



## IT COURSE LIBRARY

### Range Information

Courses are intranet and internet deliverable  
Training is highly interactive  
Contains UK audio (on/off option)  
Printable notes  
Printable quick reference cards  
Courses can be run full screen or in a window.

## Index

### Office 2003

Access 2003	2
Excel 2003	3
Advanced Excel 2003	3
Outlook 2003	4
PowerPoint 2003	5
Word 2003	6
Advanced Word 2003	6

### Office 2007

Excel 2007 Beginner	7
Excel 2007 Intermediate	7
Outlook 2007 Beginner	8
Outlook 2007 Intermediate & Advanced	8
PowerPoint 2007 Beginner	9
PowerPoint 2007 Intermediate & Advanced	9
Word 2007 Beginner	10
Word 2007 Intermediate	10

ECDL v4	11
---------	----

TypeIT v2	12
-----------	----



## **Access 2003**

### **Access 2003 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 Queries

### **Working with Reports**

Creating Reports, Printing Reports, Modifying Reports

### **Self Test**

**Duration 4-6 hours**



## Excel 2003

**Excel Basics-** Introducing Excel, Screen Components, Navigating Workbooks, Creating Worksheets

**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 Features

**Working with Large Spreadsheets-** 3D 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

**Self Test**

**Duration 4-6 hours**

## Advanced Excel 2003

**Working with data-** Importing data, Data validation, Data form, Filtering data

**Workspaces and Consolidation-** Creating workspaces, Consolidating data, Linking workbooks

**Sharing worksheets-** Share and protect worksheets, Working with comments, Tracking changes

**Auditing scenarios and reports-** Auditing tools, The scenario manager, Custom views, The report manager

**Formatting techniques-** Custom and conditional formats, Customising toolbars

**Pivot tables and macros-** Pivot tables, Pivot tables on the web, Working with macros

**Self Test**

**Duration 4-6 hours**



## Outlook 2003

### **Outlook 2003 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**

Outlook Views, 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 Customising**

Adding Contacts, the Contacts List, Contacts Tools, Custom Tools

### **Tasks List, Journal and Notes**

Creating Tasks, Existing Tasks, Delegating Tasks and Auto Create, the Journal, Working with Notes

### **Self Test**

**Duration 4-6 hours**



## **PowerPoint 2003**

### **PowerPoint 2003 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 Masters, 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

### **Self Test**

**Duration 4-6 hours**



## Word 2003

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

**Task Panes and Smart Tags-** Task Panes, Smart Tags

**Basic 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

**Self Test**

**Duration 4-6 hours**

## Advanced Word 2003

**Document Layout Utilities-** Sorting paragraph and lists, Headers and footers, Index and table of contents, Footnotes and Endnotes, OLE, Bookmarks and Hyperlinks

**Forms lists and tables-** Creating forms, Creating and modifying tables, Formulas in tables, Tables and charts, Formatting tables, Saving forms as templates

**Group editing and file management-** Group editing, File management, Collaborating on a document

**Mail merge-** Mail merge, Advanced mail merge

**Proofing and Printing-** Correction signs

**Web pages and email-** Creating web pages, Documents and email

**Self Test**

**Duration 4-6 hours**



## Excel 2007 Beginner

- Introducing Excel
- Screen Components
- Navigating Workbooks
- Creating Workbooks
- Move and Copy Data
- Open and Save Workbooks
- Formulas and Functions
- Working with Ranges
- Formatting Data
- Proofing Tools
- Page Breaks and Previewing
- Page Setup Options
- Printing

**Self Test**

**Duration 2 hours**

## Excel 2007 Intermediate

- Relative and Absolute References
- Using Functions
- Formatting Menu Options
- Additional Formatting Features
- 3D Workbooks
- Splitting, Freezing and Hiding
- Creating Charts
- Formatting Charts
- Creating a Web Page
- Worksheets and e-mail
- Worksheet Design

**Self Test**

**Duration 2 hours**



## Outlook 2007 Beginner

- Introducing Outlook
- Screen Components
- Outlook Folders
- Printing
- Creating and Sending Messages
- Working with Existing Messages
- Message Handling Tools
- Address Books
- Entering Appointments
- Adding Contacts
- The Contacts List
- Creating Tasks
- Existing Tasks

**Self Test**

**Duration 2 hours**

## Outlook 2007 Intermediate & Advanced

- Signatures
- Stationery and Templates
- Outlook Views
- Finding Items
- Working with Folders
- Archiving Folders
- Viewing and Arranging Items
- Planning Meetings
- Adding Events
- Saving to Web Pages
- Multiple Calendars
- Contacts Tools
- Custom Tools
- Delegating and AutoCreate
- The Journal
- Working with Notes

**Self Test**

**Duration 2 hours**



## **PowerPoint 2007 Beginner**

Introducing PowerPoint  
Screen components  
View Buttons  
Opening Saving and Closing  
Creating Presentations  
Editing Presentations  
Slide View  
Outline View  
Arranging Slides  
Slide Layout

**Self Test**

**Duration 2 hours**

## **PowerPoint 2007 Intermediate & Advanced**

Templates  
Drawing Tools  
Media Tools  
Headers and Footers  
Slide Master  
Speaker Notes and Handouts  
Creating Charts  
Animations  
Tables  
Working with Slide Shows  
Proofing & Printing  
Course Test

**Self Test**

**Duration 2 hours**



## Word 2007 Beginner

Introducing Word  
Screen Components  
Navigation Tools  
Creating Documents  
Opening, Saving and Closing  
Task Panes  
Smart Tags  
Moving & Copying Text  
Basic text formatting  
Formatting Paragraphs  
Page Design  
Clip Art  
Find and Replace

### Self Test

**Duration 2 hours**

## Word 2007 Intermediate

Automated Formatting  
Formatting with Tabs  
Working with Columns  
Templates  
Working with Styles  
Outlining Documents  
Macros  
Borders and WordArt  
Drawing Tools  
Watermarks  
Proofing Tools  
AutoCorrect  
Printing Documents  
Envelopes and Labels  
SmartArt

### Self Test

**Duration 2 hours**



## **ECDL v4**

### **Module 1**

Getting Started, Hardware, Storage, Software, Information Networks, Computers in Everyday Life, IT in Society, Security, Copyright and the Law, Test.

### **Module 2**

Getting Started with Windows, Desktop Environment, Organising Files, Simple Editing, Print Management, Test.

### **Module 3**

First Steps with Word processing, Adjusting Basic Settings, Document Exchange, Inserting Data, Selecting Data, Copy, Move and Delete, Search and Replace, Formatting, General Formatting, Templates, Styles and Paginations, Headers and Footers, Spelling and Grammar, Document Setup, Printing, Tables, Pictures and Images, Importing Objects, Mail Merge, Test.

### **Module 4**

Getting Started with Spreadsheets, Adjusting Basic Settings, Document Exchange, Inserting Data, Copy, Move and Delete, Search and Replace, Rows and Columns, Sorting Data, Formulas and Functions, Formatting Cells, Proofing Tools, Document Setup, Printing, Importing Objects, Charts and Graphs, Test.

### **Module 5**

First Steps with Databases, Adjusting Basic Settings, Basic Operations, Define Keys, Modify Form Layout, Creating a Query, Refine a Query, Select and Sort, Test.

### **Module 6**

Getting Started with Presentation Tools, Adjusting Basic Settings, Document Exchange, Creating New Presentations, Cut, Copy and Paste, Formatting Text Drawn Objects, Charts, Images and Other Objects, Prepare for Distribution, Delivering a Presentation, Test.

### **Module 7**

First Steps with the Internet, Adjusting Basic Settings, Web Navigation, Search Tools, Printing, Bookmarking, First Steps with Electronic Mail, Adjusting Basic Email Settings, Sending a Message, Reading a Message, Using the Address Book, Organising Messages, Test.

**Duration 23 hours**



## TypelT v2

### Introduction to Typing

Good posture, seating and lighting are covered in this introduction.

### Lessons

The lessons contain a combination of letter keys and key combinations to choose from. Includes extra characters eg + - : ; etc.

Beginner Keyboard Skills  
Intermediate Keyboard Skills  
Expert Keyboard Skills  
Number Pad

### Tests

The Keyboard Test  
The Number Pad Test

### The Training Interface

The on-screen graphical interface shows a visual representation of the keyboard, a 'words per minute' score window, a % accuracy window, and a graphical representation of 2 hands, illustrating which fingers should be used. This is present at all times giving constant feedback to the typist.

### On Screen Progress

An onscreen record of progress constantly shows the typist elapsed time, words per minute speed and accuracy. This can be recorded against each lesson for each person via an LMS. This information is kept from session to session, allowing each person to build a record of their progress and motivate them to improve and attempt more lessons.

**Duration Ongoing**