

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

### **1. Access 2007: Level 1**

One of the most efficient and powerful way of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, create and modify databases and its various objects using the Microsoft Office Access 2007 relational database application. This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

### **2. Access 2007: Level 2**

In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

### **3. 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.

### **4. 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.

### **5. 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.

### **6. 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.

### **7. Excel 2007: Level 1**

In this course, you will use Microsoft Office Excel 2007 to manage, edit, and print data. This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft Office, Windows 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.

### **8. Excel 2007: Level 2**

In this intermediate-level course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas, which will allow the data to be analyzed in a variety of formats. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

### **9. 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.

### **10. 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.

### **11. 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.

### **12. 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.

### **13. GroupWise 7.0 Level 2-1: Exploring Advanced Mail and Message Features**

This course is intended for business professionals who are familiar with the basic features of GroupWise 7.0 and want to use its new and advanced features. Using the advanced features of

GroupWise 7.0, you can customize the GroupWise environment to quickly accomplish routine tasks. By exchanging instant messages, and sharing information and documents with other GroupWise and non-GroupWise users, you can speedup the decision-making process. The ability to access GroupWise documents through a web browser even when you are out of office ensures that urgent work gets completed on time and is not postponed.

#### **14. GroupWise 7.0 Level 2-2: Exploring WebAccess, Rules and Access Rights**

This course is intended for business professionals who are familiar with the basic features of GroupWise 7.0 and want to use its new and advanced features. Using the advanced features of GroupWise 7.0, you can customize the GroupWise environment to quickly accomplish routine tasks. By exchanging instant messages, and sharing information and documents with other GroupWise and non-GroupWise users, you can speedup the decision-making process. The ability to access GroupWise documents through a web browser even when you are out of office ensures that urgent work gets completed on time and is not postponed.

#### **15. PowerPoint 2007: Level 1**

You may want to upgrade the paper-based overhead presentations to an electronic format. In this course, you will work with the Microsoft Office PowerPoint 2007 to give electronic presentations. This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft Office PowerPoint 2007.

#### **16. PowerPoint 2007: Level 2**

By designing your Microsoft Office PowerPoint 2007 presentations with high-quality sound and visual enhancements, the ideas you communicate can better meet the expectations of today's media savvy audience while effectively getting your point across. You can also make use of PowerPoint's security features when working in a team across diverse locations. This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft Office PowerPoint 2007. It is for students who already have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

#### **17. 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.

#### **18. 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.

## **19. 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.

## **20. 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.

## **21. 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.

## **22. 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.

## **23. 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.

## **24. 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.

## **25. 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.

## **26. Visio Professional 2007: Level 1**

This course is the first in a series of Microsoft Office Visio Professional 2007 courses. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio. This course is designed for a person who has an understanding of basic workflows and understands the concept of end-to-end flowcharting.

## **27. Visio Professional 2007: Level 2**

The Microsoft Office Visio Professional 2007: Level 2 course will enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. This course is designed for individuals who have an understanding of basic workflows and understand the concept of end-to-end flowcharting.

## **28. 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.

## **29. 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.

## **30. Word 2007: Level 1**

This course is intended for individuals who are new Word users. In this course, students will create, edit, and enhance standard business documents using Microsoft Office Word 2007. This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.

### **31. Word 2007: Level 2**

This course goes beyond the basics of Microsoft Office Word 2007, helping you to increase the complexity of your Word documents. You will create customized efficiency tools, and add customized lists, tables, charts, and graphics to your documents. These skills will allow you to efficiently produce high-quality, effective, sophisticated documents. This course will help you prepare for the Microsoft Certified Application Specialist exam for Microsoft Word 2007. This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the

### **32. 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.