

## Office Productivity Library

### 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.

### The Office Productivity Library includes the following on-line courses.

- Vista
- Access
- Excel
- Word
- Outlook
- PowerPoint
- FrontPage
- Microsoft Office
- Crystal Reports
- Visio
- InfoPath
- OneNote
- SharePoint
- Project
- Publisher
- FrontPage
- Windows 2000
- Windows 95
- Windows 98
- Windows Millennium
- Windows NT Workstation
- XP Home
- XP Pro
- Microsoft Encarta
- Internet Information Server
- Microsoft Money
- Microsoft Vizact
- Microsoft PhotoDraw
- Microsoft Office (Integrating your business)
- Internet Explorer
- VBA(Visual Basic for Applications) for Office
- Adobe Acrobat
- ACT!
- QuickBooks
- Quicken
- SAP R/3
- Tracking Sales Tax and Payroll
- Personal Computing intro
- Troubleshooting and Maintaining your PC
- Corel Presentations
- FileMaker Pro
- Freelance Graphics
- GroupWise
- Home Publishing
- Lotus Notes
- Lotus Quickr
- Lotus Sametime
- Intranet and Extranets
- Networks and the internet
- Approach
- iGrafx FlowCharter
- Lotus 1-2-3
- Mac OS
- NetMeeting
- Netscape Communicator
- Notes
- OpenOffice Base
- OpenOffice Calc
- OpenOffice Impress
- OpenOffice Writer
- Encarta Encyclopedia
- Paradox
- Picture It!
- Presentations
- Quattro Pro
- Relational Database Design
- Security Awareness
- StarOffice
- Streets & Trips
- WordPerfect

Contact us for more details or visit us online at [www.LibertySkillCenter.com](http://www.LibertySkillCenter.com)