



# MICROSOFT® OFFICE COURSES

## UPGRADING YOUR MICROSOFT® OFFICE SUITE?

How will you train your staff on the new features and functionality of Outlook, Word, Excel, PowerPoint and Access?

ABA eLearning offers self-paced online courses that address the Office 2007 and Office 2003 product suites. All conveniently accessible via the Internet, and at a low cost per course or student.

## Microsoft® Office 2007 Courses

### Outlook® 2007

#### Level 1

For the beginner student that has no previous experience using Outlook. In this course, you will, compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

#### Level 2

The second in a series of three Microsoft® Office Outlook® 2007 courses. In this course, you will customize your Outlook environment, Calendar, mails, folders and also track, share, assign, and quickly locate various Outlook items.

#### Level 3

This course is intended to instruct intermediate Outlook users how to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive mails, create forms, and work offline.

### Word® 2007

#### Level 1

For individuals who are new Word users. In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

#### Level 2

This course goes beyond the basics of Microsoft® Office Word 2007, helping you to increase the complexity of your Word documents. You will create customized efficiency tools, and add customized lists, tables, charts, and graphics to your documents. These skills will allow you to efficiently produce high-quality, effective, sophisticated documents.

#### Level 3

In this course, you will use Word to create, manage and revise more complex documents, and distribute long documents and forms.

### Excel® 2007

#### Level 1

In this course, you will use Microsoft® Office Excel® 2007 to migrate your spreadsheet data to an electronic format and manage, edit, and print your data.

#### Level 2

In this intermediate-level course, you will use Microsoft® Office Excel® 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas, which will allow the data to be analyzed in a variety of formats.

#### Level 3

In this course, you will extend your knowledge into 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.

### PowerPoint® 2007

#### Level 1

In this course, you will work with the Microsoft® Office PowerPoint® 2007 to upgrade your paper-based overhead presentations to an electronic format.

#### Level 2

In this intermediate-level course, you will use Microsoft® Office PowerPoint® 2007 to create presentations with high-quality sound and visual enhancements that better communicate to today's media savvy audience. You can also make use of PowerPoint's security features when working in a team across diverse locations.

### Access™ 2007

#### Level 1

Relational databases are an efficient and powerful way of managing data. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, create and modify databases and its various objects using the Microsoft® Office Access 2007 relational database application.

#### Level 2

In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program.

**You can also purchase a license for access to either the MS Office 2007 or MS Office 2003 suite of courses for as few as 10 employees.**

**Contact Lisa Phillips at (904) 354-4830 for more information.**

To enroll in individual courses go to <http://sercft.abakc.com/>

All courses are **\$39 Members/\$52 Nonmembers**



# MICROSOFT® OFFICE COURSES

## Microsoft® Office 2003 Courses

### Outlook® 2003

#### Level 2

If you have been using Outlook 2003 as a communications tool, then you know how to send a mail message, schedule appointments and meetings, and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. This course provides you with the necessary skills to customize your Outlook 2003 environment, your calendar, and your mail messages so that they meet your specific needs.

#### Level 3

This course is intended to instruct intermediate Outlook users how to communicate using MSN Messenger, organize and personalize Outlook items, share and link contacts, create forms, and work offline while remaining productive.

### Word® 2003

#### Level 2

This course covers the intermediate features of Word 2003 including customizing tables and charts, working with custom styles, creating customized graphic elements, and mail merges.

#### Level 3

In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.

### Excel® 2003

#### Level 2

In this intermediate-level course, you will use Microsoft Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas which allows the data to be analyzed in a variety of formats.

### PowerPoint® 2003

#### Level 1

In this course, you will create effective basic Microsoft Office PowerPoint 2003 presentations for delivery in front of an audience.

#### Level 2

In this intermediate-level course, you will work with PowerPoint's design templates, organizational charts, special effects, Web presentation features, collaboration functionality, and advanced presentation delivery.

### Access™ 2003

#### Level 2

This course requires the basic skills you need to work with an Access database. This includes working with Access tables, relationships, queries, forms, and reports. Thus far, you have been focusing on essential database user skills only. In this course, you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

#### Level 3

In this intermediate-level course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access 2003.

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