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Windows XP, Networking

Windows XP, Internet

Updating to Windows '95 – available only through CIS

Learning Windows '95, Introduction: – available only through CIS

Learning Windows '95', Advanced:

Learning Windows '95, Secrets & Timesavers: – available only through CIS

Word Processing

- **Microsoft Word** - **Click here for a list of contents**

Learning Word '97, Introduction

Learning Word '97, Intermediate:

Learning Word 2000, Introduction

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Learning Word 2000, Desktop Publishing

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Learning Excel 2000, Formulas and Functions

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Learning PowerPoint 2000, Introduction
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CD Descriptions

Windows

Windows XP, Introduction

- Introducing Windows XP
- Navigating the Desktop
- Using the start menu
- Using the Taskbar
- Identifying and Using Icons
- Using the Turn Off Computer button
- Opening a Window
- Minimizing a Window
- Resizing a Window
- Scrolling
- Closing a Window
- Using Windows Explorer
- Finding Files
- Opening Files
- Saving FilesDeleting Files
- Creating Folders
- Renaming Folders
- Moving Folders
- Moving Files to a Folder
- Deleting a Folder
- Using Help and Support Center
- Getting Help from Others

Windows XP, Intermediate

- Customize the Desktop
- Customize the Start Menu
- Customize the Taskbar
- Pre-Installed Programs
- Open WordPad
- Using Toolbars
- Save and Save As
- New or Existing Documents
- Folders Overview
- View Options
- Folder Options
- Category Views
- Mouse Properties
- System Properties
- Troubleshoot Hardware
- Internet Options

- Search Companion
- User Accounts
- Add Hardware
- Remove Hardware
- Add and Remove Software
- Download Software

Windows XP, Advanced

- System Tools
- Backing Up Data
- Restoring Data
- Defragmenting a Disk
- Cleaning a Disk
- Windows Task Manager
- File and Settings Transfer Wizard
- Computer Management Console
- Remote Assistance
- My Computer Information
- System Restore
- Power Management
- Enable Remote Desktop
- Use Remote Desktop
- .NET Passport
- Instant Messaging
- Collaborating on Documents
- Video Conferencing

Windows XP, Networking

- What is a Network
- Network Standards
- Client-Server
- Peer-to-Peer
- Network Topology
- Network Architecture
- Connection Overview
- Coaxial Cable
- Twisted Pair Cable
- Fiber Optic Cable
- Hubs
- Network Interface Cards
- Protocols
- Internet Connection Sharing
- Network Setup Wizard
- Network Components

- Share a Printer
- Accessing Shared Printers
- Incoming Connections
- Virtual Private Network (VPN)
- My Network Places
- Sharing Files and Folders
- Sharing a Disk
- Using Internet Connection Sharing
- Offline Files
- Connecting to a VPN
- Monitor a Connection
- Network Troubleshooter
- Network Diagnostics
- Local Users and Groups
- Shared Folders
- Internet Connection Firewall

Windows XP, Internet

- Getting Connected
- Overview of the Internet
- ISPs and Online Services
- Using the New Connection Wizard
- Create Other Network Connections
- Internet Explorer Window
- Internet Explorer Menu Commands
- Internet Explorer Toolbars
- Using MSN Explorer
- Using Search Engines
- Windows XP Search Companion
- Download and Print Web Pages
- Offline Viewing
- Setting Up NetMeeting
- Placing a NetMeeting Call
- Sharing and Transferring
- Chat and Whiteboard Features
- Security

Updating to Windows '95

Introduction: How to Navigate through the Tutorial

Chapter 1: Updating

- The Windows '95 Computer
- The Update Process
- Using the What's New button
- Windows '95 Help
- Opening Help
- How to Use Help
- The Contents Tab
- The Index Tab
- The Find Tab

Chapter 2: New Features

- New User Interface
- Desktop Icons
- Folders
- The My Computer Icon
- The Control Panel
- The Printers Folder
- The Control Menu
- The Close Button
- The Taskbar
- The Start Button

Chapter 3: New Techniques

- Program Groups vs. Shortcut Icons
- Printing Files in Windows 3.1 vs. Windows '95
- Menu Contents View in Windows 3.1 vs. Windows '95
- Clock Differences
- Disk Formatting Differences
- Placing a Bitmap file on the Desktop
- Copying a File

Chapter 4: Windows '95 and DOS

- Windows '95 and DOS
- The DOS Virtual Machine
- The DOS Toolbar
- Long Filename feature
- Using the DIR command
- Using the COPY command
- Start

Opening programs with Start
Using the Exit command to exit DOS

Learning Windows '95, Introduction:

Introduction: Start Here

Chapter 1: Windows '95 Overview

- The Welcome Screen
- Move the Taskbar
- Discuss the Desktop
- Open My Computer
- Maximize a Window
- View a Tooltip
- View a Shortcut Menu
- Display Hard Disk Properties
- View a Folder
- View a File

Chapter 2: Managing Your Files

- Open and View Explorer Window
- Use Find
- Move a Window
- Place a Program into a Group Window
- Re-Start Windows '95
- Display the Explorer Toolbar
- Create a Folder
- Re-Name a Folder
- Copy Files

Chapter 3: Using Your Applications

- Install and Run a Windows 3.1 Program
- Create a Program Shortcut
- Run a Program from a Shortcut
- Examine MS-DOS Windows Properties
- View MS-DOS Windows Properties
- Copy Text to the Clipboard
- Pasting Text

Chapter 4: Using Windows '95

- View Keyboard Settings
- Discuss Regional Settings
- Change Desktop Display
- Explain Task Switching
- Use Time Shortcut Menu
- Open a File from the Documents Menu

Customize the Taskbar
Clear the Documents Menu
Shut Down Windows '95

Learning Windows 95', Advanced:

Learning Windows '95, Advanced

Introduction: Start Here

Chapter 1: The Windows '95 Desktop

The File Manager
Creating Shortcuts to the File Manager
Renaming a Shortcut
Floating the Paint Toolbar and Palette
Docking the Toolbar and Palette
Viewing Bitmaps Using Different Zoom Features
Returning a Bitmap to Normal Size
Setting a File as Desktop Wallpaper
Minimizing All Windows
Viewing Desktop Properties

Chapter 2: Using Microsoft Fax

Installing Microsoft Fax and Exchange
Installing an External Modem
Composing a Fax
Sending a Fac
Receiving a Fax
Viewing a Fax using Fax Viewer
Deleting Mail
Using the Cover Page Editor
Saving a Cover Page
Placing the Cover Page in the List

Chapter 3: WordPad, Clipboard, and Phone Dialer

Opening WordPad
Explaining the WordPad Window
Inserting the Date and Time
Placing a Document into the Clipboard
Using the Clipboard Viewer
Saving the Clipboard Contents
Viewing Phone Dialer
Dialing a Phone Number
Creating a Speed Dial Button
Viewing the Dialer Log

Chapter 4: Using Your CD-ROM

- Installing a CD-ROM Application
- Running a CD-ROM Application
- Creating a Shortcut for an Application
- Renaming an Application Shortcut
- Using Autoplay
- Changing the Play List
- Explaining the Three Play Options
- Entering a New Artist and Title
- Displaying the CD Player Toolbar

Chapter 5: Maintaining Windows '95

- The Disk Defragmentation System Tool
- Install the Backup System Tool
- Creating the Backup Set Label
- Assigning a Password
- Restoring a File

Learning Windows '95, Secrets & Timesavers:

Introduction: Start Here

Chapter 1: Shortcuts for Productivity

- Shortcuts to Make Work Productive
- Right-Click the Mouse to Open Highlighted Menu
- Shift + F10 to Access the Menu for Keyboard
- Shift + F10 to Access the Desktop Shortcut
- Define Shortcuts
- Create a Shortcut
- Create a New Folder
- Create Shortcuts Inside a New Folder

Chapter 2: Keyboard and Other Shortcuts

- Keystroke Operations
- CTRL + ESC
- Task Switching
- Open Windows '95 Items
- Using the Taskbar to Switch Between Applications
- ALT + TAB
- Use the Arrow Keys
- Organize the Desktop with the Taskbar Pop-Up Menu
- Cascade
- Tile Horizontally
- Minimize All
- Undo Minimize All
- Resize the Taskbar to Create Two Rows

Chapter 3: Customizing Windows '95

- Customize Windows '95
- Customize the Start Menu
- Examine Windows '95 Properties
- Display Properties
- Shortcut Properties
- Mouse Properties

Chapter 4: Windows '95 Explorer

- View Windows '95 Explorer
- Change Drive Properties
- Quick Format a Floppy Disk
- Copy from Disk to Computer
- Copy Files from Disk to Disk
- Copy a File from Folder to Folder
- Quick View a Document
- Create a New File Type

Chapter 5: The Windows '95 Briefcase

- The Windows '95 Briefcase Option
- Examine the Briefcase
- Create a New Briefcase
- Drop a File Into the Briefcase
- Make Changes to a File
- Update All Options
- Open the Updated File

Internet

Using Internet with Windows '95:

Introduction: Start Here

Chapter 1: What is the Internet?

- What the Internet Is
- The TCP/IP Definition
- How TCP/IP Is Used on the Internet
- Some Popular Features of the Internet
- Software Resources Available

Chapter 2: Getting Started

Three Types of Internet Connections

- Dedicated Connections
- Serial Line Internet Protocol (SLIP)
- Point-to-Point Protocol (PPP)

- Access the Internet
- Using a UNIX Login Shell
- Viewing a FTP Site
- Viewing a FTP Directory
- Downloading a File
- Viewing a FTP Subdirectory

Chapter 3: TCP/IP and SLIP/PPP

- Add an Adapter
- TCP/IP Protocol
- View the IP Address
- View the WINS Configuration
- View the Gateway Configuration
- View the DNS Configuration and Setup
- Enter the Domain
- Look at the Binding Tab
- Use FTP and View Directories on a Remote Server
- Download a File from a FTP Archive
- Use Gopher
- View a Document via Gopher Search
- Log In to CompuServe via Telnet

Chapter 4: MSN and the Internet

- How to Access Information on the Internet
- Chat Areas
- Bulletin Boards
- How to Send a Message
- Newsgroups
- File Transfer Protocol
- Gopher

Chapter 5: CompuServe and Other Providers

- View Various Internet Services Available through CompuServe
- Connect to CompuServe then View Some Newsgroups
- Use FTP through CompuServe
- Access a Remote System by Using Telnet and CompuServe
- View the World Wide Web through CompuServe
- Discuss Different Commercial Providers

Word Processing Software

Microsoft Word

Learning Word '97 for Windows '95,Introduction

Chapter 1: Exploring Word '97

- The Menu Bar
- The Standard Toolbar
- The Formatting Toolbar
- Scroll Bars
- Views and the Status Bar
- The Office Assistant
- Control Boxes
- Skill Builder Quiz 1

Chapter 2: Working with Text

- Typing Text
- Inserting Text
- Using Overstrike
- Selecting Text
- The Undo and Redo Commands
- Cutting Text
- Moving Text with the Mouse
- Copying Text
- Skill Builder Quiz 2

Chapter 3: Changing Text

- Changing the Font Size
- Changing the Text Appearance
- Text Alignment
- Animating Text
- Skill Builder Quiz 3

Chapter 4: Adjusting the Document

- Changing the Margins
- Inserting Page Breaks
- Hard Returns
- Line Spacing Options
- Date and Time Options
- Skill Builder Quiz 4

Chapter 5: Editing Tools at Work

- Checking Options
- The Thesaurus
- Viewing Statistics
- Skill Builder Quiz 5

Chapter 6: Managing Files and Printing

- Using Save As
- Using Save
- Using Print Preview
- Printing Options

Skill Builder Quiz 6

Comprehensive Test

Learning Word '97 for Windows '95, Intermediate:

Chapter 1: Formatting Options

- Paper Setup Options
- Margins
- Setting Tabs
- Line and Paragraph Spacing
- Skill Builder Quiz 1

Chapter 2: Printing Options

- Printing Options
- Printing a Document
- Canceling Printing
- Skill Builder Quiz 2

Chapter 3: Using Headers and Footers

- Creating a Header
- Creating a Footer
- Page Numbers
- Odd and Even Pages
- Skill Builder Quiz 3

Chapter 4: Different Views

- Using the Outline View
- The Full Screen View
- The Page Layout View
- Using the Online Layout View
- The Document Map
- Skill Builder Quiz 4

Chapter 5: Wizards and Auto Features

- The Letter Wizard
- Auto Summarize
- Auto Complete
- Column Options
- Creating Tables
- Other Word '97 Options
- Skill Builder Quiz 5

Chapter 6: Indexes and Tables of Content

Creating Indexes
Index Cross-References
Tables of Content
Comments
Revision Marks
Protecting a Document
Skill Builder Quiz 6

Chapter 7: Backgrounds and Borders

Adding a Background
Adding Borders
Removing Borders
Numbering Options
Skill Builder Quiz 7

Comprehensive Test

Learning Word 2000, Introduction

Exploring the Word environment
Inserting text into a document
Using Word Wrap
Moving the insertion point
Using the arrow keys
Shortcut keyboard combinations
Removing text
Discussing Insert/Overtyping mode
Selecting text
Using the Select All command
Applying effects in Word
Changing a font
Using the Font dialog box
Discussing formatting options
Applying character effects
Aligning text
Saving a document
Creating a new document
Opening an existing document
Setting margins
Setting page orientation
Adjusting tabs
Inserting date and time
Inserting AutoText
Changing text case
Using Spelling features
Using Language tools
Previewing a document
Printing
Inserting a chart

Editing the datasheet
Using Format Painter

Learning Word 2000, Intermediate

Getting started in Word 2000
Working with paragraphs
Discussing automatic hyphenation
Inserting page breaks/symbols/tabs
Adjusting margins
Creating/modifying headers and footers
Adding a page border
Creating an outline
Saving as an HTML file
Organizing in Outline view
Assigning levels to paragraphs
Moving text
Using the Save As command
Keying/entering text in columns
Balancing column length
Creating/formatting tables
Adding borders and shading
Entering text
Modifying table structure
Aligning text
Adding rows
Merging cells
Adding bitmapped graphics
Positioning/sizing graphics
Deleting graphics
Editing a picture
Creating/modifying lines
Creating/modifying 3-D shapes
Creating/modifying charts
Importing data into charts
Using the Mail Merge Helper
Creating a document
Discussing query options
Sorting records to be merged
Printing envelopes & labels

Learning Word 2000, Advanced

*No information given
Reviewing the Word window
Creating a mail merge
Using an existing data source
Inserting fields
Editing the data source

- Viewing AutoText
- Adding new AutoText
- Using the AutoText toolbar
- Selecting templates and add-ins
- Renaming entry fields
- Viewing the Query Options box
- Using Operators
- Sorting records
- Merging
- E-mailing form letters
- Printing merged letters
- Creating a data source
- Using Find/Replace
- Creating envelopes
- Making labels
- Creating forms
- Adding text boxes
- Using check boxes/drop-down lists
- Inserting a picture
- Adding a table
- Inserting a frame
- Protecting files
- Recording a macro
- Using the Open dialog box
- Toggling between files

Learning Word 2000, Desktop Publishing

- Opening Word
- Identifying window components
- Creating publications from a template
- Replacing text
- Using/formatting Wingdings
- Inserting pictures
- Using the Clip Gallery
- Replacing headers/footers
- Saving publications
- Using a saved template
- Creating flyers
- Using WordArt
- Inserting/cropping pictures
- Viewing pictures as black/white
- Creating bullets
- Using tables
- Adding page space
- Formatting tables
- Printing a publication
- Exploring a brochure
- Discussing/inserting breaks
- Inserting pictures in columns

Dragging/dropping ClipArt
Linking text boxes
Making/cropping screen captures
Applying styles
Numbering an outline
Using Outline view
Adding a header
Inserting section breaks
Applying heading styles
Inserting the Style Ref field

Learning Word 2000, Secrets & Timesavers

Starting Word
Creating a shortcut
Enabling Click and Type
Using the Office Clipboard
Sending email
Creating a document using a wizard
Using the Office Assistant
Inserting page numbers
Applying Find and Replace
Using Undo/Redo/Repeat
Implementing the Format Painter
Exploring shortcut keystrokes
Printing a keystroke list
Creating/running Macros
Renaming Macros
Adding AutoCorrect entries
Inserting hyperlinks
Creating a caption
Using Web Page Preview
Saving a Web page
Inserting comments
Protecting documents
Creating multiple versions
Changing users
Tracking changes
Accepting/rejecting changes
Setting a default file location
Discussing round tripping

Corel WordPerfect

Learning WordPerfect 9, Introduction

Getting started in WordPerfect 9
Exploring the workspace
Entering text

Moving the insertion point
Moving in the document
Using the Typeover mode
Using menu commands to select text
Formatting text
Discussing the Underline tab
The Color and Shading options
The Position and Relative Size options
Using the Property Bar
Using keyboard shortcuts
Demonstrating Full & All justification
Justifying text
Applying styles
Saving a document
Using QuickFind
Using Find & Replace
Using QuickFonts
Selecting font color settings
Inserting a symbol
Creating a new document
Using Page Setup
Inserting the date
Proofing
Using Spell-As-You-Go
Using Spell Checker
Working with the Grammatik tool
Using Print Preview
Printing a document
Moving between documents
Inserting bullets

Learning Corel WordPerfect 9, Intermediate

Setting/editing line spacing
Moving objects/highlighting text
Adding headers/footers
Utilizing Save As
Locating files/utilizing Preview
Renaming files
Applying cut/copy/paste
Opening read-only files
Saving edited documents
Converting letter case
Utilizing undo/redo
Applying undo/redo History
Setting automatic backup options
Examining templates
Creating a template

Inserting files
Building prompts
Saving templates
Utilizing a template
Recording a Macro
Saving/playing Macros
Setting tabs/sorting lists
Creating numbered lists/outlines
Exploring outline tools
Inserting pages
Creating a table of contents
Marketing text

Learning Corel WordPerfect 9, Advanced

Opening WordPerfect
Creating a new address book
Using the Comment field
Exploring tabs
Formatting addresses
Creating formats
Importing addresses
Mapping fields
Filtering records
Creating merge files
Creating documents
Inserting merge fields
Setting merge options
Preparing envelopes
Merging documents
Creating envelopes
Creating labels
Adding tables
Inputting data
Utilizing the Table tool
Using the Formula bar
Resizing tables
Creating charts
Saving time with QuickWords
Utilizing QuickCorrect
AutoFormatting documents
Using the Make It Fit command
Protecting with passwords
Creating HTML files
Formatting HTML files
Publishing to HTML
text color/wallpaper
Creating Hyperlinks

Learning Corel WordPerfect 9, Desktop Publishing:

Changing margins
Using guidelines/hiding bars
Creating/formatting columns
Exploring styles/inserting a file
Creating/customizing a text box
Utilizing toolbars
Editing text in columns
Applying borders
Creating a QuickStyle
Setting print options
Rearranging columns
Splitting/numbering pages
Exploring Drop Cap
Examining print options
Creating a watermark
Using the Zoom tool
Modifying colors
Creating with the Image tool
Using the Fill tool
Exploring the fill pattern/color
Changing Watermarks
Creating TextArt
Using the 2D option
Saving TextArt
Utilizing the Drawing tool
Applying lines
Creating a nameplate
Inserting graphics
Exploring hyphenation
Creating headlines

Learning Corel WordPerfect 9, Secrets and Timesavers:

Opening WordPerfect 9
Justifying text
Formatting text
Indenting paragraphs
Saving time with Go To
Utilizing bookmarks
Finding/Replacing text
Changing text
Using Cut, Copy, and Paste
Utilizing QuickFormat
Copying between documents
Implementing the Spell Checker
Using Spell As You Go
Creating Speedlinks
Editing Speedlinks
Formatting As You Go
Enabling SmartQuotes

Deleting an entry
Adding dot leaders
Saving time with macros
Creating a caption
Editing a caption
Grabbing addresses

Spreadsheets

Excel

Learning Excel '97, Introduction:

Chapter 1: Getting Started

- Screen Components
- The Standard and Formatting Toolbars
- The Formula Bar
- The Workbook
- Using the Keyboard
- Selecting a Range
- Skill Builder Quiz 1

Chapter 2: Entering Data to Cells

- Numbers
- Formats
- The Formatting Toolbar
- Widening a Column
- Changing Column Width
- Changing Row Height
- Positions of Numbers
- Clearing a Cell
- The Undo Command
- Skill Builder Quiz 2

Chapter 3: Basic Excel Commands

- Closing the Workbook
- Moving in the Workbook
- Naming the Document
- Using a Template
- Skill Builder Quiz 3

Chapter 4: Entering Text and Formulas

- Using AutoFill
- Typing a Formula
- Using AutoSum

Copying Formulas
Skill Builder Quiz 4

Chapter 5: Embellishing the Worksheet

Enhancing the Worksheet
Copying Formats
Printing
Print Preview
Page Setup
Skill Builder Quiz 5

Comprehensive Test

Learning Excel 97, Intermediate:

Chapter 1: Viewing the Worksheet

Adding Worksheet Panes
Removing Worksheet Panes
Freezing Worksheet Panes
Hiding Columns
Hiding Rows
Inserting Options
Deleting Options
Outlining
Skill Builder Quiz 1

Chapter 2: Excel Formulas

Formula Options
Absolute Cell Reference
The IF Statement
The Function Wizard
The Payment Function
Goal Seek
The VLOOKUP Function
Arrays
The Trend Function
Creating Names
Using Names
Skill Builder Quiz 2

Chapter 3: Linking Excel Workbooks

Linking Workbooks
Reference Formulas
Linking Worksheets
Skill Builder Quiz 3

Chapter 4: Workbook Appearance

- Changing Characters
- Add-Ins
- Formatting
- Clearing Auto-Format
- Spell-Check Options
- Skill Builder Quiz 4

Chapter 5: Arranging Windows

- Arrange Windows
- Workspaces
- Copying Between Worksheets
- Skill Builder Quiz 5

Chapter 6: Chart Wizard

- Using Chart Wizard
- Rotating Text
- Skill Builder Quiz 6

Comprehensive Test

Learning Excel 97, Advanced

- Creating a Custom toolbar
- Moving toolbars
- Using Explanatory remarks
- Using a custom Autofill list
- Creating custom formats
- Using the AutoSum button
- Outlining the worksheets
- Working in multiple worksheets
- Changing cell styles
- Redefining a style
- Merging styles
- Viewing with a Data form
- Using Wildcard characters
- Using the Sort command
- Sorting by option
- Filtering
- Using the Autofilter
- Using Automatic subtotals
- Creating a template
- Protecting cells
- Using the Pivot table
- Using the Scenarios option
- Demonstrating the Text Import wizard
- Sharing the workbook

Learning Excel 2000, Introduction

Getting started with Excel
Locating/opening an existing workbook
Moving between worksheets in a workbook
Going to a specific cell
Entering text & numbers
Applying number formats
Modifying size of columns/rows
Examining workbooks
Inserting worksheets
Moving/deleting worksheets
Renaming a worksheet
Working with series (AutoFill)
Editing cell content
Aligning cell content
Merging cells
Applying font styles
Calculating worksheets
Entering a formula in a cell
Using Copy/Paste commands
Entering a formula using the Formula Bar
Entering a function using the Formula palette
Using AutoSum
Clearing cell content
Formatting
Using Undo & Redo
Copying a worksheet
Checking spelling
Printing an entire workbook
Previewing a worksheet
Setting page margins
Setting up headers/footers
Setting/clearing a print area

Learning Excel 2000, Intermediate

Getting started with Excel
Changing the Zoom settings
Changing views
Splitting a worksheet
Freezing labels in a row
Hiding columns/rows
Inserting/deleting cells
Inserting/deleting columns & rows
Using the Office Clipboard
Adding a named range
Using labels to name a range
Inserting a row in a named range

Using a named range in a formula
Printing a selection
Changing page scaling
Applying cell borders and shading
Using the Copy Special command
Using the Paste Special command
Displaying gridlines
Rotating text
Changing indents
Defining/applying a style
Merging styles
Applying AutoFormats
Discussing templates
Creating templates
Using the Save As command
Applying templates

Learning Excel 2000, Advanced

Getting started in Excel 2000
Grouping
Outlining a worksheet
Expanding/collapsing outline levels
Previewing a worksheet
Changing page orientation
Setting print titles and options
Using Page Break Preview
Inserting/removing page breaks
Removing an outline
Opening multiple workbooks
Arranging workbook windows
Creating/saving a customized workspace
Consolidating data from multiple workbooks
Creating a link to source data
Linking worksheets & consolidating data using 3D references
Viewing a database record
Setting up a list in Excel
Opening/viewing list data
Using data forms
Adding a new record to a list
Finding records using a data form
Performing single/multi-level sorts
Applying data filters
Filtering data using custom criteria
Using AutoFilter
Discussing subtotaling
Importing/exporting data
Importing from text files
Adjusting the decimal place
Learning to query a database

Importing a table from an HTML file

Learning Excel 2000, Formulas and Functions

Creating a formula
Using relative references
Using absolute references
Copying formulas
Using AutoSUM
Using the Paste Function
Revising formulas
Using basic formulas
Entering a range by dragging
Using the COUNT function
Opening multiple workbooks
Linking workbooks
Creating hyperlinks
Calculating future value
Using the DDB function
Using the Office Assistant
Using Lookup functions
Using the IF function
Using Date functions
Applying conditional formatting
Working with the auditing toolbar
Tracing precedents
Tracing dependents
Using Data Validation

Learning Excel 2000, Data Analysis

Opening Excel
Using Goal Seek/Solver
Working with Scenarios
Using the report manager
Using Anova Analysis
Analyzing with Descriptive Statistics tool
Importing from other applications
Using Save As
Working with the Rank and Percentile tool
Using Data Analysis and PivotTables
Setting up PivotTable layout
Refreshing PivotTable data
Using PivotTable Autoformat
Working with filtering PivotTable data
Previewing and printing multiple worksheets
Rearranging and changing PivotTable layout
Changing calculations for a PivotTable
Creating a PivotChart report
Creating an interactive PivotTable for the web

- Adding fields to a PivotTable using the browser
- Creating a shared workbook
- Sending a workbook via-email
- Merging workbooks
- Tracking changes
- Creating/editing a comment
- Displaying/hiding toolbars
- Applying the file passwords
- Removing passwords

Learning Excel 2000, Macros and Charts

- Opening Excel
- Creating/naming Macros
- Running a Macro
- Editing Macros
- Recording Macros
- Utilizing the Visual Basic toolbar
- Modifying workbook properties
- Discussing custom number formats
- Creating a custom number format
- Copying Macros
- Using Find/Replace
- Inserting/moving/deleting objects
- Assigning Macros to images
- Previewing/printing worksheets and workbooks
- Creating command buttons
- Assigning Macros to command buttons
- Resetting/deleting toolbars
- Utilizing the chart wizard
- Moving/sizing charts
- Modifying charts
- Creating a chart sheet
- Creating/modifying lines/objects
- Applying number formats
- Setting up headers/footers
- Previewing/printing charts
- Applying/removing protection
- Creating a password
- Utilizing Web Page Preview
- Solving as a Web page
- Importing tables from HTML files

Database Software

Access

Learning Access '97, Introduction:

Chapter 1: Database Fundamentals

- The Access Window
- The Table Object
- The Forms Object
- The Queries Object
- The Reports Object
- Skill Builder Quiz 1

Chapter 2: Creating Tables

- Creating a Database
- Creating a Table
- Designing a Table
- Defining Field Properties
- Skill Builder Quiz 2

Chapter 3: Entering Data in a Table

- Adding Records
- Using Copy and Paste
- Using Form Wizard
- Skill Builder Quiz 3

Chapter 4: Working in an Existing Table

- Navigating a Table
- Sizing a Database Column
- Hiding a Column
- Changing the Font
- Printing a Datasheet
- Searching a Field
- Finding a Record in Form View
- The Filter by Selection Option
- Skill Builder Quiz 4

Comprehensive Test

Learning Access '97, Intermediate:

Chapter 1: Creating a Query

- Creating a Select Query
- Creating a Totals Query
- Changing Field Labels
- Using an Expression
- Skill Builder Quiz 1

Chapter 2: Creating Custom Queries

- A Make Table Query
- Creating an Update Query
- Creating a Delete Query
- A Crosstab Query
- Top Value Options
- Skill Builder Quiz 2

Chapter 3: Creating Custom Forms

- Using Form Wizard
- Inserting a Bitmap
- A Calculated Control
- Changing the Control
- Assigning a Field
- Creating a Combination Box
- Detail Section Color
- Skill Builder Quiz 3

Chapter 4: Custom Reports

- Using Report Wizard
- Tabular Style Report
- Using Microsoft Graph
- Changing Chart Type
- Viewing Graph Options
- Skill Builder Quiz 4

Chapter 5: Using Macros

- The Command Button Wizard
- Using the Macro Window
- Skill Builder Quiz 5

Comprehensive Test

Learning Access 2000, Introduction

- Planning/designing databases
- Understanding databases
- Determining table structure
- Determining table relationships
- Exploring the Access environment
- Selecting an object
- Creating a database
- Navigating through tables/records
- Using a switchboard
- Using a datasheet
- Using a form
- Finding a record

Applying/removing filters
Sorting records
Deleting records
Working with tables
Using the Table wizard
Switching between Object views
Using multiple data types
Using Design view
Using Lookup wizard
Setting primary keys
Working with forms
Using the Form wizard
Switching between Views and Sections
Using controls
Formatting properties
Inserting graphics

Learning Access 2000, Intermediate

Discussing table relationships
One-To-Many relationships
One-To-One relationships
Enforcing referential integrity
Discussing Cascade Update and Delete
Printing database objects
Creating lookup fields
Discussing data validation criteria
Setting validation text
Modifying an input mask
Optimizing Data Type Usage
Discussing records in a subdatasheet
Creating forms in Design view
Modifying form properties
Customizing form sections
Modifying control properties
Using the Sub Form control
Using a Calculated control
Multi-Table Select query
Modifying query properties
Specifying criteria in fields
Setting Join properties
Applying a Filter by Form
Optimizing queries using indexes
Creating a Parameter query
Types of Action queries
The Totals query

Learning Access 2000, Advanced

Discussing the report wizard

Creating a report in Design View
Moving/Resizing a Control
Modifying Format Properties
Previewing/printing reports
Using report sections
Setting section properties
Using the Control Toolbox
Modifying Control properties
Using Calculating Controls
Importing data into a new table
Exporting data records
Dragging/dropping to Excel
Linking existing data
Converting a database to a previous version
Restoring/backing up a database
Creating a switchboard
Creating a data access page
Using Group and Sort features
Saving as a Web page
Creating hyperlinks
Encrypting/decrypting a database
Setting/modifying passwords
Setting Startup options
Using add-ins
Using simple replications
Running Macros/using Controls

Presentation Software

PowerPoint

Learning PowerPoint for '97, Introduction:

Chapter 1: The PowerPoint Window

- Starting PowerPoint
- Running a Slide Show
- The Program and Presentation Icons
- The Title Bar
- The Menu Bar
- Creating a New File
- Using Drop Down Menus
- Toolbars and the Status Bar
- Skill Builder Quiz 1

Chapter 2: Creating a Presentation

- Floating and Docking Toolbars

- Using Views
- Using AutoContent Wizard
- Editing a Presentation
- The Collapse/Expand All Buttons
- Using Slide View
- Adjusting the Text Box
- Changing the Font Size
- Using the Master Slide
- Adding Page Numbers
- Skill Builder Quiz 2

Chapter 3: Adding ClipArt and Charts

- Inserting ClipArt
- Adjusting ClipArt
- Adding a Slide to the Presentation
- Adding a Chart
- Editing a Chart
- Changing a Chart Type
- Chart Tips
- Adjusting Chart Size and Colors
- Adding a Chart Data Table
- Saving the Presentation
- Skill Builder Quiz 3

Chapter 4: Speaker Notes and Handouts

- Creating Speaker Notes
- Editing Notes
- Using Handouts Master View
- Skill Builder Quiz 4

Chapter 5: PowerPoint Presentations

- Editing the Slide Order
- Applying Slide Transition
- Applying Random Transitions
- Setting Up a Slide Show
- Slide Advance Timing
- Slide Show Control Menu
- Printing a Slide Show
- Closing PowerPoint
- Skill Builder Quiz 5

Comprehensive Test

Learning PowerPoint 2000, Introduction

- Getting started in PowerPoint
- Using a template

Learning PowerPoint components

Exploring the workspace

Using the Navigation Bar

Using PowerPoint views

Modifying presentations

Editing slides

Inserting a header/footer

Using the footer

Using the Preview Box

Creating a presentation

Using the AutoContent wizard

Using Presentation options

Deleting an item

Demoting an item

Saving a presentation

Opening a presentation

Promoting an item

Editing text

Using the Font button

Using the Colors dialog box

Understanding slide sequency

Enhancing a presentation

Adding pictures

Inserting a chart

Building a chart

Adding transition effects

Previewing transitions

Adding sound

Using Title Animation

Understanding chart types

Editing a chart

Changing the background

Using slid shows

Looking at speaker notes

Learning PowerPoint 2000, Advanced

Opening PowerPoint

The components of the PowerPoint window

Adding a table from Word

Entering data into tables

Formatting a table from Word

Importing text from Word

Creating tables in Powerpoint

Entering data in a PowerPoint table

Modifying PowerPoint tables

Adding Auto Numbered bullets

Formatting bullets

Adding graphical bullets

Copying a slide from one presentation to another

Applying a different Auto Layout
Building an organizational chart
Find and Replace text
Changing tab formatting
Discussing different tab settings
Adding shapes
Filling/rotating an object
Align and Distribute objects
Drawing an object
Adjust Position and Visibility Properties Order
Customizing clip Art & other objects
Automatically creating a Summary slide
Adding a Video/Action button
Applying Animation Effects
Hiding/deleting slides
Automatically creating an Agenda slide
Inserting on Excel Chart
Placing text inside a shape using the Textbox feature
Using Wrap Text in Autoshape feature
Using the Format Painter

Learning PowerPoint 2000, Presentations

Opening PowerPoint
Using Design Template
Examining window components
Customizing a template
Creating watermarks
Exploring graphic formats
Adding template content
Applying Design Template
Customizing toolbars/menus
Creating/deleting a toolbar
Adding animated GIF graphics
Inserting hyperlinks
Creating custom screen tips
Formatting Web presentations
Saving embedded fonts
Publishing/saving presentations
Viewing a Web presentation
Sending presentations by email
Using NetMeeting
Incorporating meeting feedback
Subscribing to a presentation
Broadcasting presentations
Formatting output
Exporting to 35mm slides
Previewing in black/white
Using Pack and Go
Saving a slide as graphics

Generating meeting notes
Exporting an outline to Word
Saving a presentation

Learning Effective Presentations with PowerPoint 2000

Adapting styles
Discussing Seating arrangements
Developing your delivery style
Keeping the audience's attention
Deciding what to buy
Making the presentation easier
Deciding if you need a microphone
Spicing up an existing presentation
Adding new slides
Including titles and text
Using the shadow effect
Inserting pictures
Incorporating sound
Integrating animations
Discussing timing
Setting the manual timing
Creating handouts
Adding text to handouts
Editing text on handouts
Including WordArt
Printing handouts
Saving presentation for Web