

DIGITAL LITERACY

Online Training Content Library

Online Training Courses Packaged Specifically for Educators – InfoSource is committed to helping educators integrate technology in the classroom, while improving the computer and Internet skills of faculty and staff members tasked with this great responsibility. Therefore, the Digital Literacy Online Training Content Library, with specific courses for educators and over 675 hours of training, was created.

Course Name

Course Description

Internet & Computing Core Certification (IC³) – 2005 Standard Prescriptive Training & Testing

Computing Fundamentals

(48 Lessons – approximately 8 hours of training)

Covers the skills outlined in the Computing Fundamentals portion of the IC³ certification examination. It teaches the student to recognize different computer types, common hardware components, and basic types and needs of software. It also explains how software and hardware interact, such as the operating system's role in the booting process. Students will learn how to install software, find help, change basic system settings, and format disks. Additionally, this section covers how to use files, folders, and other Desktop objects on a Windows system, as well as how to customize the Windows operating system.

Key Applications

(224 Lessons – approximately 38 hours of training)

Covers the skills outlined in the Key Applications portion of the IC³ certification examination, which addresses the skills and functions common to Microsoft Windows applications. It focuses on applying these common skills and functions using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Some of the skills covered include starting applications; opening, saving, and closing files; identifying and using common on-screen elements; accessing online help; formatting text, documents, spreadsheets, and slides; editing documents, spreadsheets, and slides; using automatic formatting tools; performing common print functions; adding tables and graphics to documents, worksheets, and slides; modifying worksheet data; sorting and manipulating data; applying slide transitions; and utilizing slide masters.

Living Online

(64 Lessons – approximately 11 hours of training)

Covers the skills outlined in the Living Online portion of the IC³ certification examination. In it, students will look at how computers affect our daily lives; the relationships among different networks (i.e., computer, telephone, and the Internet); proper "netiquette"; legal issues concerning Internet usage; and how to keep their computer data, hardware, and software safe. Specific skills will also be covered. These include browsing the Web, searching the Web for specific information, bookmarking favorite sites, and many e-mail skills using Microsoft Outlook, such as composing, replying to, and forwarding, attaching, deleting, and organizing.

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2003

Access 2003 – Microsoft Office Specialist Training & Exam Preparation

(124 Lessons – approximately 21 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office Access 2003 Microsoft Office Specialist examination.

Access 2003 Level 1

(57 Lessons – approximately 10 hours of training)

This course introduces students to the basic elements that comprise a Microsoft Office Access database. Students will learn what a database is and how an effective database should be designed and set up. After they learn how to manipulate the Access interface and create their own databases, students will receive instruction in how to create and use the basic tools of the Access application: tables, forms, filters and sorts, queries, and reports. In addition, students will learn how to enter data in Access and how to manipulate and use that data.

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Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2003 (*continued*)

Access 2003 Level 2

(55 Lessons – approximately 9 hours of training)

Strives to broaden and develop the basic database design skills that students already possess. Students will gain a more complete understanding of how to effectively create and use the primary database objects in Microsoft Office Access 2003, including tables, queries, forms, reports, and data access pages. The course also shows how to work with individual fields to ensure that overall database structure is consistent and correct. In addition, students will learn a variety of techniques designed to make data entry in Access databases faster, easier, and less error-prone. Finally, students will be introduced to a few methods of managing and backing up database files.

Access 2003 Level 3

(51 Lessons – approximately 8 hours of training)

This advanced course broadens the intermediate database design skills that students already possess. Students will gain a more complete understanding of how to effectively create and use the primary database objects in Microsoft Office Access, including tables, queries, forms, reports, and data access pages. In addition, the course introduces students to advanced development features so that they can provide user-friendly databases to their users. The students will learn how to develop data entry tools and automated processes, how to enforce database security, and how to implement maintenance features. The material in the course is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

Excel 2003 – Microsoft Office Specialist Training & Exam Preparation

(103 Lessons – approximately 17 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office Excel 2003 Microsoft Office Specialist examination.

Excel 2003 Level 1

(63 Lessons – approximately 11 hours of training)

This course introduces students to basic spreadsheet features and acquaints students with Excel tools by using real-life scenarios and projects. Students will learn to manage workbooks, work with cells and cell data, format and print worksheets, create and revise formulas, and create charts from worksheet data. These Excel skills are taught using concepts, examples, and interactive steps.

Excel 2003 Level 2

(56 Lessons – approximately 9 hours of training)

This course introduces students to advanced spreadsheet features and acquaints students with Excel tools by using real-life scenarios and projects. Students will learn to customize workbooks, use lists, use functions to create formulas, format worksheets, use 3-D references, ready workbooks for the Web, use templates to create workbooks, and insert and manipulate objects into a spreadsheet. These Excel skills are taught using concepts, examples, and interactive steps.

Excel 2003 Level 3

(60 Lessons – approximately 10 hours of training)

This course teaches students a set of expert-level spreadsheet features. Students will learn how to summarize, outline, and subtotal list data, as well as how to use named ranges, list ranges, and Lookup Functions. They will apply conditional formatting and data validation. They will import and export data, and learn how to use XML to share, map, and reuse data. They will also discover how to create, format, and modify PivotTables and PivotCharts to see just the information they need. They will use various worksheet auditing and analysis tools, such as Evaluate Formula, Watch Window, Solver, and scenarios. They will also create and remove custom filters, work with shared workbooks, protect workbooks, track and review changes, and merge and consolidate data from worksheets. Finally, students will learn how to customize the Excel working screen with custom toolbars, menus, and macros.

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Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2003 (*continued*)

FrontPage 2003 Level 1

(59 Lessons – approximately 10 hours of training)

This course is designed to familiarize users with key introductory features of Microsoft Office FrontPage 2003. Students will learn skills that will help them create, navigate, edit, and manage Web pages easily. This includes examining the working screen; understanding the difference between Web pages and Web sites; creating new Web sites; entering, modifying, and formatting text; incorporating graphics and tables; creating text and graphic links; applying themes; managing sites using folders, reports, and tasks; and previewing and publishing Web sites. All of these functionalities are taught using true-to-life scenarios, examples, and concept graphics to help reinforce material presented.

Outlook 2003 – Microsoft Office Specialist Training & Exam Preparation

(75 Lessons – approximately 13 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office Outlook 2003 Microsoft Office Specialist examination.

Outlook 2003 Level 1

(62 Lessons – approximately 11 hours of training)

This course introduces students to Microsoft Office Outlook 2003. As well as showing students how to create, send, and receive e-mail, this course looks at Outlook as a personal information management system. It examines how to add and organize all your contact information and how to manage your time with the calendar feature.

Outlook 2003 Level 2

(46 Lessons – approximately 8 hours of training)

This course builds upon skills taught in the first level of Microsoft Office Outlook 2003. Students will learn how to use the instant messaging feature integrated into Outlook; customize their outgoing messages with signatures, forms, themes, and stationery; use address books and distribution lists to address messages; use flags and delivery options; and organize and customize views for messages. Students will also learn to use Calendar customization and viewing options and use the Calendar and Tasks features for scheduling and responding to meeting requests and tasks. The Journal will also be delved into as a tool to help manage activities associated with contacts.

PowerPoint 2003 – Microsoft Office Specialist Training & Exam Preparation

(137 Lessons – approximately 23 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office PowerPoint 2003 Microsoft Office Specialist examination.

PowerPoint 2003 Level 1

(60 Lessons – approximately 10 hours of training)

This course introduces students to the basic features of Microsoft Office PowerPoint 2003. Students will learn how to design PowerPoint presentations on their computers through examples and interactive exercises. They will learn to create presentations from scratch using slide layouts and design templates and by using the AutoContent wizard. In addition, students will learn how to use clip art images and drawing tools to enhance presentations. Students will also be shown how to create and edit tables, as well as how to prepare a presentation for printing. Other topics that will be covered include formatting text and working in the Slide, Outline, and Notes panes.

PowerPoint 2003 Level 2

(57 Lessons – approximately 9 hours of training)

This intermediate-level course builds upon the basic Microsoft Office PowerPoint skills taught in the Level 1 course. Students will learn to modify PowerPoint options to ensure that the application is configured to best meet their needs. They will also discover how to use existing information to create a presentation, including importing outlines from Word and inserting slides from other presentations. Students will explore the use of masters, including how to create, modify, and apply multiple masters in one presentation, as well as how to create Notes and Handouts masters. Students will work with and modify a variety of graphics, such as WordArt, AutoShapes, pictures, and clip art. They will also learn how to apply a variety of animation effects to both text and graphics. In addition, they will learn how to publish and save presentations as Web pages.



Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2003 (*continued*)

PowerPoint 2003 Level 3

(48 Lessons – approximately 8 hours of training)

This course is designed to familiarize students with the advanced features of Microsoft Office PowerPoint 2003. Generally, students will learn advanced skills for creating PowerPoint presentations, such as adding video and sound clips, modifying charts and tables, and customizing color schemes. Many of the skills pertain to using PowerPoint in team presentations, such as setting up review cycles, reviewing presentations, and accepting and rejecting reviewer comments. Students will also learn how to customize PowerPoint to maximize its potential for the type of work they do. For example, students will learn how to customize toolbars and modify indent settings. Finally, students will learn how to create a custom show and how to create agenda and summary slides.

Word 2003 – Microsoft Office Specialist Training & Exam Preparation

(106 Lessons – approximately 18 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office Word 2003 Microsoft Office Specialist examination.

Word 2003 Level 1

(56 Lessons – approximately 10 hours of training)

This course is designed to familiarize students with key introductory features of Microsoft Office Word 2003, as well as introduces them to some of its new features. Students will learn the tricks that will help them create, edit, and modify text-based documents easily. The skills taught include examining the working screen; creating new documents; changing font attributes; selecting and replacing, copying, or moving text; applying and clearing character styles; modifying bodies of text; working with headers and footers; using smart tags; accessing spelling and grammar checks; managing files; understanding and using Save As; and previewing and printing documents.

Word 2003 Level 2

(61 Lessons – approximately 11 hours of training)

This intermediate-level course builds upon the basic Microsoft Office Word 2003 skills taught in the Level 1 course. Students will learn how to further enhance the look and functionality of their documents by adding items such as symbols, AutoText, outline numbered lists, hyperlinks, and information found with the new Research task pane. Paragraph formatting will also be examined, covering skills such as setting left, right, and special indents; changing line spacing and page orientation; working with and understanding tab stops; and applying paragraph styles. Students will also learn what sections are and what types of layout decisions are handled in sections, such as margins, breaks, and columns. They will also look at how to insert and modify clip art, graphics, tables, charts, and diagrams, as well as how to preview and save documents as Web pages. Finally, a number of revision tools will be covered, teaching skills such as inserting and modifying comments, sending documents for review, tracking changes, accepting or rejecting changes, and merging documents.

Word 2003 Level 3

(64 Lessons – approximately 12 hours of training)

This course builds upon intermediate Microsoft Office Word 2003 skills. Students will learn advanced formatting skills, such as how to control pagination, enhance graphics, embed objects, and apply themes and watermarks. They will also gain insight into how data from other Office applications, such as Access and Excel, can be used as source data for Word creations, enabling calculations and mail merges. Different ways of automating tasks will also be examined. This includes creating macros, using AutoSummarize and readability statistics, and generating tables of contents and indexes. Additionally, students will discover how to design and modify forms, protect documents and forms, use field references, add captions, create Web frames, restrict editing changes, manage larger documents with master documents, and customize Word. Finally, XML and how it works with Word will also be explored.

Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2002 – XP

Microsoft Office XP New Features (25 Lessons – approximately 4 hours of training)

This course introduces students to some of the new features of the Office XP suite. It covers the major new features that apply to all of the applications, including smart tags and Task Panes; as well as a few of the individual new features of Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, and Microsoft Outlook. All skills will be taught using true-to-life scenarios, examples, and concept graphics to help reinforce material presented.

Access 2002 – Microsoft Office Specialist Training & Exam Preparation (55 Lessons – approximately 10 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Access 2002 Core examination and the Microsoft Office User Specialist Microsoft Access 2002 Expert examination.

Access 2002 Level 1 (55 Lessons – approximately 10 hours of training)

This course introduces students to the basic elements that comprise an Access database. Students will learn what a database is and how an effective database should be designed and set up. After they learn how to create their own databases in Access, students will receive instruction in how to create and use the basic tools of the Access application: tables, forms, filters and sorts, queries, and reports. In addition, students will learn how to enter data in Access and how to manipulate and use that data. This course will also cover the new features in Access 2002 that set it apart from Access 2000, including speech recognition and the new Task Pane. The material is presented through explanatory text, real-world scenarios, and interactive steps.

Access 2002 Level 2 (43 Lessons – approximately 7 hours of training)

This intermediate course strives to broaden and develop the basic database design skills that students already possess. Students will gain a more complete understanding of how to effectively create and use the primary database objects in Access, including tables, queries, forms, reports, and data access pages. The course also shows how to work with individual fields to ensure that overall database structure is consistent and correct. In addition, students will learn a variety of techniques designed to make data entry in Access databases faster, easier, and less error-prone. The material is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

Access 2002 Level 3 (58 Lessons – approximately 11 hours of training)

This advanced course strives to broaden and develop the intermediate database design skills that students already possess. Students will gain a more complete understanding of how to effectively create and use the primary database objects in Access, including tables, queries, forms, reports, and data access pages. In addition, students will be introduced to advanced features that allow Access to be used as a development tool. The course also teaches strategies for protecting data by enacting various security measures and by controlling how data is entered into a database. Finally, various maintenance features are covered teaching students ways to better manage multi-user databases. The material is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

Excel 2002 – Microsoft Office Specialist Training & Exam Preparation (91 Lessons – approximately 15 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Excel 2002 Core examination and the Microsoft Office User Specialist Excel 2002 Expert examination.

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Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2002 – XP (*continued*)

Excel 2002 Level 1

(68 Lessons – approximately 12 hours of training)

This course introduces students to basic spreadsheet features and acquaints students with Microsoft Excel 2002 tools by using real-life scenarios and projects. Students will learn to manage workbooks, work with cells and cell data, format and print worksheets, create and revise formulas, and create charts from worksheet data. Students will also become familiar with Excel's introductory-level new features, such as smart tags and speech recognition.

Excel 2002 Level 2

(53 Lessons – approximately 9 hours of training)

This course introduces students to an additional set of basic spreadsheet features and acquaints students with the tools used in Microsoft Excel 2002. Students will learn to customize workbooks by changing worksheet attributes, use lists to store and organize worksheet data, use functions in financial and logical formulas, and format worksheets using AutoFormat and predefined styles. In addition, students will learn about objects and their role in worksheet development, 3-D references linking worksheets and workbooks, how to integrate workbooks and the Web, and how to use templates to create new worksheets.

Excel 2002 Level 3

(50 Lessons – approximately 8 hours of training)

This course teaches students a set of expert-level spreadsheet features. Students will learn about summarizing list data with outlining and subtotals; creating and removing custom filters; techniques for working with shared workbooks, including protecting workbooks from changes; tracking and reviewing changes; and merging and consolidating data from worksheets. Finally, students will learn how to customize the Excel working screen with custom toolbars, menus, and macros. The material is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

Outlook 2002 – Microsoft Office Specialist Training & Exam Preparation

(84 Lessons – approximately 14 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Outlook 2002 Core examination.

Outlook 2002 Level 1

(85 Lessons – approximately 14 hours of training)

This introductory course teaches students the basic features found in Microsoft Outlook 2002. Some skills students will learn include sending, receiving, and managing e-mail messages; creating contacts, using the Calendar to schedule appointments, and understanding and using tasks. Students will also learn shortcuts to the most commonly used tools in this application. All skills will be taught using true-life scenarios, examples, and concept graphics to help reinforce the material presented.

Outlook 2002 Level 2

(43 Lessons – approximately 7 hours of training)

This course covers intermediate skills for Microsoft Outlook 2002. Topics covered include working with signatures, using the Personal Address Book and specialized mail features, categorizing contacts and messages, archiving mail, working with events and meetings, using the journal, and much more. Students will learn how to assign categories to mail messages, propose alternate meeting times, and send task status reports.

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Online Training Content Library

Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2002 – XP (*continued*)

PowerPoint 2002 – Microsoft Office Specialist Training & Exam Preparation (109 Lessons – approximately 18 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist PowerPoint 2002 Comprehensive examination.

PowerPoint 2002 Level 1 (65 Lessons – approximately 12 hours of training)

This course introduces students to the basic features of Microsoft PowerPoint 2002. Students will learn how to design PowerPoint presentations on their computers through examples and interactive exercises. In addition, students will learn how to use clip art images and drawing tools to enhance presentations. Students will also learn how to use templates, create tables, and prepare a presentation for printing. Other topics that will be covered include creating presentations manually and by using the AutoContent Wizard; formatting text; and working in the Slide, Outline, and Notes panes.

PowerPoint 2002 Level 2 (50 Lessons – approximately 8 hours of training)

This course is designed to familiarize students with the intermediate features of Microsoft PowerPoint 2002. This course will prepare students to design PowerPoint presentations on their computers through examples and interactive exercises. Students will also learn how to use WordArt, create clip art collections, and apply animation effects. In addition, students will learn how to create and format speaker notes and handouts. Other topics that will be covered include designing moderately complicated presentations, importing Word outlines, working in the Outline pane, and working with multiple slide masters.

PowerPoint 2002 Level 3 (60 Lessons – approximately 10 hours of training)

This course is designed to familiarize students with the advanced features of Microsoft PowerPoint 2002. Generally, students will learn how to apply advanced techniques to PowerPoint presentations, such as importing data from other Microsoft applications, adding video and sound clips, and modifying charts and tables in presentations. Many of the skills learned pertain to using PowerPoint in team projects, such as sending a presentation for review to another via e-mail, and receiving and accepting or rejecting reviewer comments. Students will also learn how to customize PowerPoint to maximize its potential for the type of work they do, such as customizing toolbars, color schemes, and indent settings. Finally, students will learn advanced presentation skills, including how to create a custom show and agenda and summary slides.

Word 2002 – Microsoft Office Specialist Training & Exam Preparation (80 Lessons – approximately 13 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Word 2002 Core examination and the Microsoft Office User Specialist Word 2002 Expert examination.

Word 2002 Level 1 (56 Lessons – approximately 10 hours of training)

This course is designed to familiarize students with key introductory features of Microsoft Word, as well as introduces them to some of its new capabilities introduced with the 2002 version. Students will learn the tricks that will help them create, edit, and modify text-based documents easily. The skills taught include examining the working screen, getting familiar with the new Task Panes, creating new documents, changing font attributes, modifying bodies of text, formatting entire documents, using smart tags, accessing help for spelling and grammar, managing files, and previewing and printing documents. All of these skills will be taught using true-life scenarios, examples, and concept graphics to help reinforce material presented.

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Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2002 – XP (*continued*)

Word 2002 Level 2

(47 Lessons – approximately 8 hours of training)

This course is designed to familiarize users with the intermediate features of Microsoft Word 2002 so they can enhance the look of their text-based documents. Some skills they will learn include formatting paragraphs by using indents, line spacing, and tab stops; dividing the document into sections using margins, page breaks, and columns; inserting symbols, numbered lists, watermarks, graphics, tables, and charts into documents; exploring Web issues; and using basic revision tools. The material is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

Word 2002 Level 3

(71 Lessons – approximately 12 hours of training)

This course builds upon intermediate Word skills by teaching students skills in creating and managing large projects. Many of the skills learned deal with using Word 2002 in team projects, such as sending a document for review to another via e-mail. Users will also learn how to customize Word to maximize its potential for the type of work they do, such as customizing toolbars and menus and automating tasks. Students will also learn advanced formatting skills, such as how to format one part of a document differently than another and will gain insight into how Word can be combined with other Office applications such as Access. All of these skills will be taught using true-life scenarios, examples, and concept graphics to help reinforce the material presented.

Microsoft Office 2000

Access 2000 – Microsoft Office Specialist Training & Exam Preparation

(54 Lessons – approximately 9 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Access 2000 Proficient examination and the Microsoft Office User Specialist Access 2000 Expert examination.

Access 2000 Level 1

(38 Lessons – approximately 6 hours of training)

This course introduces students to the basic elements that compose an Access database. Students will learn what a database is and how an effective database should be designed and set up. After they learn how to create their own databases in Access, students will receive instruction in how to create and use the basic tools of the Access application: tables, forms, filters and sorts, queries, and reports. In addition, students will learn how to enter data in Access and how to manipulate and use that data. All skills will be taught using true-life scenarios, examples, and concept graphics to help reinforce the material presented.

Access 2000 Level 2

(22 Lessons – approximately 3 hours of training)

This intermediate course strives to broaden and develop the basic database design skills that students already possess. Students will gain a more complete understanding of how to effectively create and use the primary database objects in Access, including tables, queries, forms, reports, and data access pages. Some other skills students will learn include working with tables and data, working with HTML and hyperlinks, using the Query Wizard, and customizing reports. Students will also learn how to maintain databases by backup, as well as how to compact and repair them. In addition, students will learn techniques designed to make data entry in Access databases faster, easier, and less error-prone. The material is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

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Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2000 (*continued*)

Access 2000 Level 3

(50 Lessons – approximately 9 hours of training)

This advanced course strives to broaden and develop the intermediate database design skills that students already possess. Students will gain a more complete understanding of how to effectively create and use the primary database objects in Access, including tables, queries, forms, reports, and data access pages. In addition, students will be introduced to advanced features that allow Access to be used as a development tool. The course also teaches strategies for protecting data by enacting various security measures and by controlling how data is entered into a database. Finally, various maintenance features are covered in the course, teaching students ways to better manage multi-user databases. The material is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

Excel 2000 – Microsoft Office Specialist Training & Exam Preparation

(66 Lessons – approximately 11 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Excel 2000 Proficient examination and the Microsoft Office User Specialist Excel 2000 Expert examination.

Excel 2000 Level 1

(44 Lessons – approximately 7 hours of training)

This course is designed to familiarize students with the basic features of Microsoft Excel 2000, including entering text and formulas, moving data, formatting worksheet appearance, and manipulating charts. Beginning with opening a workbook, students will progress to using the Office Clipboard to cut, copy, and paste items. Selected topics include understanding formulas and functions, working with columns and rows, using absolute references, and printing worksheets.

Excel 2000 Level 2

(32 Lessons – approximately 5 hours of training)

This course introduces students to such Microsoft Excel 2000 features as working with lists, databases, and functions; formatting and linking worksheets; and using 3-D references and Microsoft Map. Selected areas of instruction include using AutoCorrect and AutoFormat; understanding, using, and customizing templates; and working with data maps. Students will also learn how to use Excel and the Web to save and work with files as Web pages.

Excel 2000 Level 3

(58 Lessons – approximately 9 hours of training)

Students will learn how to apply the advanced features of Microsoft Excel 2000 to work with records and ranges, sort records, outline and filter lists, and import and export data. In addition, students will be taught how to use PivotTables, PivotCharts, and data analysis tools and how to merge and link workbooks. In teaching how to share workbooks, the importance of proper management and password protection is stressed.

Outlook 2000 – Microsoft Office Specialist Training & Exam Preparation

(65 Lessons – approximately 11 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Excel 2000 Proficient examination.

Outlook 2000 Level 1

(33 Lessons – approximately 6 hours of training)

This introductory course teaches students the basic features found in Microsoft Outlook 2000. Some skills students will learn include sending, receiving, and managing e-mail messages; using the Calendar to schedule appointments; and understanding and using tasks. Students will also learn shortcuts to the most commonly used tools. All skills will be taught using true-life scenarios, examples, and concept graphics to help reinforce the material presented.

Outlook 2000 Level 2

(33 Lessons – approximately 6 hours of training)

This intermediate course teaches students some of the more advanced features of Microsoft Outlook 2000. Some skills they will learn include using and customizing mail features; using advanced Calendar features such as customizing the Calendar and posting a Web calendar; organizing items using categories; exploring contacts and the journal; and integrating Outlook and Office to manage Office documents. All skills will be taught using true-life scenarios, examples, and concept graphics to help reinforce the material presented.

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Course Name

Course Description

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2000 (*continued*)

PowerPoint 2000 – Microsoft Office Specialist Training & Exam Preparation (57 Lessons – approximately 10 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist PowerPoint 2000 Proficient examination and the Microsoft Office User Specialist PowerPoint 2000 Expert examination.

PowerPoint 2000 Level 1 (34 Lessons – approximately 6 hours of training)

In the course, students will become familiar with the basic features of Microsoft PowerPoint 2000, including creating presentations and working with visual elements. In working with Slide Masters, students will be able to try out different design templates and change placeholders to customize their presentations. Additionally, students will learn how to add clip art and tables before finalizing and viewing their presentations.

PowerPoint 2000 Level 2 (31 Lessons – approximately 5 hours of training)

Students will be introduced to more advanced components of Microsoft PowerPoint 2000, such as using masters, templates, and animation features, and preparing presentations by working with speaker notes and developing audience handouts. Significant emphasis is placed on utilizing graphics in presentations; students will learn how to arrange clip art and apply animation and effects. In addition, students will learn how to design presentations for the Web.

PowerPoint 2000 Level 3 (58 Lessons – approximately 10 hours of training)

Mastery of this course will empower an experienced user of Microsoft PowerPoint 2000 to apply advanced visual effects, import and export elements, work across applications, and prepare presentations for delivery in many different ways. For example, students will learn how to customize backgrounds and color schemes, modify charts and pictures, and ready presentations for 35mm slides and the Web. In addition, students will be taught a number of tips and shortcuts that will allow them to work more efficiently.

Word 2000 – Microsoft Office Specialist Training & Exam Preparation (61 Lessons – approximately 11 hours of training)

Contains all of the necessary training to prepare learners to pass the Microsoft Office User Specialist Word 2000 Proficient examination and the Microsoft Office User Specialist Word 2000 Expert examination.

Word 2000 Level 1 (31 Lessons – approximately 5 hours of training)

This course is designed to familiarize students with key introductory features of Microsoft Word 2000. Students will learn the tricks that will help them create, edit, and modify text-based documents easily. The skills introduced include examining the working screen, creating new documents, changing font attributes, modifying bodies of text, formatting entire documents, using smart tags, accessing help for spelling and grammar, managing files, and previewing and printing documents. All of these skills will be taught using true-life scenarios, examples, and concept graphics to help reinforce material presented.

Word 2000 Level 2 (42 Lessons – approximately 7 hours of training)

This course is designed to familiarize students with the intermediate features of Microsoft Word 2000 so they can enhance the look of their text-based documents with the addition of symbols, tables, and graphics. Real-life scenarios will make the lessons more applicable to users, while performance-based activities will engage them in hands-on learning. Several skills students will learn include applying borders and shading; using headers and footers; applying tabs and styles; using, modifying, and inserting graphs; and creating tables.

Word 2000 Level 3 (58 Lessons – approximately 10 hours of training)

In this course, students will learn how to use the advanced features of Microsoft Word 2000 to customize and enhance their documents. Real-life scenarios will make the lessons more applicable to users, while performance-based activities will engage them in hands-on learning. Some skills they will learn include using master documents, subdocuments, expanded and locked documents; utilizing field references, such as footnotes and endnotes; applying formatting techniques; and using advanced features such as macros and revision tools.

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Course Name

Course Description

Operating Systems & Internet Level-Based, Prescriptive Training & Testing

Windows Operating Systems

Windows 98 Level 1

(41 Lessons – approximately 7 hours of training)

This introductory course will teach students how to use the basic features of Microsoft Windows 98. Students will learn necessary skills like using the mouse, working on the Desktop, using windows, and operating the Start menu and Taskbar. The course also includes lessons on customizing the Desktop using background colors, Web content, screen savers, and Desktop themes. Students will also gain an understanding of Windows' file system, including how to use Windows Explorer. In addition, this course covers how to use the Windows Help program.

Windows 2000 Level 1

(48 Lessons – approximately 8 hours of training)

This course introduces students to the basic features in Microsoft Windows 2000. Students will learn necessary skills like using the mouse, working on the Desktop, using windows, and operating the Start menu and Taskbar. The course also includes lessons on customizing the Desktop using background colors, Web content, screen savers, and Desktop themes. Students will also gain an understanding of Windows' file system, including how to use Windows Explorer. In addition, this course covers how to use the Windows Help program. Students will work with accessories like the calculator, and they will also learn how to use the WordPad application. Finally, the course will walk the students through shutting down the computer.

Windows XP Level 1

(53 Lessons – approximately 9 hours of training)

This course introduces students to the basic features in Microsoft Windows XP. This course will teach necessary skills like using the mouse, working on the Desktop, using windows, and operating the Start menu and Taskbar. The course also includes lessons on customizing the Desktop using background colors, Web content, screen savers, and Desktop themes. Students will also gain an understanding of Windows' file system, including how to use Windows Explorer. Finally, the course will walk the students through formatting disks, printing documents, using system tools, and shutting down the computer. All skills will be taught using true-to-life scenarios, examples, review exercises, and concept graphics to help reinforce material presented.

Internet

Utilizing The Internet

(24 Lessons – approximately 4 hours of training)

Introduces students to the Internet and shows how to use the Internet to perform common tasks such as sending email, finding information, and using Internet services.

Introduction To Internet Explorer 6

(22 Lessons – approximately 3 hours of training)

This course provides an overview of the Internet Explorer 6 Web browser. Skills covered include becoming familiar with the browser window and its functions, navigating the World Wide Web, creating and maintaining Favorites, using Web page data, and customizing the Internet Explorer browser to best suit your needs.

InfoSource has successfully helped school districts across the nation develop skills assessment training plans for their faculty and staff. With our online prescriptive training your district can perform a skills gap analysis to help you identify the skills your faculty and staff have—and the skills they need—to meet federal and state technology standards. Prescriptive training begins with a skills assessment, and then automatically provides tailored learning plans that prescribe only the training your faculty and staff need. Prescriptive learning paths for each individual help your school district target your training budget to areas of highest impact.

The right training can make all the difference!



To find out more about digital literacy and integrating technology in the classroom with tools, training, and techniques, call **1-800-393-4636** or visit **www.howtomaster.com**.