

2023

# Desktop Skills Training Catalogue

*Coaching As an Art...*

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Thank You!

CAC – Coaching and Consulting firm specialize on Desktop and Soft Skills Training development, delivery, management and quality check.



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## Microsoft Word. Fundamental Skills and Techniques

Upon successful completion of this course, students will be able to:

- create a basic document using Microsoft Word.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.
- proof documents to make them more accurate.

### Outline

#### Lesson 1- Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

#### Lesson 2- Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

#### Lesson 3- Formatting Text

- Change Font Appearance
- Highlight Text

#### Lesson 4- Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

#### Lesson 5- Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to a Table or Tables to Text

#### Lesson 6- Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

#### Lesson 7- Controlling Page Appearance



- Control Page Layout
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

**Lesson 8- Proofing a Document**

- Check Spelling, Grammar, and Word Count
  - Enhance Textual Meaning Using the Thesaurus
  - Customize AutoCorrect Options
- 



## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Word

**Description** - Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft Word courses. It will provide you with the basic concepts required to produce basic business documents.

**Course Objective** - You will create, edit, and enhance standard business documents using Microsoft Word.

**Target Student** - This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word can also take this course.

**Delivery Method** - Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Word. Managing Tables and Media

Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- customize formatting with styles and themes.
- modify pictures in a document.
- create customized graphic elements.
- insert content using Quick Parts.
- control text flow.
- use templates to automate document creation.
- perform mail merges.
- use macros to automate common tasks.

### Outline

#### Lesson 1- Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

#### Lesson 2- Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

#### Lesson 3- Customizing Formatting with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes

#### Lesson 4- Modifying Pictures

- Resize a Picture
- Adjust Picture Appearance Settings
- Wrap Text Around a Picture

#### Lesson 5- Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Create Complex Illustrations with SmartArt

#### Lesson 6- Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

#### Lesson 7- Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks



- Insert Columns
- Link Text Boxes to Control Text Flow

**Lesson 8- Using Templates to Automate Document Creation**

- Create a Document Based on a Template
- Create a Template

**Lesson 9- Automating Mail Merges**

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source

**Lesson 10- Using Macros to Automate Tasks**

**Topic 10A- Perform a Task Automatically Using a Macro**

**Topic 10B- Create a Macro**

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## **Course Details**

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Word

**Description** - In the first course in this series, Microsoft Word- Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word elements. In this course, you will create complex documents in Microsoft Word by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word efficiency tools.

**Course Objective** -You will create complex documents in Microsoft Word documents and build personalized efficiency tools in Microsoft Word.

**Target Student** -This course was designed for persons who can create and modify standard business documents in Microsoft Word , and who need to learn how to use Microsoft Word to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word.

**Delivery Method** - Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Word. Collaboration Tools and Time Savers

Upon successful completion of this course, students will be able to:

- use Microsoft Office Word with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- make long documents easier to use.
- secure a document.

### Outline

#### Lesson 1- Using Microsoft Word with Other Programs

- Link to a Microsoft Excel® Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to Microsoft PowerPoint®
- Extract Text from a Fax
- Send a Document as an Email Message

#### Lesson 2- Collaborating on Documents

- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments

#### Lesson 3- Managing Document Versions

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions

#### Lesson 4- Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

#### Lesson 5- Making Long Documents Easier to Use

- Insert Blank and Cover Pages
- Insert an Index
- Insert Table of Figures
- Insert Table of Authorities
- Insert Table of Contents
- Create a Master Document
- Automatically Summarize a Document



**Lesson 6- Securing a Document**

- Update a Document's Properties
- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document
- Restrict Document Access

**Appendix A- Creating Forms**

- Supplemental Lesson Creating Forms
- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form

**Appendix B- Using XML in Word**

- Supplemental Lesson Using XML in Word
  - Tag an Existing Document
  - Transform an XML Document
- 

***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Word

**Description** - You know to use Microsoft Word to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

**Course Objective** -You will create, manage, revise, and distribute long documents.

**Target Student** -This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Excel®- Worksheets

Upon successful completion of this course, students will be able to:

- explore the Microsoft Excel® environment and create a basic worksheet.
- perform calculations.
- modify a worksheet.
- format a worksheet.
- print workbook contents.
- manage large workbooks.

### Outline

#### Lesson 1- Creating a Basic Worksheet

- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar

#### Lesson 2- Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

#### Lesson 3- Modifying a Worksheet

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

#### Lesson 4- Formatting a Worksheet

- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Position Cell Contents
- Apply Cell Styles

#### Lesson 5- Printing Workbook Contents

- Print Workbook Contents Using Default Print Options
- Set Print Options
- Set Page Breaks

#### Lesson 6- Managing Large Workbooks

- Format Worksheet Tabs
  - Manage Worksheets in a Workbook
  - Manage the View of Large Worksheets
- 



## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Excel

**Description** - You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format.

**Course Objective** -You will create and edit basic Microsoft Excel® worksheets and workbooks.

**Target Student** -This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft , Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel worksheets.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Excel®- Complex Data Filtering. Graphs.

Upon successful completion of this course, students will be able to:

- calculate with advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables and PivotCharts.
- insert graphic objects.
- customize and enhance workbooks and the Microsoft Excel® environment.

### Outline

#### Lesson 1- Calculating Data with Advanced Formulas

- Manage Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

#### Lesson 2- Organizing Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort or Filter Worksheet or Table Data
- Calculate Data in a Table or Worksheet

#### Lesson 3- Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

#### Lesson 4- Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable Report
- Analyze Data Using PivotCharts

#### Lesson 5- Inserting Graphic Objects

- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Illustrate Workflow Using SmartArt Graphics
- Layer and Group Graphic Objects

#### Lesson 6- Customizing and Enhancing Workbooks and the Excel Environment

- Customize the Excel Environment
  - Customize Workbooks
  - Manage Themes
  - Create and Use Templates
- 



## **Course Details**

**Duration** - 8 hours (1 day)¶**Certification** - Microsoft Certified Application Specialist – Excel®

**Certification** - Microsoft Certified Application Specialist – Excel

**Description** – in Microsoft Excel®- Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

**Course Objective** -You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

**Target Student** -The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft’s business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.





## Microsoft Excel®- Advanced Excel Knowledge

Upon successful completion of this course, students will be able to:

- increase productivity and improve efficiency by streamlining your workflow.
- collaborate with others using workbooks.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- use Excel with the web.
- structure workbooks with XML.

### Outline

#### Lesson 1- Streamlining Workflow

- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

#### Lesson 2- Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures
- Restrict Document Access

#### Lesson 3- Auditing Worksheets

- Trace Cells
- Troubleshoot Errors in Formulas
- Troubleshoot Invalid Data and Formulas
- Watch and Evaluate Formulas
- Create a Data List Outline

#### Lesson 4- Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Perform Statistical Analysis with the Analysis ToolPak

#### Lesson 5- Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

#### Lesson 6- Importing and Exporting Data



- Export Excel Data
- Import a Delimited Text File

**Lesson 7- Using Excel with the Web**

- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query

**Lesson 8- Structuring Workbooks with XML**

- Develop XML Maps
  - Import and Export XML Data
- 



## **Course Details**

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Excel

**Description** - Your training and use of Microsoft Excel® has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. 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.

**Course Objective** -You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

**Target Student** -This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft Excel®, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Excel® - Visual Basic for Applications

Upon successful completion of this course, students will be able to:

- Develop macros.
- Format worksheets.
- Create an interactive worksheet.
- Work with multiple worksheets.
- Perform calculations.

### Outline

#### Lesson 1- Review of Developing Macros

- Create a Macro with the Macro Recorder
- Edit a Macro
- Debug a Macro
- Different ways of running a Macro

#### Lesson 2 - The Visual Basic Environment

- The Project Explorer
- Properties
- Object Viewer

#### Lesson 3 - Writing VBA Code

- Properties
- Methods
- Objects
- Subroutines
- Immediate Window
- Watch Window

#### Lesson 4 - Performing Calculations

- Create User-defined Functions
- Automate SUM Functions

#### Lesson 5 - Communicating with the User

- Simple Message Boxes
- Message boxes that return values
- Buttons and icons
- Input Boxes

#### Lesson 6 - Variables

- Declaring Variables
- Using Variables
- Watching Variables

#### Lesson 7 - Control and Decision Structures

- Conditional Statements
- Decision Structures
- Select Case

#### Lesson 8 - Looping

- For next loops
- Do While
- Do Until

**Lesson 9 - Error Trapping**

- Understanding error handling
- Understanding VBA's error trapping options
- Trapping errors with the on error statement
- Understanding the error object
- Writing an error handling routine
- Working with inline error handling

**Lesson 10 - Debugging the Code**

- Defining errors
- Working with debugging tools
- Determining breakpoints
- How to step through code
- Working with break mode during run mode
- Identifying the value of expressions

**Lesson 11 - Event Procedures****Lesson 12 - User Forms**

- Placing controls
- Aligning Controls
- Properties



### **Course Details**

**Duration** - 15 hours (2 days)

**Certification** - Microsoft Certified Application Expert – Excel

**Description** - This comprehensive two-day course will benefit all those who wish to use Visual Basic for Applications (VBA) to create macros for automating repetitive tasks in Excel.

**Course Prerequisites** - In order to be successful with this course, delegates should already have a thorough working knowledge of Excel up to advanced user level including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

**Certification** - This course is NOT one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Power BI Introduction to Analytics

Upon successful completion of this course, students will be able to:

- Navigate program
- Import bulk and link sources data
- Build queries and edit them
- Visualize reports

### **Outline**

#### **Lesson 1- Introducing Power BI**

- Parts of Power BI
- The flow of work in Power BI

#### **Lesson 2 – Power BI Desktop**

- Interface and working areas

#### **Lesson 3 – Building Queries in Power BI**

- Getting data from CSV
- Connect Excel Sources
- Query Editor
- Manipulate Data

#### **Lesson 4 – Data Visualization**

- Create Gauge Chart
- Import Visualization Templates



### ***Course Details***

**Duration** - 6 hours (1 day)¶

**Course Objective** -You will be able to simply create and modify new data queries, access your data wherever it is, and build real-time reports

**Target Student** -This course is designed for students who wish to learn the basic operations of the Microsoft Power BI.





## Microsoft Access™- Fundamentals of Database Structure

Upon successful completion of this course, students will be able to:

- examine the basic database concepts and explore the Microsoft Office Access environment.
- design a simple database.
- build a new database with related tables.
- manage data in a table.
- query a database using different methods.
- design forms.
- generate reports.

### Outline

#### Lesson 1- Exploring the Microsoft Access™ Environment

- Examine Database Concepts
- Explore the User Interface
- Use an Existing Access Database
- Customize the Access Environment
- Obtain Help

#### Lesson 2- Designing a Database

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

#### Lesson 3- Building a Database

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

#### Lesson 4- Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

#### Lesson 5- Querying a Database

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

#### Lesson 6- Designing Forms



- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form

**Lesson 7- Generating Reports**

- View an Access Report
  - Create a Report
  - Add a Custom Calculated Field to a Report
  - Format the Controls in a Report
  - Apply an AutoFormat Style to a Report
  - Prepare a Report for Print
- 



## Course Details

**Duration** - 8 hours (1 day)¶**Certification** - Microsoft Certified Application Specialist – Access™

**Certification** - Microsoft Certified Application Specialist – Access

**Description** - Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. 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, and create and modify databases and their various objects using the Microsoft Access™ relational database application.

**Course Objective** -You will create and modify new databases and their various objects.

**Target Student** -This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access can also take this course.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Access™- Building Relational Databases

Upon successful completion of this course, students will be able to:

- modify the design and field properties of a table to streamline data entry and maintain data integrity.
- retrieve data from tables using joins.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- enhance the capabilities of a form by grouping form controls and making other aesthetic improvements to make forms work more efficiently and intuitively for the user.
- customize reports to organize the displayed information and produce specific print layouts.
- share data across different applications.

### Outline

#### Lesson 1- Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

#### Lesson 2- Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within a Table

#### Lesson 3- Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

#### Lesson 4- Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform

#### Lesson 5- Customizing Reports

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

#### Lesson 6- Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel



- Export Data to a Text File
  - Merge Access Data with a Word Document
- 



## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Access

**Description** - You have the basic skills needed to work with Microsoft Access™ databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. 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.

**Course Objective** -You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft Access™ with other applications.

**Target Student** -Microsoft Office Access- Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access can also take this course.

**Delivery Method** - Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Access™- Access Advanced.

Upon successful completion of this course, students will be able to:

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft Access™ macros.
- display data more effectively in a form.
- customize reports by using various Microsoft Access™ features, making them more effective.
- maintain your database using tools provided by Microsoft Access™.

### Outline

#### Lesson 1- Structuring Existing Data

- Analyze Tables
- Create a Junction Table
- Improve Table Structure

#### Lesson 2- Writing Advanced Queries

- Create Subqueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

#### Lesson 3- Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

#### Lesson 4- Making Effective Use of Forms

- Display a Calendar on a Form
- Organize Information with Tab Pages
- Display a Summary of Data in a Form

#### Lesson 5- Making Reports More Effective

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Create a Report Snapshot

#### Lesson 6- Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database



## **Course Details**

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Access

**Description** - Your training in and use of Microsoft Access™ has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft Access™. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

**Course Objective** -You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.

**Target Student** -This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft Specialist Certification for Microsoft Access™ , and it is a prerequisite to take more advanced courses in Microsoft Access™ .

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft’s business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.





## Microsoft Access™ - Access + Visual Basic Skills

Upon successful completion of this course, students will be able to:

- share Access data with other applications.
- use VBA to automate a business process.
- create and modify a database switchboard, and set the startup options.
- secure databases.
- share databases using a SharePoint site.

### Outline

#### Lesson 1- Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Export Data to the Outlook Address Book
- Collect Data Through Email Messages

#### Lesson 2- Automating a Business Process with VBA

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run the Procedure

#### Lesson 3- Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options

#### Lesson 4- Distributing and Securing Databases

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

#### Lesson 5- Sharing Databases Using a SharePoint Site

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline

#### Appendix A- Microsoft Office Specialist Program

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## **Course Details**

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Access

**Description** - In previous levels, you were introduced to the various features of Microsoft Access™ that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**Course Objective** -You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**Target Student** -This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft Access™ application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Xcelsius 2008- Essentials

Upon completion of this course, students should be able to:

- explore the Xcelsius workspace and an already created dashboard.
- create simple visualizations.
- conduct data analysis using Xcelsius components that give dynamic functionality to the specified data.
- create a Project Management dashboard.
- create a dashboard to consolidate and present the Human Resources information of an organization.
- finalize dashboards and export them to different file formats

### Outline

#### Lesson 1- Getting Started with Xcelsius

- Explore the Xcelsius Interface
- Explore a Dashboard

#### Lesson 2- Creating Simple and Interactive Visualizations

- Create a Simple Xcelsius Chart
- Manage Personal Finance Using Value Box
- Organize Levels of Information Using Filters
- Conduct a Comparative Study Using List Builder and Line Chart

#### Lesson 3- Conducting Data Analysis

- Conduct Trend Analysis Using Combo Box
- Conduct Demand Analysis Using Label Based Menu
- Conduct a Region Based Demand Analysis Using Maps
- Forecast Revenue Using Sliders and Gauge

#### Lesson 4- Creating a Project Management Dashboard

- Drill Down the Status of Current Projects Using the Drill Down Function
- Analyze Resource Efficiency Using Fisheye Picture Menu and Other Tools
- Analyze Resource Utilization Using Combination Chart

#### Lesson 5- Creating a Human Resources Dashboard

- Create an Organization Dashboard Using Organization Chart
- Conduct Attrition Analysis

#### Lesson 6- Finalizing Dashboards

- Create a Snapshot
- Publish Dashboards



## ***Course Details***

**Duration** – 8 hours (1 day event)

**Description** - As a business executive or manager, you may use Microsoft® Office Excel®, or a similar application to create dashboards and other business presentations. Using spreadsheets, you can only plot static charts and graphs that present historical data. Also, the dashboards that you create in spreadsheets would be spread across multiple files or worksheets.

With Xcelsius 2008, you can consolidate a large amount of data and present it dynamically on a single dashboard, so that you can not only appreciate historical data but also forecast or predict future performance. In this course, you will use Xcelsius to create interactive visualizations for presenting complex data in a simple way, and to conduct analysis to make critical decisions. You will also create complete dashboards that present business, project, and human resources information, all consolidated and presented in a user-friendly manner. Finally, you will publish dashboards into various file formats such as Adobe Flash, Microsoft Office PowerPoint, Adobe PDF, and also to the web.

**Course Objective** – You will create, design, and publish business dashboards using the Xcelsius application.

**Target Student** - This course is designed for professionals who conduct data analysis and need to present robust and timely data in an interactive display.



## Microsoft PowerPoint®- Effective Presentation in a Minute

Upon successful completion of this course, students will be able to:

- get started with PowerPoint.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify objects on slides.
- add tables to a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

### Outline

#### Lesson 1- Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

#### Lesson 2- Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

#### Lesson 3- Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

#### Lesson 4- Adding Graphical Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

#### Lesson 5- Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects




#### Lesson 6- Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word






#### Lesson 7- Inserting Charts in a Presentation

- Create a Chart



-  Edit Chart Data
-  Modify a Chart
-  Paste a Chart from Microsoft Excel

**Lesson 8- Preparing to Deliver a Presentation**

-  Review Content
  -  Add Transitions
  -  Apply an Animation Effect
  -  Create Speaker Notes
  -  Print a Presentation
- 



## **Course Details**

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – PowerPoint

**Description** - In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft PowerPoint® to create electronic presentations.

**Course Objective** -You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

**Target Student** -This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft PowerPoint®. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft PowerPoint®. ¶

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft PowerPoint®- Professional Presentations

Upon successful completion of this course, students will be able to:

- customize the PowerPoint environment.
- customize a design template.
- add diagrams to your presentation.
- add special effects to a PowerPoint presentation.
- use the various options to customize slide shows.
- use PowerPoint to collaborate on a presentation.
- finalize a presentation.

### Outline

#### Lesson 1- Customizing the PowerPoint Environment

- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

#### Lesson 2- Customizing a Design Template

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

#### Lesson 3- Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams

#### Lesson 4- Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animations

#### Lesson 5- Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

#### Lesson 6- Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Share a Presentation

#### Lesson 7- Securing and Distributing a Presentation

- Secure Presentations
  - Package a Presentation
  - Publish a Presentation as a Web Page
- 





## **Course Details**

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – PowerPoint

**Description** - As a Microsoft PowerPoint® user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

**Course Objective** -You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Target Student** -This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft PowerPoint®. It is for students who already have knowledge of the basics of PowerPoint , including slide formatting and working with tables, charts, images, objects, and presentation preparation.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Project- Introduction

Upon successful completion of this course, students will be able to:

- explore the Microsoft Office Project environment and the various views in which you can verify project information.
- create a new project plan.
- manage tasks by organizing them and setting task relationships.
- manage resources in a project plan.
- finalize the project plan.

### Outline

#### Lesson 1- Getting Started with Microsoft Project

- Explore the Microsoft Project Environment
- Display an Existing Project Plan in Different Views

#### Lesson 2- Creating a Project Plan

- Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Enter the Task Duration Estimates
- Add Resources in the Project Plan

#### Lesson 3- Managing Tasks in a Project Plan

- Outline Tasks
- Add a Recurring Task
- Link Dependent Tasks
- Set a Constraint to a Task
- Set a Task Deadline
- Add Notes to a Task

#### Lesson 4- Managing Resources in a Project Plan

- Create a Resource Calendar
- Assign Resources to Tasks
- Assign Additional Resources to a Task
- Enter Costs for Resources
- Enter Values for Budget Resources
- Resolve Resource Conflicts

#### Lesson 5- Finalizing the Project Plan

- Display the Critical Path
  - Shorten the Project Duration
  - Set a Baseline
  - Print a Project Summary Report
- 



## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Project

**Course Description** - You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft Project Professional acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.

**Course Objective** -You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

**Target Student** -This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.



## Microsoft Project- Managing Projects

Upon successful completion of this course, students will be able to:

- exchange project plan data with other applications.
- update a project plan.
- manage project costs.
- report project data visually.
- reuse project plan information.

### Outline

#### Lesson 1- Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information

#### Lesson 2- Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Split a Task
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Report

#### Lesson 3- Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

#### Lesson 4- Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

#### Lesson 5- Reusing Project Plan Information

- Create a Project Plan Template
  - Create a Custom View
  - Make Custom Views Available to Other Project Plans
  - Share Resources
  - Create a Master Project
- 



## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Project

**Description** - Microsoft® Project- Level 2 is the second course in the Microsoft Project series. In Microsoft® Project- Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.

**Course Objective** -You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

**Target Student** -This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.



## Microsoft Outlook®- Mail Administration

Upon successful completion of this course, students will be able to:

- identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- compose messages.
- use folders to organize messages.
- manage contacts and contact information.
- schedule appointments.
- schedule meetings.
- manage tasks and notes.

### Outline

#### Lesson 1- Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Read Messages
- Reply to and Forward a Message
- Print a Message
- Delete a Message

#### Lesson 2- Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

#### Lesson 3- Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

#### Lesson 4- Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

#### Lesson 5- Scheduling Appointments






- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

#### Lesson 6- Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

#### Lesson 7- Managing Tasks and Notes



-  Create a Task
  -  Edit and Update a Task
  -  Create a Note
  -  Edit a Note
  -  Display a Note on the Desktop
- 



## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Outlook

**Description** - This course is the first in a series of three Microsoft Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft Outlook®, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Course Objective** -You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Target Student** -This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft Outlook® to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.





## Microsoft Outlook®- Professional Assistant Skills

### Performance-Based Objectives

- Upon successful completion of this course, students will be able to:
- customize the Calendar by setting various Calendar options.
- customize message options.
- track work activities using the Journal.
- assign and track tasks.
- share folder information.
- customize the Outlook environment.
- locate Outlook items.
- work with public folders.

### Outline

#### Lesson 1- Setting Calendar Options

- Set Work Days and Times
- Display an Additional Time Zone
- Set Availability Options

#### Lesson 2- Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Notify Others that You Will Be Out of the Office
- Create a Distribution List
- Insert a Hyperlink

#### Lesson 3- Tracking Work Activities Using the Journal

- Automatically Record a Journal Entry
- Manually Record a Journal Entry
- Modify a Journal Entry

#### Lesson 4- Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

#### Lesson 5- Sharing Folder Information

- Specify Folder Permissions
- Delegate Access to Folders
- Access Another User's Folder
- Send Calendar Information in an Email Message

#### Lesson 6- Customizing the Outlook Environment

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu Bar
- Customize the Quick Access Toolbar
- Customize the To-Do Bar



- 📁 Create a Folder Home Page

### **Lesson 7- Locating Outlook Items**

- 📁 Sort Messages Using Multiple Criteria
- 📁 Find Messages
- 📁 Find Outlook Items Using Multiple Criteria
- 📁 Filter Messages
- 📁 Organize Messages
- 📁 Manage Junk Email

### **Lesson 8- Working with Public Folders**

- 📁 Create a Public Folder
  - 📁 Add Users to a Public Folder
  - 📁 Post Information in a Public Folder
  - 📁 Send an Email Message to a Public Folder
- 

## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Outlook

**Description** - If you have been using Microsoft Outlook® 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 Office Outlook courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

**Course Objective** -You will customize your environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

**Target Student** -This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Outlook®- Outlook for Businessman

Upon successful completion of this course, students will be able to:

- personalize your email.
- organize Outlook items.
- manage Outlook data files.
- work with contacts.
- save and archive email messages.
- create a custom form.
- work offline and remotely.

### Outline

#### Lesson 1- Personalizing Your Email

- Apply Stationery and Themes
- Create a Custom Theme
- Create Signatures
- Modify Signatures
- Configure Email Message Security Settings

#### Lesson 2- Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

#### Lesson 3- Managing Outlook Data Files

- Create a Data File
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

#### Lesson 4- Working with Contacts

- Forward Contacts
- Edit an Electronic Business Card
- Export Contacts
- Perform a Mail Merge
- Link Items to Business Contact Manager

#### Lesson 5- Saving and Archiving Email

- Save Messages in Alternate Formats
- Archive Messages
- Protect Personal Folders

#### Lesson 6- Creating a Custom Form

- Add Form Fields
- Save a Form as a Template
- Test a Form

#### Lesson 7- Working Offline and Remotely

- Make Folders Available Offline
- Configure RPC Over HTTP
- Download Selected Messages
- Publish Calendar Information to Office Online



**Appendix A- Newsgroups**

**Appendix B- Really Simple Syndication (RSS) Feeds**

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## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Outlook

**Description** - This course is the third in a series of Microsoft Outlook® courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

**Course Objective** -You will work with the advanced features of Outlook.

**Target Student** -This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, share and link contacts, create forms, and work offline and remotely.

**Certification** - This course is one of a series that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.



## Microsoft Visio® - Level 1

Upon successful completion of this course, students will be able to:

- become familiar with the Visio interface and create a basic Visio document.
- create a route map by using Visio features to work with shapes and text.
- modify, format, and arrange shapes to enhance a basic diagram.
- create process diagrams.
- represent an organization hierarchy as a Visio diagram

### Outline

#### Lesson 1- Getting Started with Visio 2010

- Explore the Visio Interface
- Customize the Visio Interface
- Create a New Diagram

#### Lesson 2- Creating a Route Map

- Add Shapes to a Diagram
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order

#### Lesson 3- Modifying Diagram Shapes

- Manage Shapes
- Format Shapes

#### Lesson 4- Creating Process Diagrams

- Create a Flowchart
- Apply Page Styles
- Create a Cross-Functional Flowchart
- Create a Workflow Diagram

#### Lesson 5- Representing an Organization Hierarchy

- Create an Organization Chart
- Modify an Organization Chart



## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Visio

**Description** -

**Course Objective**- You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

**Target Student**- This course is designed for a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting



## Microsoft Visio® - Level 2

Upon successful completion of this course, students will be able to:

- design styles and templates.
- create a custom shape.
- design a custom stencil.
- design a floor plan.
- represent external data in Visio.
- share your work.

### Outline

#### Lesson 1- Creating a Custom Shape

- Draw Basic Shapes
- Enhance Basic Shapes

#### Lesson 2- Designing a Custom Stencil

- Create a Custom Stencil
- Customize a Stencil Master

#### Lesson 3- Designing Styles and Templates

- Define a New Style
- Create a Template

#### Lesson 4- Designing a Floor Plan

- Create an Office Layout
- Work with Layers

#### Lesson 5- Representing External Data in Visio

- Generate a Pivot Diagram
- Create an Organization Chart from External Data
- Import Project Plan Data into Visio
- Link to a Database
- Import Excel Data

#### Lesson 6- Sharing Your Drawings

- Link a Visio Drawing to Other Applications
- Convert a Visio Drawing to Other File Formats





## ***Course Details***

**Duration** - 8 hours (1 day)

**Certification** - Microsoft Certified Application Specialist – Visio

**Description** -

**Course Objective**- You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

**Target Student**- This course is designed for a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting



## Project Management In Primavera P6

Upon successful completion of this course, students will be able to:

- Plan
- Schedule
- Execute
- Resource Management
- Cost Analysis

### Outline

#### Lesson 1-Introduction to Oracle Primavera

- Describe Oracle Primavera solutions
- Describe P6

#### Lesson 2-The Project Management Life Cycle

- Review the relationship between Primavera and the Project Management Life Cycle
- Identify the five process groups in the Project Management Life Cycle

#### Lesson 3-Data, Navigating, and Layouts

- Describe enterprise and project-specific data
- Log in
- Open an existing project
- Navigate in the Home window and Activities window
- Open an existing layout
- Customize a layout
- Save a layout

#### Lesson 4-Enterprise Project Structure

- Describe the components that comprise the Enterprise Project Structure
- View the EPS

#### Lesson 5-Creating a Project

- Create a project
- Navigate in the Projects window
- View and modify information in Project Details

#### Lesson 6-Creating a Work Breakdown Structure

- Define a Work Breakdown Structure
- Create multiple levels of a WBS hierarchy

#### Lesson 7-Adding Activities

- Describe an activity and its components
- Describe activity types
- Add activities
- Add a Notebook topic to an activity
- Add steps to an activity
- Assign activity codes to activities

#### Lesson 8-Creating Relationships

- View a network logic diagram



- Differentiate between the four relationship types
- Create relationships in the Activity Network
- Create relationships in Activity Details

**Lesson 9-Scheduling**

- Perform a forward and backward pass
- Describe float and its impact on a schedule
- Identify loops and open ends
- Calculate a schedule
- Analyze the scheduling log report

**Lesson 10-Assigning Constraints**

- Apply an overall deadline to a project
- Apply a constraint to an individual activity
- Add notebook topics to constrained activities
- Describe the available constraint types

**Lesson 11-Maintaining the Project Documents Library**

- Describe the difference between a work product and a reference document
- Create a document record
- Link the document record to a project document or work product
- Assign the project document to an activity or WBS

**Lesson 12-Formatting Schedule Data**

- Group activities according to a specific criteria
- Sort activities
- Apply a filter
- Create a filter

**Lesson 13-Roles and Resources**

- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, nonlabor and material resources
- View the resource dictionary

**Lesson 14-Assigning Roles**

- Assign roles to an activity
- Assign rates on roles

**Lesson 15-Assigning Resources and Costs**

- Assign resources by role
- Assign labor, nonlabor, and material resources to activities
- Adjust Budgeted Units/Time for a resource
- Assign expenses to activities

**Lesson 16-Analyzing Resources**

- Display the Resource Usage Profile
- Format a profile
- Format the timescale

**Lesson 17-Optimizing the Project Plan**

- Analyze schedule dates
- Shorten a project schedule

- Analyze resource availability
- Remove resource overallocation
- Analyze project costs

**Lesson 18**-Baselining the Project Plan

- Create a baseline plan
- Display baseline bars on the Gantt Chart
- Modify the bars on the Gantt Chart

**Lesson 19**-Project Execution and Control

- Describe several methods for updating the project schedule
- Use Progress Spotlight
- Status activities
- Reschedule the project

**Lesson 20**-Reporting Performance

- Describe reporting methods
- Run a schedule report
- Create a resource report with the Report wizard
- Create a report using the current layout

**Lesson 21**-Project Web Site

- Create and launch a project Web site
- Customize the appearance of a project Web site
- Publish activity layouts as HTML pages



## ***Course Details***

**Duration** - 24 hours (3 day)

**Description** - This course provides hands on Oracle Primavera training for Oracle's client/server-based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also will gain a thorough background in the concepts of planning and scheduling. All workshops and instruction stress the three basic elements of project management-schedule, resource and costs.

**Course Objective**- Please see above.



## Maximizing Your Productivity with IBM® Lotus® Notes®

Upon completion of this course, students should be able to:

- Remove or archive messages and attachments to gain space and improve performance.
- Use mail rules to automatically delete and file messages.
- Manage and use mail more efficiently by reorganizing and upgrading folders, customizing and organizing their contact list, and creating a message in only two clicks.
- Customize, populate, manage, search, and print their manager's Calendar.
- Efficiently use and customize document links.
- Create and organize bookmarks to views, databases, documents, Web sites, and applications.
- Organize message content using tabbed tables.
- Enhance messages using buttons, pop-up text, and workflow administration.
- Build reusable message templates (stationery).

### Outline

#### Lesson 1-Preparation-Reducing the Clutter

- Removing Messages and Attachments
- Using Mail Rules to Delete Messages
- Archiving Messages
- Using a Mail Rule to Set an Expiration Date on All New Messages
- Exercises At the End of the Lesson

#### Lesson 2-Preparation-Managing and Using Mail Efficiently

- Customizing Your Mail
- Improving Mail Performance
- Organizing and Upgrading Folders
- Utilizing Mail Rules to File Messages
- Building, Customizing, and Organizing the Personal Address Book
- Creating a Message with Two Clicks
- Exercises At the End of the Lesson

#### Lesson 3-Preparation-Managing Your Manager's Calendar

- Accessing Your Manager's Calendar
- Customizing the Calendar
- Navigating the Calendar
- Populating and Managing the Calendar
- Searching the Calendar
- Printing the Calendar
- Exercises At the End of the Lesson

#### Lesson 4-Preparation-Accessing Data Using Links and Bookmarks

- Working with Document Links
- Using Bookmarks to Organize and Access Information
- Exercises At the End of the Lesson

#### Lesson 5-Preparation-Enhancing Messages

- Determining the Best Tools for Organizing and Displaying Information
- Choosing the Appropriate Table Type for the Information



- Presenting Information in Tabbed Tables
- Enhancing Text with Objects
- Incorporating Buttons, Pop-up Text, and Workflow into Messages
- Creating and Reusing a Message Template
- Exercises At the End of the Lesson



## **Course Details**

**Duration** - 8 hours (1 day)

**Course Objective**-Through lecture, discussion, procedures, and tips, administrative assistants discover how to maximize their productivity using Lotus Notes 6. The scenario-based guided practices and exercises reflect the daily tasks and challenges of Lotus Notes 6 administrative assistants. Following each lesson, students complete a checklist to help them plan and record the productivity related tasks they want to perform when they return to the office.

Student guide appendices contain reference information students can utilize after the class to build a custom workspace; use emoticons, acronyms, and special characters in messages; use shortcuts to navigate and work in Lotus Notes; backup important Lotus Notes files.

This offering can be delivered in a face-to-face classroom or e-learning, instructor-led environment.

**Target Student**-The target audience for *Maximizing Your Productivity with IBM® Lotus Notes®* is experienced IBM® Lotus Notes® administrative assistants who are seeking to maximize their productivity by using advanced

tasks and features available in Lotus Notes 6.





## Introduction to Personal Computers-Using Windows Vista™

Upon successful completion of this course, students will be able to:

- identify the basic components and capabilities of personal computers.
- explore Windows Vista.
- use the common tools and programs.
- manage folders and files.
- customize the Windows Vista desktop.
- browse the Internet using Internet Explorer 7.0.

### Outline

#### Lesson 1-Getting Started with Personal Computers

- Personal Computer Basics
- Input Devices
- Output Devices
- Set Up the Computer
- Personal Computer Functionality
- Storage Devices

#### Lesson 2-Exploring Windows Vista

- Log On to Windows Vista
- Explore the Desktop
- Manipulate Open Windows
- Use Windows Help and Support
- Turn Off the Personal Computer

#### Lesson 3-Using Common Tools and Programs

- Examine Application Software
- Create a Document in WordPad
- Work with the Calculator
- Customize a Graphic with the Paint Tool

#### Lesson 4-Managing Folders and Files

- Navigate Folders with Windows Explorer
- Work with Folders and Files
- Copy Data on Storage Media

#### Lesson 5-Customizing the Windows Vista Desktop

- Customize the Start Menu
- Customize the Taskbar
- Personalize the Desktop
- Set a Screen Saver
- Configure the Sidebar

#### Lesson 6-Browsing the Internet

- An Overview of Networks
  - Browse Websites with Internet Explorer 7.0
- 



### ***Course Details***

**Duration** - 8 hours (1 day)

**Description** - This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage files and folders. You will also work with simple tools and browse the Internet.

**Course Objective**-You will use a personal computer loaded with Microsoft Windows Vista to help you acquire the latest skills in computers.

**Target Student**-This course is designed for any knowledge worker, business professional, or private individual who do not have any background knowledge or experience in computers.



# Visual Basic Programming

## Outline

### Lesson 1-Your First Visual Basic Program

- Welcome To Visual Basic!
- A Simple Project
- Using the Application Wizard

### Adding Controls to Forms

- Visual Basic Controls
- Creating and Manipulating New Controls
- Changing Design Time Control Properties
- Visual Basic Built-In Controls
- Control Design Tips

### Understanding Events

- Introducing Events
- Event Procedures
- The Form Load Event
- The Form Resize Event
- Command Button Click Event
- Text Box Change Event
- The Timer Control's Timer Event
- GotFocus / LostFocus Events

### Working with Forms and Controls

- Setting Properties at Run Time
- Setting Form and Control Properties
- Using ActiveX Controls
- Adding ActiveX Controls to a Project
- Using the Monthview ActiveX Control
- Extra ActiveX Samples

### Creating and Using Menus

- Menus in Visual Basic
- Using the Menu Editor
- Working with Menus
- Manipulating Menus at Run Time
- Reusing Menus
- Creating Popup Menus

### Compiling and Distributing Applications

- Finishing Touches
- Project Properties
- Native Code vs. p-code
- Creating Your Executable
- Using the Package and Deployment Wizard

### Working with VBA



- Creating a Simple Procedure
- Variables and Parameters
- Data Types
- Using Constants
- Investigating Built-In Functions
- Branching Structures and Looping Structures

**Handling Errors**

- Handling Syntax Errors
- Handling Run-Time Errors
- The Error Handling Standard
- Taking a Closer Look
- Who Handles Errors?

**Debugging Applications**

- Handling Logic Errors
- Watch Expressions
- The Call Stack
- The Debugging Process



## ***Course Details***

**Duration** – 40 hours (5 day)

**Description** - This course is designed for developers who are moving to Visual Basic with some understanding of basic programming concepts. You will learn Visual Basic syntax, event-driven programming, and how to compile an application with the native code compiler. You will learn the VBA language, handle run-time errors, debug, work with forms and controls, and add simple database support to your applications.

**Course Objective**-You will use a personal computer loaded with Microsoft Windows Vista to help you acquire the latest skills in computers.

**Target Student**-This course is designed for any knowledge worker, business professional, or private individual who do not have any background knowledge or experience in computers.



## Autodesk: AutoCAD Masterclass

On this course you will get:

- Make and edit their own AutoCAD Drawings, Plans and Layouts
- Prepare for the AutoCAD certification exams
- Work with projects like floor plans, circuit diagrams and mechanical drafting
- New features of AutoCAD

### Outline

#### AutoCAD Fundamentals:

- Introduction to AutoCAD Software
- Intro to CAD Computer Aided Design or Drafting
- Computer Aided Manufacturing
- System of CAD
- Hardware and Software
- Understanding the Requirements to use the software
- Steps for Installation of software

#### Objects and Tools:

- Navigate through the software
- Starting Tips
- Drawings in the Software
- Lines
- Polygons
- Circle
- Arc
- Add-ins
- Drawing Curves
- Express Tools
- Erasing Shapes
- Using the right colours

#### Techniques:

- Drawing Techniques
- Design Specifications
- Using Modify
- Using Annotation
- Layer Properties
- Templates
- Command Prompt Toolbar
- Understanding the use of Blueprints
- Creating Views of Objects
- Saving the Views
- Deleting Files

#### Drawings:

- 2D Drawings

- 3D Drawings
- 2D vs. 3D
- Understanding Physical Components
- Design and Layout of Object
- Showing the Creativity
- Analysis Process
- Intent of Design

**Process environment:**

- Input Devices
- Output Devices
- Plotters vs. Printers
- Various types of Plotters to use
- Plotters
- Useful Technical Illustrations Techniques
- Importance of Documentation
- Ideas for Creating Documentations



### ***Course Details***

**Duration** – 7 hours (1 day)

**Description** - This 1 day AutoCAD Masterclass aims to provide delegates with tips and tricks when creating blueprints in 2D and 3D formats. This training course will aid the candidate's development of gadgets, bridges, buildings, machines, and more.

This Masterclass will cover the various features of AutoCAD enabling delegates to use the program efficiently. This Masterclass will also cover all versions of AutoCAD through a generalised format.

**Target Student** - A complete course for learning AutoCAD from scratch to professional level





## Autodesk: Revit Architecture Masterclass

On this course you will get:

- The Knowledge Academy's Revit Architecture Masterclass Courseware
- An Experienced Training Instructor
- Certificate of Achievement

### Outline

#### Revit Architecture Basics

- Navigating the user interface
- Starting projects
- Introduction to Building Information Modelling

#### Drawing and Editing Tools

- Using basic drawing tools
- Modify tools
- Creating a floor plan
- Adding walls

#### Levels and Grids

- Setting up levels
- Using structural grids

#### Adding Details

- Adding doors and windows
- Creating floors
- Adding ceilings and roofs
- Using tags and schedules

#### Views and Documentation

- Types of view
- Working with views
- Construction documentation



## ***Course Details***

**Duration** – 7 hours (1 day)

**Description** - This 1 day masterclass in Revit Architecture will provide you with a thorough understanding of how to use the main features of this powerful BIM (Building Information Modelling) program. Over the day of training you will learn how to use Revit Architecture to design and create working drawings and visualise them into full 3D project models.

**Target Student** - This course is for those who are looking to learn this industry standard BIM software from the ground up. With hands-on practice, you will learn everything you need to know in order to create professional BIM Projects.



## Adobe® Photoshop®: Basics

Upon successful completion of this course, students will be able to:

- Identify the basic components of the Photoshop workspace and Adobe Bridge.
- Define image size, resolution, and color modes.
- Work with selection tool and layers.
- Make image enhancements and adjustments.
- Open and modify an image in Camera Raw.
- Prepare images for print and web.

### Outline

#### Getting Started with Photoshop

- Introduction to Photoshop
- Adobe Bridge and Mini Bridge
- Navigate the Photoshop Workspace
- Customize the Photoshop Workspace

#### Beginning with Image Basics

- Manage Image Elements and Formats
- Work with Digital Devices

#### Managing Selections and Layers

- Use Selection Tools
- Manage Layers

#### Making Image Adjustments

- Modify an Image
- Image Repairs

#### Refining Images

- Layer Adjustments
- Introduction to Camera Raw

#### Saving Images for Web and Print

- Save Images for the Web
- Save Images for Print

#### Appendix A: Visual Communication Using Photoshop CS6 Exam Mapping



## Course Details

**Duration** – 5 hours (1 day)

**Description** - *Adobe® Photoshop®: Basics* focuses on some of the basic features of Photoshop so that the student can navigate the environment and use Photoshop tools to work with photographic images. In addition, the orientation to Adobe Bridge and organization of files in Bridge is covered. Although Photoshop is used by a variety of professionals, from photographers to designers to videographers, Photoshop Part 1 will focus mainly on the photography component. The illustration and animation techniques are covered in subsequent levels of Photoshop.

**Target Student** - Target students include professional or amateur photographers who want to use the robust features of Photoshop to enhance, modify, and organize their photographs, and anyone interested in working toward the Adobe Visual Communications using Photoshop certification.

**Prerequisites** - To ensure your success in your course, you should have a basic comfort level with digital photography. For example, you have used a digital camera and have downloaded images to your computer or other storage device. You should also have basic computer skills and understand how to launch an application, browse to locate and open files, and can navigate to on-screen elements using a mouse or other navigational devices. You can obtain these skills by taking any one or more of the following Logical Operations courses:



# Adobe® Photoshop® CS6: Intermediate

Upon successful completion of this course, students will be able to:

- Draw images by using raster tools such as brushes, stamps, erasers, and gradients.
- Create visuals by using vector tools such as the pen, shape, and type tools.
- Create special effects and streamline workflow by using advanced layer tools such as masks, filters, layer styles, smart objects, and layer comps.
- Streamline your workflow with actions and batch processing.

## Course Content

### Creating Raster Images

- Draw with Brushes
- Create Gradients
- Use Tool Presets

### Using Advanced Layer Techniques

- Modify Images with Masks
- Use Filters to Apply Special Effects
- Apply Special Effects to Layers
- Use Smart Objects for Nondestructive Editing
- Utilize Layer Comps

### Automating Tasks

- Create and Use Actions

### Batch Process Files with Photoshop and Adobe Bridge



## Course Details

**Duration** – 8 hours (1 day)

**Description** - Photoshop is a leading graphic creation application, popular among graphic designers, illustrators, and photographers. Photoshop's numerous features work together to provide a comprehensive toolset for you, the design professional. This course delves into some of the more advanced image creation and editing techniques, and offers you hands-on activities that demonstrate how these techniques can be used in combination to create exciting visual effects.

In this course, you will identify and use raster and vector drawing and painting tools to create and edit images. You will also apply masks to hide and show image layers, filters to create special effects, and layer styles to create layer effects. You will utilize smart objects, layer comps, actions, and batch processing to streamline workflow.

**Target Student** - This course targets professional or amateur graphic designers and illustrators who want to use the robust features of Photoshop to create visual media. In addition, anyone interested in working toward the *Adobe Visual Communications using Photoshop* certification will find this course helpful.

**Prerequisites** - To ensure your success in this course, you should have experience with the following tasks:

- Identify the basic components of Adobe Bridge and the Photoshop workspace.

- Define image size and resolution.

- Add and modify Photoshop layers.

- Use tools to select, crop, and move images.

- Work with image adjustment properties to correct and retouch photographic images.

- Open and modify an image in Camera Raw.

- Prepare images for print and web

