

2009



TRAINING DEPARTMENT

COURSE CATALOG



For Your Technology Products and Service

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EmbarkIT Training Department

Course Catalog

Unless otherwise noted, all courses are 1-day, Instructor-led classes.

Business Skills Section

Grammar Essentials

Course No.: 088100

In this course, you will review the rules of grammar, identify common grammar errors, and refine your business writing style. Prerequisites: None.

Fundamentals of Communication

Course No.: 088203

This course provides an overview of the basic principles of business communication, including guidelines and best practices for effectively communicating in the workplace, thereby improving productivity and mutual understanding in culturally diverse business organizations. Prerequisites: *Microsoft Office Word*.

Advanced Communication Skills

Course No.: 088686

This course will show you how to apply advanced verbal and written communication techniques in your workplace. You will examine the components of good written and verbal communication. Prerequisites: There are no prerequisite skills for this course; however, you might be interested in the following related courses: Fundamentals of Communication, Effective Business Presentations, and Effective Business Writing.

Using Data to Communicate

Course No.: 088685

This course will provide you with the methods necessary to prepare and present data to effectively inform or persuade your audience by demonstrating data preparation and presentation. Prerequisites: There are no prerequisite skills needed for this course, however you might be interested in the following related courses: Fundamentals of Communication, Effective Presentations and Effective Business Writing.

Effective Business Writing

Course No.: 088600

This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments. Prerequisites: Grammar Essentials; *Microsoft Office Word*; *Microsoft Office Outlook*.

Effective Presentations

Course No.: 088601

In this course, you will learn active listening skills to facilitate the exchange of ideas in meetings and presentations. You will learn to organize your ideas to create coherent and convincing oral presentations, and utilizing available visual aids and public-speaking techniques to strengthen your delivery. You will also prepare strategies for business meetings and learn to conduct meetings efficiently. Recommended Prerequisites: Effective Business Writing; Grammar Essentials; *Microsoft Office Word*; *Microsoft Office Outlook*.



Effective Facilitation Skills

Course No.: 088682

In this course, you will strategically plan work sessions and create formal agendas, lead groups to generate new ideas through brainstorming events, and help people work through facilitated difficult sessions. You will identify methods of effectively facilitating meetings and group work sessions. Prerequisites: Comfortable speaking in front of a group, leading others, and working within a team.

Effective Time Management

Course No.: 088606

In this course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your professional and personal goals. You will create a personal time-management action plan. Prerequisites: none.

Applications Section

THE BASICS

Microsoft Windows Vista: New Features

Course No.: 085606

Microsoft Windows Vista is the latest release in the *Microsoft Windows* operating system family. In this course, you will use the new features in *Windows Vista* to improve your workflow efficiency and business productivity. Prerequisites: Some experience of working in either a *Windows XP* or *Windows 2000* desktop operating system environment is required.

Microsoft Windows Vista: Level 1

Course No.: 085607

This course will familiarize the beginning computer user with the basics of personal computers, customizing *Windows Vista*, managing files and folders, and browsing the internet. This course is the first in a series of two (2) courses. Prerequisites: none.

Microsoft Windows Vista: Level 2

Course No.: 085608

This course will introduce skills that will help manage some of the advanced tasks available in *Windows Vista*. Topics include advanced customization techniques, working with applications and programs in *Windows Vista*, working with *Internet Explorer 7.0*, managing network communications and data, and enhancing system performance. This course is the second in a series of two (2) courses. Prerequisites: *Windows Vista: Level 1*

Windows XP Professional: Level 1

Course No.: 076570

Students will gain practical information and skills, such as what a computer is, how to manage personal files and folders that they create, and how to use many of the programs that come with *Windows XP*. This course is the first in a series of two (2) courses. Prerequisites: none.



Windows XP Professional: Level 2

Course No.: 076571

This course provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. Topics include file and resource sharing over a network, the Internet, creating efficient workspace by customizing and maintaining the computer. This course is the second in a series of two (2) courses. Prerequisites: *Windows XP Professional: Level 1*.

WORD PROCESSING

Microsoft Office Word 2003: Level 1

Course No.: 084360

This course introduces the user to basic concepts required to produce basic business documents. Topics include menus and dialog boxes, starting documents with templates, working with non-print characters, modifying paragraph settings and tabs, using find and replace, using Format Painter, creating lists and using Spell Check. This course is the first in a series of three (3) courses. Prerequisites: Basic typing skills and *Microsoft Windows* experience.

Microsoft Office Word 2003: Level 2

Course No.: 084361

This course introduces the experienced *Word* user to more powerful aspects of *Microsoft Word*. Topics include formatting with Page Setup; using AutoText; creating headers and footers; working with tables; graphics; using outline views; and; using Mail Merge. This course is the second in a series of three (3) courses. Prerequisites: *Microsoft Word 2003: Level 1*.

Microsoft Office Word 2003: Level 3

Course No.: 084362

In this course, the accomplished *Word* user will learn the most powerful aspects of *Word*. Topics include the creation, management, revision, and distribution long documents, forms, and Web pages; customizing Toolbars; creation and use of Macros; annotations; and specialized formatting techniques. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Word 2003: Level 1 and Level 2*.

Microsoft Office Word 2007: New Features Half-Day Course

Course No.: 084380

This course introduces the new and enhanced features available in *Microsoft Office Word 2007*. You will explore the components of the results-oriented interface of the *Word* environment and customize the interface to suit your requirements. Prerequisites: Students enrolling in this course should understand how to use some version of *Word*, preferably 2003, and have some familiarity with the Internet.



Microsoft Office Word 2007: Level 1

Course No.: 084893

This course will provide you with the basic concepts required to produce basic business documents. You will create, edit, and enhance standard business documents using *Microsoft Office Word 2007*. This course is the first in a series of three (3) courses. Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard.

Microsoft Office Word 2007: Level 2

Course No.: 084894

In this course, you will create complex documents in *Microsoft Word 2007* by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized *Microsoft Word 2007* efficiency tools. This is the second in a series of three (3) courses. Prerequisites: *Microsoft Office Word 2007: Level 1*.

Microsoft Office Word 2007: Level 3

Course No.: 084895

In this course, you will use *Word* to create, manage, revise, and distribute long documents and forms. Topics include using *Word* with other programs; collaborating on documents; creation and management of document versions; creation of footnotes and endnotes; creation of cross-references, hyperlinks, citations, Table of Contents, Table of Authorities, Table of Figures and bibliographies. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Word 2007: Level 1 and Level 2*.

WordPerfect 12: Level 1

Course No.: 084521

This course introduces the experienced *Microsoft Windows* user to the basics of word processing in the *WordPerfect* environment. Topics include menus and dialog boxes; utilizing Reveal Codes to view and edit non-print characters; editing, modifying and enhancing the appearance of documents using font formatting, paragraph and page formatting, and table formatting; document proofing tools, including: Spell Checker, Thesaurus and QuickCorrect. This is the first in a series of three (3) courses. Prerequisites: Basic *Windows* operating system skills and knowledge, no word processing skills or knowledge is required.

WordPerfect 12: Level 2

Course No.: 084522

This course introduces the tools available in *WordPerfect* to improve your proficiency. Topics include modifying, formatting and working with numeric data within a table; creating, using and editing templates; merging a document with data; creating and running macros; formatting text into columns; and adding graphic elements to your documents. This is the second in a series of three (3) courses. Prerequisites: *WordPerfect 12: Level 1*.



WordPerfect 12: Level 3

Course No.: 084523

This course expands your level of productivity by customizing the *WordPerfect* environment. Topics include collaborating with others while reviewing and changing documents; preparing legal pleading documents, Table of Authorities, creating a master document; creating cross-references, a table of contents, and indexes; creating and editing footnotes and endnotes; sharing files by performing round-trip editing of a *Microsoft Word* document; creating a Web document; and publishing a PDF file. This course is the last in a series of three (3) courses. Prerequisites: *WordPerfect 12: Level 1* and *Level 2*.

SPREADSHEETS & FINANCIAL

Get Going with QuickBooks

Course No.: 084745

This course introduces the basics of business financial management with QuickBooks. Topics include Navigator, company set up, working with lists, setting up inventory, invoicing, payment processing, working with bank accounts, and entry and payment of bills. This course is the first in a series of two (2) courses. Prerequisites: A basic understanding of *Windows* operating system.

Keep Going with QuickBooks

Course No.: 084746

This course introduces the experience QuickBooks user to more advanced financial management tools. Topics include customizing forms, tracking credit card charges, creating and modification of various types of reports, creating graphs, tracking and payment of sales tax, tracking payroll information, synchronizing with other contact management software. This course is the last in a series of two (2) courses. Prerequisites: Get Going with QuickBooks.

Microsoft Office Excel 2007: New Features

Course No.: 084280

Half-day Class

This course introduces *Microsoft Office Excel 2003* users to the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. Prerequisites: Previous experience with some version of *Excel*, preferably 2003, and some familiarity with the Internet.

Microsoft Office Excel 2007: Level 1

Course No.: 084890

This course introduces the fundamentals of *Microsoft Excel*. Topics include working with spreadsheets; adjusting column widths and moving cells; understanding formulas and functions; modifying the appearance of worksheets and page setup options. This course is the first in a series of three (3) courses. Prerequisites: Basic typing skills and experience with *Windows* Operating System.



Microsoft Office Excel 2007: Level 2

Course No.: 084891

This course introduces the advanced features of *Microsoft Office Excel 2007* to streamline repetitive tasks and display spreadsheet data in more visually effective ways. Topics include templates; charts; graphics, and formulas. This course is the second in a series of three (3) courses. Prerequisites: *Microsoft Office Excel 2007: Level 1*.

Microsoft Office Excel 2007: Level 3

Course No.: 084892

This course introduces the student to some of the more specialized and advanced capabilities of *Excel* by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing *Excel* data with other applications. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Excel 2007: Level 1 and Level 2*.

Microsoft Office Excel 2003: Level 1

Course No.: 084260

This course will introduce the fundamentals of *Microsoft Excel 2003*. Topics include working with spreadsheets, formatting cells, understanding formulas and functions, adjusting page set up and printing spreadsheets. This course is the first in a series of three (3) courses. Prerequisites: Basic typing skills and basic *Windows* Operating System skills.

Microsoft Office Excel 2003: Level 2

Course No.: 084261

This course introduces the experienced *Excel* user to the more powerful aspects of *Excel 2003*. Topics include working with multiple worksheets, 3D cell references for formulas that *Access* multiple worksheets, using Named Ranges as time-savers, manipulating worksheet data by compiling subtotals, and using function Wizard for easy creation of difficult formulas. This course is the second in a series of three (3) courses. Prerequisites: *Microsoft Office Excel 2003: Level 1*.

Microsoft Office Excel 2003: Level 3

Course No.: 084262

This course introduces the accomplished *Excel* user to the most powerful aspects of *Excel 2003*. Topics include creating and running macros, conditional formatting, Data Validation, modifying default settings, sharing workbooks and tracking revisions, auditing formulas, data analysis tools, linking cells between workbooks, and importing and exporting data. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Excel 2003: Level 1 and Level 2*.

Microsoft Office Excel 2003: Introduction to VBA

Course No.: 084263

This course utilizes the *Visual Basic Applications (VBA)* programming language to simplify work in the *Excel* environment. VBA is used to create and edit macros that will automate repetitive tasks that are part of spreadsheet development. Prerequisites: *Microsoft Office Excel 2003: Level 1 and Level 2*.



Quattro Pro 12

Course No.: 084524

This course introduces the fundamentals of using *Corel Quattro Pro 12* to create electronic spreadsheets, use sophisticated tools for managing numbers, perform calculations, and create charts. Topics covered include formatting techniques, spreadsheet printing, working with notebooks, modifying charts and sorting records. Prerequisites: Before taking this course, students should have basic *Windows* operating system skills and knowledge; no word processing skills or knowledge is required.

DATABASE

Microsoft Office Access 2007: New Features

Course No.: 084480

Half-day Class

This course introduces the new features available in *Microsoft Office Access 2007*. Prerequisites: Prior experience using some version of *Access*, preferably 2003 or XP, and have some familiarity with the Internet.

Microsoft Office Access 2007: Level 1

Course No.: 084887

This course introduces basic database concepts, and methods used to create and modify databases and their various objects using *Access 2007* relational database application. Topics include exploring user interface, Relational Database Design Process, normalizing data, primary and foreign keys, working with subdatasheets, creating and running queries, creating and running reports and performing calculations on data. This course is the first in a series of three (3) courses. Prerequisites: Basic typing skills and basic *Windows* operating system knowledge.

Microsoft Office Access 2007: Level 2

Course No.: 084888

This course introduces the experienced *Access* user to the tools used to maintain data consistency and integrity; improve queries, forms, and reports; and, ways to integrate *Access 2007* with other applications. Topics include restricting data entry, select query properties, design form layout, enhancing appearance of form, organizing report information, importing and exporting data. This course is the second in a series of two (2) courses. Prerequisites: *Microsoft Office Access 2007: Level 1*.

Microsoft Office Access 2007: Level 3

Course No.: 084889

This course will extend the student's knowledge into some of the more specialized and advanced capabilities of *Access* by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database. Topics include analyzing tables, creating subqueries, data validation, automating data entry, database management and maintenance. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Access 2007: Level 1* and *Level 2*.



Microsoft Office Access 2003: Level 1

Course No.: 084460

This course introduces the experienced *Microsoft Windows* user to database fundamentals with *Access*. Topics include creating and editing Tables, moving and resizing columns and rows, using multiple tables, setting Primary Keys, creating AutoForms, creating and using AutoReports. This course is the first in a series of three (3) courses. Prerequisites: basic typing and *Windows* operating system skills.

Microsoft Office Access 2003: Level 2

Course No.: 84461

This course introduces the experienced *Access* user to the more powerful aspects of *Microsoft Access*. Topics include planning a database, understanding the different Views, controlling data entry, creating flexible queries, customizing reports, and improving forms. This course is the second in a series of three (3) courses. Prerequisites: *Microsoft Office Access 2003: Level 1*.

Microsoft Office Access2003: Level 3

Course No. 84462

This course introduces the accomplished *Access* user to the most powerful aspects of *Microsoft Access*. Topics include structuring existing data, improving table structure, writing advanced queries, creating PivotTables and PivotCharts, adding automation with macros, creating effective forms, creating effective reports, protecting and repairing databases. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Access 2003: Level 1* and *Level 2*.

PRESENTATIONS

Microsoft Office PowerPoint 2007: New Features

Course No.: 084840

Half-day Class

This course introduces *Microsoft Office PowerPoint 2003* users to the enhanced features of the latest release of the software for improving the process of creating dynamic and visually appealing presentations. Prerequisites: Previous experience with some version of *PowerPoint*, preferably 2003, and some familiarity with the Internet.

Microsoft Office PowerPoint 2007: Level 1

Course No.: 084899

In this course, the experienced *Microsoft Windows* user will explore the *PowerPoint* environment and create a new presentation. Topics include presentation creation, text formatting, adding graphical objects to a presentation, modifying objects on slides, adding tables and charts to a presentation, presentation delivery preparation. This course is the first in a series of two (2) courses. Prerequisites: Basic keyboarding and *Microsoft Windows* experience.



Microsoft Office PowerPoint 2007: Level 2

Course No.: 084900

In this course, the experienced *PowerPoint* user will learn to enhance presentations with features that will transform basic presentations into a powerful means of communication. Topics include customizing the *PowerPoint* environment, customizing a design template, adding diagrams and special effects to a presentation, creating customized slide shows, collaboration, and finalizing a presentation. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft PowerPoint 2007: Level 1*.

Microsoft Office PowerPoint 2003: Level 1

Course No.: 084870

In this course, the experienced *Microsoft Windows* user will learn to create effective basic *Microsoft Office PowerPoint 2003* presentations for delivery in front of an audience. Topics include creating a presentation, formatting text on slides, adding tables and data charts to a presentation, adding images, and preparing to deliver a presentation. This course is the first in a series of two (2) courses. Prerequisites: Basic keyboarding and *Microsoft Windows* experience.

Microsoft Office PowerPoint 2003: Level 2

Course No.: 084871

In this course the experienced *Microsoft Office PowerPoint 2003* user will learn to utilize the features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences. Topics include creating a design template, creating organization charts and diagrams, adding special effects to a slide, creating a Web-based presentation, and using a presentation for collaborative workgroup review. This course is the last in a series of two (2) courses. Prerequisites: *Microsoft Office PowerPoint 2003: Level 1*.

Corel Presentation 12

Course No.: 084520

This course introduces the features available in *Corel Presentation* that are used to create professional presentations. Topics include navigation in the *Corel Presentation* environment, creating slide shows, creating custom slide shows, enhancing slides, drawing and modifying graphic objects, adding multimedia, creating organizational and data charts, and preparing to present the show. Prerequisites: Basic keyboarding and *Microsoft Windows* experience.

EMAIL AND CALENDARS

Microsoft Office Outlook 2007: New Features

Course No.: 084626

Half-day class

This course introduces the new features for improving the management, organization, and distribution of your *Outlook* items with the new and enhanced features in *Outlook 2007*. Prerequisites: Previous experience with *Outlook*, preferably 2003.



Microsoft Office Outlook 2007: Level 1

Course No.: 084896

This course is the first in a series of three (3) *Microsoft Office Outlook 2007* courses. In this course, the experienced *Microsoft Windows* user will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is the first in a series of three (3) courses. Prerequisites: Familiarity with using personal computers in a *Windows* operating system, a mouse and keyboard; basic typing skills are recommended.

Microsoft Office Outlook 2007: Level 2

Course No.: 084897

This course is the second in a series of three *Microsoft Office Outlook 2007* courses. In this course, the experienced *Outlook* user will customize the *Outlook* environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various *Outlook* items. This course is the second in a series of three (3) courses. Prerequisites: *Microsoft Office Outlook 2007: Level 1*.

Microsoft Office Outlook 2007: Level 3

Course No.: 084898

This course is the third in a series of *Microsoft Office Outlook 2007* courses. It builds on the email and calendaring skills taught in the previous classes and introduces the skills needed to personalize email, organize *Outlook* items, manage *Outlook* data files, share and link contacts, save and archive email, create forms, and work offline and remotely. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Outlook: Level 1* and *Level 2*.

Microsoft Office Outlook 2003: Level 1

Course No.: 084680

This course is the first in a series of three (3) *Microsoft Office Outlook* courses. It will provide the experience *Windows* users with the skills you need to start sending and responding to email in *Microsoft Outlook 2003*, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes. This course is the first in a series of three (3) courses. Prerequisites: Basic computer and keyboarding skills.

Microsoft Office Outlook 2003: Level 2

Course No.: 084681

This course is the second in a series of three (3) *Microsoft Office Outlook* courses. It provides the experienced *Outlook* user with the necessary skills to customize the *Outlook* environment, the calendar, and mail messages, and to track, share, assign, and quickly locate various *Outlook* items. This course is the second in a series of three (3) courses. Prerequisites: *Microsoft Office Outlook 2003: Level 1*.

Microsoft Office Outlook 2003: Level 3

Course No.: 084682

This course is the third in a series of *Microsoft Office Outlook 2003* courses. It builds on the email and calendaring skills taught in Levels 1 and 2, and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely. This course is the last in a series of three (3) courses. Prerequisites: *Microsoft Office Outlook 2003: Level 1* and *Level 2*.

GroupWise 7.0: Level 1

Course No.: 084600

This course is for the new user of *GroupWise 7.0* and assumes no experience any with email application. The topics covered are the critical skills needed to create, send and respond to email in *GroupWise*, maintain a list of contacts and schedule appointments and meetings. This course is the first in a series of two (2) courses. Prerequisites: Basic computer and keyboarding experience.

GroupWise 7.0: Level 2

Course No.: 084601

In this course, the experienced *GroupWise* user will use the advanced features of *GroupWise 7.0* to share information and documents with other *GroupWise* and non-*GroupWise* users, access email and documents through a browser, and create and use rules to manage *GroupWise* resources. This course is the first in a series of two (2) courses. Prerequisites: *GroupWise 7.0: Level 1*, or have equivalent knowledge.

INTERNET BROWSERS

Internet Explorer 7: Introduction

Course No.: 084132

This course introduces the latest version of *Internet Explorer* to take full advantage of all that Internet has to offer. Topics include browsing websites, acquiring information, managing information, communicating over the web, and configuring security settings. Prerequisites: Basic working knowledge of *Microsoft Windows* user interface.

Netscape 6: Introduction

Course No.: 076933

Students will learn how to browse and find information on the Internet by using Netscape 6, how to customize Netscape 6, and use Netscape Mail and Netscape Instant Messenger. Prerequisites: Basic working knowledge of *Microsoft Windows* user interface.

Internet Search Techniques: Third Edition

Course No.: 056939

This course covers the necessary skills needed to master searching on the Web, including directory searching, keyword searching, phrase searching, and Boolean operator searching. This course also covers the types of tools available, such as directories, search engines, and metasites. Prerequisites: Students should have a basic understanding of the Internet and various search engines.

GRAPHICS & PUBLISHING

Adobe Acrobat 8.0: New Features

Course No.: 084185

Half-day Class

This will use some of the new features of *Acrobat 8.0* to produce professional-looking PDF documents. Prerequisites: Experience using *Acrobat 7.0* or earlier, Standard or Professional edition.

Adobe Acrobat 8.0: Level 1

Course No.: 084546

This course will use *Adobe Acrobat* 8.0 Professional to create, manage, and collaborate PDF documents. This course is the first in a series of two (2) courses. Prerequisites: Minimal experience with computers and common *Microsoft* applications, such as word processing, spreadsheet, and web browser applications.

Adobe Acrobat 8.0: Level 2

Course No.: 084547

This course will use *Adobe Acrobat* 8.0 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. This course is the first in a series of two (2) courses. Prerequisites: Experience using *Acrobat* 8.0: Level 1 or earlier, Standard or Professional edition.

Adobe Photoshop CS3: Photo Printing and Color

Course No.: 084572

In this course, the new *Photoshop* user will learn professional techniques for obtaining consistent, predictable, high quality images in *Photoshop*. Identify the two contrasting approaches to handling color images, by calibrating the monitor and using color management profiles to control the image display to match its intended output. Then, creating a crisp line art image, eliminating dust and scratches, suppressing moiré patterns, and correcting red eye defects will help you to make that picture perfect. Prerequisites: familiarity with *Photoshop*.

Microsoft Office Publisher 2007

Course No.: 084704

This course will cover the basics of desktop publishing. Topics include basic publication design, layout and structure, formatting text and graphics, and preparing the publication for distribution. Prerequisites: Familiarity with personal computers and word processing.

Microsoft Expression Web: Level 1

Course No.: 084492

This course is intended for students who want to create web pages and websites in a graphical application. Upon completing this course the student be able to use the functions and features of *Expression Web* to create a website. Prerequisites: Although experienced users will appreciate the extensive functions of *Expression Web*, no technical background is required to use the software.

Additional Information

INSTRUCTOR-LED TRAINING

We offer hands-on classes led by a certified instructor. Class size is 3 – 12 students. Full-day classes are 6 hours and half-day classes are 3 hours. Unless otherwise noted, all classes include vendor-approved courseware.

ONE-ON-ONE INSTRUCTION

Some people need more individualized instruction to learn effectively. We offer hands-on instruction by our certified instructor on individual basis. One-on-One classes provide personal attention and tailored learning sessions to meet the student's needs. When available, vendor-approved courseware is included.

POWERTRAIN

We offer the PowerTrain program for experienced computer users who need to either brush-up on their skills or learn new applications, but do not have a lot of time. PowerTrain will cover 3 - 4 regular courses in one day. This is a fast-paced, information packed session that requires the student to be able to grasp the subject matter quickly. We do not recommend PowerTrain for new or inexperienced users.

CUSTOMIZED TRAINING

We can customize training to fit your needs. If you do not find the class you are looking for, let us know.

Testing & Certification

MICROSOFT CERTIFIED APPLICATIONS SPECIALIST CERTIFICATION

MCAS is primarily for office workers who use *Microsoft Office* programs as a vital part of their job functions. These certifications cover the entire *Microsoft Office Suite*, encompassing *Word 2007*, *PowerPoint 2007*, *Excel 2007*, *Outlook 2007* and *Access 2007*, as well as *Windows Vista*.

MICROSOFT OFFICE SPECIALIST CERTIFICATION

MOS Certification is the official certification for *Microsoft Office 2003*. Tests are available for *Word*, *Outlook*, *Access*, *Excel*, *PowerPoint* and *Project*. Expert level certifications for *Word* and *Excel* are also available.

Credit Notice

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