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-  Working with SharePoint, Calendars, and Forms in Outlook 2007
-  Creating and Managing Personal Sites and Searches in SharePoint 2007
-  SharePoint 2007 Essentials
-  Working with Documents in Word 2007
-  Getting Started with Word 2007
-  Using Tables, Charts, and Graphics in Word 2007
-  Structuring, Editing, Saving, and Opening Documents in Word 2007
-  Getting Started with Excel 2007
-  Excel 2007 Charts, Pictures, Themes, and Styles
-  Adding Graphics to Presentations in PowerPoint 2007
-  Getting Started with PowerPoint 2007
-  Adding Multimedia and Animations to Presentations in PowerPoint 2007
-  Getting Started with Outlook 2007
-  Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
-  Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
-  Using the Calendar in Outlook 2007
-  Getting Started with Access 2007
-  Using Adobe Reader 8
-  Fundamentals of Internet Explorer 6
-  Test Prep Exam [Complete Any1]
-  Elective Course Requirement
-  In-person Training Requirement

ENROLLMENT INSTRUCTIONS

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