

# Information Services Training – Course Catalog

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## Access XP - Introduction

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**Length:** Full day - 7 hours

**Level:** Introduction

**Prerequisite:** Excel XP - Introduction

**Description:** This course teaches students the fundamentals of using Access XP. Students will learn basic database terms and design concepts, how to plan and create a database, work with tables, create queries with simple and complex criteria, use forms, filter records, and generate reports. Students will learn how to use both the built-in wizards to design database objects, as well as create the objects from scratch.

## Access XP - Intermediate

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**Length:** Full day - 7 hours

**Level:** Intermediate

**Prerequisite:** Access XP - Introduction

**Description:** In this course, students will build upon the skills learned in Access XP Introduction to further enhance a database, with a primary concentration on topics related to tables. Topics include understanding how to normalize data, creating relationships between tables, implementing referential integrity, creating and using Lookup tables, working with input masks, controlling data entry in tables using validation rules, setting the properties of tables, and how to import table data from outside sources.

## Access XP - Queries

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**Length:** Full day - 7 hours

**Level:** Intermediate

**Prerequisite:** Access XP - Introduction (required); Access XP - Intermediate (recommended)

**Description:** Queries are the “workhorse” of Access, performing calculations, retrieving and updating data, and selecting data from tables for custom forms and reports. This course will cover the seven basic types of queries in Access – Selection, Parameter, Crosstab, Make-Table, Update, Append, and Delete. Other topics include queries with horizontal and group totals calculations, query properties, joins, using the QBE grid and the Expression Builder, and the Query Wizards.

## Access XP - Forms

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**Length:** Full day - 7 hours

**Level:** Intermediate

**Prerequisite:** Access XP - Introduction (required); Access XP - Intermediate (recommended)

**Description:** Forms in Access are the primary object used for entering and editing data in a database. In this class, students will learn to use the various wizards to automatically create forms, as well as create forms from scratch using the Design View. Additional topics include creating forms with subforms, adding graphics, calculations, combo boxes, and unbound controls to forms, using grouped controls, setting properties of forms, and controlling the user interface with forms (including switchboards).

## **Access XP - Lookup Tables and Fields**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Access XP - Introduction

**Description:** Lookup tables and fields are good for holding common information that will be used over and over in a database. They can help prevent data entry mistakes, and limit a user to a pre-defined list of values. In this workshop, students will learn how to create lookup fields and tables, use the Lookup Wizard, and include lookup fields on a form.

## **Access XP - Switchboards**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Access XP - Introduction

**Description:** The Switchboard Manager is a wizard that creates a switchboard (or main menu) for a database, with text buttons to run various commands. In this workshop, students will learn how to use the Switchboard Manager, how to add and delete items from the switchboard, and how to create subsidiary menus.

## **Access XP - Controlling Data Entry**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Access XP - Introduction

**Description:** In this workshop, students will learn how to control the format and types of data that are entered into an Access Table or Form. Topics include setting a field format, creating validation rules for records and tables, and constructing input masks to control how data is entered into a field.

## Office XP - Diagram Gallery

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Any Introduction level office class (Word, Excel, PowerPoint)

**Description:** In this class students will learn how to use the built-in diagramming tools of Office XP. Organization charts and diagrams can be added as easily as a piece of clip art. This workshop shows students how to add and work with organization charts and a variety of other diagram types in all of the Microsoft Office products.

## Office XP - Customizing

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Any Introduction level office class (Word, Excel, PowerPoint)

**Description:** The applications of Office XP can be customized in many ways to suit the work habits of a user. In this workshop, students will learn how to create custom toolbars and custom menus in any of the Office XP applications.

## Office XP - Hyperlinks

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Any Introduction level office class (Word, Excel, PowerPoint)

**Description:** All of the core Microsoft Office products include the ability to create hyperlinks. Hyperlinks are "active hot spots" in a document, spreadsheet, or presentation that allow a user to jump to another location within the document, to launch another file, or open a website. In this workshop, students will learn how to insert hyperlinks into Word documents, Excel spreadsheets, and PowerPoint presentations.

## Office XP - Linking and Sharing Data

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Word XP – Introduction, Excel XP – Introduction, and/or PowerPoint XP – Introduction

**Description:** All of the Office applications are extremely versatile when it comes to their ability to handle and have data present from other applications. In this workshop, students will learn how to share and link data across the Office application suite. Topics include learning to use the Enhanced Office Clipboard to copy and paste multiple items across applications, using the Paste Special menu and its options, and understanding the difference between simple copying and pasting versus creating links to the actual data in other documents.

## **Office XP - Comments**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Any Introduction level office class (Word, Excel, PowerPoint)

**Description:** In this workshop, students will learn how to use the Comments feature in Word XP, Excel XP, and PowerPoint XP. Comments are a handy feature for annotating a document electronically when working on documents with other users, or for your own reference while editing and creating a document.

## **Office XP - Securing and Protecting Documents**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Any Introduction level office class (Word, Excel, PowerPoint)

**Description:** In this workshop, students will learn how to protect and secure their Word documents, Excel spreadsheets, and PowerPoint presentations. Students will learn how to make documents read-only, open with a password only, prompt for a password to save, protect for changes, and enable some formatting options when protecting worksheets in Excel.

## **Outlook XP - Introduction**

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**Length:** Full Day - 7 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** This course will focus on sending, receiving, and managing messages, and will enable users to communicate electronically in a more efficient manner. Also introduced are the contacts, calendar, and task-management capabilities of Outlook. These features enable users to manage tasks and appointments, organize information, share information with others, and keep track of contacts.

## **Outlook XP - Intermediate**

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**Length:** Full Day - 7 hours

**Level:** Intermediate

**Prerequisite:** Outlook XP - Introduction

**Description:** This course will focus exclusively on working with the Inbox, and various e-mail management techniques, taking the user beyond the basics of Outlook, and giving them more in-depth knowledge of Outlook's e-mail handling capabilities. Topics include message options and settings, signatures, voting buttons, working with attachments, distribution lists, creating personal folders, using the AutoArchive feature, and the Out of Office Assistant.

## **Outlook XP - Working with Messages**

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**Length:** Half Day - 3.5 hours

**Level:** Intermediate

**Prerequisite:** Outlook XP - Introduction

**Description:** This half day class builds upon the basics of e-mail learned in the Introduction course. Students will learn many of the "power user" features of working with e-mail. Topics include setting message options, working with voting buttons, tracking messages, finding and searching for messages, flagging messages, creating and using signatures, setting message delivery options, and redirecting replies to messages.

## **Outlook XP - Calendar: Introduction**

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**Length:** Full Day - 7 hours

**Level:** Introduction

**Prerequisite:** Outlook XP - Introduction

**Description:** This comprehensive introduction course is designed to give students a thorough understanding of the basic features of working with the Calendar in Outlook. Topics include understanding calendar basics and view options, working with appointments and events, scheduling meetings and responding to meeting requests, using calendar coloring, printing calendars, and setting basic customization features of the calendar.

## Outlook XP - Mailbox Cleanup

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**Length:** Workshop - 2 hours

**Level:** Introduction

**Prerequisite:** Outlook XP - Introduction

**Description:** This workshop will focus on the use of the Mailbox Cleanup option found in Outlook, as well as other tips, tricks, and techniques for freeing up space in an Outlook account.

## Outlook XP - Managing Contacts

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Outlook XP - Introduction

**Description:** In this workshop students will learn about the many uses for Contacts in Outlook. Topics covered include creating new contacts, creating other contact folders, creating distribution lists, viewing and printing contacts, sharing contacts, creating a vCard to share with outside users, and setting options.

## Outlook XP - Customizing the Interface

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Outlook XP - Introduction (required); Outlook XP - Intermediate (recommended)

**Description:** As all Microsoft Office applications do, Outlook provides ways to tailor the interface to your needs. In this workshop, students will learn how to create shortcuts and groups on the Outlook Shortcut bar, customize the Outlook Today listing, and create custom toolbars and buttons.

## Outlook XP - Print Styles

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Outlook XP - Introduction (required); Outlook XP - Intermediate (recommended)

**Description:** Outlook provides many predefined print styles (much like templates) that can be used to print the information in Outlook's folders. However, if these print styles do not meet your needs, a custom print style can be created. In this workshop, students will learn how to create and set the options of their own custom print styles for use in Outlook.

## **Outlook XP - Sharing Calendars**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Outlook XP - Introduction (required); Outlook XP - Calendar Introduction (recommended)

**Description:** Outlook's Calendar is a very powerful scheduling tool, both for personal use and group use. In this workshop, students will learn how to access other user's calendars, set permissions for their own calendars for other users to access them, how to grant delegate access to a calendar and mark items as private, how to forward calendar items to internal and external users, and publish their calendar as a web page.

## **Outlook XP - Group Schedules**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Outlook XP - Introduction (required); Outlook XP - Calendar Introduction (recommended)

**Description:** Group schedules can be thought of as "distribution lists" for the calendar – they enable a user to view multiple users' schedules from a single window. In this workshop, students will learn how to create, view, and edit a group schedule, as well as send e-mails and schedule meetings with the members of a group schedule.

## **Outlook XP - Meetings**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Outlook XP - Introduction

**Description:** In this class, students will learn how to schedule meetings using the Meeting Planner and the Calendar. Students will learn how to organize a meeting, tally meeting attendees, update and cancel meetings, create recurring meetings, use group schedules to create meetings, and respond to meeting requests.

## **Outlook XP - Delegates and Permissions**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Outlook XP - Introduction (required); Outlook XP - Intermediate (recommended)

**Description:** In this workshop, students will learn how to designate other users as delegates and grant permissions to their Outlook folders to other users. Further topics include sending e-mail on behalf of another user, taking yourself out of the meeting request loop, scheduling on behalf of another user, and accessing other users' folders.

## Outlook XP - Personal Folders and AutoArchive

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Outlook XP - Introduction

**Description:** In this workshop students will learn how to create and use Personal Folders to manage and store their e-mail. Students will also work with the AutoArchive feature of Outlook. They will learn how to set the default and individual options for AutoArchive.

## Outlook XP - Attachments

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Outlook XP - Introduction

**Description:** In this workshop, students will learn how to work with attachments in e-mail messages. Topics include inserting attachments, modifying and editing attachments, forwarding attachments, deleting attachments from e-mails, saving attachments to other locations, and sending attachments using other Microsoft Office programs.

## Outlook XP - Rules

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Outlook XP - Introduction (required); Outlook XP - Intermediate (recommended)

**Description:** Rules are a powerful feature of Outlook for automatically processing incoming e-mail in a variety of ways. Rules can be designed to run any time e-mail is received, or specifically when a user is marked Out of Office. In this workshop, students will learn how to use Outlook's Rules Wizard to create rules and the variety of options and conditions associated with rules.

## Outlook XP - Tasks

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**Length:** Half day - 3.5 hours

**Level:** Introduction

**Prerequisite:** Outlook XP - Introduction

**Description:** This half-day class will focus on the Tasks feature of Outlook. The Tasks feature is a powerful "to-do" list within Outlook. Students will learn to create tasks, set reminders, update task progress, and creating recurring tasks. Also covered will be assigning tasks to other users via Outlook, receiving update reports, using categories in relation to tasks, modifying the task views, and exporting tasks to other Office applications.

## **Outlook XP - Creating Custom Views**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Outlook XP - Introduction (required); Outlook XP - Intermediate (recommended)

**Description:** In this workshop, students will learn how to create custom Views in any Outlook folder to present information in the format that they want. Students will learn how to use the Field Chooser to quickly add fields to any view, and how to use the Customize/Define Views commands in Outlook to create folder views they can apply at any time.

## **Project 2003 - Introduction**

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**Length:** Full day - 7 hours

**Level:** Introduction

**Prerequisite:** Limited to students who show a need to use Project or have prior Project use.

**Description:** Microsoft Project is software used to organize, track, and handle the tasks and goals in any sort of project – both simple and complex. This introduction course focuses primarily on the initial setup of a project. In this course, students will learn the basics of project management, how to work with and schedule tasks, and how to manage resources and create calendars.

## **Project 2003 - Intermediate**

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**Length:** Full day - 7 hours

**Level:** Intermediate

**Prerequisite:** Project 2003 - Introduction

**Description:** This intermediate course is a continuation of the topics begun in the Project Introduction course. Students will review the basics of setting up a project, as well as learning how to manage resources and create calendars, changing views and tables, grouping, filtering, and sorting data, analyzing costs, and finalizing the project task plan.

## **PowerPoint XP - Introduction**

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**Length:** Full Day - 7 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** In this class students will learn how to construct a complete PowerPoint presentation. Participants are familiarized with the multitude of slide layouts, presentation templates, formatting options and slide objects. Users are taught how to insert pictures, add and format graphs, construct organization charts, and how to enhance slides by working with the multitude of drawing tools.

## **PowerPoint XP - Animation and Transitions**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** PowerPoint XP - Introduction

**Description:** PowerPoint has many features to make your presentation more interesting and exciting to the viewer. Transitions control how PowerPoint advances through a presentation, and animations control the movement of text and other objects on a slide. This workshop will focus on using these features effectively in a presentation.

## **PowerPoint XP - Charts**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** PowerPoint XP - Introduction

**Description:** In this workshop, students will learn tips and techniques for working with charts in a PowerPoint presentation. Topics include using Microsoft Graph to create a chart, pasting charts from Excel, ungrouping chart elements for more powerful formatting, pasting a chart as a picture, and adding frames and transparency to charts.

## **PowerPoint XP - Design Templates**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** PowerPoint XP - Introduction

**Description:** In this workshop, students will learn how to modify the various elements of a PowerPoint design template (backgrounds, bullets, colors, slide elements), and how to create their own design templates. Students will also explore Microsoft's online design template resources.

## **PowerPoint XP - Clip Art**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** PowerPoint XP - Introduction

**Description:** In this workshop, students will learn how to incorporate various types of clip art into presentations; how to work with the clip art gallery; and how to use the tools related to clip art, including crop, rotate, recolor, group and ungroup, size and scale. Also the clip art resources on Microsoft's website will be explored, including how to search for and install clip art.

## **PowerPoint XP - Reviewing Presentations**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** PowerPoint XP - Introduction

**Description:** PowerPoint, like Word and Excel, has the ability to allow users to collaborate on a presentation – allowing users to make comments, suggest changes, and then tracking those changes for approval or rejection. In this workshop students will learn to use PowerPoint's new Revisions task pane and Reviewing toolbar. Students will learn how to set up a review cycle, view multiple reviewers' suggestions, accept or reject changes, and merge presentations into a single, collaborative work.

## **PowerPoint XP - Presentation Techniques**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** PowerPoint XP - Introduction

**Description:** Once a presentation is completed, a presenter has many options for controlling how the presentation is delivered to an audience. In this workshop, students will learn different presentation techniques and delivery options, including working with slide show options, adding action buttons to a presentation, creating different and customized slide shows, using the Show Popup menu, and annotating slides with the Pen tool.

## **Visio 2003 - Introduction**

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**Length:** Full Day - 7 hours

**Level:** Introduction

**Prerequisite:** Limited to students who show a need to use Visio or have prior Visio use.

**Description:** Visio is an application used to create business graphics, such as flow charts, diagrams, floor plans, and many other drawing tasks. In this course students will learn how to navigate the parts of the Visio interface, use the drawing tools, and create basic diagrams.

## **Visio 2003 - Intermediate**

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**Length:** Full day - 7 hours

**Level:** Intermediate

**Prerequisite:** Visio 2003 - Introduction

**Description:** This course is a continuation of the material from the Visio 2003 Introduction class. Topics include using the formatting features of Visio to change text blocks, shapes, lines, and text, working with pages and page setup, using advanced layout and connection techniques, and further practice creating a variety of business diagrams.

## **Visio 2003 - Creating Calendars**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Visio 2003 - Introduction

**Description:** Visio comes with a vast array of templates, and in this workshop, we will focus on using the Calendar template. Students will learn how to create weekly, monthly, and yearly calendars using Visio and how to add appointments, events, and calendar art to the calendar. Additionally, students will learn how to import Outlook calendar information to a Visio calendar using the Import Outlook Data Wizard.

## **Visio 2003 - Creating Organization Charts**

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**Length:** Half day - 3.5 hours

**Level:** Intermediate

**Prerequisite:** Visio 2003 - Introduction

**Description:** Organization charts provide a graphical view of the relationships between employees, and the Organization Chart template and wizard in Visio 2003 make it easy to keep the chart up to date. In this class students will learn about creating an organization chart from scratch or from data contained in other files like Excel, creating multiple-page organization charts, formatting an organization chart, and generating reports based on an organization chart.

## Word XP - Introduction

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**Length:** Full Day - 7 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** In this class, students will be given an introduction to creating documents and word processing using Microsoft Word. Topics covered include entering text, editing text, obtaining help, moving and copying text, using automatic text features, applying formatting, working with tabs, indenting blocks of text, changing paragraph alignment, and many more basic features of Word.

## Word XP - Intermediate

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction

**Description:** In this class, students will learn about a variety of features to enhance and improve their daily work in Microsoft Word. Topics include working with sections, creating columns, formatting tables, using styles and AutoText, working with headers and footers, advanced printing options, and adding watermarks, graphics, and WordArt into documents.

## Word XP - Tables

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**Length:** Half day - 3.5 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction

**Description:** Tables are a powerful formatting tool in Word that have many uses beyond just organizing information into rows and columns. In this course, students will learn how to create, modify, format, and enhance Word tables in their documents. Additional topics include using the table drawing tools, using AutoFormat, performing simple calculations in tables, moving tables, and other "lesser known" uses for tables.

## Word XP - Styles

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**Length:** Half Day - 3.5 hours

**Level:** Advanced

**Prerequisite:** Word XP - Introduction (required); Word XP - Intermediate (recommended)

**Description:** Understanding how to create, use, and modify Styles in Word can eliminate hours of manually formatting a document. Students will learn the basic theory behind Styles, how to use them in documents and templates, and how to create and modify their own document Styles. Students will also learn to use the Styles and Formatting task pane, and how to enable or disable certain styles in a document, and how to transfer Styles between documents.

## Word XP - Forms

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Word XP - Introduction (required); Word XP - Intermediate (recommended)

**Description:** This course focuses attention on using the Forms toolbar of Word XP. Topics covered include: creating forms, using the forms toolbar, adding text form fields, adding check box form fields, creating drop-down form fields, protecting a form and document, adding help to forms, and printing.

## Word XP - Borders and Shading

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction

**Description:** In this workshop, students will learn how to use borders and shading to enhance a Word document. Topics include adding simple, enhanced, and partial borders to pages, sections, and paragraphs, choosing border options, inserting horizontal lines, and shading sections of text.

## Word XP - Tables of Contents

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction (required); Word XP - Intermediate (recommended)

**Description:** In this workshop students will learn how to create a Table of Contents in Word, using both TOC codes and Styles. Topics include formatting a Table of Contents, modifying TOC styles, changing TOC options, and creating hyperlinks within a document.

## Word XP - Indexes

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction (required); Word XP - Intermediate (recommended)

**Description:** In this workshop, students will learn how to create indexes for Word documents. A good index will allow a reader of a long document to easily locate a topic or term within a document. Topics include constructing a good index, creating index entries and subentries, generating and formatting an index, updating an index, and AutoMarking entries with a concordance file.

## Word XP - Headers and Footers

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction

**Description:** In this workshop students will learn how to add headers and footers to Word documents. Topics include creating a single header and footer for an entire document, creating different odd and even headers and footers for book binding, creating different headers and footers for individual document sections or chapters, and other advanced header and footer techniques.

## Word XP - Bullets and Numbering

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction

**Description:** In this workshop, students will learn how to use the bullet and numbering features of Word. Topics include using the default settings, turning automatic formatting on and off, customizing bulleted and numbered lists, continuing numbering in a document, and dealing with some of the common frustrations when working with bullets or numbers.

## Word XP - Mail Merge: Basics

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Word XP - Introduction (required); Word XP - Intermediate (recommended)

**Description:** This workshop will cover how to use the Mail Merge Task Pane in Word XP. The Task Pane guides the user through the steps of creating and performing a Mail Merge. Students will learn how to set up letters and documents for mail merges, how to format and create their data lists, and how to complete the mail merge process.

## Word XP - Mail Merge: Conditional Merges

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Word XP - Mail Merge: Basics

**Description:** In this workshop, students will learn how to create more "advanced" mail merges with decision-making capabilities using a single data-source file. These types of mail merges can customize the document outputted based on information in the data source. For instance, this type of mail merge is currently used by PGW to create the 2-day, 3-day, and post-termination shut-off notices all from a single data file.

## **Word XP - Managing Document Revisions**

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**Length:** Half Day - 3.5 hours

**Level:** Advanced

**Prerequisite:** Word XP - Introduction (required); Word XP - Intermediate (recommended)

**Description:** Word has many powerful features for reviewing and collaborating with other users on documents. In this course, students will learn how to use the reviewing, tracking changes, and versions features of Word. Topics include creating document versions, comparing versions, tracking changes, reviewing changes, protecting documents for changes, and merging multiple revised documents into a single document.

## Windows XP - Managing Files

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**Length:** Workshop - 2 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** In this workshop, students will learn how to work with files in the Windows XP environment. Students will learn how to move and copy files, create new folders, create shortcuts to files, and store files in the proper location. Students will also learn the differences between the C:, H:, and S: drives, and the advantages and disadvantages of each.

## Windows XP - Searching for Files

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**Length:** Workshop - 2 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** This workshop will explore the use of the Windows XP search feature in My Computer to find and locate files and folders. Students will learn how to conduct a basic search, as well as advanced searches, setting search options, and how to search within files.

## Windows XP - Managing and Searching for Files

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**Length:** Half Day - 3.5 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** This half-day class combines two workshops - Managing Files and Searching for Files. In this class, students will learn how to move and copy files, create new folders, create shortcuts to files, and store files in the proper location. Students will also learn the differences between the C:, H:, and S: drives, and the advantages and disadvantages of each. Students will also explore the use of the Windows XP search feature in My Computer to find and locate files and folders. They will learn how to conduct a basic and advanced searches, set search options, and how to search within files.

## Excel XP - Introduction

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**Length:** Full Day - 7 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** This course is for new users of Excel who wish to learn the basics of a spreadsheet application. The goal is to introduce the student to basic worksheet principles and the Microsoft Excel XP environment. Topics include spreadsheet navigation, understanding how Excel treats different kinds of data, constructing basic formulas, basic formatting, and printing workbooks.

## Excel XP - Charts: Introduction

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**Length:** Half Day - 3.5 hours

**Level:** Introduction

**Prerequisite:** Excel XP - Introduction

**Description:** In this class, students will learn how to use the Chart Wizard to create charts based on worksheet data. Further topics include changing chart types, formatting chart elements, moving and resizing charts, printing charts, linking charts to other Office documents, and exploring a variety of chart types.

## Excel XP - Charts: Intermediate

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**Length:** Half day - 3.5 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Charts: Introduction

**Description:** This class builds upon the basics learned in the Excel XP Charting Introduction class to go further into different charting techniques and tricks of the trade. Topics include (but are not limited to) adding lines and background elements to a chart, working with single-point charts, using XY series, creating specialty charts, stacking and overlaying charts, creating gauge charts, using a dummy axis, and making non-chart charts.

## Excel XP - Intermediate

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**Length:** Full day - 7 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** This course expands on the fundamentals learned in the Introduction course. Emphasis is placed on working with large worksheets, including options for viewing, linking, consolidating, and hiding and displaying worksheet data. Students will also learn how to write formulas that reference cells anywhere within a workbook, use special formatting options, and how to manage simple lists.

## **Excel XP - Formulas and Functions**

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**Length:** Half Day - 3.5 hours

**Level:** Introduction

**Prerequisite:** Excel XP - Introduction

**Description:** This course is a review of the formula-writing skills learned in the Excel Introduction course, as well as it will introduce new formula concepts and useful functions. Students will review the order of operations, basic formula syntax, when to use (and not use) functions in formulas, and how to troubleshoot their formula writing. This course is good for any user who wishes to become more proficient at writing mathematical formulas in Excel worksheets.

## **Excel XP - Databases and List Management**

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**Length:** Half day - 3.5 hours

**Level:** Advanced

**Prerequisite:** Excel XP - Introduction (required); Excel XP - Intermediate (recommended)

**Description:** Excel's ability to function as a simple database gives users the power to create and manage lists of information without having to know how to work in a database. In this class, students will learn how to use lists to organize data logically, sort and filter lists, set simple and advanced criteria for list filters, how to use the AutoFilter feature, create subtotals in a list, and use a data form to add information to an Excel list.

## **Excel XP - Functions: Date and Time Functions**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** In this workshop, students will become familiar with the various date and time functions that are part of Excel. Topics include entering and formatting dates and times, common bugs and pitfalls, calculations involving dates and times, working with non-time-of-day values, and a variety of date and time function techniques.

## **Excel XP - Functions: Text Functions**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** In this workshop, students will become familiar with some of the text functions that are part of Excel. Text functions can manipulate the contents of cells to extract parts of text, change case, and combine multiple cells into a single cell (also known as concatenate). Functions discussed include LEFT, RIGHT, MID, EXACT, CONCATENATE, LEN and many more.

## **Excel XP - Functions: Logical Functions**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** In this workshop, students will become familiar with the logical functions that are part of Excel. Logical functions are used to test for specific conditions, and allow a user to have formulas perform differently based on the specified conditions. These functions include IF, AND, OR, and NOT. The related functions SUMIF and COUNTIF will also be demonstrated.

## **Excel XP - Functions: Basic Statistical**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** In this workshop, students will become familiar with some of the statistical functions that are part of Excel. These functions are used to analyze sets of data and provide information that can help in decision making. Functions covered include AVERAGE, MAX, MIN, MODE, MEDIAN, STDEV, RANK, PERCENTILE, LARGE, and SMALL.

## **Excel XP - PivotTables: Introduction**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** In this workshop, students will become familiar with PivotTables and their use in Excel. PivotTables are a powerful data analysis tool in Excel that allow a user to easily organize and summarize information in a table or data list. Students will learn how to construct a data list, create PivotTables, and manipulate information within a PivotTable.

## **Excel XP - PivotTables: Calculations and Reports**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Excel XP - PivotTables: Introduction

**Description:** This workshop builds upon the basics learned in the PivotTables: Introduction workshop. Students will learn how to insert calculated items and fields into a PivotTable report. Further topics include the custom calculation options, using different summary functions, subtotals, and the wide variety of reports that PivotTables can generate.

## **Excel XP - PivotTables: PivotCharts**

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - PivotTables: Introduction

**Description:** This workshop is the third in the series of workshops pertaining to PivotTables. In this workshop, students will learn how to create charts based on PivotTable data, called Pivot Charts. Students will learn how to set up and modify Pivot Charts, how they differ from regular Excel charts, and creating multiple Pivot Charts from the same data.

## **Excel XP - PivotTables: Using Alternate Data Sources**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Excel XP - PivotTables: Introduction

**Description:** In this workshop, students will learn how to use PivotTable reports in Excel to analyze data from a variety of sources, including other Excel spreadsheets, multiple consolidation ranges, Access databases, and Oracle. Students will learn the difference between importing data from a source and linking to an external data source. Additionally, the GETPIVOTDATA function will be explored, which is used to analyze and refer to PivotTable data in a spreadsheet.

## **Excel XP - Sharing and Merging Workbooks**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Excel XP - Introduction (required); Excel XP - Intermediate (recommended)

**Description:** In this workshop, students will learn how to use the collaboration features of Excel. The collaboration features allow multiple users to edit the same workbook at the same time, as well as merge different versions of the same workbook into one workbook. Topics include tracking changes, resolving editing conflicts, password protection, reviewing changes, and routing workbooks for review.

## **Excel XP - Protecting and Hiding**

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Excel XP - Introduction (required); Excel XP - Intermediate (recommended)

**Description:** Excel workbooks and worksheets provide many tools for protecting your work from “accidents” that other users may cause. In this workshop, students will learn how to use the various protection and password features of Excel to completely lock down a workbook, or leave portions open for other users to manipulate and view.

## Excel XP - Conditional Formatting

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** In this workshop, students will learn to use the Conditional Formatting feature of Excel. Conditional Formatting enables you to apply cell formatting selectively and automatically, based on the contents of the cells. Topics include specifying conditional formatting, creating simple and formula-based conditions, and working with multiple conditions. Students will work through a variety of conditional formatting examples.

## Excel XP - Data Validation

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**Length:** Workshop - 2 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** The Data Validation feature of Excel allows a user to set up certain rules that dictate what can and cannot be entered into a cell. In this workshop, students will learn how to create and specify validation criteria, understanding the different types of criteria, and using formulas for data validation rules.

## Excel XP - Consolidating Worksheets

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**Length:** Workshop - 2 hours

**Level:** Advanced

**Prerequisite:** Excel XP - Introduction (required); Excel XP - Intermediate (recommended)

**Description:** Excel's Consolidation command allows a user to combine similar information on multiple worksheets and/or workbooks into a single worksheet summary, without the use of complicated 3D formulas. Students will learn to Consolidate by Position, Consolidate by Category, and how to create links to the source data.