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- |                   |             |              |              |
|-------------------|-------------|--------------|--------------|
| • Access          | • Excel     | • Outlook    | • Publisher  |
| • Accounting      | • Flash     | • Peachtree  | • QuickBooks |
| • Crystal Reports | • HTML      | • Photoshop  | • Windows    |
| • Dreamweaver     | • MS Office | • PowerPoint | • Word       |

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## USING THE TRAINING DISCS

### Lesson 1—Getting Acquainted with Access

- 1.1 The Access Screen
- 1.2 Overview of a Database
- 1.3 Working with Database Objects
- 1.4 Opening and Closing Databases
- 1.5 Database Objects

### Lesson 2—Creating Relational Database Tables

- 2.1 Creating New Databases
- 2.2 Flow Overview of a Database
- 2.3 The 'Flat-File' Method of Data Storage
- 2.4 The Relational Model of Data Storage
- 2.5 Tips for Creating a Relational Database
- 2.6 Creating Relational Database Tables
- 2.7 Assigning a Primary Key to a Table

### Lesson 3—Using Tables

- 3.1 Using Datasheet View
- 3.2 Navigating in Datasheet View
- 3.3 Adding Records in Datasheet View
- 3.4 Editing and Deleting Records in Datasheet View
- 3.5 Inserting New Fields
- 3.6 Renaming Fields
- 3.7 Deleting Fields

### Lesson 4—Field Properties

- 4.1 Setting Field Properties
- 4.2 The Field Size Property
- 4.3 The 'Format' Property for Date/Time Fields
- 4.4 The 'Format' Property for Logical Fields
- 4.5 Setting Default Values for Fields
- 4.6 Setting Input Masks
- 4.7 Setting Up Validation Rules and Responses
- 4.8 Requiring Field Input
- 4.9 Allowing Zero Length Entries

### Lesson 5—Joining Tables

- 5.1 The Relationships Window
- 5.2 Enforcing Referential Integrity
- 5.3 Creating Lookup Fields

### Lesson 6—Indexing Tables

- 6.1 Indexes
- 6.2 Creating Indexes
- 6.3 Designing a Multi-field Primary Key
- 6.4 Deleting Indexes

### Lesson 7—Queries

- 7.1 What Does a Query Do?
- 7.2 Using the Simple Query Wizard
- 7.3 Designing Queries
- 7.4 Joining Tables in a Query
- 7.5 Adding Criteria to the QBE Grid
- 7.6 Running a Query
- 7.7 How is Using the QBE Grid Writing SQL Code?
- 7.8 Sorting Query Results
- 7.9 Hiding Fields in a Query
- 7.10 Using Comparison Operators
- 7.11 Using 'AND' and 'OR' Conditions

### Lesson 8—Advanced Queries

- 8.1 Using the 'BETWEEN... AND' Condition
- 8.2 Using Wildcard Characters in Queries
- 8.3 Creating a Calculated Field
- 8.4 Creating 'Top Value' Queries
- 8.5 Function Queries
- 8.6 Parameter Queries

### Lesson 9—Advanced Query Types

- 9.1 Make-Table Queries
- 9.2 Update Queries
- 9.3 Append Queries
- 9.4 Delete Queries
- 9.5 Crosstab Queries
- 9.6 The 'Find Duplicates' Query
- 9.7 The 'Find Unmatched' Query

### Lesson 10—Creating Forms

- 10.1 What Are Forms For?
- 10.2 The Form Wizard
- 10.3 Creating AutoForms
- 10.4 Using Forms
- 10.5 Designing Basic Forms
- 10.6 Form and Report Design View
- 10.7 Viewing the Ruler and Gridlines
- 10.8 The 'Snap to Grid' Feature
- 10.9 Creating a Form in Design View

### Lesson 11—Form & Report Controls

- 11.1 Selecting Controls
- 11.2 Deleting Controls
- 11.3 Moving and Resizing Controls
- 11.4 Sizing Controls 'To Fit'
- 11.5 'Nudging' Controls
- 11.6 Aligning, Spacing, and Sizing Controls
- 11.7 Formatting Controls
- 11.8 Viewing Control Properties

### Lesson 12—The Control Toolbox

- 12.1 The Control Toolbox
- 12.2 Adding Label Controls
- 12.3 Adding Image Controls
- 12.4 Adding Line Controls
- 12.5 Adding Rectangle Controls
- 12.6 Adding Combo Box Controls
- 12.7 Adding List Box Controls
- 12.8 Setting Tab Order

### Lesson 13—Subforms

- 13.1 Creating Subforms
- 13.2 Displaying Subform Data

### Lesson 14—Reports

- 14.1 Using the Report Wizard
- 14.2 Creating AutoReports
- 14.3 Creating a Report in Design View
- 14.4 Sorting and Grouping Data in Reports
- 14.5 Creating Calculated Fields

### Lesson 15—Subreports

- 15.1 Creating Subreports

### Lesson 16—Charting Data

- 16.1 Creating Charts
- 16.2 Editing Charts

### Lesson 17—Macros

- 17.1 Creating and Using Macros
- 17.2 Macro Actions
- 17.3 Assigning Macros to a Command Button
- 17.4 Conditional Macros and Option Groups
- 17.5 Using Group Names in Macros
- 17.6 Creating Autoexec Macros

### Lesson 18—Switchboard Forms

- 18.1 Creating a Switchboard Form
- 18.2 Controlling Startup Behavior

### Lesson 19—Customizing Toolbars

- 19.1 Setting Toolbar and Menu Options
- 19.2 Creating Custom Toolbars
- 19.3 Creating Custom Popup Menus

### Lesson 20—Advanced Features

- 20.1 Linking Tables
- 20.2 Importing External Data
- 20.3 Setting a Database Password
- 20.4 Using the Help Files

**Mastering Access Made Easy Includes:**

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**129 Individual Lessons**

**3 Instruction Manuals in PDF**

**(with practice exercises & keyboard shortcuts)**

**Lesson 1—Introduction and Overview**

- 1.1 Introduction to Accounting
- 1.2 Why Do I Need to Know Accounting?
- 1.3 Who Needs to Know Accounting?
- 1.4 Types of Businesses
- 1.5 Financial Statements

**Lesson 2—What Is Accounting?**

- 2.1 Accounting vs. Bookkeeping
- 2.2 Accounting Methods
- 2.3 The Tax Year
- 2.4 Chart of Accounts

**Lesson 3—Asset Accounts**

- 3.1 Assets
- 3.2 Cash Accounts
- 3.3 Accounts Receivable
- 3.4 Inventory
- 3.5 Notes Receivable
- 3.6 Other Current Assets
- 3.7 Fixed Assets
- 3.8 Intangibles

**Lesson 4—Liability and Equity Accounts**

- 4.1 Liabilities
- 4.2 Accounts Payable
- 4.3 Accrued Expenses Payable
- 4.4 Notes Payable
- 4.5 Long-Term Liabilities
- 4.6 Officer Loans
- 4.7 Contingent Liabilities
- 4.8 Equity

**Lesson 5—Income and Expense Accounts**

- 5.1 Income Accounts
- 5.2 Expense Accounts

**Lesson 6—Keeping Good Records**

- 6.1 Keeping Good Records
- 6.2 Accurately Pricing Products and Services
- 6.3 Understanding Profit and Loss
- 6.4 Understanding Cash Flow
- 6.5 Working With Bankers
- 6.6 Understanding and Paying Taxes

**Lesson 7—Accounting Basics**

- 7.1 Identifying Expenses
- 7.2 The Double-Entry System
- 7.3 Double-Entry Accounting in Common Software

**Lesson 8—The Accrual Principle**

- 8.1 Understanding the Accrual Principle
- 8.2 Accrued Expenses and Accrued Liabilities
- 8.3 Accrued Revenues
- 8.4 The Matching Principle
- 8.5 Adjusting Entries

**Lesson 9—Accounts Receivable**

- 9.1 Accounts Receivable
- 9.2 Bad Debt

**Lesson 10—Accounts Payable**

- 10.1 Accounts Payable
- 10.2 Early Payment Discounts

**Lesson 11—Making Basic Purchases**

- 11.1 Making Purchases with Check, Cash or Credit

**Lesson 12—Basic Banking**

- 12.1 Making Deposits and Transfers
- 12.2 Reconciling Bank Accounts

**Lesson 13—Fixed Assets**

- 13.1 Depreciation
- 13.2 Selling a Fixed Asset

**Lesson 14—Payroll**

- 14.1 What Is Needed to Start a Payroll?
- 14.2 Payroll Taxes
- 14.3 Payroll Tax Liabilities

**Lesson 15—Financial Statements**

- 15.1 Financial Statements
- 15.2 The Profit and Loss Statements
- 15.3 The Balance Sheet
- 15.4 The Statement of Cash Flows
- 15.5 Paper Trails, Audit Trails and Audit Reports
- 15.6 How Long Do I Need to Keep Reports?
- 15.7 Prepare for Year-End

**Lesson 16—Budgets**

- 16.1 Why Create a Budget?
- 16.2 Budget Basics

**Lesson 17—Financial Ratios and Quality Indicators**

- 17.1 Financial Ratios and Quality Indicators
- 17.2 Liquidity
- 17.3 Safety
- 17.4 Profitability
- 17.5 Efficiency

**Lesson 18—Where to Get Help**

- 18.1 Where to Get Help
- 18.2 Finding an Accountant
- 18.3 [www.irs.gov](http://www.irs.gov)
- 18.4 Available Software
- 18.5 Small Business Administration
- 18.6 Small Business Associations

**Accounting Includes:**

**3 Hours of Instruction**

**92 Individual Lessons**

**Glossary of Terms**

**Testing**

USING THE TRAINING DISCS

**Lesson 1—The Crystal Reports Environment**

- 1.1 Starting Crystal Reports
- 1.2 The Menu Bar
- 1.3 Using Toolbars
- 1.4 The Design View

**Lesson 2—Creating Data Connections**

- 2.1 Creating a New Blank Report (CR 10)
- 2.1 Creating a New Blank Report (CR 11)
- 2.2 The Database Expert
- 2.3 Access/Excel (DAO)
- 2.4 ACT!
- 2.5 Btrieve
- 2.6 Database Files
- 2.7 Exchange Message Tracking Logs
- 2.8 Field Definitions Only
- 2.9 File System Data
- 2.10 JDBC (JNDI)
- 2.11 Legacy Exchange (CR 11)
- 2.12 Mailbox Admin
- 2.13 Microsoft CRM (CR 10)
- 2.14 MS IIS/Proxy Log Files
- 2.15 NT Archived Event Log
- 2.16 NT Current Event Log
- 2.17 ODBC (RDO)
- 2.18 OLAP
- 2.19 OLE DB (ADO)
- 2.20 Outlook
- 2.21 Outlook/Exchange (CR 11)
- 2.22 Public Folder ACL
- 2.23 Public Folder Admin
- 2.24 Public Folder Replica
- 2.25 Web/IIS Log Files
- 2.26 xBase
- 2.27 XML
- 2.28 Creating Additional Data Connections and Selecting Tables
- 2.29 Making a “Favorite” Connection

**Lesson 3—Creating Basic Reports**

- 3.1 Adding Data Fields to a Report
- 3.2 Browsing Field Data
- 3.3 Selecting, Moving, and Resizing Fields
- 3.4 Using the “Size” and “Align” Commands
- 3.5 Creating Text Objects (CR 10)
- 3.5 Creating Text Objects (CR 11)
- 3.6 Saving a Report
- 3.7 Previewing a Report (CR 10)
- 3.7 Previewing a Report (CR 11)
- 3.8 Refreshing the Report Data (CR 10)
- 3.8 Refreshing the Report Data (CR 11)

**Lesson 4—Linking Tables in a Report**

- 4.1 Basic Table Structures and Terms
- 4.2 Linking Multiple Tables
- 4.3 Table Joins
- 4.4 Enforcing Table Joins and Changing Link Types

**Lesson 5—Basic Formatting Techniques**

- 5.1 Formatting Report Objects
- 5.2 The Format Editor
- 5.3 Drawing Lines
- 5.4 Drawing Boxes
- 5.5 Format Painter
- 5.6 Formatting Part of a Text Object
- 5.7 The Template Expert
- 5.8 Inserting Pictures

**Lesson 6—Record Selection**

- 6.1 The Select Expert
- 6.2 Setting Multiple Filters
- 6.3 Editing the Selection Formula

**Lesson 7—Sorting and Grouping Records**

- 7.1 The Record Sort Expert
- 7.2 The Group Expert
- 7.3 Managing Groups
- 7.4 Summarizing Groups
- 7.5 Hierarchical Groupings
- 7.6 The Group Sort Expert

**Lesson 8—Printing Reports**

- 8.1 Inserting Special Fields
- 8.2 Page Setup
- 8.3 Print Setup (CR 10)
- 8.4 Printing Reports

**Lesson 9—Using Formulas**

- 9.1 Crystal Reports Formula Syntax
- 9.2 The Formula Workshop- Formula Editor Window
- 9.3 Creating Formula Fields
- 9.4 Crystal Syntax
- 9.5 Basic Syntax
- 9.6 Finding Function and Operator Assistance

**Lesson 10—Advanced Formatting**

- 10.1 The Highlighting Expert
- 10.2 The Section Expert
- 10.3 Conditionally Formatting a Section
- 10.4 Conditionally Formatting a Field
- 10.5 Manipulating Multiple Sections

**Lesson 11—Summary Reports**

- 11.1 Summarizing Report Data
- 11.2 Using the DrillDownGroupLevel Feature

**Lesson 12—Charting**

- 12.1 The Chart Expert
- 12.2 Editing Charts
- 12.3 Setting General Chart Options (CR 10)
- 12.3 Setting General Chart Options (CR 11)
- 12.4 Changing Chart Titles (CR 10)
- 12.5 Formatting Selected Chart Items (CR 10)
- 12.5 Formatting Selected Chart Items (CR 11)
- 12.6 Formatting a Data Series
- 12.7 Formatting a Chart Grid (CR 10)
- 12.7 Formatting Chart Gridlines (CR 11)
- 12.8 Setting Chart Axes Options (CR 11)
- 12.9 Adding Chart Trendlines
- 12.10 Modifying a 3D Chart View
- 12.11 Using Chart Templates
- 12.12 Auto-Arranging Charts

**Lesson 13—Advanced Reporting Tools**

- 13.1 Using Running Totals
- 13.2 Creating Parameter Fields (CR 10)
- 13.2 Creating Parameter Fields (CR 11)
- 13.3 Parameterized Record Selection
- 13.4 Entering Parameter Values (CR 10)
- 13.4 Entering Parameter Values (CR 11)
- 13.5 Creating Subreports
- 13.6 Creating Cross-Tab Reports
- 13.7 Report Alerts
- 13.8 Report Alert Functions

**Lesson 14—Advanced Formula Creation**

- 14.1 Evaluation Time Functions
- 14.2 Declaring Variables
- 14.3 Using and Displaying Variables
- 14.4 Using Array Values
- 14.5 Using “If... Then... Else...” Statements
- 14.6 Using the “Select/Case” Statement
- 14.7 Using “For” Loops
- 14.8 Using “Do... While” Loops
- 14.9 The IIF Function

**Lesson 15—Advanced Reporting**

- 15.1 Creating a Report Template
- 15.2 Exporting Report Results
- 15.3 Exporting as HTML
- 15.4 Setting Default Options
- 15.5 Setting Report Options

**Lesson 16—Using Report Wizards**

- 16.1 Using the Report Wizards
- 16.2 Report Wizard Types

**Lesson 17—Advanced Database Concepts**

- 17.1 Viewing the SQL Code
- 17.2 Creating SQL Commands
- 17.3 Creating SQL Expression Fields
- 17.4 Using Table Aliases
- 17.5 Verifying the Database
- 17.6 Setting the Datasource Location
- 17.7 Mapping Fields

**Mastering Crystal Reports Made Easy  
Includes:**

**Over 8 Hours of Instruction  
150 Individual Lessons**

**2 Instruction Manuals in PDF  
(with practice exercises & keyboard shortcuts)**

USING THE TRAINING DISCS

**Lesson 1—Getting Acquainted with Dreamweaver**

- 1.1 The Dreamweaver Environment (8)
- 1.2 The Dreamweaver Environment (MX 2004)
- 1.3 The Dreamweaver Environment (MX)
- 1.4 The Menu Bar
- 1.5 The Insert Toolbar (8 & MX 2004)
- 1.6 The Insert Panel (MX)
- 1.7 Using Panels
- 1.8 The Properties Panel
- 1.9 Changing the Dreamweaver Workspace
- 1.10 Working with Custom Workspace Layouts (8)
- 1.11 Showing the Start Screen (8 & MX 2004)

**Lesson 2—Creating a Website**

- 2.1 Creating a New Web Site
- 2.2 Managing Web Site Definitions

**Lesson 3—Creating Basic Web Pages**

- 3.1 Creating New Web Pages
- 3.2 Saving Web Pages
- 3.3 Closing Web Pages
- 3.4 Opening Saved Web Pages
- 3.5 Web Page Views

**Lesson 4—Using Text**

- 4.1 HTML Text
- 4.2 Formatting Text
- 4.3 Formatting Text with the Properties Panel (8 & MX 2004)
- 4.4 Formatting Text with the Properties Panel (MX)
- 4.5 Using Font Lists
- 4.6 Using the Color Box
- 4.7 Applying HTML Text Styles
- 4.8 Creating Custom HTML Styles (MX Only)

**Lesson 5—Inserting Hyperlinks**

- 5.1 Creating Hyperlinks
- 5.2 Using Named Anchors
- 5.3 Using Email Links
- 5.4 Using the “Hyperlink” Dialog Box
- 5.5 Previewing Web Pages

**Lesson 6—Using Graphics**

- 6.1 Using Images in a Web Page
- 6.2 Image File Types
- 6.3 Inserting Images
- 6.4 Resizing and Resampling Images
- 6.5 Cropping Images (8 & MX 2004)
- 6.6 Changing the Brightness and Contrast of an Image (8 & MX 2004)
- 6.7 Sharpening Images (8 & MX 2004)
- 6.8 Setting Image Properties
- 6.9 Image Maps and Hotspots

**Lesson 7—Using HTML Tables**

- 7.1 Selecting Table Modes
- 7.2 Creating Tables in Standard View
- 7.3 Creating Tables in Layout View
- 7.4 Setting Table Properties in Layout View
- 7.5 Setting Cell Properties in Layout View
- 7.6 Selecting Table Objects in Standard View
- 7.7 Inserting and Deleting Columns and Rows in Standard View
- 7.8 Resizing Tables, Columns and Rows in Standard View
- 7.9 Merging and Splitting Cells
- 7.10 Nesting Tables
- 7.11 Setting Table Properties in Standard View
- 7.12 Setting Cell, Column and Row Properties in Standard View
- 7.13 Importing and Exporting Delimited Table Data
- 7.14 Sorting Table Data
- 7.15 Formatting Tables

**Lesson 8—Web Site Management**

- 8.1 Managing Links
- 8.2 Changing Links Sitewide
- 8.3 Finding and Fixing Broken Links
- 8.4 Site Reports
- 8.5 Using the “Files” Panel
- 8.6 “Getting” and “Putting” files
- 8.7 “Checking In/Out” Files
- 8.8 Synchronizing Local and Remote Sites

**Lesson 9—Using Frames and Framesets**

- 9.1 Frames and Framesets
- 9.2 Creating Frames and Framesets
- 9.3 Saving Frameset Files
- 9.4 Setting Targeted Hyperlinks in a Frameset
- 9.5 Setting Frame Properties
- 9.6 Setting Frameset Properties
- 9.7 Creating “Noframes” Content

**Lesson 10—Cascading Style Sheets**

- 10.1 Cascading Style Sheets
- 10.2 Creating CSS Styles
- 10.3 Defining CSS Styles
- 10.4 Using the “Edit Style Sheet” Dialog Box (MX 2004 & MX)
- 10.5 Using the CSS Panel (8)
- 10.6 Applying and Removing CSS Styles

**Lesson 11—Using Layers**

- 11.1 Creating Layers
- 11.2 Moving and Resizing Layers
- 11.3 Setting Layer Properties
- 11.4 Nesting Layers
- 11.5 Using the “Layers” Panel
- 11.6 Converting Layers and Tables

**Lesson 12—Behaviors**

- 12.1 Creating Behaviors
- 12.2 Default Behaviors in Dreamweaver
- 12.3 Targeting Browser Behaviors
- 12.4 Editing Behaviors
- 12.5 Deleting Behaviors
- 12.6 Downloading Behaviors from the Internet
- 12.7 Creating a Rollover Image

**Lesson 13—Using Timelines**

- 13.1 Recording a Timeline
- 13.2 The Timelines Panel
- 13.3 Creating Timelines
- 13.4 Editing Timelines
- 13.5 Using Behaviors with Timelines

**Lesson 14—Using Forms**

- 14.1 Understanding Forms and Scripts
- 14.2 Creating Forms
- 14.3 Inserting Text Boxes
- 14.4 Inserting Hidden Fields
- 14.5 Inserting Checkboxes
- 14.6 Inserting a Radio Group
- 14.7 Inserting a List/Menu
- 14.8 Inserting a Jump Menu
- 14.9 Inserting a File Field
- 14.10 Inserting Buttons

**Lesson 15—Odds and Ends**

- 15.1 Using the Spelling Checker
- 15.2 Using the Ruler and Grids
- 15.3 Inserting Flash Text
- 15.4 Inserting Flash Buttons
- 15.5 Setting Web Page Properties

**Dreamweaver Includes:**

**6 Hours of Instruction**

**124 Individual Lessons**

**2 Instruction Manuals in PDF**

**(with practice exercises & keyboard shortcuts)**

## USING THE TRAINING DISCS

### Lesson 1—Getting Acquainted with Excel

- 1.1 The Excel Environment
- 1.2 The Title Bar
- 1.3 The Menu Bar
- 1.4 The Standard Toolbar
- 1.5 The Formatting Toolbar
- 1.6 The Scroll Bars
- 1.7 The Formula Bar
- 1.8 The Workbook Window
- 1.9 The Status Bar
- 1.10 The Task Pane (2003 & XP)

### Lesson 2—Creating Basic Spreadsheets

- 2.1 Creating a New Workbook (2000 & 97)
- 2.1 Creating a New Workbook (2003 & XP)
- 2.2 Saving Workbooks
- 2.3 Closing Workbooks
- 2.4 Opening Workbooks
- 2.5 Selecting Cells
- 2.6 Entering Text into Cells
- 2.7 Entering Numbers Into Cells
- 2.8 AutoComplete
- 2.9 Pick From List
- 2.10 Zooming the Spreadsheet
- 2.11 Managing Multiple Workbooks
- 2.12 Renaming Workbooks

### Lesson 3—Using Ranges

- 3.1 Using Ranges
- 3.2 Selecting Ranges
- 3.3 Selecting Multiple Non-Adjacent Ranges
- 3.4 Entering Information into a Selected Range
- 3.5 Using AutoFill

### Lesson 4—Creating Formulas

- 4.1 Using Formulas
- 4.2 Formula Functions
- 4.3 Using AutoSum
- 4.4 Inserting Functions (2003 & XP)
- 4.5 Editing a Range (2003 & XP)
- 4.6 Using the Formula Palette (2000 & 97)
- 4.7 Using Paste Function (2000 & 97)
- 4.8 Editing a Range (2000 & 97)
- 4.9 Formula AutoCorrect
- 4.10 AutoCalculate

### Lesson 5—Copying & Pasting Formulas

- 5.1 Relative References and Absolute References
- 5.2 Cutting, Copying & Pasting Data
- 5.3 AutoFilling Cells
- 5.4 Cutting, Copying and Pasting Data Using Drag and Drop
- 5.5 The Undo Button
- 5.6 The Redo Button

### Lesson 6—Columns & Rows

- 6.1 Selecting Columns & Rows
- 6.2 Adjusting Column Width & Row Height
- 6.3 AutoFitting Column Width and Row Height
- 6.4 Hiding and Unhiding Columns and Rows
- 6.5 Inserting and Deleting Columns and Rows

### Lesson 7—Formatting Spreadsheets

- 7.1 The Formatting Toolbar
- 7.2 The Format Cells Dialog Box
- 7.3 The Number Tab
- 7.4 The Alignment Tab
- 7.5 The Font Tab
- 7.6 The Border Tab
- 7.7 The Patterns Tab
- 7.8 Clearing All Formatting from Cells
- 7.9 Copying All Formatting from Cells to Another Area

### Lesson 8—Conditional Formatting & AutoFormatting

- 8.1 Conditional Formatting
- 8.2 AutoFormatting

### Lesson 9—Setting Spreadsheet Layout

- 9.1 Working With Page Breaks
- 9.2 Viewing the Header and Footer
- 9.3 The Page Setup Dialog Box

### Lesson 10—Printing Spreadsheets

- 10.1 Using Print Preview
- 10.2 Printing Your Spreadsheets

### Lesson 11—Helping Yourself

- 11.1 Using Screen Tips
- 11.2 Using the Office Assistant (XP, 2000 & 97)
- 11.3 Using the Help Pane (2003)

### Lesson 12—Creating 3D Formulas

- 12.1 Creating 3D Formulas
- 12.2 3D Formula Syntax
- 12.3 Creating 3D Range References

### Lesson 13—Named Ranges

- 13.1 Naming Ranges
- 13.2 Moving to a Named Range
- 13.3 Using Named Ranges in Formulas
- 13.4 Creating Names from Headings
- 13.5 Deleting Range Names

### Lesson 14—Spreadsheet Tools

- 14.1 Moving between spreadsheets
- 14.2 Selecting Multiple Sheets
- 14.3 Inserting and Deleting Sheets
- 14.4 Renaming Spreadsheets
- 14.5 Coloring Spreadsheet Tabs (2003 & XP)
- 14.6 Switching to Full Screen View
- 14.7 Splitting the Screen
- 14.8 Freezing Panes
- 14.9 Copying & Moving Entire Worksheets
- 14.10 Cut, Copy, & Paste Data Between Spreadsheets
- 14.11 Printing Multiple Spreadsheets
- 14.12 Hiding Spreadsheets

### Lesson 15—Using Workspaces

- 15.1 Creating Workspaces
- 15.2 Opening and Closing Workspaces
- 15.3 Selecting Workbooks in a Workspace
- 15.4 Organizing a Workspace

### Lesson 16—Paste Special

- 16.1 Paste Special Options
- 16.2 Pasting Linked Formulas

### Lesson 17—Sharing and Reviewing Workbooks

- 17.1 Sharing Workbooks
- 17.2 Highlighting Changes
- 17.3 Reviewing Changes
- 17.4 The Reviewing Toolbar
- 17.5 Inserting Comments
- 17.6 Managing Comments
- 17.7 Reviewing Comments
- 17.8 Printing Comments
- 17.9 Sending Spreadsheets for Review
- 17.10 Compare and Merge Workbooks

### Lesson 18—Auditing Spreadsheets

- 18.1 Auditing Spreadsheets
- 18.2 The Formula Auditing Toolbar
- 18.3 Tracing Precedent and Dependent Cells
- 18.4 Tracing Errors
- 18.5 Error Checking (2003 & XP)
- 18.6 Using the Watch Window
- 18.7 Cell Validation

### Lesson 19—Outlining Spreadsheets

- 19.1 Using Outlines
- 19.2 Applying and Removing Outlines

### Lesson 20—Consolidating Spreadsheets

- 20.1 Using Data Consolidation
- 20.2 Consolidation Types

### Lesson 21—Creating Spreadsheet Charts

- 21.1 Creating Charts
- 21.2 Moving and Resizing Charts
- 21.3 The Chart Toolbar
- 21.4 Formatting Chart Objects
- 21.5 Changing the Chart Type
- 21.6 Showing and Hiding the Legend
- 21.7 Showing and Hiding the Data Table
- 21.8 Shifting the Data Series
- 21.9 Angling Chart Text
- 21.10 Printing Charts
- 21.11 Deleting Charts

### Lesson 22—Editing and Formatting Charts

- 22.1 Changing Chart Subtypes
- 22.2 Changing the Data Range
- 22.3 Changing Chart Titles
- 22.4 Repositioning the Legend
- 22.5 Adding Data Labels
- 22.6 Adding Free-standing Text
- 22.7 Time-Scale Data Plotting
- 22.8 Formatting a Data Series
- 22.9 Changing the Data Series Plot Order
- 22.10 Chart Axis Formatting
- 22.11 Formatting Data Markers
- 22.12 Adjusting Perspective in 3D Charts
- 22.13 Custom Chart Types

### Lesson 23—PivotTables

- 23.1 Creating PivotTables and PivotCharts
- 23.2 Manipulating a PivotTable
- 23.3 Using the PivotTable Toolbar
- 23.4 Changing Data Field Properties
- 23.5 AutoFormatting PivotTables
- 23.6 Displaying a PivotChart
- 23.7 Setting PivotTable Options
- 23.8 Page Display Options
- 23.9 Adding Subtotals to PivotTables
- 23.10 Sorting and Filtering Fields

### Lesson 24—Lists

- 24.1 Creating a List
- 24.2 Adding and Editing Records
- 24.3 Inserting Records and Fields
- 24.4 Deleting Records and Fields

### Lesson 25—The Data Form

- 25.1 Using the Data Form
- 25.2 Adding and Deleting Records in the Data Form
- 25.3 Finding Records in the Data Form

### Lesson 26—Sorting Data

- 26.1 Sorting Data
- 26.2 Custom Sort Orders
- 26.3 Sorting Options

### Lesson 27—AutoFiltering Data

- 27.1 AutoFilter
- 27.2 Using the Top 10 AutoFilter
- 27.3 Using the Custom AutoFilter
- 27.4 Tying Off the AutoFilter

### Lesson 28—Advanced Filtering Of Data

- 28.1 Creating Advanced Filters
- 28.2 Using “And” and “Or” Conditions in Criteria
- 28.3 Using Wildcard Characters in Criteria
- 28.4 Copying Filter Results to a New Location
- 28.5 Using Database Functions

### Lesson 29—Data Tables

- 29.1 Data Tables
- 29.2 The Formula Reference Table
- 29.3 Structuring a Single-variable Data Table
- 29.4 Structuring a Double-variable Data Table
- 29.5 Creating the Data Table

### Lesson 30—Lookup and Logical Functions

- 30.1 Lookup and Logical Functions
- 30.2 Lookup Functions
- 30.3 Logical Functions
- 30.4 Nesting Logical Functions
- 30.5 Masking Error Display in Worksheets
- 30.6 Using the AND and OR Functions

### Lesson 31—Scenarios

- 31.1 Creating and Displaying Scenarios
- 31.2 Editing and Deleting Scenarios
- 31.3 Merging Scenarios
- 31.4 Creating Scenario Reports
- 31.5 Using Goal Seek

### Lesson 32—Security Features

- 32.1 Unlocking Cells
- 32.2 Worksheet Protection
- 32.3 Workbook Protection
- 32.4 Password Protecting Excel Files

### Lesson 33—Making Macros

- 33.1 Recording Macros
- 33.2 Running Macros
- 33.3 Deleting Macros
- 33.4 The Personal Macro Workbook

### Lesson 34—Customizing Toolbars

- 34.1 Setting Toolbar and Menu Bar Options
- 34.2 Creating Custom Toolbars
- 34.3 Adding Buttons to Toolbars
- 34.4 Adding Macro Buttons to Toolbars
- 34.5 Adding Button Dividers to Toolbars
- 34.6 Removing Toolbar Buttons
- 34.7 Resetting and Deleting Toolbars

**12 Hours of Instruction**  
**230 Individual Lessons**  
**3 Manuals in PDF**

**USING THE TRAINING DISCS**

**Lesson 1—Getting Acquainted with Flash**

- 1.1 About the Tutorial
- 1.2 What Is Flash?
- 1.3 The Start Page (MX 2004 & 8)
- 1.4 The Flash Environment
- 1.5 Modifying the Document Stage
- 1.6 The Timeline
- 1.7 Zooming the Stage
- 1.8 Using Panels
- 1.9 The Info Panel
- 1.10 The Properties Panel
- 1.11 Using Workspace Layouts
- 1.12 File Types
- 1.13 Saving Documents
- 1.14 Closing Documents

**Lesson 2—Creating Graphics**

- 2.1 Types of Graphics
- 2.2 The Tools Panel
- 2.3 Drawing Models (8 Only)
- 2.4 Converting Shapes Between Drawing Models (8 Only)
- 2.5 The Line Tool
- 2.6 The Pen Tool
- 2.7 The Pencil Tool
- 2.8 Reshaping, Straightening, and Smoothing Lines
- 2.9 Adjusting Line Segments and Anchor Points
- 2.10 The Brush Tool
- 2.11 The Eraser Tool
- 2.12 Creating Ovals, Rectangles, and Polygons
- 2.13 The Ink Bottle, Paint Bucket, and Eyedropper Tools
- 2.14 Custom Stroke Options

**Lesson 3—Selection Tools and Importing Graphics**

- 3.1 The Selection Tool
- 3.2 The Lasso Tool
- 3.3 Importing Artwork
- 3.4 Viewing Bitmap Properties
- 3.5 Breaking Apart a Bitmap
- 3.6 Converting a Bitmap into a Vector Graphic

**Lesson 4—Symbols**

- 4.1 Symbol Properties
- 4.2 Basic Converting to Symbols
- 4.3 Graphics Symbols
- 4.4 Movie Clip Symbols
- 4.5 Button Symbols
- 4.6 Reusing Symbols
- 4.7 Editing Symbols

**Lesson 5—Working with Text**

- 5.1 Types of Text Fields
- 5.2 Static Text Fields
- 5.3 Dynamic Text Fields
- 5.4 Input Text Fields
- 5.5 The Properties Panel for Text
- 5.6 Embedded and Device Fonts
- 5.7 Anti-Aliasing Text
- 5.8 Text Components

**Lesson 6—Layering and Ordering**

- 6.1 Ordering Graphics
- 6.2 Separating with Layers
- 6.3 Using Distribute to Layers
- 6.4 Masking With Graphics
- 6.5 Masking With Text

**Lesson 7—Color Management**

- 7.1 Color Types
- 7.2 Gradient Colors
- 7.3 The Color Swatches Panel
- 7.4 The Color Mixer Panel
- 7.5 Bitmap Fills
- 7.6 Web-Safe Colors
- 7.7 Alpha Levels

**Lesson 8—Preferences and Settings**

- 8.1 The Preferences Dialog Box
- 8.2 General Preferences
- 8.3 Drawing Preferences
- 8.4 Clipboard Preferences
- 8.5 Warning Preferences
- 8.6 ActionScript Preferences

**Lesson 9—Building Libraries**

- 9.1 Assets
- 9.2 Organizing the Library
- 9.3 Importing External Libraries
- 9.4 Sharing Assets at Author-Time
- 9.5 Sharing Assets at Runtime

**Lesson 10—Animation**

- 10.1 Shape Tweening
- 10.2 Motion Tweening
- 10.3 Motion Guides
- 10.4 Frame-by-Frame Animation

**Lesson 11—Basic ActionScript**

- 11.1 Introduction
- 11.2 Terminology
- 11.3 Syntax
- 11.4 Adding Basic Movie Control
- 11.5 Using Code Hints
- 11.6 Finding More ActionScript Help

**Lesson 12—Basic User Interface Components**

- 12.1 The Button Component
- 12.2 The CheckBox Component
- 12.3 The ComboBox Component
- 12.4 The List Component
- 12.5 The RadioButton Component
- 12.6 The UIScrollBar Component
- 12.7 The ScrollPane Component

**Lesson 13—Working with Navigation**

- 13.1 Adding Behaviors to Buttons
- 13.2 Using Scenes
- 13.3 Using Frame Labels
- 13.4 Using Named Anchors
- 13.5 Using Comments
- 13.6 Dividing Files into Multiple SWFs
- 13.7 Loading an SWF into a Movie Clip

**Lesson 14—Working With Sound**

- 14.1 Importing Sound
- 14.2 Adding Sound to the Timeline
- 14.3 Sound Options
- 14.4 Using Behaviors to Load and Play Sounds
- 14.5 Using Behaviors to Stop Sounds
- 14.6 Using Movie Clips to Play Sounds
- 14.7 Compressing Sound Files

**Lesson 15—Working with Video**

- 15.1 Importing Video in MX
- 15.2 Importing Video in MX 2004
- 15.3 Importing Video in 8
- 15.4 Controlling Video Playback
- 15.5 Using the Loader Component
- 15.6 Using Video Components – 8 Pro and MX Pro 2004

**Lesson 16—Publishing Your Movie**

- 16.1 Publish Settings
- 16.2 Integrating Flash with HTML

**Lesson 17—Help**

- 17.1 The Help Panel in 8
- 17.2 The Help Panel in MX 2004
- 17.3 The Help Panel in MX

**Flash Includes:**

**6 Hours of Instruction**  
**134 Individual Lessons**  
**2 Manuals in PDF**

**(with practice exercises & keyboard shortcuts)**

**Lesson 1—Getting Acquainted with FrontPage**

- 1.1 The FrontPage Environment (2000)
- 1.2 The FrontPage Environment (2002)
- 1.3 The FrontPage Environment (2003)
- 1.4 Using the Menu Bar
- 1.5 Using the Toolbars
- 1.6 Using the Task Pane
- 1.7 About the Internet and Web Pages

**Lesson 2—Creating a Web Site**

- 2.1 Planning a Web Site
- 2.2 Using Web Site Wizard and Templates (2000)
- 2.3 Using Web Site Wizard and Templates (2002/2003)
- 2.4 View Options for Web Sites
- 2.5 Creating and Saving New Web Pages (2000)
- 2.6 Creating and Saving New Web Pages (2002/2003)
- 2.7 Opening Saved Web Pages
- 2.8 Changing Views of a Web Page
- 2.9 Importing Web Sites and Pages (2000/2002)
- 2.10 Importing Web Sites and Pages (2003)
- 2.11 Closing Web Pages
- 2.12 Deleting Web Pages

**Lesson 3—Designing Web Pages**

- 3.1 Adding Home Page Content
- 3.2 Inserting Files into a Web Page (2000/2002)
- 3.3 Importing Files into a Web Site

**Lesson 4—Using Page View**

- 4.1 Manipulating Text
- 4.2 Checking Spelling
- 4.3 Cutting and Copying Page Contents
- 4.4 Inserting Comments
- 4.5 Viewing the HTML Code
- 4.6 Previewing a Web Page

**Lesson 5—Using Design Themes**

- 5.1 Applying a Theme to a Web Site
- 5.2 Modifying Themes
- 5.3 Creating Custom Themes

**Lesson 6—Basic Formatting**

- 6.1 Applying Text Styles to Text
- 6.2 Using the Horizontal Line
- 6.3 Creating Lists
- 6.4 Modifying Lists
- 6.5 Formatting Page Backgrounds
- 6.6 Inserting Marquees
- 6.7 Inserting Date and Time Stamps

**Lesson 7—Working with Hyperlinks**

- 7.1 Internal and External Hyperlinks
- 7.2 Creating Email Hyperlinks
- 7.3 Using Screen Tips with Hyperlinks
- 7.4 Using Bookmarks
- 7.5 Editing Hyperlinks
- 7.6 Fixing Broken Hyperlinks
- 7.7 Removing Hyperlinks

**Lesson 8—Working with Navigation**

- 8.1 Using Navigation View
- 8.2 Creating Link Bars with Back and Next Links
- 8.3 Creating Link Bars Based on Navigation Structure
- 8.4 Creating Custom Link Bars
- 8.5 Sharing Page Borders
- 8.6 Removing Shared Borders for a Single Page

**Lesson 9—Site Management**

- 9.1 Publishing Your Web Site (2000)
- 9.2 Publishing Your Web Site (2002)
- 9.3 Publishing Your Web Site (2003)
- 9.4 Excluding Pages from Publishing
- 9.5 Publishing Individual Pages (2003/2002)
- 9.6 Previewing Your Web Site

**Lesson 10—Site Management**

- 10.1 Using Site Reports
- 10.2 Using Site Views
- 10.3 Using Tasks

**Lesson 11—Using Tables**

- 11.1 Inserting Tables
- 11.2 Converting Text to Tables
- 11.3 Adding Rows and Columns
- 11.4 Merging and Splitting Cells
- 11.5 Formatting Cells
- 11.6 Formatting Tables
- 11.7 Using AutoForms (2003/2002)

**Lesson 12—Using Frames and Framesets**

- 12.1 Creating a Frames Page
- 12.2 Setting the Initial Page
- 12.3 Editing Frame Content
- 12.4 Resizing Frames and Frame Properties
- 12.5 Saving a Frames Page
- 12.6 Using Targets with Frames

**Lesson 13—Inserting Graphics and Animation**

- 13.1 The Basics of Images
- 13.2 Inserting Images
- 13.3 Setting Picture Properties (2003)
- 13.4 Setting Picture Properties (2002)
- 13.5 Setting Picture Properties (2000)
- 13.6 Using Hotspots
- 13.7 Using DHTML

**Lesson 14—Using HTML Code**

- 14.1 The Basics of HTML Code
- 14.2 Optimizing HTML Code
- 14.3 Formatting HTML Code

**Lesson 15—Using Style Sheets**

- 15.1 Creating a Style Sheet
- 15.2 Linking Style Sheets
- 15.3 Editing Style Sheets

**Lesson 16—Making Forms**

- 16.1 Using the Form Wizard
- 16.2 Customizing Form Properties
- 16.3 Adding Fields to Forms
- 16.4 Setting Form Field Properties
- 16.5 The Text Box
- 16.6 The Text Area
- 16.7 The File Upload Field
- 16.8 The Checkbox
- 16.9 The Option Button
- 16.10 The Group Box
- 16.11 The Drop-Down Box
- 16.12 The Push Button
- 16.13 The Picture Field
- 16.14 The Label
- 16.15 Using Validation Rules in a Form

**Lesson 17—Using Basic Components**

- 17.1 The Basics of Components
- 17.2 Inserting Hover Buttons (2000)
- 17.3 Inserting Interactive Buttons (2003/2002)
- 17.4 Inserting Search Forms
- 17.5 Inserting Counters
- 17.6 Inserting Photo Galleries (2003/2002)
- 17.7 Inserting Tables of Content

**Lesson 18—Help**

- 18.1 FrontPage Help
- 18.2 Using Screen Tips
- 18.3 Using the Contents (2002/2000)
- 18.4 Using the Answer Wizard (2002/2000)
- 18.5 Using the Index (2002/2000)
- 18.6 Using the Office Assistant
- 18.7 Using the Help Pane

**FrontPage Includes:**

**6 Hours of Instruction**

**134 Individual Lessons**

**2 Instruction Manuals in PDF**

**(with practice exercises & keyboard shortcuts)**



**Lesson 1—Getting Acquainted with HTML**

- 1.1 Introduction to HTML
- 1.2 Tags
- 1.3 Elements
- 1.4 Attributes and Values
- 1.5 Entities
- 1.6 XML, XHTML and DHTML
- 1.7 Simple Text Editors
- 1.8 Word Processing Programs
- 1.9 Advanced HTML Editors
- 1.10 Proprietary Sources
- 1.11 HTML Resources

**Lesson 2—Designing a Web Page**

- 2.1 Design Considerations and Planning
- 2.2 Basic Tags and Document Structure
- 2.3 HTML Tags <HTML> </HTML>
- 2.4 Head Tags <HEAD> </HEAD>
- 2.5 Title Tags <TITLE> </TITLE>
- 2.6 Body Tags <BODY> </BODY>
- 2.7 Metadata
- 2.8 Saving an HTML Page

**Lesson 3—Page Formatting**

- 3.1 Adding a New Paragraph
- 3.2 Changing Paragraph Alignment
- 3.3 Adding a Line Break
- 3.4 Inserting a Blank Space
- 3.5 Preformatted Text
- 3.6 Changing a Page's Background Color
- 3.7 Changing Page Margins

**Lesson 4—Working With Text**

- 4.1 Bolding
- 4.2 Italicizing
- 4.3 Underlining
- 4.4 Fonts
- 4.5 Font Sizes
- 4.6 Changing Font Size for the Entire Page
- 4.7 Text Color
- 4.8 Changing Font Color for the Entire Page

**Lesson 5—Additional Text Items and Objects**

- 5.1 Headings
- 5.2 Comments
- 5.3 Block Quotes
- 5.4 Horizontal Lines
- 5.5 Special Characters

**Lesson 6—Creating Lists**

- 6.1 Numbered (Ordered) Lists
- 6.2 Bulleted (Unordered) Lists
- 6.3 Nested Lists
- 6.4 Definition Lists

**Lesson 7—Links**

- 7.1 What are Links?
- 7.2 Text Links
- 7.3 Image Links
- 7.4 Opening a Page in a New Window
- 7.5 Setting all Links on a Page to Open in a New Window
- 7.6 Linking to an Area on the Same Page (Named Anchors)
- 7.7 Linking to an E-mail Address
- 7.8 Linking to Other Types of Files
- 7.9 Modifying Link Color Properties

**Lesson 8—Images**

- 8.1 Introduction to Images for Web Pages
- 8.2 Adding Images to Web Pages
- 8.3 Re-Sizing an Image
- 8.4 Aligning Images
- 8.5 Centering an Image
- 8.6 Alternative (ALT) Text
- 8.7 Image Labels
- 8.8 Image Borders
- 8.9 Wrapping Text Between Images
- 8.10 Stopping Text Wrapping
- 8.11 Adding Space Around Images
- 8.12 Images as a Page Background

**Lesson 9—Tables**

- 9.1 Inserting a Table
- 9.2 Table Borders
- 9.3 Table Sizing
- 9.4 Table Alignment
- 9.5 Adding a Background Color to a Table
- 9.6 Table Headers
- 9.7 Table Captions
- 9.8 Cell Spacing and Padding
- 9.9 Cell Sizing
- 9.10 Cell Alignment
- 9.11 Text Wrapping in Cells
- 9.12 Adding a Background Color to a Cell
- 9.13 Inserting an Image into a Cell
- 9.14 Merging Cells
- 9.15 Table Nesting

**Lesson 10—Cascading Style Sheets**

- 10.1 What are Cascading Style Sheets?
- 10.2 Creating an External CSS
- 10.3 Linking to a CSS
- 10.4 Adding Comments and Notes to a CSS
- 10.5 Creating an Internal Style Sheet
- 10.6 Classes

**Lesson 11—Working with Text in CSS**

- 11.1 Bolding
- 11.2 Italicizing
- 11.3 Indenting
- 11.4 Fonts
- 11.5 Font Sizes
- 11.6 Text Case
- 11.7 Text Alignment
- 11.8 Letter Spacing (Kerning)
- 11.9 Line Spacing (Leading)
- 11.10 Text Color
- 11.11 Margins
- 11.12 Padding
- 11.13 Borders
- 11.14 Link Colors
- 11.15 Number and Bullet Styles
- 11.16 Sizing Elements
- 11.17 Background Colors
- 11.18 Text Wrapping

**Lesson 12—Frames**

- 12.1 About Frames
- 12.2 Creating Frames
- 12.3 Frame Margins
- 12.4 Frame Borders
- 12.5 Alternative Text
- 12.6 Restricting Frame Resizing
- 12.7 Target a Link

**Lesson 13—Forms**

- 13.1 About Forms
- 13.2 Sending to E-mail
- 13.3 Text Boxes
- 13.4 Text Areas
- 13.5 Check Boxes
- 13.6 Menu Lists
- 13.7 Radio Buttons
- 13.8 Submit Button
- 13.9 Reset Button
- 13.10 Changing the Tab Order

**Lesson 14—Video and Sound**

- 14.1 About Multimedia Files
- 14.2 Linking to Video and Audio Files
- 14.3 Embedding Video and Audio Files
- 14.4 Background Audio

**Lesson 15—Troubleshooting**

- 15.1 Troubleshooting

**HTML Includes:**

**3 Hours of Instruction**  
**142 Individual Lessons**  
**Instruction Manual in PDF**  
**(with practice exercises & appendix of tags)**

**USING THE TRAINING DISCS**

**Lesson 1—Getting Acquainted with Outlook**

- 1.1 The Outlook Environment (2003)
- 1.2 The Title Bar
- 1.3 The Menu Bar (2003)
- 1.3 The Menu Bar (XP/2000)
- 1.4 Using Toolbars
- 1.5 The Standard Toolbar
- 1.6 The Formatting Toolbar
- 1.7 The Navigation Pane and Reading Pane (2003)
- 1.8 The Outlook Bar (XP/2000)
- 1.9 The Scroll Bars
- 1.10 Shortcut Keys
- 1.11 The Preview Pane (XP/2000)

**Lesson 2—Making Contacts**

- 2.1 What are Contacts? (2003)
- 2.1 What are Contacts? (XP/2000)
- 2.2 The Contacts Folder
- 2.3 Changing the View (2003)
- 2.3 Changing the View (XP/2000)
- 2.4 Creating Contacts
- 2.5 Editing Contacts
- 2.6 Selecting Contacts
- 2.7 Deleting Contacts
- 2.8 Printing Contacts
- 2.9 Grouping Contacts
- 2.10 Assigning Contacts to Categories
- 2.11 Searching for Contacts
- 2.12 Writing Letters to Contacts
- 2.13 Calling Contacts
- 2.14 Finding a Contact's Address

**Lesson 3—E-Mail**

- 3.1 What is e-mail?
- 3.2 Using the Inbox (2003)
- 3.2 Using the Inbox (XP/2000)
- 3.3 Message Statuses
- 3.4 Reading Messages
- 3.5 Printing Messages
- 3.6 Deleting Messages
- 3.7 Sorting the Inbox (2003)
- 3.7 Sorting the Inbox (XP/2000)
- 3.8 Changing the Inbox View (2003)
- 3.8 Changing the Inbox View (XP/2000)
- 3.9 Message Flags (2003)
- 3.9 Message Flags (XP/2000)
- 3.10 Finding Messages (2003)
- 3.10 Finding Messages (XP/2000)
- 3.11 Sending Messages
- 3.12 Selecting Recipients (2003)
- 3.12 Selecting Recipients (XP/2000)
- 3.13 Checking Message Spelling
- 3.14 Setting Message Options
- 3.15 Formatting Messages
- 3.16 Replying to Messages
- 3.17 Forwarding Messages
- 3.18 Sending Attachments
- 3.19 Opening Attachments

**Lesson 4—The Sent Items Folder**

- 4.1 The Sent Items Folder (2003)
- 4.1 The Sent Items Folder (XP/2000)
- 4.2 Resending Messages
- 4.3 Recalling Messages

**Lesson 5—The Outlook Folder**

- 5.1 Using the Outbox (2003)
- 5.2 Using the Outbox (XP/2000)

**Lesson 6—Using the Calendar**

- 6.1 The Calendar Window (2003)
- 6.1 The Calendar Window (XP/2000)
- 6.2 Switching the Calendar View (2003)
- 6.2 Switching the Calendar View (XP/2000)
- 6.3 Navigating the Calendar (2003)
- 6.3 Navigating the Calendar (XP/2000)
- 6.4 Appointments, Meetings, and Events
- 6.5 Selecting Calendar Objects
- 6.6 Setting an Appointment
- 6.7 Scheduling a Meeting (2003)
- 6.7 Scheduling a Meeting (XP/2000)
- 6.8 Checking Meeting Attendance Status (2003)
- 6.8 Checking Meeting Attendance Status (XP/2000)
- 6.9 Responding to a Meeting Request (2003)
- 6.9 Responding to a Meeting Request (XP/2000)
- 6.10 Scheduling an Event
- 6.11 Setting Recurrence
- 6.12 Printing the Calendar

**Lesson 7—Tasks**

- 7.1 What are Tasks? (2003)
- 7.2 What are Tasks? (XP/2000)
- 7.2 The Tasks Window
- 7.3 Changing the Tasks View (2003)
- 7.3 Changing the Tasks View (XP/2000)
- 7.4 Printing the Tasks
- 7.5 Sorting the Tasks Folder
- 7.6 Creating a Task
- 7.7 Setting Task Recurrence
- 7.8 Creating a Task Request
- 7.9 Responding to Task Requests
- 7.10 Sending Status Reports
- 7.11 Tracking Tasks
- 7.12 Managing Tasks
- 7.13 Deleting Tasks

**Lesson 8—Deleted Items**

- 8.1 The Deleted Items Folder (2003)
- 8.1 The Deleted Items Folder (XP/2000)
- 8.2 Permanently Deleting Items
- 8.3 Recovering Deleted Items
- 8.4 Automatically Deleting Items

**Lesson 9—Using the Journal**

- 9.1 The Journal Folder (2003)
- 9.1 The Journal Folder (XP/2000)
- 9.2 Switching the Journal View (2003)
- 9.2 Switching the Journal View (XP/2000)
- 9.3 Recording Journal Items Automatically
- 9.4 Recording Journal Items Manually
- 9.5 Opening a Journal Entry
- 9.6 Opening the Journal Entry Document
- 9.7 Deleting Journal Items

**Lesson 10—Public Folders**

- 10.1 Creating Public Folders (2003)
- 10.1 Creating Public Folders (XP/2000)
- 10.2 Setting Permissions (2003)
- 10.2 Setting Permissions (XP/2000)
- 10.3 Administering Public Folders (2003)
- 10.3 Administering Public Folders (XP/2000)
- 10.4 Folder Rules
- 10.5 Copying Public Folders
- 10.6 Adding a Public Folder Shortcut to the Outlook Bar (XP/2000)

**Lesson 11—Personal and Private Folders**

- 11.1 Creating a Personal Folder (2003)
- 11.1 Creating a Personal Folder (XP/2000)
- 11.2 Setting AutoArchiving for Folders (2003)
- 11.2 Setting AutoArchiving for Folders (XP/2000)
- 11.3 Creating Private Folders (2003)
- 11.3 Creating Private Folders (XP/2000)
- 11.4 Setting Private Folder Permissions
- 11.5 Administering a Private Folder
- 11.6 E-mailing a Shortcut to a Private Folder (2003)
- 11.6 E-mailing a Shortcut to a Private Folder (XP/2000)

**Lesson 12—Notes**

- 12.1 Creating Notes (2003)
- 12.1 Creating Notes (XP/2000)
- 12.2 Forwarding Notes
- 12.3 Adding Date/Time Stamps
- 12.4 Changing Note Colors
- 12.5 Changing Note Fonts

**Lesson 13—Advanced Mailbox Options**

- 13.1 Creating Mailbox Rules (2003)
- 13.1 Creating Mailbox Rules (XP/2000)
- 13.2 Color Coding Messages
- 13.3 Creating Custom Mailbox Views (2003)
- 13.3 Creating Custom Mailbox Views (XP/2000)
- 13.4 Handling Junk E-mail (2003)
- 13.4 Handling Junk and Adult E-mail (XP/2000)
- 13.5 Categorizing Items
- 13.6 Finding Items (2003)
- 13.6 Finding Items (XP/2000)
- 13.7 Grouping Folder Items (2003)
- 13.7 Grouping Folder Items (XP/2000)
- 13.8 Using Filters (2003)
- 13.8 Using Filters (XP/2000)

**Lesson 14—Outlook Options**

- 14.1 Using Outlook as a Desktop (XP/2000)
- 14.2 Using Outlook as a Web Browser (2003)
- 14.2 Using Outlook as a Web Browser (XP/2000)
- 14.3 Adding Additional Profiles (2003)
- 14.3 Adding Additional Profiles (XP/2000)
- 14.4 Adding Additional Services (2003)
- 14.4 Adding Additional Services (XP/2000)
- 14.5 Outlook Options

**Lesson 15—Delegates**

- 15.1 Creating a Delegate
- 15.2 Acting as a Delegate
- 15.3 Deleting Delegates

**Lesson 16—Helping Yourself**

- 16.1 Screen Tips
- 16.2 The Office Assistant
- 16.3 The Contents and Index
- 16.4 Using the Help Pane (2003)

**Outlook Includes:**  
**5 Hours of Instruction**  
**177 Individual Lessons**  
**2 Manuals in PDF**  
**(with practice exercises & keyboard shortcuts)**

- Lesson 1—Getting Acquainted with Peachtree**  
1.1 The Peachtree Environment – 2007 Only  
1.2 The Peachtree Navigation Centers-2007 Only  
1.3 The Peachtree Environment – 2003-2006  
1.4 Using the Menu Bar  
1.5 Using the Main Application Toolbar – 2004-2006  
1.6 Learning Common Business Terms

**Lesson 2—Setting Up a Company**

- 2.1 Creating a Peachtree Company  
2.2 Setting Customer Defaults  
2.3 Setting Vendor Defaults  
2.4 Setting Inventory Defaults  
2.5 Setting Payroll and Employee Defaults  
2.6 Setting Job Defaults  
2.7 Making a Backup  
2.8 Restoring from a Backup File

**Lesson 3—Using the General Ledger**

- 3.1 General Ledger Default Settings  
3.2 Adding Accounts  
3.3 Deleting Accounts  
3.4 Adding Beginning Balances to Accounts  
3.5 Adding General Ledger Journal Entries  
3.6 Basic General Ledger Reports  
3.7 Entering Account Budgets – 2007  
3.8 Entering Account Budgets – 2003-2006  
3.9 Using the Cash Account Register

**Lesson 4—Starting Accounts Receivable**

- 4.1 Setting Up the Accounts Receivable Defaults  
4.2 Adding Customers  
4.3 Adding Beginning Balances for Customers  
4.4 Setting Statement and Invoice Defaults  
4.5 Sales Orders and Invoicing  
4.6 The Sales Orders Window  
4.7 The Sales/Invoicing Window  
4.8 The Receipts Window  
4.9 Statements and Finance Charges  
4.10 Selecting Deposits  
4.11 Changing a Record ID

**Lesson 5—Starting Accounts Payable**

- 5.1 Setting Up the Accounts Payable Defaults  
5.2 Adding Vendors  
5.3 Adding Beginning Balances for Vendors  
5.4 The Purchase Orders Window  
5.5 Entering a Drop Shipment  
5.6 Select for Purchase Orders  
5.7 The Purchases/Receive Inventory Window  
5.8 The Payments Window  
5.9 The Select for Payment Window

**Lesson 6—Adding Inventory**

- 6.1 Adding Inventory  
6.2 Removing Inventory  
6.3 Entering Inventory Beginning Balances  
6.4 Building and Unbuilding Assemblies  
6.5 Making Inventory Adjustments  
6.6 Changing Item Prices

**Lesson 7—Creating Payroll**

- 7.1 Adding Employees  
7.2 Adding Employee Beginning Balances  
7.3 Paying a Group of Employees  
7.4 Paying an Employee  
7.5 Creating a Flat Rate Payroll Field  
7.6 Creating a Calculated Payroll Field  
7.7 Payroll Formulas

**Lesson 8—Account Management**

- 8.1 Writing Checks  
8.2 Voiding Checks  
8.3 Reconciling the Bank Accounts  
8.4 Changing the Accounting Period

**Lesson 9—Using Sales Tax**

- 9.1 Sales Tax Authorities  
9.2 Sales Tax Codes and Exempt Sales  
9.3 Collecting Sales Tax  
9.4 Paying Sales Tax

**Lesson 10—Using Quotes**

- 10.1 Entering Quotes  
10.2 Converting Quotes

**Lesson 11—Job Tracking**

- 11.1 Setting Up a Job  
11.2 Setting Job Defaults  
11.3 Entering Beginning Balances for Jobs  
11.4 Making Purchases for Jobs  
11.5 Invoicing for Job Purchases  
11.6 Job Tracking

**Lesson 12—Time and Billing**

- 12.1 Adding Time Ticket Employees  
12.2 Entering Activity Items  
12.3 Entering Charge Items  
12.4 Entering Time Tickets  
12.5 Entering Expense Tickets  
12.6 Billing Time and Expense Tickets

**Lesson 13—Changing System Settings**

- 13.1 Changing Your Company's Posting Method  
13.2 Posting/Unposting  
13.3 Using the Purge Wizard  
13.4 Using the Year-End Wizard  
13.5 Memorized Transactions

**Lesson 14—Reporting**

- 14.1 The Cash Manager  
14.2 The Collection Manager  
14.3 The Payment Manager  
14.4 The Financial Manager  
14.5 Find on Report (2005-2007)  
14.7 Preset Reports  
14.8 Report Groups  
14.9 Designing Reports  
14.10 Exporting Reports to Excel  
14.11 Importing and Exporting Data  
14.12 Exporting to PDF (2005-2007)  
14.13 Modifying Screen Templates  
14.14 Modifying Print Templates

**Lesson 15—The Internal Accounting Review**

- 15.1 Using the Internal Accounting Review (2006-2007)

**Lesson 16—Action Items**

- 16.1 Events  
16.2 To Do Items  
16.3 Alerts

**Lesson 17—Options**

- 17.1 Changing Global Options  
17.2 Changing the System Date

**Lesson 18—Assets and Liabilities**

- 18.1 Assets and Liabilities  
18.2 Creating an Other Current Assets Account  
18.3 Subtracting Value from an Other Current Assets Account  
18.4 Creating a Fixed Assets Account  
18.5 Accumulated Depreciation  
18.6 Liability Accounts  
18.7 Paying on a Long Term Liability  
18.8 Equity

**Lesson 19—Credits**

- 19.1 Entering Credit Memos  
19.2 Applying Credit Memos  
19.3 Entering Vendor Credit Memos

**Lesson 20—Help**

- 20.1 Using the Contents  
20.2 Using the Index  
20.3 Using the Search Feature

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## USING THE TRAINING DISCS

### Lesson 1—Getting Acquainted with Photoshop

- 1.1 The Photoshop Environment
- 1.2 Palettes and the Palette Well
- 1.3 Creating Custom Workspaces
- 1.4 Opening Images
- 1.5 Using the File Browser
- 1.6 Image Magnification
- 1.7 Viewing Document Information
- 1.8 Moving the Image
- 1.9 Undoing Mistakes and the History Palette
- 1.10 Displaying Drawing Guides
- 1.11 Making Measurements
- 1.12 Adding Annotations
- 1.13 Setting Preferences

### Lesson 2—Basic Image Manipulation

- 2.1 Bitmap Images
- 2.2 Vector Graphics
- 2.3 Image Size and Resolution Settings
- 2.4 Scanning Images
- 2.5 Creating New Images
- 2.6 Placing Files

### Lesson 3—Color Basics

- 3.1 Color Modes and Models
- 3.2 Color Mode Conversion
- 3.3 Previewing Color Differences between Operating Systems
- 3.4 Color Management
- 3.5 Foreground and Background Colors
- 3.6 Using the Color Picker
- 3.7 Selecting Colors with the Color Palette
- 3.8 Selecting Colors with the Eyedropper Tool
- 3.9 Selecting Colors with the Swatches Palette

### Lesson 4—Painting Tools

- 4.1 Painting Tools
- 4.2 The Brush Tool
- 4.3 Blending Modes
- 4.4 The Pencil Tool
- 4.5 The Eraser Tool
- 4.6 The Magic Eraser Tool
- 4.7 The Background Eraser Tool
- 4.8 Using the Art History Brush
- 4.9 Using the History Brush

### Lesson 5—Brush Settings

- 5.1 Using the Brushes Palette
- 5.2 Creating Custom Brush Tips by Selection
- 5.3 Creating Custom Brush Tips in the Brushes Palette
- 5.4 Setting Shape Dynamics
- 5.5 Setting Brush Scattering
- 5.6 Setting Brush Texture
- 5.7 Setting Dual Brushes
- 5.8 Setting Color Dynamics
- 5.9 Setting Other Dynamics
- 5.10 Miscellaneous Brush Settings
- 5.11 Clearing Brush Settings
- 5.12 Saving a Customized Brush
- 5.13 Saving a Customized Brush Library

### Lesson 6—Making Selections

- 6.1 Selection Basics
- 6.2 Making Pixel Selections
- 6.3 The Marquee Tool
- 6.4 The Lasso Tool
- 6.5 The Magic Wand Tool
- 6.6 Selecting by Color Range
- 6.7 Adjusting Pixel Selections
- 6.8 The Extract Command
- 6.9 Copying and Pasting Pixel Selections
- 6.10 Saving and Loading Selections

### Lesson 7—Filling and Stroking

- 7.1 Applying Fills
- 7.2 Using the Paint Bucket Tool
- 7.3 Using the Gradient Tool
- 7.4 Using the Gradient Editor
- 7.5 Using Patterns
- 7.6 Using the Pattern Maker
- 7.7 Stroking

### Lesson 8—Layers

- 8.1 Using Layers and Layer Sets
- 8.2 Creating Layers and Layer Sets
- 8.3 Stacking and Linking Layers
- 8.4 Moving Layer Content with the Move Tool
- 8.5 Locking Layers
- 8.6 Common Layer Management Tasks
- 8.7 Merging and Flattening Layers

### Lesson 9—Advanced Layers

- 9.1 Layer Styles
- 9.2 Adjustment Layers and Fill Layers
- 9.3 Masking Layers
- 9.4 Creating Clipping Groups
- 9.5 Creating Knockouts

### Lesson 10—Text

- 10.1 Text Basics
- 10.2 Entering Text
- 10.3 Selecting Text
- 10.4 Editing the Bounding Box
- 10.5 Creating a Type Selection
- 10.6 Applying Effects to Type Layers
- 10.7 Using the Character Palette
- 10.8 Checking for Spelling Errors
- 10.9 Using the Paragraph Palette

### Lesson 11—Drawing

- 11.1 Raster vs. Vector
- 11.2 Shape Layers and Shape Options
- 11.3 Using the Shape Tools
- 11.4 Using the Pen Tools
- 11.5 Using the Anchor Point Tools
- 11.6 Using the Paths Palette
- 11.7 Working with Paths

### Lesson 12—Using Channels and Masking

- 12.1 Using the Channels Palette
- 12.2 Using Channels
- 12.3 Spot Colors
- 12.4 Blending Channels and Layers
- 12.5 Masking
- 12.6 Using Alpha Channels

### Lesson 13—Manipulating Images

- 13.1 Changing the Canvas Size
- 13.2 Rotating and Flipping Images
- 13.3 Cropping Images
- 13.4 The Free Transform Command
- 13.5 The Smudge Tool
- 13.6 Blurring and Sharpening Images
- 13.7 Using the Dodge Tool and the Burn Tool
- 13.8 The Sponge Tool
- 13.9 Filters and the Filter Gallery
- 13.10 The Liquify Command
- 13.11 The Clone Stamp Tool
- 13.12 The Pattern Stamp Tool
- 13.13 The Healing Brush Tool
- 13.14 The Patch Tool
- 13.15 The Color Replacement Tool

### Lesson 14—Saving Images

- 14.1 Saving Images
- 14.2 The Save for Web Dialog Box

### Lesson 15—Printing

- 15.1 Printing Images
- 15.2 Using the Print with Preview Option

### Lesson 16—Automating Tasks

- 16.1 Actions and the Actions Palette
- 16.2 Playing Actions
- 16.3 Editing Actions

### Lesson 17—Help

- 17.1 Photoshop Help
- 17.2 System Info
- 17.3 Online Updates
- 17.4 Creating Custom Help Topics

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## USING THE TRAINING DISCS

### Lesson 1—Getting Acquainted with PowerPoint

- 1.1 The PowerPoint Environment (2003/XP)
- 1.1 The PowerPoint Environment (2000)
- 1.1 The PowerPoint Environment (97)
- 1.2 The Title Bar
- 1.3 The Menu Bar
- 1.4 Using Toolbars
- 1.5 The Standard Toolbar
- 1.6 The Formatting Toolbar
- 1.7 The Scroll Bars
- 1.8 Shortcut Keys
- 1.9 The Task Pane (2003/XP)
- 1.10 The Status Bar
- 1.11 Changing the Presentation View

### Lesson 2—Creating a Presentation

- 2.1 Creating a New Presentation (2003/XP)
- 2.1 Creating a New Presentation (2000/97)
- 2.2 The Auto Content Wizard
- 2.3 Using the Template Option (2003/XP)
- 2.3 Using the Template Option (2000/97)
- 2.4 Applying a Slide Layout
- 2.5 Using the Blank Presentation Option (2003/XP)
- 2.5 Using the Blank Presentation Option (2000/97)

### Lesson 3—Opening, Closing, and Saving a Presentation

- 3.1 Saving a Presentation
- 3.2 Closing a Presentation
- 3.3 Opening a Presentation
- 3.4 Using the 'Package for CD' Feature (2003)
- 3.5 Using Pack and Go (XP/2000/97)
- 3.6 Saving Your Presentation as a Web Page (2003/XP/2000)
- 3.6 Saving Your Presentation as a Web Page (97)

### Lesson 4—Introducing Presentation Views

- 4.1 Normal View (2003/XP/2000)
- 4.2 Outline View
- 4.3 Slide View (2000/97)
- 4.4 Slide Sorter View
- 4.5 Notes Page View
- 4.6 Slide Show View

### Lesson 5—Normal View (Slide View in 97)

- 5.1 Using the Ruler
- 5.2 Using the Guides for Layout
- 5.3 Setting the Slide Header and Footer
- 5.4 Inserting New Slides
- 5.5 Zooming a Presentation

### Lesson 6—Modifying Text Placeholders

- 6.1 Object Mode vs. Edit Text Mode
- 6.2 Text Placeholders vs. Text Boxes
- 6.3 Inserting a Text Box
- 6.4 Resizing Text Boxes and Placeholders
- 6.5 Deleting Text Boxes & Placeholders
- 6.6 Moving Text Boxes & Placeholders
- 6.7 Bulleting Text Boxes & Placeholders
- 6.8 Aligning Text Boxes and Placeholders
- 6.9 Setting Line Spacing in Text Boxes and Placeholders
- 6.10 Changing Text Casing
- 6.11 Formatting Fonts for Text Boxes and Placeholders
- 6.12 Formatting Fill Color for Text Boxes and Placeholders
- 6.13 Setting Default Properties for All New Text Boxes and Placeholders

### Lesson 7—Modifying Text in a Text Box or Placeholder

- 7.1 Bold Text
- 7.2 Italicizing Text
- 7.3 Underlining Text
- 7.4 Applying Shadows to Text
- 7.5 Adding Text Enhancements
- 7.6 Aligning Text within a Text Box or Placeholder
- 7.7 Changing the Font for Selected Text Only
- 7.8 Copying and Pasting Text
- 7.9 Using Undo and Redo
- 7.10 Formatting Bullets and Numbering
- 7.11 Showing and Hiding the Rulers
- 7.12 Adding Tab Stops

### Lesson 8—Text Tools

- 8.1 Setting the Spelling Options
- 8.2 Using the Spelling Checker
- 8.3 Using the Style Checker (97)
- 8.4 Setting Style Options (2003/2000/XP)
- 8.5 Inserting Comments

### Lesson 9—Using Clip Art

- 9.1 Inserting Clip Art
- 9.2 Re-sizing Clip Art
- 9.3 Adding Fill Color and Lines to Clip Art
- 9.4 Moving Clip Art
- 9.5 Cutting, Copying, and Pasting Clip Art
- 9.6 Deleting Clip Art
- 9.7 The Picture Toolbar
- 9.8 Cropping Clip Art
- 9.9 Changing Clip Art's Color, Contrast and Brightness
- 9.10 Re-coloring Clip Art
- 9.11 Inserting Auto Clip Art (97)
- 9.12 Compressing Pictures (2003/XP)
- 9.13 Adding Clips to the ClipArt Gallery (2000/97)
- 9.14 Finding Clips Online
- 9.15 Using the Clip Organizer (2003/XP)

### Lesson 10 - Using Diagrams (2003/XP only)

- 10.1 Inserting Diagrams
- 10.2 Using the Diagram Toolbar

### Lesson 11—Inserting Movies and Sound

- 11.1 Inserting Movies
- 11.2 Inserting Audio
- 11.3 Animating Multimedia Playback
- 11.4 Recording a Sound (2003/XP/2000)

### Lesson 12—Using Slide Sorter View

- 12.1 Using Slide Sorter View
- 12.2 Inserting Slides from External Presentations

### Lesson 13—Creating Custom Shows

- 13.1 Creating and Managing Custom Shows

### Lesson 14—Using Slide Show View

- 14.1 Running a Slide Show
- 14.2 Setting Pointer Options
- 14.3 Adding Speaker Notes
- 14.4 Using the Meeting Minder (XP/2000/97)

### Lesson 15—Printing Your Presentation

- 15.1 Using Page Setup
- 15.2 Printing Presentations
- 15.3 Using Print Preview (2003/XP)
- 15.4 Printing Handouts

### Lesson 16—Helping Yourself

- 16.1 Using Screen Tips
- 16.2 Using the Office Assistant (XP/2000/97)
- 16.3 Using the Contents (XP/2000/97)
- 16.4 Using the Index (XP/2000/97)
- 16.5 Using Detect and Repair
- 16.6 Using the Help Pane (2003)

### Lesson 17—Adding Slide Transition Animation

- 17.1 Adding Slide Transition Animation (2003/XP)
- 17.2 Adding Transition Animation Speed and Sounds (2003/XP)
- 17.3 Setting Manual or Automatic Slide Advancing (2003/XP)
- 17.4 Adding Slide Animation (2000/97)
- 17.5 Adding Transition Animation Speed (2000/97)
- 17.6 Adding Animation Timing (2000/97)
- 17.7 Adding Transition Automation Sound (2000/97)
- 17.8 Setting Transition Animation for Single and Multiple Slides (2000/97)

### Lesson 18—Animating Slide Objects

- 18.1 Using Preset Animation (2000/97)
- 18.2 Adding Custom Animation (2000/97)
- 18.3 Previewing Your Animation Settings (2000/97)
- 18.4 Adding Custom Animation (2003/XP)
- 18.5 Applying Animation Schemes (2004/XP)

### Lesson 19—Drawing Objects

- 19.1 Inserting AutoShapes
- 19.2 Inserting Lines and Arrows
- 19.3 Editing Line Points
- 19.4 Inserting Rectangles and Ovals
- 19.5 Inserting WordArt
- 19.6 Applying & Changing Fill Colors
- 19.7 Applying & Changing Line Colors
- 19.8 Applying & Changing Font Colors
- 19.9 Applying & Changing Shadow Effects
- 19.10 3D
- 19.11 The Draw Button
- 19.12 Inserting Text Into a Shape

### Lesson 20—Manipulating Drawing Objects

- 20.1 Grouping Objects
- 20.2 Ordering Objects
- 20.3 Aligning and Distributing Objects
- 20.4 Rotating and Flipping Objects

### Lesson 21—Using Outline View

- 21.1 Using the Outlining Toolbar
- 21.2 Promoting and Demoting Text
- 21.3 Expanding and Collapsing Slides
- 21.4 Adding and Deleting Slides
- 21.5 Creating Summary Slides

### Lesson 22—Using Notes Page View

- 22.1 Notes Page View
- 22.2 Formatting Notes Page View
- 22.3 Setting the Header and Footer for Notes and Handouts

### Lesson 23—Creating Customized Presentation Templates

- 23.1 Switching Color Schemes for Your Presentation
- 23.2 Creating a Custom Color Scheme
- 23.3 Changing a Custom Color Scheme to a Standard Scheme
- 23.4 Customizing the Slide Background for Your Presentation
- 23.5 Saving a Custom Template

### Lesson 24—Using Presentation Masters

- 24.1 Slide Master (2000/97)
- 24.2 Title Master (2000/97)
- 24.3 Slide Master (2003/XP)
- 24.4 Notes Master
- 24.5 Handout Master

### Lesson 25—Setting Up the Presentation

- 25.1 Set Up Show
- 25.2 Recording Narrations
- 25.3 Rehearsing Timings
- 25.4 Using Two Screens (97)

### Lesson 26—Using Macros

- 26.1 Recording Macros
- 26.2 Editing Macros
- 26.3 Running Macros

### Lesson 27—Action Buttons

- 27.1 Inserting Action Buttons
- 27.2 Setting Button Actions

### Lesson 28—Inserting Tables, Charts, and Other Objects

- 28.1 Inserting Charts
- 28.2 Editing Chart Data
- 28.3 Inserting Tables
- 28.4 Formatting Tables
- 28.5 Inserting Objects

### Lesson 29—Customizing Toolbars

- 29.1 Creating New Toolbars
- 29.2 Customizing Toolbars
- 29.3 Setting Toolbar and Menu Bar Options

### Lesson 30—Setting PowerPoint Options

- 30.1 Setting Default PowerPoint Options
- 30.2 Setting AutoCorrect Options

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**Lesson 1—Getting Started and Exploring**

- 1.1 Starting Publisher
- 1.2 The Publisher Screen
- 1.3 Viewing the Catalog (2000)
- 1.4 Using Wizards (2000)
- 1.5 Viewing the New Publication Task Pane (XP/2003)
- 1.6 Creating a Blank Publication (2000)
- 1.7 Creating a Blank Publication (XP/2003)
- 1.8 Displaying the Full Menus (2000)
- 1.9 Displaying the Full Menus (XP/2003)
- 1.10 Editing Personal Information
- 1.11 Using the Options Dialog Box
- 1.12 Saving Your Publication
- 1.13 Closing Your Publication
- 1.14 Exiting Publisher

**Lesson 2—Working With Publications**

- 2.1 Opening an Existing Publication
- 2.2 Saving a Publication with a New Name
- 2.3 Adjusting Page Setup Options (2000)
- 2.4 Adjusting Print Setup Options (2000)
- 2.5 Adjusting Page a Print Setup Options (XP/2003)

**Lesson 3—Basic Skills**

- 3.1 Zooming the Publication
- 3.2 Adding Text to a Frame
- 3.3 Inserting Pages
- 3.4 Navigating through Pages
- 3.5 Moving and Nudging Objects
- 3.6 Resizing Objects
- 3.7 Rotating and Flipping Objects (2000)
- 3.8 Rotating and Flipping Objects (XP/2003)
- 3.9 Deleting Objects and Frames
- 3.10 Resetting the Design

**Lesson 4—Working with Text**

- 4.1 Changing the Font
- 4.2 Changing the Font Size
- 4.3 Changing the Font Style and Effect
- 4.4 Changing the Font Color
- 4.5 Changing Text Alignment
- 4.6 Adding and Removing Bullets and Numbers
- 4.7 Creating Custom Bullets and Modifying Numbering
- 4.8 Paragraph and Line Spacing
- 4.9 AutoFitting Text
- 4.10 Modifying Character Spacing
- 4.11 Using Find and Replace
- 4.12 Using AutoCorrect

**Lesson 5—Working with Drawing Objects**

- 5.1 Using the Objects Toolbar
- 5.2 Drawing Lines, Arrows, Ovals and Rectangles
- 5.3 Inserting AutoShapes and Custom Shapes
- 5.4 Inserting Text Boxes
- 5.5 Drawing Freeform Objects (2000)
- 5.6 Drawing Freeform Objects (XP/2003)

**Lesson 6—Formatting Objects**

- 6.1 Changing Fill Colors
- 6.2 Changing Line Colors
- 6.3 Formatting Lines and Borders
- 6.4 Using Additional Line and Border Formatting
- 6.5 Working with Layers
- 6.6 Selecting Multiple Objects
- 6.7 Ordering and Grouping Objects
- 6.8 Ungrouping Objects for Editing
- 6.9 The Undo Button
- 6.10 The Redo Button

**Lesson 7—Working with Graphics**

- 7.1 Setting Picture Display Options
- 7.2 Inserting Pictures
- 7.3 Inserting Clip Art (2000)
- 7.4 Inserting Clip Art (XP/2003)
- 7.5 Using the Picture Toolbar (XP/2003)
- 7.6 Using WordArt (2000)
- 7.7 Using WordArt (XP/2003)

**Lesson 8—Working with Tables**

- 8.1 Inserting Tables and Choosing a Preset Format
- 8.2 Changing the Color Scheme (2000)
- 8.3 Changing the Color Scheme (XP/2003)
- 8.4 Inserting Text into Tables
- 8.5 Formatting Cell Text
- 8.6 Copying a Table from Microsoft Word
- 8.7 Adjusting Row Height and Column Width

**Lesson 9—Customizing Layouts and Designs**

- 9.1 Applying Backgrounds (2000)
- 9.2 Applying Backgrounds (XP/2003)
- 9.3 Using the Design Gallery
- 9.4 Saving Your Own Designs
- 9.5 Using the Layout Guides
- 9.6 Using the Design Checker
- 9.7 Using the Special Paper View

**Lesson 10—Preparing Publications for the Web**

- 10.1 Converting a Publication to a Web Page
- 10.2 Working with Form Controls
- 10.3 Inserting Hyperlinks (2000)
- 10.4 Inserting Hyperlinks (XP/2003)
- 10.5 Inserting Hot Spots
- 10.6 Applying Background Schemes (2000)
- 10.7 Applying Background Schemes (XP/2003)
- 10.8 Setting Web Properties (2000)
- 10.9 Setting Web Properties (XP)
- 10.10 Setting Web Properties (2003)
- 10.11 Working with Navigation Bars (2000/XP)
- 10.12 Working with Navigation Bars (2003)

**Lesson 11—Mail Merge**

- 11.1 What is a Data Source?
- 11.2 Creating a Data Source (2000)
- 11.3 Creating a Data Source (XP)
- 11.4 Creating a Data Source (2003)
- 11.5 Customizing a Data Source
- 11.6 Editing a Data Source (2000)
- 11.7 Editing a Data Source (XP/2003)
- 11.8 Using a Label or Envelope Wizard
- 11.9 Attaching a Data Source (2000)
- 11.10 Inserting Data Fields (2000)
- 11.11 Merging and Printing Data (2000)
- 11.12 Merging Data with a Publication (XP)
- 11.13 Merging Data with a Publication (2003)

**Lesson 12—Commercial Printing**

- 12.1 Color Printing Options
- 12.2 Setting the Color Printing Options
- 12.3 Setting the Trapping Options
- 12.4 Choosing Fonts
- 12.5 Using Pack and Go
- 12.6 Saving Your Publication as a PostScript File

**Lesson 13—Additional Features**

- 13.1 Showing Special Characters
- 13.2 Snapping to Guides, Rulers and Objects
- 13.3 Inserting Date and Time Stamps
- 13.4 Inserting Page Numbers
- 13.5 Previewing Your Publication (XP/2003)
- 13.6 Printing Your Publication
- 13.7 Using the Two-Page Spread View
- 13.8 Tools on the Web

**Lesson 14—Helping Yourself**

- 14.1 Publisher Help
- 14.2 Using the Contents
- 14.3 Using the Answer Wizard
- 14.4 Using the Index
- 14.5 Using the Office Assistant
- 14.6 Using the Help Pane (2003)

**Publisher Includes:**  
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**USING THE TRAINING DISCS**

**Lesson 1—Getting Around in QuickBooks**

- 1.1 The Home Page (2006)
- 1.2 The Centers (2006)
- 1.3 The Menu Bar and Keyboard Shortcuts
- 1.4 The Navigators (2005)
- 1.5 The Open Window List
- 1.6 The Icon Bar
- 1.7 Customizing the Icon Bar
- 1.8 Using the Shortcut List (2005)
- 1.9 The Chart of Accounts
- 1.10 Accounting Methods
- 1.11 Financial Reports

**Lesson 2—Creating a QuickBooks Company**

- 2.1 Using the EasyStep Interview (2006)
- 2.2 Using the EasyStep Interview (2003:2005)
- 2.3 Returning to the EasyStep Interview (2006)
- 2.4 Returning to the EasyStep Interview (2003:2005)
- 2.5 Creating a Backup File
- 2.6 Restoring a File
- 2.7 Setting Up Users
- 2.8 Single and Multiple User Modes
- 2.9 Closing Company Files
- 2.10 Opening a Company File

**Lesson 3—Using Lists**

- 3.1 Using Lists
- 3.2 The Chart of Accounts
- 3.3 The Customers & Jobs Tab (2006)
- 3.4 The Customer:Job List (2003:2005)
- 3.5 The Employees Tab (2006)
- 3.6 The Employee List(2003:2005)
- 3.7 The Vendors Tab (2006)
- 3.8 The Vendor List (2003:2005)
- 3.9 Using Custom Fields
- 3.10 Sorting Lists
- 3.11 Inactivating and Reactivating List Items
- 3.12 Printing Lists
- 3.13 Renaming List Items
- 3.14 Merging List Items

**Lesson 4—Setting Up Sales Tax**

- 4.1 The Sales Tax Process
- 4.2 Setting Up Your Tax Agencies
- 4.3 Setting Up Your Tax Rates
- 4.4 Creating a Sales Tax Group
- 4.5 Setting Sales Tax Preferences
- 4.6 Indicating Who and What Gets Taxed

**Lesson 5—Setting Up Inventory Items**

- 5.1 Setting Up Inventory
- 5.2 Creating Inventory Items
- 5.3 Creating a Purchase Order
- 5.4 Receiving Items with a Bill
- 5.5 Entering Item Receipts
- 5.6 Matching Bills to Item Receipts
- 5.7 Adjusting Inventory

**Lesson 6—Setting Up Other Items**

- 6.1 Service Items
- 6.2 Non-Inventory Items
- 6.3 Other Charges
- 6.4 Subtotals
- 6.5 Groups
- 6.6 Discounts
- 6.7 Payments
- 6.8 Changing Item Prices

**Lesson 7—Basic Invoicing**

- 7.1 The Sales Forms
- 7.2 Creating an Invoice
- 7.3 Creating a Sales Receipt
- 7.4 Finding Old Invoices
- 7.5 Previewing Invoices
- 7.6 Printing Invoices

**Lesson 8—Using Price Levels**

- 8.1 Using Price Levels

**Lesson 9—Creating Billing Statements**

- 9.1 Setting Statement Preferences
- 9.2 Entering Statement Charges
- 9.3 Applying Finance Charges and Creating Statements

**Lesson 10—Payment Processing**

- 10.1 Recording Customer Payments
- 10.2 Entering a Partial Payment
- 10.3 Applying One Payment to Multiple Jobs
- 10.4 Entering Overpayments
- 10.5 Down Payments
- 10.6 Making Deposits

**Lesson 11—Handling Refunds**

- 11.1 Writing a Refund Check
- 11.2 Refunding an Overpayment
- 11.3 Refunding a Down Payment

**Lesson 12—Entering And Paying Bills**

- 12.1 Entering Bills and Setting Vendor Preferences
- 12.2 Entering a Split Bill
- 12.3 Paying Bills
- 12.4 Early Bill Payment Discounts
- 12.5 Entering a Vendor Credit
- 12.6 Taking a Vendor Credit on Your Bill Payment

**Lesson 13—Using Bank Accounts**

- 13.1 Using Registers
- 13.2 Writing Checks
- 13.3 Writing A Split Check
- 13.4 Writing a Check for Inventory Items
- 13.5 Printing Checks
- 13.6 Transferring Funds Between Accounts
- 13.7 Reconciling Accounts
- 13.8 Voiding Checks

**Lesson 14—Paying Sales Tax**

- 15.1 Determining What You Owe
- 15.2 Using the Sales Tax Payable Register
- 15.3 Paying Your Tax Agencies

**Lesson 15—Reporting**

- 15.1 Graph and Report Preferences
- 15.2 Using QuickReports
- 15.3 Zooming In on a QuickReport
- 15.4 Preset Reports
- 15.5 Modifying and Filtering a Report
- 15.6 Memorizing a Report
- 15.7 Memorized Report Groups
- 15.8 Printing Reports
- 15.9 Printing Forms
- 15.10 Exporting Reports to Microsoft Excel
- 15.11 Saving Forms and Reports as PDF Documents (2004:2006)

**Lesson 16—Using Graphs**

- 16.1 Using Graphs

**Lesson 17—Customizing Forms**

- 17.1 Customizing Forms
- 17.2 Using the Customize Forms Window
- 17.3 Using the Layout Designer

**Lesson 18—Estimating**

- 18.1 Making Estimates for a Job
- 18.2 Duplicating Estimates
- 18.3 Invoicing From an Estimate
- 18.4 Updating Job Statuses
- 18.5 Inactivating Estimates
- 18.6 Making Purchases for a Job
- 18.7 Invoicing for Job Costs
- 18.8 Using Job Reports

**Lesson 19—Time Tracking**

- 19.1 Time Tracking
- 19.2 Weekly Timesheets
- 19.3 Time/Enter Single Activity
- 19.4 Invoicing from Time Data
- 19.5 Using Time Reports
- 19.6 Tracking Vehicle Mileage (2004:2006)
- 19.7 Charging Customers for Mileage (2004:2006)

**Lesson 20—Payroll**

- 20.1 The Payroll Process
- 20.2 Creating Payroll Items
- 20.3 Setting Employee Defaults
- 20.4 Setting Up Employee Payroll Information
- 20.5 Writing Paychecks to Employees
- 20.6 Voiding Paychecks
- 20.7 Tracking Your Tax Liabilities
- 20.8 Paying Your Payroll Tax Liabilities
- 20.9 Adjusting Payroll Liabilities
- 20.10 Entering Liability Refund Checks
- 20.11 Process Payroll Forms
- 20.12 Tracking Workers Compensation (2005:2006)

**Lesson 21—Using Credit Card Accounts**

- 21.1 Creating Credit Card Accounts
- 21.2 Entering Charges on Credit Cards
- 21.3 Reconciling and Paying Credit Cards

**Lesson 22—Assets and Liabilities**

- 22.1 Assets and Liabilities
- 22.2 Using the Other Current Asset Account Type
- 22.3 Removing Value from Other Current Asset Accts
- 22.4 Creating Fixed Asset Accounts
- 22.5 Setting the Original Cost of the Fixed Asset
- 22.6 Tracking Depreciation
- 22.7 Liability Accounts
- 22.8 The Loan Manager (2004:2006)
- 22.9 The Fixed Asset Item List (2004:2006)

**Lesson 23—Equity Accounts**

- 23.1 Equity Accounts
- 23.2 Recording an Owner's Draw
- 23.3 Recording a Capital Investment

**Lesson 24—Writing Letters With QuickBooks**

- 24.1 Using the Write Letters Wizard
- 24.2 Editing Letter Templates

**Lesson 25—Company Management**

- 25.1 Viewing Your Company Information
- 25.2 Setting Up Budgets
- 25.3 Using the To Do List
- 25.4 Using Reminders and Setting Preferences
- 25.5 Making Journal Entries
- 25.6 Synchronizing QuickBooks with Outlook or ACT!
- 25.7 Using the Cash Flow Projector (2004:2006)

**Lesson 26—Using QuickBooks Tools**

- 26.1 Company File Cleanup
- 26.2 Exporting List Data to an IIF File
- 26.3 Importing Data
- 26.4 Updating QuickBooks
- 26.5 Using the Calculator
- 26.6 Using Portable Company Files (2006)

**Lesson 27—Using The Accountant's Review**

- 27.1 Creating an Accountant's Copy
- 27.2 Using the Accountant's Copy
- 27.3 Importing Changes to Your Company File

**Lesson 28—Using Decision Tools**

- 28.1 Using Decision Tools

**Lesson 29—Using The Help Menu**

- 29.1 Using Help

**Appendix A—Contractor's Edition**

- A.1 The Job Costing Center
- A.2 The Contractor Menu
- A.3 Improved Job Costing & Reporting
- A.4 Tracking and Printing Change Orders
- A.5 Custom Help Topics

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**Lesson 1—Introduction to Windows**

- 1.1 About Windows
- 1.2 The Windows Environment
- 1.3 The Mouse
- 1.4 Starting a Program
- 1.5 Using Windows
- 1.6 Scrolling Windows
- 1.7 Shutting Down Windows
- 1.8 Available Applications
- 1.9 Changing Window Views
- 1.10 Sorting Window Contents
- 1.11 Windows Help

**Lesson 2—The Basics**

- 2.1 Desktop Properties
- 2.2 Navigating My Computer
- 2.3 Creating Desktop Shortcuts
- 2.4 The Quick Launch Toolbar
- 2.5 The Control Panel
- 2.6 Creating a Backup
- 2.7 Restoring a Backup
- 2.8 System Restore
- 2.9 Creating Users
- 2.10 Logging In to the Computer
- 2.11 Switching Users
- 2.12 Audio Adjustments
- 2.13 Adding Printers
- 2.14 Installing and Uninstalling New Software

**Lesson 3—Customizing Windows**

- 3.1 Moving and Resizing the Windows Taskbar
- 3.2 Setting the Date and Time Display
- 3.3 Automatic Updates
- 3.4 Customizing the Start Menu

**Lesson 4—Creating Documents**

- 4.1 Starting WordPad
- 4.2 Editing Text
- 4.3 Formatting Text
- 4.4 Saving a Document
- 4.5 Opening a Document
- 4.6 Printing a Document
- 4.7 Closing a Document

**Lesson 5—Creating Pictures**

- 5.1 Starting Paint
- 5.2 Drawing Shapes and Lines
- 5.3 Adding Text
- 5.4 Erasing Parts of a Picture
- 5.5 Saving a Picture
- 5.6 Opening a Picture

**Lesson 6—File Management**

- 6.1 Searching for a File or Folder
- 6.2 Selecting Files
- 6.3 Opening a File
- 6.4 Opening a Recently Accessed File
- 6.5 Customizing File and Folder Views
- 6.6 Creating a New Folder
- 6.7 Folder Options
- 6.8 Sorting Items
- 6.9 Arranging Items
- 6.10 Auto Arranging Items
- 6.11 Renaming Files
- 6.12 Cutting, Copying and Pasting Files and Folders
- 6.13 Copying a File to a Floppy Disk
- 6.14 Saving Files to CD
- 6.15 Deleting Files
- 6.16 The Recycle Bin

**Lesson 7—Using the Internet**

- 7.1 Using the Internet
- 7.2 Using a Web Browser
- 7.3 Searching the Internet for Information
- 7.4 Downloading Items from the Internet
- 7.5 Internet Security
- 7.6 Antivirus Software
- 7.7 Firewalls
- 7.8 Windows Firewall (Service Pack 2)
- 7.9 E-mail
- 7.10 Setting Up an E-mail Account
- 7.11 Web Based E-mail
- 7.12 Spam Filters
- 7.13 Connecting to the Internet
- 7.14 Dial-Up
- 7.15 Broadband

**Lesson 8—Printing Information**

- 8.1 Selecting a Printer
- 8.2 General Printing Options
- 8.3 Printing from the Internet
- 8.4 Viewing Print Jobs
- 8.5 Canceling Print Jobs

**Lesson 9—Just for Fun**

- 9.1 Playing Music
- 9.2 Watching Movies
- 9.3 Games in Windows
- 9.4 Games from the Internet
- 9.5 Great Sites on the Internet

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## USING THE TRAINING DISCS

### Lesson 1—Getting Acquainted with Word

- 1.1 The Word Environment (2003/XP)
- 1.2 The Word Environment (2000)
- 1.3 The Word Environment (97)
- 1.4 Title Bar
- 1.5 The Menu Bar
- 1.6 The Standard Toolbar
- 1.7 The Formatting Toolbar
- 1.8 The Tab Button
- 1.9 Rulers
- 1.10 The Scroll Bars
- 1.11 The Document Views Buttons
- 1.12 The ‘Next,’ ‘Previous,’ and ‘Select Browse Object’ Button Group
- 1.13 The Status Bar
- 1.14 The Task Pane (2003/XP)

### Lesson 2—Creating Basic Documents

- 2.1 Opening Documents
- 2.2 Closing the Document
- 2.3 Creating a New Document (2003/XP)
- 2.4 Creating a New Document (2000/97)
- 2.5 Saving the Document
- 2.6 Entering Text into a Document
- 2.7 Moving through Text
- 2.8 Selecting Text
- 2.9 Non-printing Characters
- 2.10 Zooming the Document
- 2.11 Full Screen Mode
- 2.12 Managing Multiple Documents
- 2.13 Overtyping Mode
- 2.14 Renaming Documents

### Lesson 3—Basic Editing Skills

- 3.1 Deleting and Replacing Text
- 3.2 Cutting, Copying, and Pasting Text
- 3.3 The Undo Button
- 3.4 The Redo Button
- 3.5 The Repeat Command

### Lesson 4—Using Text Tools

- 4.1 The Spelling and Grammar Checker
- 4.2 Setting the Spelling and Grammar Options
- 4.3 Using the AutoCorrect Feature

### Lesson 5—Formatting Text

- 5.1 Formatting Text
- 5.2 The Formatting Toolbar
- 5.3 The Font Dialog Box
- 5.4 Changing Character Case
- 5.5 Copying and Pasting Text Formatting

### Lesson 6—Formatting Paragraphs

- 6.1 Aligning Paragraphs
- 6.2 Indenting Paragraphs
- 6.3 Indenting Paragraphs with the Horizontal Ruler
- 6.4 Line Spacing and Paragraph Spacing
- 6.5 Copying Paragraph Formatting Only

### Lesson 7—Setting Document Layout

- 7.1 Working with Page and Section Breaks
- 7.2 Inserting Page and Section Breaks
- 7.3 Viewing the Header and Footer
- 7.4 Inserting Header and Footer Information
- 7.5 Creating Alternating Headers and Footers
- 7.6 Creating a Different First Page Header and Footer
- 7.7 Using Page Setup

### Lesson 8—Using Wizards and Templates

- 8.1 Using Templates
- 8.2 Using Wizards

### Lesson 9—Printing Documents

- 9.1 Using Print Preview
- 9.2 Printing Documents

### Lesson 10—Helping Yourself

- 10.1 Using Screen Tips
- 10.2 Using the Office Assistant (XP/2000/97)
- 10.3 Contents, Answer Wizard, and Index (XP/2000/97)
- 10.4 Using the Help Pane (2003)

### Lesson 11—Working with Tabs

- 11.1 Using Tab Stops
- 11.2 Removing and Clearing Tabs
- 11.3 Adding Leader Tabs

### Lesson 12—Using AutoText

- 12.1 Using AutoText
- 12.2 Inserting and Deleting AutoText
- 12.3 Creating an AutoText Entry

### Lesson 13—Using Clip Art

- 13.1 Using Clip Art
- 13.2 Inserting Clip Art (2003/XP)
- 13.3 Inserting Clip Art (2000/97)
- 13.4 Inserting Other Graphics
- 13.5 The Picture Toolbar
- 13.6 The Format Picture Dialog Box
- 13.7 The Colors and Lines Tab
- 13.8 The Size Tab
- 13.9 The Layout Tab
- 13.10 The Picture Tab

### Lesson 14—Drawing Objects

- 14.1 Inserting AutoShapes
- 14.2 Inserting Lines, Arrows Rectangles and Ovals
- 14.3 Inserting WordArt
- 14.4 Applying Fill Color
- 14.5 Applying Line Color
- 14.6 Applying Font Color
- 14.7 Applying Line Style, Dash Style and Arrow Style
- 14.8 Applying Shadows
- 14.9 Applying 3D Effects
- 14.10 Rotating Objects
- 14.11 Using the Draw Button
- 14.12 Inserting Text into a Shape
- 14.13 Inserting Text Boxes

### Lesson 15—Adding Bullets and Numbering to Lists

- 15.1 Applying Bullets and Numbering
- 15.2 Modifying Bullets and Numbering

### Lesson 16—Creating and Modifying Tables

- 16.1 Using Tables
- 16.2 Creating Tables
- 16.3 Selecting Table Objects
- 16.4 Adding and Deleting Columns and Rows
- 16.5 Merging and Splitting Cells
- 16.6 Adjusting Column Width and Row Height
- 16.7 Converting a Table into Text

### Lesson 17—Table Tools

- 17.1 The Tables and Borders Toolbar
- 17.2 Drawing and Erasing Tables
- 17.3 Distributing Rows and Columns Evenly
- 17.4 Aligning Text in Table Cells
- 17.5 Sorting Tables

### Lesson 18—Table Formulas

- 18.1 Table Formulas
- 18.2 Inserting Formulas
- 18.3 Recalculating Formulas
- 18.4 Viewing Formulas vs. Formula Results

### Lesson 19—Creating a Mail Merge Document

- 19.1 Beginning a Mail Merge
- 19.2 Using the Mail Merge Wizard (2003/XP)
- 19.3 Using the Mail Merge Helper (2000/97)

### Lesson 20—Creating and Modifying a Data Source

- 20.1 Creating a Data Source (2003/XP)
- 20.2 Creating a Data Source (2000/97)
- 20.3 Entering and Deleting Records in a Data Form (2003/XP)
- 20.4 Entering and Deleting Records in a Data Form (2000/97)
- 20.5 Finding Records in a Data Form (2003/XP)
- 20.6 Finding Records in a Data Form (2000/97)
- 20.7 Filtering and Sorting Data Source Entries (2003/XP)
- 20.8 Customizing the Data Source (2003/XP)
- 20.9 Customizing the Data Source (2000/97)

### Lesson 21—Modifying the Merge Document

- 21.1 Modifying the Merge Document
- 21.2 Checking for Errors in Your Document
- 21.3 Inserting and Removing Merge Fields
- 21.4 Formatting Merge Fields
- 21.5 Detaching the Data Source from the Merge Document

### Lesson 22—Merging Envelopes

- 22.1 Merging Envelopes (2003/XP)
- 22.2 Merging Envelopes (2000/97)

### Lesson 23—Merging Labels

- 23.1 Merging Labels (2003/XP)
- 23.2 Merging Labels (2000/97)

### Lesson 24—Merging Directories or Catalogs

- 24.1 Merging Directories (2003/XP)
- 24.2 Merging Catalogs (2000/97)

### Lesson 25—Querying and Sorting the Data Source

- 25.1 Selecting a Data Range for Merging
- 25.2 Querying Records for Merging (2003/XP)
- 25.3 Querying Records for Merging (2000/97)
- 25.4 Sorting Records for Merging (2003/XP)
- 25.5 Sorting Records for Merging (2000/97)
- 25.6 Clearing Merge Criteria (2003/XP)
- 25.7 Clearing Merge Criteria (2000/97)

### Lesson 26—Creating a Table of Contents

- 26.1 Creating a Table of Contents
- 26.2 Customizing a Table of Contents
- 26.3 Displaying the Field Code for a Table of Contents
- 26.4 Updating a Table of Contents

### Lesson 27—Creating an Index

- 27.1 Creating an Index
- 27.2 Customizing an Index
- 27.3 Displaying the Field Code for an Index
- 27.4 Updating an Index's Contents

### Lesson 28—Creating a Form Template

- 28.1 Creating a Form Template
- 28.2 Changing Field Options
- 28.3 Adding Help Text to a Field
- 28.4 Removing Field Shading and Protecting the Document
- 28.5 Saving the Document as a Template

### Lesson 29—Making Macros

- 29.1 What are Macros?
- 29.2 Creating Macros
- 29.3 Running a Macro
- 29.4 Assigning a Shortcut Key to a Macro

### Lesson 30—Customizing Toolbars

- 30.1 Changing Toolbar and Menu Bar Options
- 30.2 Adding Buttons to Toolbars
- 30.3 Adding Macro Buttons to Toolbars
- 30.4 Adding Button Dividers to Toolbars
- 30.5 Removing Buttons from Toolbars
- 30.6 Creating, Resetting, and Deleting Custom Toolbars

### Lesson 31—Changing Word's Options

- 31.1 Setting the Default Document File Location
- 31.2 Setting the Default Save Options
- 31.3 Setting the Default Page Setup Options
- 31.4 Setting the Default Font

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