

PC & Business Skills Library – List of Titles

Office 2003 & Related Titles

Office 2003 New Features
Access 2003 Level 1
Access 2003 Level 2
Access 2003 Level 3
Excel 2003 Level 1
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Outlook 2003 Level 1
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PowerPoint 2003 Level 1
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Office XP & Related Titles

Office XP New Features
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Access 2002 Core*
Access 2002 Expert*
Access 2002 Task Oriented
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Time Management: Outlook 2002
PowerPoint 2002 Level 1
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Project 2002 Level 1*
Project 2002 Skills Assessment
Word 2002 Level 1
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Word 2002 Task Oriented
Word 2002 Skills Assessment

Office 2000 & Related Titles

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FrontPage 2000 Level 1
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Utilizing The Internet
Outlook 2000 Level 1
Outlook 2000 Level 2
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Time Management Using Outlook
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Presentation Skills Using PowerPoint
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Getting Started With Project 2000
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Word 2000 Level 1
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Business Writing Using Word

Office 97 & Related Titles

Access 97 Level 1
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Windows & Fundamentals Titles

PC Fundamentals with Windows XP
Getting Started with Windows XP
Windows XP Level 1
Windows XP Skills Assessment
Windows 2000 Level 1
Windows 2000 Skills Assessment
Getting Started with Windows Me
Windows 98 New Features
Windows 98 Level 1
Windows 98 Skills Assessment
Windows NT Introduction
Windows NT Skills Assessment

Other Titles

Introduction to Internet Explorer 6
Introduction to Netscape 7
Navigating & Exploring The Internet
Lotus Notes 5.0 Level 1
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Working With Digital Pictures Level 1
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Microsoft Works 2002 Level 1
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Palm OS 4.0 Introduction
Palm OS 4.0 Tips And Tricks
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QuickBooks Pro 2002 Level 1
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Quicken 2002 Level 1
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Quicken 2001 Level 1
Quicken 2000 Level 1

* Denotes Courseware specifically designed to help candidates prepare for Microsoft Office Specialist certification exams.