

Microsoft Office Pack Library

The Microsoft Office Pack Library includes the following on-line training courses.

High Level Summary:

- Vista
- Access
- Excel
- Word
- Outlook
- PowerPoint
- FrontPage
- SharePoint
- Publisher
- InfoPath

Description:

Liberty Skill Center's on-line training courses are web based, self paced, and completely interactive tutorials. The courses are licensed for one year allowing you full access to these courses for a one year period.

How it works:

You will be provided a unique user name and password allowing you access to a learning portal. Since it is web based, you can access the courses from anywhere (even without the application being loaded on the machine you are using) since it simulates the software for you. Because it is self paced, you do not need to set aside several hours all at once. You can begin your on-line training on your schedule and pick up where you left off (if you want to) the next time you log in. You can go back as many times as you would like to any title for a one year term.

Detail list of courses:

- **Microsoft® Windows Vista™:**
 - Level 1
 - Level 2
 - New Features

- **Microsoft® Office Access™ 2007:**
 - New Features
 - Level 1
 - Level 2
 - Level 3
 - Level 4

- **Microsoft® Office Access™ 2003:**
 - Level 1
 - Level 2
 - Level 3
 - Level 4
 - Creating Queries
 - Designing a Database
 - Improving the Effectiveness of an Access Database
 - Improving Usability with Access Macros
 - Integrating Access with the Web, XML, and Office Applications
 - Maintaining Existing Databases
 - Optimizing and Securing Access Database Applications
 - Structure and Analyze Data with Advanced Queries
 - Working with Forms
 - Working with Reports

- **Microsoft® PowerPoint® 2007:**
 - Level 1
 - Level 2
 - New Features

- **Microsoft® PowerPoint® 2003:**
 - Level 1
 - Level 2
 - Creating a Basic Presentation
 - Delivering Presentations
 - Modifying Presentations
 - Working with Tables, Charts, and Diagrams

- **Microsoft® Office Excel® 2007:**
 - Level 1
 - Level 2
 - Level 3
 - New Features
- **Microsoft® Office Excel® 2003:**
 - Introduction to VBA
 - Level 1
 - Level 2
 - Level 3
 - Analyzing and Managing Data
 - Collaborating with Workbooks
 - Formatting Excel
 - Manipulating Workbooks
 - Working with Existing Workbooks
 - Writing Formulas

- **Microsoft® Office Word 2007:**
 - Level 1
 - Level 2
 - Level 3
 - New Features
- **Microsoft® Office Word 2003:**
 - Level 1
 - Level 2
 - Level 3
 - Controlling Document Information
 - Creating Basic Documents
 - Creating Document Templates
 - Formatting Documents
 - Graphic Elements in Documents
 - Making Documents More Readable
 - Making Information Accessible
 - Working with Tables and Data

- **Windows SharePoint Services**
 - Administration
 - Installation
 - Web Workspace
 - Building Collaborative Solutions with Team Web Sites

- **Microsoft® Office Outlook® 2007:**
 - Level 1
 - Level 2
 - Level 3
- **Microsoft® Office Outlook 2003:**
 - Level 1
 - Level 2
 - Level 3
 - Communicating, Customizing and Organizing
 - Managing your Schedule
 - Optimizing Outlook
 - Organizing your Work
 - Working Offline and with Items
 - Working with Messages
- **Microsoft® Office FrontPage 2003:**
 - Level 1
 - Level 2
 - Creating a Basic Web Page
 - Creating an Interactive Web Page
 - Enhancing WebPages
 - Managing a Web Page
 - Structuring and Publishing a Web Page
- **Integrating Your Business Systems With Microsoft® Office Professional Edition 2003**
- **Microsoft Office 2003: Transition from Office 2000**
- **Microsoft Office 2000 to Office XP: New Features**
- **Microsoft Office 2000:**
 - Document Integration
 - Macro Programming Using VBA
 - New Features
 - Small Business Tools
 - Web Components and Collaboration
- **Microsoft® Office InfoPath™ 2003: Creating InfoPath Forms**
- **Microsoft® Office Publisher 2007**
- **Microsoft® Office Publisher 2003: Level 1**
- **Microsoft® Office Publisher 2000: Introduction**

Note: Some older version of these training courses are included, but not listed.

Contact us for more details or visit us online at www.LibertySkillCenter.com