

| Subject Area > Course | Vendor | Course # | Description |
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| Application Software > Databases | | | |
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| Access 2003: Basic Access 2003 Forms | SkillSoft | SS_125956_eng | In the Basic Access 2003 Forms course, you will learn to: • select a suitable method for creating a form. • select methods for adding and formatting controls. • select methods for manipulating controls. • select the correct options to bind a control. • create a form with bound controls. • select the correct options to format a form. • select the correct options to manage records displayed in a form. • format a form and manage records |
| Access 2003: Basic Access 2003 Tables | SkillSoft | SS_125947_eng | In the Basic Access 2003 Tables course, you will learn to: • add a table to an Access database. • add a table using the Design and Datasheet views. • modify fields to define a table's features. • use masked input fields and apply indexing to fields. • create and modify a specific table in Access 2003. • manage the data in records. • identify the steps involved in creating the various types of relationships between tables. • modify table data and edit relationships between tables. • create a database containing relational tables in response to a business requirement. |
| Access 2003: Getting Started with Access 2003 | SkillSoft | SS_125937_eng | In the Getting Started with Access 2003 course, you will learn to: • identify the type of database model implemented by Microsoft Access. • plan a database design that meets an organization's requirements. • identify relationships when planning a database. • select the appropriate database design for an organization's needs. • associate the main elements of the Access 2003 interface with their functions. • select the methods for creating a database. • recognize the functions provided by the database objects in an Access database. • create an Access database and view its data in different views. |
| Access 2007: Getting Started with Access 2007 | SkillSoft | SS_mo_bgac_a01_dt_enus | With Access 2007, Microsoft introduces some of the most significant changes to Access in years. Most notable is the intuitive new user interface that replaces the traditional menus and toolbars with features like the Ribbon, the Quick Access Toolbar, and the Microsoft Office button. This course provides an introduction to Access 2007 and demonstrates how to navigate within the new user interface. The introductory steps in planning a database, the components and views of an Access database, and database creation methods are also covered. |

| Application Software > Desktop Publishing | | | |
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| Publisher 2003: Getting Started with Publisher 2003 | SkillSoft | SS_204924_eng | In the Getting Started with Publisher 2003 course, you will learn to: • identify the main features of the Publisher 2003 interface. • recognize how to create a publication in Publisher 2003. • recognize how to use the Page Sorter to arrange pages and apply backgrounds in Publisher 2003. • recognize how to configure page setup and page layout options in Publisher 2003. • create a publication with Publisher 2003. • use the Help and Research options in Publisher 2003. • use the Research pane and the Help feature in Publisher 2003. |
| Publisher 2007: Creating Customized Publications with Publisher 2007 | SkillSoft | SS_mo_pblr_a01_dt_enu | Microsoft Office Publisher 2007 helps you expand your creativity by enabling you to customize and share a wide range of personal and business publications to suit both home and office requirements. You can use this application to quickly create and personalize professional-looking publications such as newsletters and flyers. This course explores the wide range of available templates and the creating, editing, printing, and publishing tools at your disposal. It also introduces the new features of Microsoft Publisher 2007, and delves into redesigned and enhanced familiar features. |
| Publisher 2007: Extending Publisher 2007 Beyond Publications | SkillSoft | SS_mo_pblr_a02_dt_enu | You can do more with Office Publisher 2007 than create basic desktop publications. New and enhanced capabilities guide you through the processes of creating and distributing your work either in print, on the Web, or by e-mail. This course explains such Microsoft Office Publisher 2007 features as e-mail and catalog merging capabilities, e-mail templates, and web page creation and customization. |

| Application Software > Excel | | | |
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| Excel 2000: Microsoft Office 2000- Beginning Excel | SkillSoft | SS_111080_eng | In the Microsoft Office 2000 - Beginning Excel course, you will learn to: recognize the basic features of Excel, identify how to navigate within an Excel worksheet, and get help using the Office Assistant. enter, modify, and find and replace data. add data to and navigate a spreadsheet. cut, copy, and paste data using the Edit menu or the Clipboard. cut, copy, and paste data, and use the Office 2000 Clipboard. recognize how to adjust column and row size and format cell appearance. center cell data, merge cells, and shade cells. recognize the different style options available in Excel 2000, and change font styles. identify the different number formats in Excel 2000, and apply a number style to cells. change a font size and color, and select a new number style. create, open, and save an Excel workbook. open and save a workbook, and save a workbook as a web page. recognize the function of the print and print preview features. insert a hyperlink into an Excel spreadsheet and recognize e-mail. recognize how Excel uses formulas and functions, and create and edit a formula. create and edit a formula. identify the main features of the Fill Formula, AutoSum and AutoCalculate functions. |
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| Excel 2000: Microsoft Office 2000- Intermediate Excel | SkillSoft | SS_111081_eng | In the Microsoft Office 2000 - Intermediate Excel course, you will learn to: recognize the methods for inserting, deleting, and moving worksheets. insert or delete columns and rows, and freeze window panes in Excel 2000. move a worksheet to a new workbook, create and rename a worksheet, insert a row, delete a column, and freeze panes. recognize the features of the Zoom and spelling check tools. spell check a worksheet and add a word to the custom dictionary. recognize the page settings available in Excel 2000, and change layout, margin and header and footer settings. identify the options available in the Print Preview feature, and set a print area. change the page settings, and set and clear the print area of a worksheet. recognize the use of functions in Excel and create a count and logical function. recognize how Excel uses financial and date functions, and create a FV and NOW function. find maximum and minimum values for a range of cells and create a logical function in Excel 2000. recognize how to consolidate data using 3-D references. to calculate the future value of an investment and display the present date and time in a worksheet. identify how Excel uses charts to display worksheet data and create a c |
| Excel 2003 Chart and Multimedia Features | SkillSoft | SS_119828_eng | In the Excel 2003 Chart and Multimedia Features course, you will learn to: • create charts to display data in Excel 2003. • create a chart using the Chart wizard in Excel 2003. • edit chart source data and change chart type in Excel 2003. • format, move, and resize a chart in Excel 2003. • change a data series and chart type in Excel 2003. • insert graphics in Excel 2003. • modify graphics in Excel 2003. • insert a picture into an Excel 2003 worksheet. • save a worksheet as a web page and work with hyperlinks in Excel 2003. • create an HTML spreadsheet in Excel 2003. |
| Excel 2003 Formulas and Functions | SkillSoft | SS_113221_eng | In the Excel 2003 Formulas and Functions course, you will learn to: • use formulas to perform basic calculations in Excel 2003. • create a formula in Excel 2003. • use references and names in Excel 2003 formulas. • enter a formula that uses cell references in Excel 2003. • use functions to perform calculations in Excel 2003. • use logical, financial, and date functions in Excel 2003. • use the Insert Function feature to insert basic and advanced functions. • use formulas and functions to perform calculations in Excel 2003. |
| Excel 2003: Basic Features of Excel 2003 | SkillSoft | SS_113187_eng | In the Basic Features of Excel 2003 course, you will learn to: • outline the basic features of a spreadsheet and identify the main interface and Help features of Excel 2003. • create a workbook and navigate through the worksheets in it. • enter data and text in a worksheet in Excel 2003. • save a new workbook and distinguish between the different file formats used to save workbooks in Excel 2003. • enter data in a workbook and save it. • edit data and filter cells in an Excel 2003 worksheet. • copy and move a cell and a range of cells in Excel 2003. • insert, edit, copy, and move worksheets. • insert a worksheet, move data between worksheets, and copy a worksheet to another workbook. • add and modify data and a worksheet in Excel 2003. |
| Excel 2003: Formatting Data in Excel 2003 | SkillSoft | SS_119827_eng | In the Formatting Data in Excel 2003 course, you will learn to: • apply and adapt a range of Excel cell formats. • use visual design techniques to apply formatting to an Excel 2003 workbook. • manipulate rows and columns in an Excel 2003 worksheet. • apply various types of formatting to an Excel 2003 workbook. • apply number formatting to cells in Excel 2003. • apply a number format to cell content in Excel 2003. • format text and cells and apply number formats to data in Excel 2003. |
| Excel 2003: Printing and Collaborating in Excel 2003 | SkillSoft | SS_122518_eng | In the Printing and Collaborating in Excel 2003 course, you will learn to: • run a spell check, and use the previewing features in Excel 2003. • adjust the Page Setup options and print a document in Excel 2003. • use a range of printing option features in Excel 2003. • adjust printing options and preview and print a document in Excel 2003. • create and edit comments and send a workbook for review in Excel 2003. • insert comments and send a workbook for review in Excel 2003. |
| Excel 2007 Charts, Pictures, Themes, and Styles | SkillSoft | SS_mo_bgex_a06_dt_e nus | Enhancements to charting, themes, and styles in Excel 2007 enable you to create attractive and well-organized representations of spreadsheet and workbook data. Charts, themes, styles, and pictures can all be easily inserted and customized from the Ribbon bar. This course demonstrates how to effectively use and customize charts in Excel 2007, and explores available chart types and styles. Using themes and styles to improve presentation, and adding visual elements to workbooks, are also covered. |
| Excel 2007 Formulas and Functions | SkillSoft | SS_mo_bgex_a04_dt_e nus | Excel 2007 provides numerous functions and formulas for performing simple and complex calculations on workbook data. The Ribbon's Formulas tab provides convenient access to groups of data analysis and calculation tools, such as the Function Library, Named Cells, Formula Auditing, and Calculation groups. This course demonstrates how to create and edit formulas, use references and names, and work with tables in Excel 2007. Basic, logical, financial, and date functions are also covered. |
| Excel 2007: Formatting in Excel 2007 | SkillSoft | SS_mo_adex_a01_dt_e nus | Excel 2007 provides multiple features for organizing and managing data, so you can ensure data is entered correctly and that calculations and formulas are valid. Data organization features enable you to sort, filter, and group and outline data so that you can focus on the key parts of your data. Validation features ensure that data is correct, that it is entered in the proper format, and that formulas are working correctly, all of which are incredibly important for maintaining accurate records. This course explores organizing and subtotaling data in Excel 2007 using the available features. It also covers data validation, including error messages, invalid data prevention, formula auditing, error checking, and the Watch window. |
| Excel 2007: Getting Started with Excel 2007 | SkillSoft | SS_mo_bgex_a01_dt_e nus | With the introduction of Office Excel 2007, Microsoft has made substantial changes to the user interface of its spreadsheet application. This course will help get you up-to-speed on the new features, and will introduce you to the basic features and functionality of Excel 2007. This will be accomplished through the demonstration of workbook creation and navigation, and worksheet data entry at a user-friendly beginner level. |

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| Microsoft Office: Excel | UNT | UNT_Excel | Microsoft Excel is probably one of the most versatile and powerful programs you can have on your desktop. Having a basic understanding of the software can save you hours of time and make record-keeping a much simpler process. This basic course will help the new user understand and navigate Excel. It will demonstrate how to use the software's powerful built-in functions. It will show how to use formatting techniques to make data stand out. It will teach how to use charts, sorting and filtering, and much more, in order to get the most out of your data. It will also show how you can use Excel to import data into an Access database. In this tutorial you will be guided step-by-step as you design, build and format a simple spreadsheet. The course covers Excel basics, with a special section on Excel 2007 and illustrations on how Excel 2007 differs from earlier versions. |
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Application Software > Graphics

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| Adobe PhotoShop CS2: Fundamentals | SkillSoft | SS_en_US_15809_ng | This course introduces the learner to the work area components, palettes, and tools in Adobe Photoshop CS2 and Adobe ImageReady CS2. It will also cover options for importing and working with images. Plus, this course will help the learner work with Adobe Bridge, Bridge Center, Adobe Version Cue, and Version Cue Administration. |
| Photoshop CS Basics | SkillSoft | SS_222499_eng | In the Photoshop CS Basics course, you will learn to: <ul style="list-style-type: none"> • recognize the types of tasks Photoshop is suited for and make use of Photoshop's help features. • use the File Browser and manipulate the Photoshop interface. • distinguish between and use the tools to view, resize, and crop images. • open images with the File Browser, customize the interface, and crop an image. • distinguish between and use the automatic and manual tools for making color adjustments to an image. • use the Levels and Shadow/Highlights commands to improve an image's brightness and contrast. • use the appropriate painting and color replacement tools with appropriate settings. • use Photoshop CS color tools to improve the appearance of an image. • save images and duplicates, use the History palette to undo changes, and print single and multiple image documents. • duplicate an image, reverse changes you've applied, and prepare an image for printing. |

Application Software > Microsoft Office (general)

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| Office 2003: Formatting and printing files in Office 2003 | SkillSoft | SS_121643_eng | In the Formatting and Printing Files in Office 2003 course, you will learn to: <ul style="list-style-type: none"> • format and add graphics to Office 2003 files • format text in Office 2003 applications. • insert images and charts into Office 2003 applications. • format an Office 2003 document and use the Chart Wizard. • check spelling and grammar in an Office 2003 document. • check the spelling and grammar of a Word 2003 document. • set up a page for printing in Office 2003 applications. • preview and print documents in Office 2003. • adjust the page setup and print a file in Word 2003. |
| Office 2003: Introduction to Microsoft Office 2003 | SkillSoft | SS_121587_eng | The Introduction to Microsoft Office 2003 course covers how to open Office programs and use them to create files. <ul style="list-style-type: none"> • identify the components of the Microsoft Office 2003 suite and open an Office application. • recognize how to interact with the user interface using the mouse and keyboard. • use Help in Office 2003. • start an Office 2003 application and use online Help. • recognize how to create a file in an Office 2003 application. • recognize how to enter and edit text in an Office 2003 application. • identify how to save files to folders in Office applications. • recognize how to open and search for files in Office 2003. • create, save, find, and open files in Word 2003. |
| New Features for End Users in Microsoft Office 2007 | SkillSoft | | This course will orient users to the new features and user interface changes in Microsoft Office 2007, compared to earlier versions of Office. Target Audience - Previous Microsoft Office users who plan on upgrading to Office 2007 Prerequisites - Users should have experience of the standard functionality of Office XP or Office 2003. Lesson Objectives: <ul style="list-style-type: none"> * recognize how to perform common tasks using Microsoft Office 2007 * recognize how to use the key components of Office 2007's new interface. * use Microsoft Office 2007 to perform common tasks. * recognize the new features in Word 2007. * use Word 2007 to complete common tasks. |

Application Software > PowerPoint

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| Microsoft Office: Power Point 2003 | UNT | UNT_PowerPoint | Designed to help librarians make effective presentations to governing boards, conferences, and community groups, this tutorial walks the novice through choosing the best slide designs, layouts, and color schemes; selecting effective slide transitions and animations; inserting images, clip art, and charts; and perfecting presentation skills. During the course, the participant will design a simple PowerPoint tour of their library and its services and programs. |
| PowerPoint 2000: Microsoft Office 2000- Beginning PowerPoint 2000 | SkillSoft | SS_111348_eng | This course provides an introduction to the core concepts of Microsoft PowerPoint 2000. Learn how to add, delete, and rearrange slides in PowerPoint 2000. Create and modify a presentation, add headers and footers and change slide layout, edit and format text, add and modify visual objects, add and format a picture, add and run slide shows, save PowerPoint Presentation in both PowerPoint and HTML format, and print and email PowerPoint 2000 presentations. |
| PowerPoint 2003: Creating Basic Presentations using PowerPoint 2003 | SkillSoft | SS_121838_eng | Learn how to create basic presentations using PowerPoint 2003. Become familiar with the main components of the PowerPoint 2003 interface. Learn how to create presentations using different methods, enter and format text, and modify text layout. |

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| PowerPoint 2003: Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations | SkillSoft | SS_124997_eng | Learn how to run an effective PowerPoint 2003 presentation and how to broadcast and collaborate on presentations. Set up and run slide shows and learn how to send a PowerPoint presentation for review and reconcile the review. |
| PowerPoint 2007: Creating Custom Slide Shows in PowerPoint 2007 | SkillSoft | SS_mo_adpp_a01_dt_enus | With PowerPoint 2007, creating customized slide shows has never been easier. This course shows you how to create custom slide shows that meet your differing audiences' needs. You will learn how to create self-running presentations, how to annotate your presentation while it's running, and how to use Presenter View so that you see one thing while your audience sees another. |

Application Software > Web Browsers

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| Internet Explorer 8: Basic Features | SkillSoft | SS_id_mcie_a01_dt_enus | This course discusses the new and improved navigation features of Internet Explorer 8, including the Smart Address bar, caret browsing, and tab grouping. The search features have also been improved to make it quicker and easier for you to perform a search from the Internet Explorer 8 search box. The Favorites bar now has a wider functionality, and Internet Explorer 8 also introduces a new feature called Web Slices, which let you view snippets of sites without leaving the site you're currently on. The History feature has a wider functionality that makes it easier to manage. Internet Explorer 8 also minimizes the interruption a tab or browser crash may cause you by recovering all tabs and information that may have been entered. And Compatibility View enables you to correctly display sites built for older browsers. This course focuses on the new features of Internet Explorer 8. |
| Internet Explorer 8: Advanced Features | SkillSoft | SS_id_mcie_a02_dt_enus | This course discusses how you can customize Internet Explorer 8 by installing add-ons and Accelerators. These new features enable you to more quickly perform common tasks on the Internet. You can further customize Internet Explorer 8 by setting one or more web pages as your home page and customizing the browser interface. The course also covers how Internet Explorer 8 makes it easier for you to ensure your security and privacy when on the Internet through two new features – SmartScreen Filter and InPrivate. SmartScreen Filter warns you when you attempt to download a known malware file or visit a known phishing site, and helps you navigate away from these dangers. You can also use SmartScreen Filter to report suspicious sites you may find. InPrivate Browsing enables you to browse the Internet without leaving traces of the sites you've visited. And InPrivate Filtering limits the amount of information third-party sites can gather about you when you're browsing the Internet. |

Application Software > Word

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| Microsoft Office: Using Templates in Word and Publisher 2007 | UNT | UNT_MSTemplates | The purpose of this short course is not to teach you how to use a computer, but to provide some basic templates for common library applications using Microsoft Word and Publisher 2007. |
| Microsoft Office: Word and Publisher 2003 | UNT | UNT_WordPub | The purpose of this short course is not to teach you how to use a computer, but to provide some basic templates for common library applications using Microsoft Word and Publisher 2003. |
| Word 2000: Microsoft Office 2000 - Beginning Word | SkillSoft | SS_110946_eng | Understand the basic concepts and features of Word 2000. Use templates and wizards to create new documents, create a fax using a template, customize and use the Office Assistant, make basic formatting changes, edit a document, align paragraphs, indent text, and set tabs, insert a table and format it using borders, shading, and color, create a hyperlink in a document, save a copy of a document as a web page, print and preview documents, and send email attachments in Word 2000. |
| Word 2000: Microsoft Office 2000 - Intermediate Word | SkillSoft | SS_110947_eng | Gain in-depth knowledge of the functionality of Word 2000. Apply formatting effects to text using the Font dialog box and the Format Painter, apply and create styles, apply and create themes for documents, web pages, and email messages, apply character effects and styles, create equal, unequal, and balanced columns, format a document in columns and balance the columns, remove unwanted windows, orphans, and page breaks, activate and use the Click and Type and AutoCorrect features, insert a ClipArt picture, graphic from a file, a scanned image, and graphics onto envelopes, use the Drawing toolbar to insert images, insert a picture from a file and insert and modify a WordArt image, sort lists, paragraphs, and tables, and align text, navigate the footer and header toolbar, create, print and troubleshoot envelopes and labels in Word 2000. |
| Word 2003: Advanced Formatting in Word 2003 | SkillSoft | SS_113095_eng | In the Advanced Formatting in Word 2003 course, you will learn how to: • use the advanced page formatting options in Word 2003. • create and modify styles in Word 2003. • apply themes and backgrounds and read document statistics in Word 2003 documents. • apply page borders and themes and modify styles in a Word 2003 document. • use footnotes and endnotes in Word 2003. • create and revise endnotes using Word 2003. |
| Word 2003: Getting Started with Word 2003 | SkillSoft | SS_112997_eng | In the Getting Started with Word 2003 course, you will learn how to: • perform the basic tasks necessary to start work in Word. • identify the main features of the Word 2003 screen. • use the Word navigation tools to search through documents. • open Word, display a toolbar, and find text. |

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| Word 2003: Printing, Help, and Automated Formatting in Word 2003 | SkillSoft | SS_116299_eng | In the Printing, Help, and Automated Formatting in Word 2003 course, you will learn how to: • use the Edit menu, the Office Clipboard, and the Show/Hide button to move, copy, and paste text. • preview documents, run a word count, and print documents, envelopes, and labels in Word. • use the Help and Research options in Word. • use the Office Clipboard and Research task pane, modify the page setup, and print a document. • use style options to format text. • use the AutoCorrect features in Word to correct errors, configure Word to recognize common errors and exceptions, and automate the completion and formatting of text. • use templates and wizards to create and format documents. • apply, find, and modify styles, modify the AutoCorrect settings, and create a document from a template. • create a formal letter in Word 2003 and save it to a specific folder. |
| Word 2003: Structuring, editing, saving, and opening documents in Word 2003 | SkillSoft | SS_123383_eng | In the Structuring, editing, saving, and opening documents in Word 2003 course, you will learn how to: • insert page and section breaks into a document. • adjust the spacing and insert columns. • correct and customize spelling and grammar, and use the Find and Replace tool in Word. • correct a spelling error, adjust line and character spacing, and organize text into columns. • save and open Word documents. • save documents as web pages, text (TXT) files, or rich text format (RTF) files. • save a Word document to a new folder, save a Word document as a web page, and modify the document saving options. |
| Word 2003: Working with Documents in Word 2003 | SkillSoft | SS_112998_eng | In the Working with Documents in Word 2003 course, you will learn how to: • insert headers, footers, and page numbers into a Word document. • navigate Word documents using various views. • use advanced navigation features. • add a header and footer to a document and use the Reading Layout view. • use document collaboration features in Word 2003. • use the document recovery features in Word 2003. • open and repair a corrupted document, merge two Word documents, and insert a comment. |
| Word 2003: Working with text and paragraphs in Word 2003 | SkillSoft | SS_124981_eng | In the Working with Text and Paragraphs in Word 2003 course, you will learn how to: • format text and use the Undo, Redo, and Repeat tools. • bullet or number a list, create an outline numbered list, and insert symbols and special characters into a document. • format text and create a numbered list in Word 2003. • set margins and indents. • use tabs, align paragraph text, insert hidden text, and use the Show/Hide feature in a document. • indent and align paragraph text and create a tab stop with a leader line. |
| Word 2007: Getting Started with Word 2007 | SkillSoft | SS_mo_bgwd_a01_dt_e nus | With Office Word 2007, Microsoft introduces some of the most significant changes to Word in years. Most notable is the new intuitive user interface which replaces the traditional menus and toolbars, featuring the Ribbon, the Quick Access toolbar, and the Mini Toolbar as well as a new Office button which replaces the File menu. This course provides an introduction to Word 2007 and demonstrates how to navigate within the new user interface. |
| Word 2007: Printing, Help, and Automated Formatting in Word 2007 | SkillSoft | SS_mo_bgwd_a04_dt_e nus | Microsoft Office Word 2007 provides new features called Quick Styles and building blocks which make it easy to create great looking documents quickly. You can select Quick Styles using the new Live Preview feature to view the different styles before committing the changes. This course demonstrates the use of Quick Styles, building blocks, templates and AutoCorrect features in detail. Previewing and printing options, as well as Word 2007's Help and Research options, are also explored and demonstrated. |
| Word 2007: Structuring, Editing, Saving, and Opening Documents in Word 2007 | SkillSoft | SS_mo_bgwd_a03_dt_e nus | Word 2007 provides many options for structuring and editing documents which are complemented by a variety of editing tools. There are also options for saving documents which can be customized to suit your word processing needs. This course explains the use of page and section breaks, spacing adjustment, and column insertion, and explores the basic editing tools packaged with Word 2007. A new feature of Word 2007 demonstrated in the course is the ability to save a document in PDF or XPS format, in addition to being able to save as a web page. The course also explains how to save documents so that they can be viewed in previous versions of Word. |
| Word 2007: Using Tables, Charts, and Graphics in Word 2007 | SkillSoft | SS_mo_adwd_a03_dt_e nus | By using the tabular and charting utilities of Microsoft Office Word 2007, you can format, sort, and analyze your data with ease. In Word 2007, you can insert a table by selecting its layout from a list of preformatted tables, or by selecting the number of columns and rows that you require. You can insert a table into your regular document layout, or you can nest it within another table for increased complexity. There may also be times when you need to insert Excel data or charts into a Word document, and Word 2007 enables you to do so with a few simple steps. This course demonstrates how to create, format, and modify Word 2007 tables, including inserting and deleting table elements, resizing tables, merging and splitting cells, sorting data, using simple formulas, as well as converting a table to text. Methods of inserting, linking, and embedding Excel objects in Word documents are explained in this course, in addition to inserting and formatting charts. |
| Word 2007: Working with Documents in Word 2007 | SkillSoft | SS_mo_bgwd_a05_dt_e nus | Microsoft Office Word 2007 has various design features that can be used to enhance your Word documents. These include Clip Art, SmartArt, WordArt, shapes, curves, lines, and diagrams to name a few. This course explains how to use Word 2007's Drawing Tools, including working with WordArt, AutoShapes, Pictures, Clip Art, and SmartArt. It also demonstrates the use of headers, footers, and page numbers as well as how to use document views available in Word 2007, and how to navigate using line numbers, and multiple windows. |
| Word 2007: Working with Text and Paragraphs in Word 2007 | SkillSoft | SS_mo_bgwd_a02_dt_e nus | Word 2007 makes it easy to apply formatting to documents by providing a live visual preview of various formatting options. This enables you to view the formatting change before actually committing to it. This course explains the Font and Paragraph formatting options, as well as the Mini toolbar and live preview features. In addition, the creation and formatting of bulleted, numbered, and multi-level lists and the insertion of symbols or special characters are demonstrated. Setting margins, paragraph indents, tab stops, text alignment, and showing or hiding formatting marks will also be explored in this course. |

