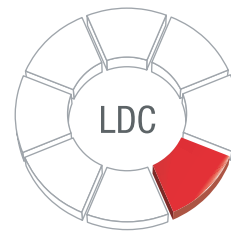




Microsoft Office

Plus Library



When you need to focus your training initiative on Microsoft Windows Vista, Office 2007, 2003, and 2002/XP, the Learn2 Microsoft Office Plus Library is the perfect solution.

Learn.com announces the launching of two new products that will change the way your organization does business. Microsoft introduces Windows Vista 2007 and Office 2007 tutorials, designed to help your employees feel confident in their ability to view, find, and organize information and to control their computing experience.

To thrive in today's changing market, your company must constantly strive to maximize its competitive advantage. With the new Windows Vista and Office 2007 tutorials, your organization now has the unparalleled ability to expand the impact of its most valuable asset - your employees.

This library provides interactive online training on all of the essential functions in Word, Excel, Outlook, Access, and PowerPoint. Fundamental, intermediate, and advanced level courses provide incremental and focused training on all of the most critical skills required to achieve stellar job performance. To make sure all of your learning needs are met, we have also added bonus courses on Internet Explorer, Adobe Acrobat and more.

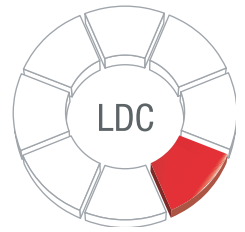
Learn2 tutorials are designed to address the needs of busy adult learners. Each course includes pre-course and post-course assessment testing, quizzes, optional audio, hands-on exercises, self-paced tutorials, and real-world examples and scenarios. Each online course is highly interactive and simulates the software environment being trained. Learners interact with rich, multimedia tutorials in real-time with minimum impact on system and network resources. Learn.com uses patented streaming technologies that enable seamless delivery at breathtaking speed to learners even over connections as low as 18.8 kbps.



Courses Included:

- ▶ Microsoft Windows Vista
- ▶ Microsoft Word 2007, 2003, 2002, 2000
- ▶ Microsoft Excel 2007, 2003, 2002, 2000
- ▶ Microsoft Access 2007, 2003, 2002, 2000
- ▶ Microsoft PowerPoint 2007, 2003, 2002, 2000
- ▶ Microsoft Outlook 2007, 2003, 2002, 2000
- ▶ Microsoft Publisher 2003, 2000
- ▶ Microsoft FrontPage 2003, 2002, 2000
- ▶ Microsoft Project 2000
- ▶ Windows XP
- ▶ Microsoft InfoPath 2003
- ▶ Microsoft OneNote 2003
- ▶ Microsoft VBA 2003
- ▶ Microsoft Visio 2003
- ▶ Internet Explorer 5
- ▶ Adobe Acrobat 6.0
- ▶ Adobe Photoshop CS
- ▶ Adobe PageMaker 6.5

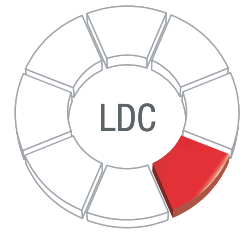
Microsoft Windows Vista



Course	Description
Microsoft Windows Vista	Vista is the latest Windows operating system. Four levels of Windows Vista are covered including Fundamentals, Intermediate, Advanced and Expert. Learn how to use the many features of this system to customize, search, stay connected, network, sync devices, manage folders on your computer and much more. Courses have received Microsoft Office User Specialist training certification.
Microsoft Word 2007, 2003, 2002, 2000	Four levels of Microsoft Word are covered including Fundamentals, Intermediate, Advanced and Expert. Enter the world of empowered document management by learning how to collaborate on your documents by circulating them via e-mail, tracking changes and comments, protecting and restricting forms and documents, and attaching digital signatures to documents. Courses have received Microsoft Office User Specialist training certification.
Microsoft Excel 2007, 2003, 2002, 2000	Four levels of Microsoft Excel are covered including Fundamentals, Intermediate, Advanced and Expert. Microsoft Excel's most critical features are taught in a simulated environment and reinforced through performance based practices and testing. You'll learn how build and navigate spreadsheets, work with formulas, format cells, create and modify list ranges, include and manipulate graphics and images, create and edit templates, customize toolbars and menus, and much more. Courses have received Microsoft Office User Specialist training certification.
Microsoft Access 2007, 2003, 2002, 2000	Four levels of Microsoft Access are covered including Fundamentals, Intermediate, Advanced and Expert. Microsoft Access's most critical features are taught in a simulated environment and reinforced through performance-based practices and testing. Create databases, forms, tables, reports, sort and filter records, run queries, implement and enforce referential integrity, use calculated fields, format form layout and much more. Courses have received Microsoft Office User Specialist training certification.
Also includes: VBA for Access 2000	
Microsoft PowerPoint 2007, 2003, 2002, 2000	Four levels of Microsoft PowerPoint are covered including Fundamentals, Intermediate, Advanced and Expert. Give that next presentation an extra boost by brushing up on your Microsoft PowerPoint fundamental skills. Discover how to create a PowerPoint document from templates; inserting, editing and formatting text, tables, charts, pictures, diagrams, shapes, graphics, objects, and much more. Courses have received Microsoft Office User Specialist training certification.
Also includes: Effective Presentations	

Microsoft Office

Plus Library



Course

Description

Microsoft Outlook 2007, 2003, 2002, 2000

Four levels of Microsoft Outlook are covered including Fundamentals, Intermediate, Advanced and Expert. Microsoft Outlook's most critical features are taught using a simulated environment and reinforced through performance-based practices and testing. Start communicating with Microsoft Outlook. Courses have received Microsoft Office User Specialist training certification.

Microsoft FrontPage 2003, 2002, 2000

Four levels of Microsoft FrontPage are covered including Fundamentals, Intermediate, Advanced and Expert. Whether you want to share pictures of your kids with their grandparents or promote a business, having a presence on the Web has become an important medium for communication. Microsoft FrontPage will give you the knowledge you need to build your Web presence. Courses have received Microsoft Office User Specialist training certification.

Microsoft Publisher 2003, 2002, 2000

Four levels of Microsoft Publisher are covered including Fundamentals, Intermediate, Advanced and Expert. Learn to create sophisticated documents using Microsoft Publisher. You'll gain the knowledge to design flyers, brochures, pamphlets, booklets and more. Learn to format and edit text using character formatting options, paragraph properties, and styles. Courses have received Microsoft Office User Specialist training certification.

Microsoft Project 2000 Also includes: Customization

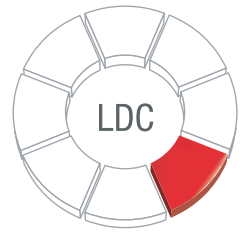
Four levels of Microsoft Project 2000 are covered including Fundamentals, Intermediate, Advanced and Expert. If you need to achieve Microsoft Office User Specialist certification in Project 2000, these courses will help you achieve your goal. Learn how to create project files, work on project tasks, create and assign rate tables, generate reports for team members and stakeholders, and much more.

Windows XP, 2000 Also includes: Internet Networkings Installation & Configuration Getting Acquainted Security Desktop Management Internet Functionality Secrets and Timesavers

Four levels of Microsoft Windows XP and 2000 are covered including Fundamentals, Intermediate, Advanced and Expert. Learn the basics of the Windows operating system. You'll be introduced to the Windows interface and become familiar with the desktop, Start menu, taskbar, folders, and icons. You'll learn to navigate open windows by scrolling, minimizing, maximizing, and multitasking. You'll learn to use mobility tools, like Remote Desktop and Remote Assistance and more.

Microsoft Office

Plus Library



Course

Description

Microsoft Visio 2003

Microsoft InfoPath 2003

Microsoft OneNote 2003

Microsoft VBA 2003

Also includes:
VB for Application—
Office 2000

Internet Explorer 5

Internet Explorer 5 not only displays Web pages faster than previous versions, it's designed to save you time on the things you do most often. It's never been easier to get online, find the information you need, and access the power of the Internet.

Adobe Acrobat 6.0

Four levels of Adobe Acrobat are covered including Fundamentals, Intermediate, Advanced and Expert. Learn how to work with Acrobat Reader, convert a document into PDF file format, make text and graphic changes to a PDF file. You will be able to add annotations, digital signatures and bookmarks to PDF files, add Web links to a document, convert HTML pages to PDF, edit HTML converted pages and use Web Capture. You will also learn how to add signatures to documents and apply security features to restrict others from editing PDF documents that you create.

Adobe Photoshop CS

Also includes:
Web Graphic

Four levels of Adobe Photoshop CS are covered including Fundamentals, Intermediate, Advanced and Expert. Learn how to customize settings, identify the elements of the toolbox, work with Palettes, use filters, convert and save files and format files for different output. You will be able to create, record, play and add a command to an Action. Learn how to utilize the Batch feature, install and use plug-ins. You will also be able to use new Photoshop tools such as the Magic Eraser tool, Background Eraser tool, Art History Brush tool, and Extract tool.

Adobe PageMaker 6.5

In this tutorial, we'll create a publication, both from a template and from scratch. We'll discuss the PageMaker publication window, the toolbox, and then we'll use the tools in the toolbox. We'll add pages, move between the pages, and use the Zoom tool. Then we'll use the Word Processing tools to format text, add it to our page, and then we'll import other text. Next we'll work with the text to create a flyer. We'll also create graphics and text objects to add to our publication. Then we'll work with tools and graphics. Next, we'll create a new publication and we'll discuss some printing basics for PageMaker 6.5, prepare our publication for electronic distribution, and discuss PDF (Portable Document Format), publication file format and the HTML publication file format. Then we'll export our publication to the Web using the HTML format.