

MICROSOFT OFFICE COURSES

Microsoft Access 2000: Level 1

Provides the basic skills necessary to begin using Access including the design and creation of databases, tables, queries, forms, and reports. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Access 2000: Level 2

Covers more advanced database management skills, including analysis, data validation, and multi-table queries. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Access 2000: Advanced

Covers more advanced Access topics, including complex query techniques, table joins, and more efficient forms and reports. In addition, it covers how macros can enhance both database and user input interfaces. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Excel 2000: Level 1

Provides the basic skills needed to work with an Excel spreadsheet. The topics covered include navigating, entering data, using formulas, moving and copying data, and formatting and printing a worksheet. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Excel 2000: Level 2

Covers the use of electronic charts, chart items, and graphics to enhance worksheet data reports in Excel. It also covers procedures for creating, modifying and formatting charts, adding graphic objects to charts, and sorting and filtering data. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Excel 2000: Advanced

Covers the more advanced features of Excel and various advanced techniques for analyzing and manipulating data in Excel. The topics include customizing the work area, advanced formula construction, pivot tables, multiple worksheets, and macros. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Outlook 2000: Introduction

Covers the fundamentals of using Outlook to coordinate mail, appointments, events, meetings, tasks, and contacts. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Outlook 2000: Advanced

Covers the more advanced features of Outlook, including integrating Outlook components, creating custom forms, importing and exporting data, and creating messages in HTML mail format. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft PowerPoint 2000: Introduction

Provides an introduction to the PowerPoint tool, including bullet slides, PowerPoint's drawing tools, the use of clip art and WordArt, organization charts, and creating and editing charts with Microsoft Graph. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft PowerPoint 2000: Advanced

Covers the more advanced features of PowerPoint, including customizing templates and the PowerPoint environment, and making a presentation interactive by using hyperlinks and action buttons. It also demonstrates how to enhance a presentation by using custom clip art, animation, and movies, and how to work with embedded and imported objects using Microsoft applications. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Word 2000: Level 1

Provides the basic skills necessary to begin using Word. It covers how to create and edit documents and use character and paragraph formatting. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Word 2000: Level 2

Covers the intermediate features of Word, including the creation and control of section breaks, tables, merges, styles, templates, macros, and web pages. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

Microsoft Word 2000: Advanced

Covers the more advanced features of Word. It demonstrates how to apply styles, create forms, use form fields, add graphics, work with large documents, share documents, and prepare documents as intranet web pages. Requires Shockwave, which can be downloaded for free using instructions provided within the course.

