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### Operating Systems

- \_\_\_ Windows 7 Introduction
- \_\_\_ Windows Vista Introduction
- \_\_\_ Windows XP Introduction
- \_\_\_ Mac OS X 10.4 Introduction

### Microsoft Office 2007

- \_\_\_ What's New in Office 2007 (from 2003) 4 pgs\*\*\*
- \_\_\_ What's New in Office 2007 (from XP) 4 pgs\*\*\*
- \_\_\_ What's New in Outlook 2007 (from 2003)
- \_\_\_ Office 2007 Common Features
- \_\_\_ Office 2007 Shortcuts
- \_\_\_ Outlook 2007 Mail
- \_\_\_ Outlook 2007 Contacts, Tasks, Calendar
- \_\_\_ Exchange 2007 Outlook Web Access
- \_\_\_ Word 2007 Introduction
- \_\_\_ Word 2007 Formatting (Intermediate)
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- \_\_\_ Word 2007 Mail Merge & Forms
- \_\_\_ Word 2007 Templates & Macros
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- \_\_\_ Excel 2007 Charts & Tables
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- \_\_\_ Project 2007 Handling Complexity
- \_\_\_ Visio 2007 Introduction
- \_\_\_ Groove 2007 Introduction
- \_\_\_ Office SharePoint 2007
- \_\_\_ InfoPath 2007 Filling & Design
- \_\_\_ Publisher 2007 Introduction
- \_\_\_ OneNote 2007 Introduction

### Microsoft Office 2003

- \_\_\_ What's New in Office 2003 (from 2002/XP)\*\*
- \_\_\_ What's New in Office 2003 (from 2000)\*\*
- \_\_\_ What's New in Office 2003 (from 97)\*\*
- \_\_\_ Office 2003 Shortcuts
- \_\_\_ Office 2003 General Topics\*\*
- \_\_\_ Word 2003 Introduction
- \_\_\_ Word 2003 Formatting (Intermediate)
- \_\_\_ Word 2003 Advanced
- \_\_\_ Word 2003 Mail Merge & Forms
- \_\_\_ Word 2003 Macros & Templates
- \_\_\_ Excel 2003 Introduction
- \_\_\_ Excel 2003 Charts & Lists (Intermed.)
- \_\_\_ Excel 2003 Advanced & Macros
- \_\_\_ PowerPoint 2003 Introduction
- \_\_\_ PowerPoint 2003 Advanced
- \_\_\_ Access 2003 Introduction
- \_\_\_ Access 2003 Intermediate
- \_\_\_ Outlook 2003 Mail
- \_\_\_ Outlook 2003 Contacts, Tasks, Calendar
- \_\_\_ Outlook Web Access for Exchange 2003
- \_\_\_ Project 2003 Creating a Basic Project
- \_\_\_ Project 2003 Handling Complexity
- \_\_\_ Project 2003 Tips
- \_\_\_ FrontPage 2003 Introduction\*\*
- \_\_\_ Publisher 2003 Introduction
- \_\_\_ Visio 2003 Introduction

### Office for Mac

- \_\_\_ Entourage 2008 Introduction
- \_\_\_ Word 2008 Introduction
- \_\_\_ Word 2008 Formatting
- \_\_\_ Excel 2008 Introduction
- \_\_\_ Excel 2008 Charts & Lists (Interm.)
- \_\_\_ PowerPoint 2008 Introduction
- \_\_\_ Entourage 2004 (Mail and Contacts)
- \_\_\_ Word 2004 Introduction
- \_\_\_ Word 2004 Formatting
- \_\_\_ Word 2004 Advanced
- \_\_\_ Excel 2004 Introduction
- \_\_\_ Excel 2004 Charts & Lists (Interm.)
- \_\_\_ PowerPoint 2004 Introduction
- \_\_\_ PowerPoint 2004 Advanced

### Lotus

- \_\_\_ Notes 8.5 Mail
- \_\_\_ Notes 8.5 Calendar
- \_\_\_ Notes 8 Mail\*\*
- \_\_\_ Notes 8 Calendar\*\*
- \_\_\_ Notes 7 Mail
- \_\_\_ Notes 7 Calendar
- \_\_\_ Notes 7 Advanced End User\*\*
- \_\_\_ Domino Web Access 7
- \_\_\_ Notes 6.5 Mail
- \_\_\_ Notes 6.5 Calendar
- \_\_\_ Notes 6.5 Advanced End User
- \_\_\_ Domino Web Access (iNotes) 6.5

### Other Products

- \_\_\_ Adobe Acrobat 9 Introduction
- \_\_\_ Adobe Acrobat 8 Introduction
- \_\_\_ BlackBerry Introduction (7200, 7500, 7700 series)
- \_\_\_ BlackBerry Introduction (7100 & 8700 series)
- \_\_\_ Communicator 2007 Introduction
- \_\_\_ Communicator 2005 Introduction
- \_\_\_ Crystal Reports 2008 Introduction
- \_\_\_ Crystal Reports 2008 Advanced
- \_\_\_ Crystal Reports XI Introduction
- \_\_\_ Crystal Reports XI Advanced
- \_\_\_ Crystal Reports (v. 8 or v. 8.5)
- \_\_\_ GroupWise 7 Introduction
- \_\_\_ GroupWise 6.5 Introduction
- \_\_\_ Live Meeting 2007

### Internet

- \_\_\_ Internet Explorer 8 Introduction
- \_\_\_ Internet Explorer 7 Introduction
- \_\_\_ Expression Web 3 Introduction
- \_\_\_ Expression Web 2 Introduction
- \_\_\_ Expression Web Introduction
- \_\_\_ FrontPage 2003 Introduction\*\*

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Searching the Internet with Google,  
 Exchange 2010 Outlook Web Access,  
 Office 2010

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