

## **Online Interactive IT Training Programmes for Staff Course Outline**

### **1. Access 2002: Level 1**

Access 2002: Level 1 familiarizes students with the basics of Access 2002. Students will learn how to create and use database objects, including tables, queries, forms, and reports.

### **2. Access 2002: Level 2**

In this course, you will learn how to enhance your database designs by using the principles of normalization and table relationships. You'll also learn how to query multiple tables for data that is used in customized forms and reports, and how to create data access pages to share data over an intranet or the Internet. In addition, you'll be able to take the guesswork out of creating databases by learning to use data-normalization techniques. See how to take advantage of relational database efficiency to maintain data. You will also learn techniques to save time by controlling data entry and automating tasks. You will benefit by becoming familiar with Access features that will enable you to customize forms and reports.

### **3. Access 2002: Level 3**

In this course, you'll explore a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate forms. In addition, you'll gain experience working with various Microsoft Access tools, such as securing a database, using the Database Splitter, replicating a database, and creating MDE files.

### **4. Access 2007: New Features**

This course provides an overview of the redesigned user interface and interactive features of Microsoft Office Access 2007. This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have or are planning to upgrade to Microsoft Access 2007.

### **5. Acrobat 8: New Features**

Acrobat 8.0 provides new tools for PDF creation, compilation, collaboration, security, and print production. In this course, you will use some of the new features of Acrobat 8.0 to produce professional-looking PDF documents.

### **6. Adobe Acrobat 9.0 Pro: Level 1**

In this course, you will use Adobe Acrobat 9.0 to make your information more portable, accessible, and useful to meet the needs of your target audience. This course is designed for office professionals who need to create and share PDF files and PDF Portfolios.

### **7. Adobe Acrobat 9.0 Pro: Level 2**

You have some experience in using Adobe Acrobat, it is likely that you will want to further develop your PDF documents. In this course, you will use Adobe Acrobat 9.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing. The target students for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro.

## **8. Excel 2002: Level 1**

If you've ever managed a budget by using paper, pencil, and calculator, you know the limitations: filling out the ledger sheets, calculating and recalculating totals, redesigning sheets to add or delete columns or rows, and so on. The beauty of Excel lies in its ability to simplify these tasks.

## **9. Excel 2002: Level 2**

Excel 2002 is a spreadsheet program that allows you to keep your data and information organized in spreadsheets.

## **10. Excel 2002: Level 3**

In this course, you will explore how to work with advanced features of Microsoft Excel 2002 and various advanced techniques for analyzing and manipulating data in Excel.

## **11. Excel 2007: New Features**

This course provides an overview of the redesigned user interface and interactive features of Microsoft Office Excel 2007. This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Excel, ideally Microsoft Excel 2003, and who have upgraded or are planning to upgrade to Microsoft Excel 2007.

## **12. FrontPage 2002: Introduction**

Students will explore how to create web pages for use on the World Wide Web or on a corporate intranet.

## **13. FrontPage 2002: Advanced**

Students will explore advanced features in Front Page 2002 that they can use to create web pages and manage web sites for the World Wide Web or their corporate intranet.

## **14. GroupWise 6.5: Level 1**

In this course, you will explore the GroupWise environment and work with mail messages, as well as with notes, tasks and appointments. You will also organize your mailbox and use the Multi-User View feature to efficiently and quickly schedule appointments.

## **15. GroupWise 6.5: Level 2**

In this course, you will examine the advanced features of GroupWise, which will help you to efficiently work with mail messages, documents, tasks, appointments, WebAccess, and rules.

## **16. GroupWise 6.5: Level 2**

In this course, you will examine the advanced features of GroupWise, which will help you to efficiently work with mail messages, documents, tasks, appointments, WebAccess, and rules.

## **17. GroupWise 7.0 Level 1-1: Using GroupWise Email**

This course introduces you to the GroupWise 7 environment, as well as the fundamentals of working with the application. You will also examine the email functionality in the software, and its accompanying features.

## **18. GroupWise 7.0 Level 1-2: Organizing Emails and Address Book in GroupWise**

This course introduces you to the management of email and phone messages, as well as the usage of the public and personal address books. You will examine the methods to work with the contact information of other users, and create mail groups for convenient message distribution. Additionally, you will secure data using the archival functionality provided in GroupWise.

## **19. GroupWise 7.0 Level 1-3: Using GroupWise Calendar and Resources**

This course examines the methods to manage tasks and events using the Calendar. Additionally, you will examine the scheduling of events and resources for multiple users by identifying their availability, and create and manage rules for your resources.

## **20. PowerPoint 2002: Level 1**

In this course, you'll explore the basic skills for creating a presentation in Microsoft PowerPoint. You will create and edit bullet slides, use PowerPoint's drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph.

## **21. PowerPoint 2002: Level 2**

In this course, you'll explore the advanced features of Microsoft PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks. You will enhance a presentation by using custom clip art, animation, and movies, and work with embedded and imported objects using Microsoft applications.

## **22. PowerPoint 2007: New Features**

This course is intended for experienced Microsoft Office PowerPoint users who have worked with earlier versions of Microsoft Office PowerPoint, ideally Microsoft Office PowerPoint 2003, and who have upgraded to Microsoft Office PowerPoint 2007. This course covers the commonly used features for a typical user. Microsoft Office PowerPoint 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. Efficient and quick creation of dynamic presentations requires you to be familiar with the application you are working on. This will enable you to take advantage of PowerPoint's time-saving features and help you to develop professional presentations with reduced effort.

## **23. Project 2002: Level 1**

The Microsoft Project 2002 Level 1 course is the first in a series of two courses designed for individuals who will use Microsoft Project 2002 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. It is also intended

for those preparing to pursue certification as a Microsoft Office User specialist (MOUS) for Microsoft Project 2002.

#### **24. Project 2002: Level 2**

The Microsoft Project 2002 Level 2 course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2002 and is preparing to pursue certification as a Microsoft Office User Specialist (MOUS) for Microsoft Project 2002. This is the second course in the Microsoft Project 2002 series. You will be given the opportunity to work with a project plan once it has entered the project implementation phase.

#### **25. Project 2007: Level 1**

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

#### **26. Project 2007: Level 2**

Project plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it has entered the project implementation phase. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

#### **27. Publisher 2002: Introduction**

Microsoft Publisher 2002 Introduction covers the basics, such as how to use the Publisher window. You will create documents by using the helpful templates. This course also gives you the opportunity to know more about publication design, including building a design grid by using the layout guides. You will also be shown how to create and use text and picture frames within your document, how to set up documents with facing pages, how to use dynamic backgrounds and fill elements, and how to work with text frame properties to effectively present your information.

#### **28. Publisher 2007**

In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher 2007 to create, layout, and edit publications.

#### **29. Security Awareness (Part 1): Accessing a Computer, a Network and the Internet in a Secure Manner**

Working with information stored on computers and networks is an integral part of many job roles and it is therefore crucial to protect that information, as well as the hardware and software that you use to work with it. This course will introduce the security measures that are in place for accessing

a computer and a network. It will also introduce several technologies that enhance information security on the Internet.

### **30. Security Awareness (Part 2): Maintaining File and Email Security**

You will learn how to share and transfer files, apply security updates, backup data, and encrypt and decrypt a file. You will also learn how to protect yourself and your information against risks associated with using e-mail and e-mail attachments.

### **31. Security Awareness (Part 3): Promoting Web Security and Proper Responses to Security Incidents**

You will examine and use several software implementations that will help protect your computer while you are working on the World Wide Web. You will also learn to determine when security has been compromised and what you should do in the event of a possible security breach.

### **32. SharePoint Designer 2007: Level 1**

There will be times when you would want to build sites that lays emphasis on your company's unique requirements and sites that align themselves with the company unique brand identity. In this course, you will use Microsoft Office SharePoint Designer 2007 to customize your SharePoint sites and build a new subsite on the SharePoint services platform. This course is intended for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site and also to create dynamic pages using Web Parts and workflows.

### **33. SharePoint Designer 2007: Level 2**

You may want to extend your sites to include more functionality. With SharePoint Designer, you can extend your sites more easily than before. This course is intended for entry-level SharePoint solution developers who are currently capable of creating basic SharePoint sites using the out-of-the-box functionality provided by the built-in SharePoint Designer templates, and who now want to extend or create SharePoint sites with functionality by incorporating server web controls, data controls, customized workflows, and administration.

### **34. Visio 2002 Professional: Level 1**

In this course, you will use Visio 2002 Professional to create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp on all of the skills needed to create any kind of diagram using Visio.

### **35. Visio 2002 Professional: Level 2**

In this course, you will expand on the information presented in the Visio 2002 Professional: Level 1 course. You will work with many advanced features, including using drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

### **36. What's New in Visio 2007**

This online course introduces the new features and functionality in the latest version of Microsoft Office Visio. Dozens of built-in diagram templates make it easy to get started with this business and technical diagramming program, and this course can help you get up-to-speed quickly. This course covers the new features that enable you to quickly create flowcharts, process diagrams, and organization charts, and analyze business intelligence data with PivotDiagrams.

### **37. Windows Vista: New Features**

This course is intended for Microsoft Windows client operating system users who have worked with the earlier version of Windows operating system, ideally Microsoft Windows XP, and who have upgraded to Microsoft Windows Vista. This course covers the new and enhanced features in the Windows Vista operating system. Windows Vista, with its attractive user interface combined with new and powerful tools, makes it easier to perform your tasks and organize your work quickly. Working with the new tools and features will help you to streamline your work and maintain and secure your system easily. The new technologies introduced in Windows Vista will help you to enhance your system performance and share information with others. Understanding the functionality of the new and enhanced features provided in Windows Vista will enable you to meet your business requirements and manage your work efficiently.

### **38. Word 2002: Level 1**

In this course, you'll explore the basic skills necessary to begin using Microsoft Word 2002. You will examine how to create and edit documents and use character and paragraph formatting.

### **39. Word 2002: Level 2**

In this course, students will learn intermediate features of Word 2002. You will examine how to create and control section breaks, tables, merges, styles, templates, macros, and Web pages.

### **40. Word 2002: Level 3**

In this course, you'll examine advanced features of Word 2002. You will explore how to work with document versions, create templates and forms, add graphics, use macros, work with large documents, share documents, and create web pages

### **41. Word 2007: New Features**

This course is intended for experienced Microsoft Office Word users who have worked with earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who have upgraded to Microsoft Office Word 2007. Microsoft Office Word 2007 with its new streamlined user interface and a host of new editing, layout, and authoring tools, improves the process of document creation and distribution. Efficient and quick creation of professional looking documents requires you to be familiar with the application you are working on. This will enable you to take advantage of Microsoft Office Word's result-oriented features and help you to create, edit, and share documents with reduced effort.