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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

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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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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 Bolding 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)

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