: 7 Extra Features and Reports

### **Word 2007 Series**

Word 2007: 1 Getting Started  
Word 2007: 2 Typing and Editing Text  
Word 2007: 3 Formatting Text  
Word 2007: 4 Formatting Paragraphs and Lists  
Word 2007: 5 Building Tables  
Word 2007: 6 Working with Images

### **Visio 2002 Series**

Visio 2002: 1 Using Tools, Commands, Custom Toolbars, and Menus  
Visio 2002: 2 Working with Objects and Hyperlinks  
Visio 2002: 3 Using the Shape Menu  
Visio 2002: 4 Working with Shapes  
Visio 2002: 5 Defining and Using Styles, Custom Properties, and Templates  
Visio 2002: 6 Working with Pages, Layers, and Stencils  
Visio 2002: 7 Working with Data

### **Works Series**

Works: 1 Getting Started  
Works: 2 Introducing the Word Processor  
Works: 3 Formatting Word Processor Pages  
Works: 4 Using the Spreadsheet  
Works: 5 Managing Spreadsheet Data  
Works: 6 Using the Database  
Works: 7 Calendar and Cross-Works Tools