



## Desktop Computer Skills Courses

### Desktop Computer Skills

#### Adobe

##### Adobe Acrobat 8.0

- [SKE00910](#) Creating and Working with PDFs
- [SKE00911](#) Editing and Reviewing
- [SKE00912](#) Forms and Document Security
- [SKE09021](#) Advanced Features

##### Adobe Acrobat 9

- [SKE27431](#) Adobe Acrobat 9: Fundamentals

##### Adobe AIR 3

- [SKE27471](#) Adobe Air 3 for Flash CS5.5 Developers

##### Adobe AIR for Flash Developers

- [SKE27421](#) Adobe AIR for Flash CS4 Developers

##### Adobe Captivate 4

- [SKE27051](#) Adobe Captivate 4

##### Adobe Dreamweaver CS4

- [SKE27001](#) Setting up a Site and Adding Content
- [SKE27002](#) Adding Links and Images in Dreamweaver CS4
- [SKE27003](#) Tables, Accessibility, and Standards
- [SKE27004](#) Reusing Content in Dreamweaver CS4
- [SKE27005](#) Creating Interactive Web Pages
- [SKE27006](#) Cascading Style Sheets in Dreamweaver CS4
- [SKE27007](#) Site Maintenance and Advanced Concepts

##### Adobe Dreamweaver CS5

- [SKE27061](#) Setting up a Site and Adding Content in
- [SKE27062](#) Adding Links and Images in Dreamweaver CS5
- [SKE27063](#) Tables, Accessibility, and Standards
- [SKE27064](#) Reusing Content in Dreamweaver CS5
- [SKE27065](#) Creating Interactive Web Pages
- [SKE27066](#) Cascading Style Sheets in Dreamweaver CS5

##### Adobe Fireworks CS4

- [SKE27011](#) Adobe Fireworks CS4: Fundamentals

##### Adobe Flash CS4

- [SKE24571](#) Introduction to Adobe Flash CS4 Professional
- [SKE24572](#) Drawing and Working with Images in Flash CS4
- [SKE24573](#) Using Flash CS4 Libraries, Text, and Components
- [SKE24574](#) Animation in Flash CS4

- [SKE24575](#) ActionScript and Multimedia
- [SKE24576](#) Workflow and Adobe Integration
- [SKE24577](#) Creating Navigation and Publishing Movies

##### Adobe Flash CS5

- [SKE27071](#) Introduction to Adobe Flash Professional CS5
- [SKE27072](#) Drawing and Working with Images in Flash CS5
- [SKE27073](#) Using Flash CS5 Libraries, Text, and Components
- [SKE27074](#) Animation in Flash CS5
- [SKE27075](#) ActionScript and Multimedia in Flash CS5
- [SKE27076](#) Creating Navigation and Publishing Movies in Flash CS5

##### Adobe Illustrator CS4

- [SKE27021](#) Illustrator CS4: Getting Started
- [SKE27022](#) Illustrator CS4: Beyond the Basics

##### Adobe InDesign CS4

- [SKE27031](#) Adobe InDesign CS4: Fundamentals

##### Adobe InDesign CS5

- [SKE47481](#) Adobe InDesign CS5: Fundamentals

##### Adobe Reader 8.0

- [SKE00900](#) Using Adobe Reader 8

##### Adobe Reader 9

- [SKE27451](#) Adobe Reader 9

##### Adobe Reader X

- [SKE27801](#) Adobe Reader X

##### Adobe PhotoShop CS4

- [SKE27041](#) Photoshop CS4: Getting Started
- [SKE27042](#) Photoshop CS4: Beyond the Basics

##### Adobe Photoshop CS5

- [SKE27081](#) Photoshop CS5: Getting Started
- [SKE27082](#) Photoshop CS5: Beyond the Basics

##### Apple Mac OS X

- [SKE01601](#) Getting Started with Mac OS X Lion for End Users
- [SKE01602](#) Getting Organized with Mac OS X Lion
- [SKE01603](#) Using Mac OSX Lion to Interact with the World
- [SKE01604](#) Under the Hood with Mac OS X Lion



## Desktop Computer Skills Courses

### Apple Safari X

- [SKE01611](#) Getting Started with Safari
- [SKE01612](#) Up and Running with Safari 5.1
- [SKE01613](#) Sharing Content and Browsing the Web Privately and Securely using Safari

### Lotus Notes 7

- [SKE00811](#) Getting Started with Lotus Notes 7 and Mail
- [SKE00812](#) Managing Mail, Instant Messaging, and Contacts
- [SKE00813](#) Databases, the Calendar, and the To Do List
- [SKE00814](#) Using Lotus Notes 7 Remotely

### Lotus Notes 8

- [SKE09031](#) Getting Started with Lotus Notes 8 and Using Mail
- [SKE09032](#) Scheduling Events and Managing Applications
- [SKE09033](#) Instant Messaging, Contacts, and Blogs
- [SKE09034](#) Using Productivity Tools and Accessing Lotus Notes 8 Remotely
- [SKE09041](#) Lotus Notes 8: New Features for End Users

### Microsoft Internet Explorer

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

- [SKE00841](#) Fundamentals of Internet Explorer 6
- [SKE00842](#) Moving on with Internet Explorer 6

#### Microsoft Internet Explorer 7: End User

- [SKE00831](#) Fundamentals of Internet Explorer 7
- [SKE00832](#) Customization and Security in Internet Explorer 7

#### Microsoft Internet Explorer 8: End User

- [SKE00961](#) Advanced Features
- [SKE00962](#) Basic Features

#### Microsoft Internet Explorer 9: End User

- [SKE00965](#) Browsing and Managing Web Pages
- [SKE00966](#) Customization and Security
- [SKE00967](#) Searching and Subscribing to Web Content

### Personal Finance

#### QuickBooks Pro 2009 Fundamentals

- [SKE00991](#) QuickBooks Pro 2009: Getting Started

### Microsoft Windows 7

#### Microsoft Windows 7: End User

- [SKE00945](#) Microsoft Windows 7: First Look for End Users
- [SKE00010](#) Getting Started with Windows 7
- [SKE00012](#) Setting up and Securing Windows 7
- [SKE00940](#) Getting Started with Windows 7
- [SKE00951](#) Customizing Windows 7
- [SKE00953](#) Setting up and Securing Windows 7

### Microsoft Windows 8

#### Microsoft Windows 8.1: End User

- [SKE01728](#) New Features and Common Tasks
- [SKE01729](#) Organizing Files and Searching for Items
- [SKE01730](#) Getting Online, Sharing, and Using SkyDrive
- [SKE01736](#) Personalizing Windows 8.1
- [SKE01737](#) Working with Apps in Windows 8.1
- [SKE01738](#) Managing Hardware and Advanced Options

#### Microsoft Windows 8: End User

- [SKE01661](#) New Features and Common Tasks
- [SKE01662](#) Files and Connectivity
- [SKE01663](#) Personalizing Windows 8
- [SKE01664](#) Working with Apps in Windows 8
- [SKE01665](#) Internet Explorer 10, File Sharing, and Recovery
- [SKE01666](#) Managing Hardware and Advanced Options

### Microsoft Windows Vista

- [SKE00145](#) Getting Started with Windows Vista
- [SKE00146](#) Work with Files, Programs, and Printing
- [SKE00147](#) Navigating the Web and System Maintenance
- [SKE00148](#) Windows Vista User Experience
- [SKE00149](#) Windows Vista Security and Performance Improvements

### Microsoft Windows XP for End Users

- [SKE00381](#) Introducing Windows XP
- [SKE00401](#) Getting Started with Microsoft Windows XP
- [SKE00402](#) Up and Running with Microsoft Windows XP
- [SKE00391](#) Windows XP: Fundamentals
- [SKE00392](#) Windows XP: Advanced

### Microsoft Office XP – Project 2002

- [SKE00521](#) Getting Started with Project 2002
- [SKE00522](#) Up and Running with Project 2002
- [SKE00523](#) Tracking and Reporting with Project 2002
- [SKE00531](#) Data Sources, Templates, and Customization
- [SKE00532](#) Workgroup, Collaboration & Advanced Reporting



## Desktop Computer Skills Courses

### SAP

#### Overview of SAP for Project Teams

- [SKE27201](#) Financial Accounting with SAP
- [SKE27202](#) Overview of SAP Solutions
- [SKE27203](#) SAP Administration
- [SKE27204](#) SAP ERP Architecture
- [SKE27205](#) SAP Logistics Modules
- [SKE27206](#) SAP NetWeaver Platform
- [SKE27207](#) SAP Project Planning and Implementation

#### SAP Business Objects Business Intelligence

- [SKE01501](#) Overview
- [SKE01502](#) Crystal Reports
- [SKE01503](#) Web Intelligence
- [SKE01504](#) Dashboards and Analytics
- [SKE01505](#) InfoView
- [SKE01506](#) Business Intelligence

#### SAP Business One for End Users

- [SKE01511](#) SAP Business One - Introduction for End Users

#### SAP Business Suite 7 for End Users

- [SKE01521](#) SAP Enterprise Resource Planning (ERP)
- [SKE01522](#) SAP Customer Relationship Management (CRM)
- [SKE01523](#) SAP Product Lifecycle Management
- [SKE01524](#) SAP Supply Chain Management
- [SKE01525](#) SAP Supplier Relationship Management

### Seagate Crystal Reports

#### Crystal Reports XI: Report Writing Basics

- [SKE00150](#) Reporting Basics with Crystal Reports XI
- [SKE00151](#) Managing Data and Distributing Reports with Crystal Reports XI

#### Seagate Crystal Reports

*Fundamentals of Crystal Reports 2011*

- [SKE01551](#) Getting Started with Crystal Reports 2011

### Test Preps

- [SKE09010](#) TestPrep Using Word 2007
- [SKE09011](#) TestPrep Using Excel 2007
- [SKE09012](#) TestPrep Using PowerPoint 2007
- [SKE09013](#) TestPrep Using Outlook 2007
- [SKE09014](#) TestPrep Using Access 2007
- [SKE09018](#) TestPrep 77-882 Excel 2010

- [SKE09019](#) TestPrep 77-885 Access 2010
- [SKE09020](#) TestPrep 77-888 Excel 2010 Expert
- [SKE09217](#) TestPrep 77-884 Outlook 2010
- [SKE09218](#) TestPrep 77-883 PowerPoint 2010
- [SKE09219](#) TestPrep 70-178 Microsoft Project 2010, Managing Projects
- [SKE09220](#) TestPrep 77-881 Word 2010

### Microsoft Office 2013

#### Microsoft Project 2013

- [SKE01781](#) Setting up a Project
- [SKE01782](#) Task-based Scheduling
- [SKE01783](#) Resource Management
- [SKE01784](#) Tools for Tracking Project Performance
- [SKE01785](#) Communicate and Finalize Project Information

#### Microsoft Office 2013: Beginning Word

- [SKE01713](#) Editing and Formatting
- [SKE01714](#) Adding Lists and Objects
- [SKE01715](#) Performing Basic Tasks
- [SKE01716](#) Structuring a Document
- [SKE01717](#) Using Tables

#### Microsoft Office 2013: Advanced Word

- [SKE01761](#) Advanced Formatting
- [SKE01762](#) Customizing Document Layout
- [SKE01763](#) Advanced Table Customization
- [SKE01764](#) Inserting and Formatting Graphics
- [SKE01765](#) Navigating and Reviewing Documents
- [SKE01766](#) Reference Tools and Mail Merge in Word 2013
- [SKE01767](#) Adjusting Document Views and Customizing the Appearance
- [SKE01768](#) Sharing and Collaboration in Word 2013

#### Microsoft Office 2013: Beginning Excel

- [SKE01701](#) Creating Workbooks, Worksheets, and Data
- [SKE01702](#) Saving and Printing Data
- [SKE01703](#) Formatting Cells and Worksheets
- [SKE01704](#) Formatting Data
- [SKE01705](#) Presenting Data using Conditional Formatting and Sparklines
- [SKE01706](#) Performing Calculations Using Functions
- [SKE01707](#) Presenting Data in Tables and Charts

#### Microsoft Office 2013: Advanced Excel

- [SKE01751](#) Creating and Customizing Visual Elements
- [SKE01752](#) Customizing Options and Views
- [SKE01753](#) Manipulating Data
- [SKE01754](#) Data Search, Data Validation, and Macros



## Desktop Computer Skills Courses

### Microsoft Office 2013: Power User Excel

- [SKE01791](#) Sharing and Linking Data and Adding Office Apps
- [SKE01792](#) Reviewing and Protecting Content
- [SKE01793](#) Advanced Formats and Layouts
- [SKE01794](#) Advanced Formulas and Functions
- [SKE01795](#) Financial Functions and What-If Analysis
- [SKE01796](#) PivotTables, Pivot Charts & Advanced Charts

### Microsoft Office 2013: Beginning PowerPoint

- [SKE01731](#) Creating Presentations
- [SKE01732](#) Enhancing PowerPoint 2013 Presentations
- [SKE01733](#) Animations and Media
- [SKE01734](#) Finalizing a PowerPoint 2013 Presentation

### Microsoft Office 2013: Advanced PowerPoint

- [SKE01756](#) Advanced Slide Shows Tools
- [SKE01757](#) Sharing, Printing, Protecting and Delivery

### Microsoft Office 2013: Beginning Outlook

- [SKE01708](#) Working with e-mail
- [SKE01709](#) Managing E-mail
- [SKE01710](#) Working with Contacts
- [SKE01711](#) Scheduling with Appointments, Events, and Tasks
- [SKE01712](#) Working with Meetings

### Microsoft Office 2013: Advanced Outlook

- [SKE01721](#) Formatting E-mail and Configuring Message Management and Customization
- [SKE01722](#) Mail Automation, Cleanup, and Storage
- [SKE01723](#) Collaboration and Customization with the Calendar, Contacts and Tasks
- [SKE01724](#) Collaboration and Customization with the Calendar, Contacts and Tasks

### Microsoft Office 2013: Beginning Access

- [SKE01771](#) Creating and Populating a Database
- [SKE01772](#) Modifying Tables
- [SKE01773](#) Creating and Modifying Queries
- [SKE01774](#) Creating and Modifying Forms
- [SKE01775](#) Creating and Modifying Reports

### MS Office 2013: SharePoint for End Users

- [SKE01741](#) Navigating, Lists, Libraries, Alert & Document Sets
- [SKE01742](#) My Site and Social Features
- [SKE01743](#) Community Sites, Search, and Office Integration

### MS Office 2013: SharePoint for Power Users

- [SKE01801](#) Configuring Pages, Sites, and Content
- [SKE01802](#) Configuring Lists, Libraries, E-mail, and Announcements
- [SKE01803](#) Managing Templates, Views, and Versioning
- [SKE01804](#) Managing Web Parts, Users, and Groups
- [SKE01805](#) Using and Configuring Search
- [SKE01806](#) WORKFLOWS, COLLABORATION, AND ANALYSIS

### Microsoft Office 2010

#### Microsoft OneNote 2010 for End Users

- [SKE00995](#) Managing Information with OneNote
- [SKE00996](#) Sharing Information with OneNote

#### Microsoft SharePoint 2010 for End Users

- [SKE01241](#) Getting Started with SharePoint 2010
- [SKE01242](#) Using SharePoint 2010 with Office 2010
- [SKE01231](#) SharePoint 2010 New Features for End Users

#### Microsoft SharePoint 2010 for Power Users

- [SKE01251](#) Pages and Components
- [SKE01252](#) Sites, Lists, and Libraries
- [SKE01253](#) Security and Business Intelligence
- [SKE01232](#) New Features for Power Users

#### Microsoft Office 2010 New Features for Users Migrating from Office 2003

- [SKE00984](#) Outlook 2010 and Collaboration in Office 2010
- [SKE00985](#) New Features: PowerPoint, Publisher, and Access
- [SKE00986](#) Word 2010, Excel 2010, and Office 2010 Interface
- [SKE00983](#) Web Apps & New Features in Publisher & Mobile

#### Microsoft Office 2010: New Features

- [SKE00981](#) Office 2010 New Core Features
- [SKE00982](#) New Messaging and Collaboration Features

#### Microsoft Office 2010: Beginning Word

- [SKE01001](#) Getting Started
- [SKE01002](#) Formatting and Working with Text
- [SKE01003](#) Organizing and Arranging Text
- [SKE01004](#) Moving Around
- [SKE01005](#) Structuring Word 2010 Documents
- [SKE01006](#) Reviewing Documents
- [SKE01007](#) Saving, Sharing, and Printing
- [SKE01008](#) Customizing the Behavior and Appearance
- [SKE01009](#) Drawing and Inserting

#### Microsoft Office 2010: Advanced Word

- [SKE01081](#) Using Themes, Backgrounds, Watermarks, and Quick Parts
- [SKE01082](#) Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks
- [SKE01083](#) Forms, Fields, and Mail Merge
- [SKE01084](#) Managing, Inspecting, and Recovering Docs
- [SKE01085](#) Creating and Formatting Tables
- [SKE01086](#) Manipulating Tables
- [SKE01087](#) Embedding Charts and Tables



## Desktop Computer Skills Courses

### Microsoft Office 2010: Beginning Excel

- [SKE01051](#) Getting Started
- [SKE01052](#) Applying Basic Data Formatting
- [SKE01053](#) Moving and Getting Around
- [SKE01054](#) Moving Data and Modifying Worksheets
- [SKE01055](#) Saving, Sending, and Printing Workbooks
- [SKE01056](#) Using Conditional Formatting, Tables, and Sparklines
  
- [SKE01057](#) Reviewing and Protecting Content
- [SKE01058](#) Using Basic Formulas
- [SKE01059](#) Using Basic Functions
- [SKE01060](#) Inserting Basic Charts
- [SKE01061](#) Adding Visuals, Themes, and Styles to Excel Workbooks

### Microsoft Office 2010: Advanced Excel

- [SKE01121](#) Customizing Visual Elements
- [SKE01122](#) Customizing Workbook Settings, Conditional Formatting, and Number Formats
- [SKE01123](#) Organizing Data and Objects
- [SKE01124](#) Ensuring Excel 2010 Data and Formulas are Right
- [SKE01125](#) Automating Excel Tasks Using Macros
- [SKE01126](#) Analyzing Data with What-If Analysis
- [SKE01127](#) PivotTables and PivotCharts
- [SKE01128](#) PivotTable Filters, Calculations, and PowerPivot

### Microsoft Office 2010: Power User Excel

- [SKE01141](#) Sharing Workbooks Online and on a Network
- [SKE01142](#) Using Excel 2010 to Collaborate Online and with Other Office Applications
- [SKE01143](#) Using Lookup, Reference, Math, and Text Functions
- [SKE01144](#) Manipulating Formulas and Using Forms
- [SKE01145](#) Using Excel 2010 Data Connections: Web Queries, XML, and Databases

### Microsoft Office 2010: Beginning PowerPoint

- [SKE01031](#) Getting Started
- [SKE01032](#) Visually Enhancing Presentations
- [SKE01033](#) Adding Images to
- [SKE01034](#) Using Multimedia and Animations

### Microsoft Office 2010: Advanced PowerPoint

- [SKE01101](#) Using Advanced Slide Show Tools
- [SKE01102](#) Collaborating and Sharing Presentations

### Microsoft Office 2010: Beginning Outlook

- [SKE01041](#) Getting Started
- [SKE01042](#) Managing Conversations and Organizing E-mail
- [SKE01043](#) Managing Attachments, Graphics, Signatures, and Autoreplies
- [SKE01044](#) Using the Calendar for Appointments, Events, and Meetings
- [SKE01045](#) Managing Meetings and Customizing the Calendar

- [SKE01046](#) Outlook 2010 Social Connector and Messaging
- [SKE01047](#) Working with Contacts
- [SKE01048](#) Using the Tasks, Notes, and Journal Features

### Microsoft Office 2010: Advanced Outlook

- [SKE01111](#) Formatting E-mail and Configuring Message
- [SKE01112](#) Customizing and Managing Accounts
- [SKE01113](#) Managing E-mail with Rules, Automatic Replies, and Alerts
- [SKE01114](#) Working with File Transfer and Folders, Searching, and RSS Feeds
- [SKE01115](#) Data Files, Archiving, and Send/Receive Groups
- [SKE01116](#) Implementing Security
- [SKE01117](#) Accessing Exchange Remotely and Using Forms

### Microsoft Office 2010: Beginning Access

- [SKE01071](#) Getting Started
- [SKE01072](#) Creating Basic Tables
- [SKE01073](#) Data Manipulation and Simple Relationships
- [SKE01074](#) Introduction to Forms
- [SKE01075](#) Modifying Basic Forms
- [SKE01076](#) Introduction to Queries
- [SKE01077](#) Introduction to Reports

### Microsoft Office 2010: Advanced Access

- [SKE01131](#) Advanced Importing and Exporting
- [SKE01132](#) PivotTables and PivotCharts
- [SKE01133](#) Retrieving, Validating, and Attaching Data
- [SKE01134](#) Subforms, Subreports, and Conditional Formatting
- [SKE01135](#) Joins, SQL, and Action Queries
- [SKE01136](#) Using Access 2010 with SharePoint and Access Services
- [SKE01137](#) Access 2010 Macros and VBA
- [SKE01138](#) Optimizing, Securing, and Sharing Access 2010 Databases

### Microsoft Office 2010: Beginning Project

- [SKE01021](#) Introduction to Project Management
- [SKE01022](#) Introduction to Project 2010
- [SKE01023](#) Initializing a Project
- [SKE01024](#) Defining Project Properties
- [SKE01025](#) Building a Schedule
- [SKE01026](#) Creating Resources
- [SKE01027](#) Managing Resource Assignments
- [SKE01028](#) Monitoring Schedule Performance
- [SKE01029](#) Communicating Project Information

### Microsoft Office 2010: Advanced Project

- [SKE01091](#) Advanced Customizing with Project 2010
- [SKE01092](#) Advanced Tools for Managing Multiple Projects
- [SKE01093](#) Advanced Resource Management
- [SKE01094](#) Advanced Scheduling Management
- [SKE01095](#) Advanced Reporting and Management Tools



## Desktop Computer Skills Courses

### Microsoft Office 2010: Beginning Visio

- [SKE01011](#) Getting Started
- [SKE01012](#) Working with Diagrams
- [SKE01013](#) Collaboration, Evaluation and Printing

### Microsoft Office 2010: Lync for End Users

- [SKE01621](#) Getting Started with Lync
- [SKE01622](#) Lync Meetings, Calls, Sharing and Collaboration

### Microsoft Office 2007

#### New Features

- [SKE00100](#) New Features for End Users
- [SKE00101](#) Microsoft Office Excel, PowerPoint, and Outlook
- [SKE00102](#) Microsoft Access and Microsoft Publisher 2007
- [SKE00103](#) Sharing and Collaboration

#### Beginning Access

- [SKE00920](#) Getting Started with Access 2007
- [SKE00921](#) Basic Access 2007 Tables
- [SKE00922](#) Basic Access 2007 Forms
- [SKE00923](#) Queries and Reports in Access 2007

#### Advanced Access

- [SKE00924](#) Importing, Exporting and Data Presentation
- [SKE00925](#) Advanced Data Management
- [SKE00926](#) Programmability and Admin in Access 2007
- [SKE00927](#) Database Administration in Access 2007

#### Beginning Outlook

- [SKE00131](#) Getting Started
- [SKE00132](#) Formatting and Managing E-mail
- [SKE00133](#) Using the Calendar
- [SKE00134](#) Using Contacts, Tasks, Notes, and Customizing
- [SKE00135](#) Searches, Printing and Working with RSS Feeds

#### Advanced Outlook

- [SKE00136](#) Customizing Outlook 2007 and Using the Journal
- [SKE00137](#) Configuring Rules, Alerts, and Junk E-mail
- [SKE00138](#) Working with SharePoint, Calendars, and Forms
- [SKE00139](#) Data Security, Archiving, and Working Offline
- [SKE00140](#) Instant, Text, and Unified Messaging
- [SKE00141](#) Business Contact Manager

#### Beginning Excel

- [SKE00115](#) Getting Started with Excel 2007
- [SKE00116](#) Manipulating & Formatting Data and Worksheets
- [SKE00117](#) Reviewing and Printing in Excel 2007
- [SKE00118](#) Excel 2007 Formulas and Functions
- [SKE00119](#) Excel 2007 Charts, Pictures, Themes, and Styles

#### Advanced Excel

- [SKE00120](#) Advanced Formatting in Excel 2007
- [SKE00121](#) Advanced Data Management in Excel 2007
- [SKE00122](#) Advanced Customization in Excel 2007
- [SKE00123](#) Analyzing Data in Excel 2007
- [SKE00124](#) Protecting and Sharing Excel 2007 Workbooks
- [SKE00125](#) Exchanging Data with Excel 2007

#### PowerPoint

- [SKE00126](#) Getting Started
- [SKE00127](#) Adding Graphics to Presentations
- [SKE00128](#) Adding Multimedia and Animations
- [SKE00129](#) Creating Custom Slide Shows
- [SKE00130](#) Distributing Presentations

#### Beginning Word

- [SKE00104](#) Getting Started with Word 2007
- [SKE00105](#) Working with Text and Paragraphs in Word 2007
- [SKE00106](#) Structuring, Editing, Saving, & Opening Docs
- [SKE00107](#) Printing, Help, and Automated Formatting
- [SKE00108](#) Working with Documents in Word 2007

#### Advanced Word

- [SKE00109](#) Advanced Formatting in Word 2007
- [SKE00110](#) Advanced Document Navigation and Reviews
- [SKE00111](#) Using Tables, Charts, and Graphics in Word 2007

#### Word for the Power User

- [SKE00112](#) Advanced Data Manipulation Features
- [SKE00113](#) Advanced Document Features in Word 2007
- [SKE00114](#) Collaborative Features in Word 2007

#### Outlook Web Access

- [SKE09091](#) Using Outlook Web Access 2007
- [SKE09092](#) Outlook Web Access 2007 Advanced Features

#### Live Meeting 2007 for End Users

- [SKE00971](#) Hosting a Microsoft Office 2007 Live Meeting
- [SKE09101](#) Attending a Microsoft Office 2007 Live Meeting

#### SharePoint Server 2007 for End User

- [SKE00143](#) SharePoint 2007 Essentials
- [SKE00144](#) Creating & Managing Personal Sites & Searches

#### Project Server 2007: Managing Projects

- [SKE09111](#) Initiating Projects
- [SKE09112](#) Planning Projects
- [SKE09113](#) Managing Resource Capacity
- [SKE09114](#) Executing Projects
- [SKE09115](#) Monitoring, Controlling, and Closing Projects



## Desktop Computer Skills Courses

### Beginning Project

- [SKE00142](#) Creating and Designing a Project
- [SKE09061](#) Specifying and Assigning
- [SKE09063](#) Tracking and Reporting Progress

### Advanced Project

- [SKE09049](#) Advanced Customization with MS Project 2007
- [SKE09051](#) Project Data Management and Performance

### Publisher

- [SKE00928](#) Creating Customized Publications
- [SKE00929](#) Extending Publisher 2007 Beyond Publications

### Beginning Visio

- [SKE09071](#) Creating Visio 2007 Diagrams
- [SKE09072](#) Enhancing and Customizing Diagrams
- [SKE09073](#) Using Visio 2007 with Other Programs

## Microsoft Office 2003

### Getting Started

- [SKE00441](#) Introduction to Microsoft Office 2003
- [SKE00442](#) Formatting and printing files in Office 2003
- [SKE00156](#) New Features for End Users
- [SKE00157](#) New Features for Outlook Users
- [SKE00158](#) New Applications
- [SKE00159](#) New Features for Advanced Users

### Outlook

- [SKE00411](#) Sending and Receiving Messages
- [SKE00412](#) Formatting and Managing Messages
- [SKE00413](#) Scheduling events, Appointments, and meetings
- [SKE00414](#) Using Task Lists, Contact Lists, and Notes

### Advanced Outlook

- [SKE00421](#) Customizing E-mail, Views, Navigation, and E-mail
- [SKE00422](#) Tracking, Categorizing, Searching, and Printing
- [SKE00423](#) Configuring Rules, Alerts, and Junk Mail Settings
- [SKE00424](#) Sharing Folders, Schedules, and Contacts

### Outlook for the Power User

- [SKE00431](#) Data Security in Outlook 2003
- [SKE00432](#) Archiving and Storing Data and Using IRM
- [SKE00433](#) Working in Outlook 2003 from Multiple Locations
- [SKE00434](#) Online Meetings, Instant Messaging, and Faxing
- [SKE00435](#) Toolbars, Commands and Creating Forms
- [SKE00436](#) Business Contact Manager Word
- [SKE00160](#) Getting Started with Word 2003
- [SKE00161](#) Working with text and paragraphs in Word 2003
- [SKE00162](#) Structuring, editing, saving, and opening docs
- [SKE00163](#) Printing, Help, and Automated Formatting

- [SKE00164](#) Working with Documents in Word 2003
- [SKE00165](#) Working with Tables and Media Features

### Advanced Word

- [SKE00166](#) Advanced Formatting in Word 2003
- [SKE00167](#) Advanced Document Navigation in Word 2003
- [SKE00168](#) Advanced Data Manipulation Features
- [SKE00169](#) Using Tables, Charts, and Graphics in Word 2003
- [SKE00170](#) Advanced Document Features in Word 2003
- [SKE00171](#) Collaborative Features in Word 2003

### Excel

- [SKE00172](#) Basic Features of Excel 2003
- [SKE00173](#) Printing and Collaborating in Excel 2003
- [SKE00174](#) Excel 2003 Formulas and Functions
- [SKE00175](#) Formatting Data in Excel 2003
- [SKE00176](#) Excel 2003 Chart and Multimedia Features

### Advanced Excel

- [SKE00177](#) Advanced Customization
- [SKE00178](#) Advanced formatting
- [SKE00179](#) Advanced Data Management
- [SKE00180](#) Advanced Data Analysis
- [SKE00181](#) Advanced Validation and Collaboration
- [SKE00182](#) Advanced Data Exchange

### PowerPoint

- [SKE00511](#) Creating Basic Presentations
- [SKE00512](#) Slide Layout and Design
- [SKE00513](#) Using Visuals in PowerPoint 2003 Presentations
- [SKE00514](#) Finalizing PowerPoint 2003 presentations

### Advanced PowerPoint

- [SKE00515](#) Customizing PowerPoint 2003 Presentations
- [SKE00516](#) Preparing Presentations for Effective Delivery
- [SKE00517](#) Running, Broadcasting, and Reviewing
- [SKE00518](#) Settings, Customization, and Office Integration

### Access

- [SKE00187](#) Getting Started with Access 2003
- [SKE00188](#) Basic Access 2003 Tables
- [SKE00189](#) Basic Access 2003 Forms
- [SKE00190](#) Using Queries and Reports
- [SKE00191](#) Personalizing and Maintaining

### Advanced Access

- [SKE00192](#) Enhancing Tables, Forms, and Reports
- [SKE00193](#) Advanced Querying in Access 2003
- [SKE00194](#) Working with Data and Presentation
- [SKE00195](#) Access 2003 and the Web
- [SKE00196](#) Access 2003 Programmability
- [SKE00197](#) Database Administration in Access 2003



## Desktop Computer Skills Courses

### FrontPage

- [SKE00481](#) Getting Started with FrontPage 2003
- [SKE00482](#) Working with graphics, hyperlinks and tables
- [SKE00483](#) Working with Web Sites in FrontPage 2003
- [SKE00484](#) Organizing Content Using Templates and Frames
- [SKE00485](#) Structuring and Publishing Web Sites

### Advanced FrontPage

- [SKE00491](#) Working with Code in FrontPage 2003
- [SKE00492](#) Importing and Working with Data
- [SKE00493](#) Enhancing Web Sites with Advanced FrontPage
- [SKE00494](#) Administering Web Sites
- [SKE00495](#) Using Windows SharePoint Services

### Project Professional

- [SKE00451](#) Creating and Defining a Project
- [SKE00452](#) Specifying and Assigning Resources
- [SKE00453](#) Tracking and Reporting Progress
- [SKE00471](#) Advanced Customization
- [SKE00472](#) Sharing Project Data and Working with Macros
- [SKE00473](#) Organizing and Managing Project Information
- [SKE00474](#) Working Collaboratively
- [SKE00475](#) Enterprise Project Management
- [SKE00476](#) Advanced Analysis of your Project

### Publisher

- [SKE00501](#) Getting Started with Publisher 2003
- [SKE00502](#) Working with Text Boxes, Text, and Printing and Working with Graphics and
- [SKE00503](#) Working with E-mail and Web Sites
- [SKE00504](#) Working with Mail and Catalog Merges
- [SKE00505](#) Advanced Design Techniques and
- [SKE00506](#)

### Visio for Beginners

- [SKE00461](#) Creating Diagrams with Visio 2003
- [SKE00462](#) Developing Diagrams with Visio 2003
- [SKE00463](#) Visio 2003 and Other Programs

## Microsoft Office for Mac 2011

### Microsoft Office: Beginning Excel for Mac 2011

- [SKE01531](#) Getting Started
- [SKE01532](#) Applying Basic Data Formatting
- [SKE01533](#) Navigating the Interface and Viewing Workbooks

### Microsoft Office: Beginning Word for Mac 2011

- [SKE01534](#) Moving Data and Modifying Worksheets
- [SKE01535](#) Using Basic Formulas
- [SKE01536](#) Using Basic Functions
- [SKE01537](#) Inserting Basic Charts
- [SKE01538](#) Saving, Sending, and Printing Workbooks
- [SKE01541](#) Getting Started
- [SKE01542](#) Formatting and Working with Text
- [SKE01543](#) Structuring and Organizing Documents
- [SKE01544](#) Moving Around a Document
- [SKE01545](#) Adding and Formatting Images
- [SKE01546](#) Creating and Formatting Tables
- [SKE01547](#) Saving, Printing, and Spellchecking

### Microsoft Outlook

- [SKE01631](#) Getting Started
- [SKE01632](#) Managing Conversations and E-mail
- [SKE01633](#) Mastering E-mail
- [SKE01636](#) Moving Beyond E-mail to Maximize Microsoft Outlook's Potential
- [SKE01644](#) Scheduling with the Calendar
- [SKE01645](#) Managing Contacts

### Microsoft PowerPoint

- [SKE01651](#) Getting Started
- [SKE01652](#) Adding Simple Presentation Enhancements
- [SKE01653](#) Using Media Files in a Presentation
- [SKE01654](#) Animations and Presentation Tools