

ELEVATE AMERICA COURSE LISTING

For the Information Worker

✓ Collection 5257: Core Training for [Windows Vista](#)

- Course 5407: Getting Started with Windows Vista
- Course 5408: Working Efficiently in Windows Vista
- Course 5409: Working with Folders and Files in Windows Vista
- Course 5410: Personalizing Windows Vista
- Course 5411: Installing and Configuring Devices in Windows Vista
- Course 5412: Using Windows Internet Explorer in Windows Vista
- Course 5413: Working with Programs in Windows Vista
- Course 5414: Making Connections with Windows Vista
- Course 5415: Working with Digital Media in Windows Vista
- Course 5416: Managing Computer Security with Windows Vista
- Course 5417: Optimizing Your Computer System with Windows Vista
- Course 5418: Identifying and Solving Problems with Windows Vista

✓ Collection 5258: Core Training for Microsoft Office [Word 2007](#)

- Course 5419: Getting Started with Microsoft Office Word 2007
- Course 5420: Editing and Proofreading Documents in Microsoft Office Word 2007
- Course 5421: Formatting Documents in Microsoft Office Word 2007
- Course 5422: Working with Columns and Tables in Microsoft Office Word 2007
- Course 5423: Working with Graphical Elements in Microsoft Office Word 2007
- Course 5424: Working with Longer Documents in Microsoft Office Word 2007
- Course 6787: Collaborating with Others and Personalizing Microsoft Office Word 2007
- Course 6788: Working with Advanced Features of Microsoft Office Word 2007

✓ Collection 5259: Core Training for Microsoft Office [Excel 2007](#)

- Course 5425: Getting Started with Microsoft Office Excel 2007
- Course 5426: Performing Calculations on Data in Microsoft Office Excel 2007
- Course 5427: Formatting and Printing Worksheets in Microsoft Office Excel 2007
- Course 5428: Filtering and Summarizing Data in Microsoft Office Excel 2007
- Course 5429: Working with Pivot Tables and Charts in Microsoft Office Excel 2007
- Course 5430: Collaborating with Others in Microsoft Office Excel 2007
- Course 6789: Analyzing Data and Working with Macros in Microsoft Office Excel 2007

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✓ Collection 5260: Core Training for Microsoft Office [PowerPoint 2007](#)

- Course 5431: Getting Started with Microsoft Office PowerPoint 2007
- Course 5432: Working with Slides in Microsoft Office PowerPoint 2007
- Course 5433: Working with the Slide Layout and Themes in Microsoft Office PowerPoint 2007
- Course 5434: Working with Tables, Charts, and Diagrams in Microsoft Office PowerPoint 2007
- Course 5435: Enhancing the Slides with Multimedia Elements in Microsoft Office PowerPoint 2007
- Course 5436: Delivering Presentations Using Microsoft Office PowerPoint 2007

✓ Collection 5261: Core Training for Microsoft [Outlook 2007](#)

- Course 5437: Getting Started with Microsoft® Office Outlook 2007
- Course 5438: Working with E-mail Messages in Microsoft Office Outlook 2007
- Course 5439: Managing Mail and Contact Information in Microsoft Office Outlook 2007
- Course 5440: Managing the Calendar in Microsoft Office Outlook 2007
- Course 5441: Working with Tasks and Notes in Microsoft Office Outlook 2007
- Course 5442: Sharing and Remotely Accessing Data in Microsoft Office Outlook 2007

✓ Collection 5263: Core Training for Microsoft Office [Access 2007](#)

- Course 5451: Getting Started with Microsoft Office Access 2007
- Course 5452: Importing and Exporting Information in Microsoft Office Access 2007
- Course 5453: Working with Forms in Microsoft Office Access 2007
- Course 5454: Locating Specific Information in Microsoft Office Access 2007
- Course 5455: Keeping Information Accurate and Secure in Microsoft Office Access 2007
- Course 5456: Working with Reports in Microsoft Office Access 2007
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✓ Course 4103: Core Training for Microsoft Office [PowerPoint 2003](#)

- Creating Presentations
- Working with Slides
- Making Presentations Look Consistent
- Working with Shapes
- Working with Graphics
- Working with Tables, Charts and Diagrams
- Creating Multimedia Presentations
- Reviewing and Sharing Presentations
- Preparing a Presentation for Printing or Web Publication
- Setting up and Delivering Slide Shows

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For the Information Worker

✓ Course 4104: Core Training for Microsoft Office [Outlook 2003](#)

- Working with Outlook
- Managing E-Mail Messages
- Finding and Organizing E-mail Messages
- Managing your Calendar
- Scheduling and Managing Meetings
- Creating and Organizing a List of Contacts
- Keeping Track of Information

✓ Course 4105: Core Training for Microsoft Office [Word 2003](#)

- Working with Documents
- Editing and Proofreading Documents
- Changing the Appearance of Documents
- Presenting Information in Tables and Columns
- Working with Graphics and Charts
- Collaborating with Others
- Previewing and Printing a Document
- Previewing and Creating Web Pages

✓ Course 4106: Core Training for Microsoft Office [Excel 2003](#)

- Getting to Know Excel
- Setting Up a Workbook
- Performing Calculations on Data
- Changing Document Appearance
- Filtering and Reordering Data
- Combining Data from Multiple Sources
- Creating Charts
- Printing
- Collaborating in Excel