

# TRAINING IN ADVANCED SOFTWARE

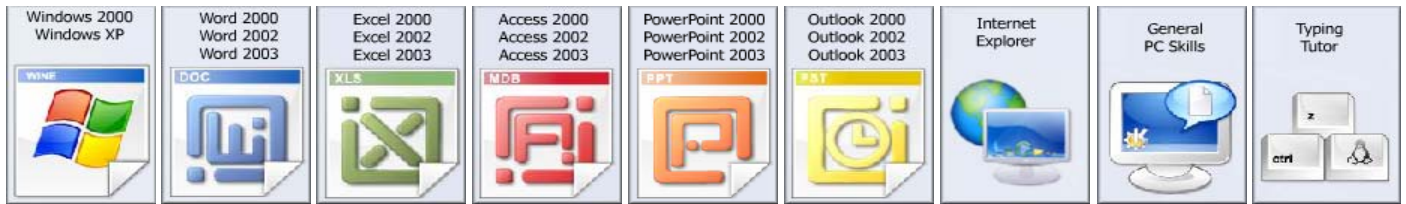
Advanced Software Applications Training

## OVERVIEW:

This comprehensive suite of Advanced Software Applications Training covers the basics in computers as well as advanced features. The software is available for PC, Network, Intranet and Internet delivery. One small license fee provides access and unlimited use of the software.

There is an optional management system that allows comprehensive reports and time-on-task. Each program comes with both pre and post tests. There are numerous features to this advance software as shown below.

The Advanced Software Training step-by-step tutorials are designed to increase an individual's technological literacy, and productivity through interactive software lessons and exercises (novice to advanced).

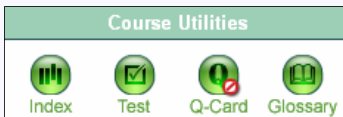


## FEATURES:

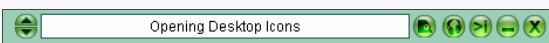
**1** All lessons have audio with step-by-step instructions plus on screen script



**2** Unique course utilities



**3** Simple navigation and presentation options



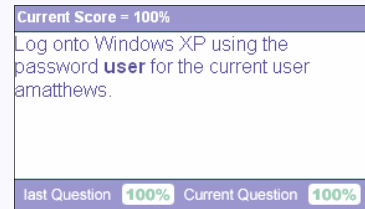
**4** Thousands of searchable topics



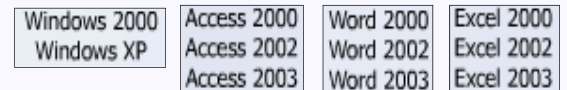
**5** Book marking and percent complete



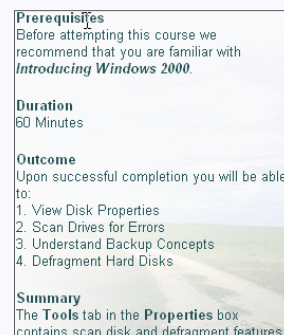
**6** Pre and Post testing with detail scores



**7** Hundreds of hours of instruction



**8** Detailed course information



# Advanced Software Applications Curriculum Synopsis

## WORD

### Introducing Word

- Introducing Word
- Screen Components
- Navigation Tools
- Creating Documents
- Opening, Saving & Closing

### Task Panes and Smart Tags

- Task Panes
- Smart Tags

### Basic Formatting

- Moving and Copying Text
- Basic Text Formatting
- Automated Formatting
- Formatting Paragraphs
- Formatting with Tabs
- Working with Columns

### Advanced Formatting

- Page Design
- Working with Templates
- Template and Design Gallery
- Working with Styles
- Outlining Documents
- Macros

### Graphics in Documents

- Clip Art
- Borders and WordArt
- Drawing Tools
- Watermarks

### Proofing and Printing

- Proofing Tools
- Autocorrect
- Find and Replace
- Printing Documents
- Envelopes and Labels

## EXCEL

### Excel Basics

- Introducing Excel
- Screen Components
- Navigating Workbooks
- Creating Workbooks

### Moving, Copying and Saving

- Move and Copy Data
- Open and Save Workbooks

### Formulas, Functions and

#### Ranges

- Formulas and Functions
- Working with Ranges
- Relative and Absolute References
- Using Functions

### Formatting Techniques

- Formatting Data
- Formatting Menu Options
- Additional Formatting Feature

### Working with Large Spreadsheets

- 3-D Workbooks
- Splitting, Freezing and Hiding

### Proofing and Printing Spreadsheets

- Proofing Tools
- Page Breaks and Previewing
- Page Setup Options
- Printing

### Charting

- Creating Charts
- Formatting Charts

### Web Tools

- Creating a Web Page
- Worksheets and E-mail

## WINDOWS XP

### Introducing Windows XP

- Desktop Basics
- The Taskbar
- Working in Windows
- Additional Start Menu Tools

### Accessory Applications

- WordPad Components
- WordPad Formatting
- MS Paint
- Using Multiple Applications

### My Computer and Customizing

- My Computer Basics
- Folder Options
- Customizing the Desktop
- Additional Customization Tools

### Windows Explorer

- Explorer Screen Components
- Contents Pane
- Working with Explorer Objects
- Recycle Bin and Floppy Disk Tools

### Shortcuts and Printing

- Shortcuts
- Startup Folder
- Printing Documents
- Controlling Printing

### Windows Utilities and Tools

- General Disk Properties
- Disk Maintenance
- Search Feature

### Networking

- Networking Resources
- My Briefcase
- Mapping

### Internet Basics

- Outlook Express
- Creating and Sending Messages
- Working with Messages
- Using Internet Explorer

## OUTLOOK

### Outlook Basics

- Introducing Outlook
- Screen Components
- Outlook Folders
- Printing

### Sending and Receiving Mail

- Creating and Sending Messages
- Working with Existing Messages
- Message Handling Tools
- Signatures
- Stationery and Templates
- Address Books

### Items, Folders and Documents

- Viewing Items
- Finding Items
- Working with Folders
- Archiving Folders

### The Calendar

- Entering Appointments
- Viewing and Arranging Items
- Planning Meetings
- Adding Events
- Saving to Web Pages

### Contacts List and Customizing

- Adding Contacts
- The Contacts List
- Contacts Tools
- Custom Tools

### Tasks List, Journal and Notes

- Creating Tasks
- Existing Tasks
- Delegating Tasks and Auto-Creat
- The Journal
- Working with Notes

## INTERNET EXPLORER

### Using Internet Explorer

- Introducing the Internet
- Adjusting Basic Settings
- Web Navigation
- Search Tools
- Printing
- Bookmarking

### E-mail with Outlook Express

- Introducing e-mail
- Basic e-mail Settings
- Sending a Message
- Creating a Message
- Handling Messages
- Using the Address Book
- Organizing Messages

## POWERPOINT

### PowerPoint Basics

- Introducing PowerPoint
- Screen Components
- View Buttons

### Creating, Saving and Closing Files

- Opening, Saving and Closing
- Creating Presentations
- Editing Presentations

### Slide Design

- Slide View
- Outline View
- Arranging Slides
- Slide Layout

### Templates and Drawing Tools

- Templates
- Drawing Tools

### Presentation Masters

- Title Master, Headers and Footers
- Slide Master
- Speaker Notes and Handouts

### Charts and Tables

- Creating Charts
- Enhancing Charts
- Tables

### Slide Shows and Printing

- Working with Slide Shows
- Spelling Check and Printing

## ACCESS

### Access Basics

- Introducing Access
- Database Objects

### Working with Tables

- Data Entry and Navigation
- Building Tables
- Modifying the Table Design
- Working with Records
- Importing Data
- Relational Databases

### Working with Forms

- Creating Forms
- Modifying Forms
- Formatting Forms

### Working with Queries

- Creating Queries
- Joining Tables
- Action and Crosstab Query

### Working with Reports

- Creating Reports
- Printing Reports
- Modifying Reports