

## Eskills360<sup>o</sup> - | Desktop Courses

<b>Solution Area</b>	<b>Curriculum</b>	<b>Series</b>	<b>Course Title</b>
<b>Eskills360 Desktop</b>			
<b>DESKTOP COMPUTER SKILLS</b>			
<b>Adobe</b>			
		<b>Adobe Flash CS5</b>	
			Introduction to Adobe Flash Professional CS5
			Drawing and Working with Images in Flash CS5
			Using Flash CS5 Libraries, Text, and Components
			Animation in Flash CS5
			ActionScript and Multimedia in Flash CS5
			Creating Navigation and Publishing Movies in Flash CS5
		<b>Adobe Photoshop CS5</b>	
			Photoshop CS5: Getting Started
			Photoshop CS5: Beyond the Basics
		<b>Adobe Dreamweaver CS5</b>	
			Setting up a Site and Adding Content in Dreamweaver CS5
			Adding Links and Images in Dreamweaver CS5
			Tables, Accessibility, and Standards in Dreamweaver CS5
			Reusing Content in Dreamweaver CS5
			Creating Interactive Web Pages in Dreamweaver CS5
			Cascading Style Sheets in Dreamweaver CS5
		<b>Adobe PhotoShop CS4</b>	
			Photoshop CS4: Getting Started
			Photoshop CS4: Beyond the Basics
		<b>Adobe Illustrator CS4</b>	
			Illustrator CS4: Getting Started
			Illustrator CS4: Beyond the Basics



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Solution Area	Curriculum	Series	Course Title
		<b>Adobe Reader 8.0</b>	Using Adobe Reader 8
		<b>Adobe Acrobat 9</b>	Adobe Acrobat 9: Fundamentals
		<b>Adobe Acrobat 8.0</b>	Creating and Working with PDFs in Adobe Acrobat 8
			Editing and Reviewing in Adobe Acrobat 8
			Forms and Document Security in Adobe Acrobat 8
			Advanced Features of Adobe Acrobat 8
		<b>Adobe AIR 3</b>	Adobe Air 3 for Flash CS5.5 Developers
		<b>Adobe InDesign CS5</b>	Adobe InDesign CS5: Fundamentals
<b>Best Practices for Desktop Users</b>		<b>Information Security for End Users</b>	Introduction to Information Security
			Using your Desktop Computer and Mobile Devices Safely
			Using E-mail, the Internet, and Social Media Safely in a Corporate Environment
<b>Microsoft Office 2013</b>		<b>Microsoft Office 2013: Beginning Excel</b>	Creating Workbooks, Worksheets, and Data in Excel 2013
			Saving and Printing Data in Excel 2013
			Formatting Cells and Worksheets in Excel 2013
			Formatting Data in Excel 2013
			Presenting Data using Conditional Formatting and Sparklines in Excel 2013
			Performing Calculations Using Functions in Excel 2013
			Presenting Data in Tables and Charts in Excel 2013

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Solution Area	Curriculum	Series	Course Title
			<b>Microsoft Office 2013: Beginning Outlook</b>
			Working with e-mail in Outlook 2013
			Managing E-mail in Outlook 2013
			Working with Contacts in Outlook 2013
			Scheduling with Appointments, Events, and Tasks in Outlook 2013
			Working with Meetings in Outlook 2013
			<b>Microsoft Office 2013: Beginning PowerPoint</b>
			Creating Presentations in PowerPoint 2013
			Enhancing PowerPoint 2013 Presentations
			Animations and Media in PowerPoint 2013
			Finalizing a PowerPoint 2013 Presentation
			<b>Microsoft Office 2013: Beginning Word</b>
			Performing Basic Tasks in Word 2013
			Editing and Formatting in Word 2013
			Using Tables in Word 2013
			Structuring a Document in Word 2013
			Adding Lists and Objects in Word 2013
			<b>Microsoft Office 2013: SharePoint for End Users</b>
			Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013
			My Site and Social Features in SharePoint 2013
			Community Sites, Search, and Office Integration in SharePoint 2013
			<b>Microsoft Office 2013: Advanced Outlook</b>
			Formatting E-mail and Configuring Message Options in Outlook 2013
			<b>Microsoft Office 2010</b>
			<b>Microsoft Office 2010: New Features</b>
			Office 2010 New Core Features
			New Messaging and Collaboration Features in Office 2010
			Office 2010 Web Apps and New Features in Publisher and Mobile

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Solution Area	Curriculum	Series	Course Title
			<b>Microsoft Office 2010 New Features for Users Migrating from Office 2003</b>
			The New Office 2010 Interface, Word 2010, and Excel 2010
			Outlook 2010 and Collaboration in Office 2010
			New Features for PowerPoint, Publisher, and Access in Office 2010
			<b>Microsoft Office 2010: Beginning Word</b>
			Getting Started with Word 2010
			Formatting and Working with Text in Word 2010
			Organizing and Arranging Text in Word 2010
			Moving Around in Word 2010
			Structuring Word 2010 Documents
			Reviewing Documents in Word 2010
			Saving, Sharing, and Printing in Word 2010
			Customizing the Behavior and Appearance of Word 2010
			Drawing and Inserting Graphics in Word 2010
			<b>Microsoft SharePoint 2010: New Features for End Users</b>
			SharePoint 2010 New Features for End Users
			<b>Microsoft SharePoint 2010 for End Users</b>
			Getting Started with SharePoint 2010
			Using SharePoint 2010 with Office 2010
			<b>Microsoft SharePoint 2010: New Features for Power Users</b>
			Microsoft SharePoint 2010: New Features for Power Users
			<b>Microsoft SharePoint 2010 for Power Users</b>
			Managing SharePoint 2010 Sites, Lists, and Libraries
			Managing SharePoint 2010 Pages and Components
			SharePoint 2010 Security and Business Intelligence
			<b>Microsoft Office 2010: Beginning Excel</b>

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Solution Area	Curriculum	Series	Course Title
			Getting Started with Excel 2010
			Applying Basic Data Formatting in Excel 2010
			Moving and Getting Around in Excel 2010
			Moving Data and Modifying Worksheets in Excel 2010
			Saving, Sending, and Printing Excel 2010 Workbooks
			Using Conditional Formatting, Tables, and Sparklines in Excel 2010
			Reviewing and Protecting Content in Excel 2010
			Using Basic Formulas in Excel 2010
			Using Basic Functions with Excel 2010
			Inserting Basic Charts in Excel 2010
			Adding Visuals, Themes, and Styles to Excel 2010 Workbooks
			<b>Microsoft Office 2010: Beginning Outlook</b>
			Getting Started with Outlook 2010
			Managing Conversations and Organizing E-mail in Outlook 2010
			Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010
			Using the Calendar for Appointments, Events, and Meetings in Outlook 2010
			Managing Meetings and Customizing the Calendar in Outlook 2010
			Outlook 2010 Social Connector and Messaging
			Working with Contacts in Outlook 2010
			Using the Tasks, Notes, and Journal Features in Outlook 2010
			<b>Microsoft Office 2010: Advanced Word</b>
			Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
			Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
			Forms, Fields, and Mail Merge in Word 2010
			Managing, Inspecting, and Recovering Word 2010 Documents
			Creating and Formatting Tables in Word 2010
			Manipulating Tables in Word 2010
			Embedding Charts and Tables into Word 2010

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Solution Area	Curriculum	Series	Course Title
			<b>Microsoft Office 2010: Advanced Excel</b>
			Customizing Visual Elements in Excel 2010
			Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010
			Organizing Data and Objects in Excel 2010
			Verifying Excel 2010 Data and Formulas
			Automating Excel 2010 Tasks Using Macros
			Analyzing Data with What-if Analysis in Excel 2010
			PivotTables and PivotCharts in Excel 2010
			PivotTable Filters, Calculations, and PowerPivot
			<b>Microsoft Office 2010: Advanced Outlook</b>
			Formatting E-mail and Configuring Message Options in Outlook 2010
			Customizing Outlook 2010 and Managing Accounts
			Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010
			Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010
			Data Files, Archiving, and Send/Receive Groups in Outlook 2010
			Implementing Security with Outlook 2010
			Accessing Exchange Remotely and Using Forms in Outlook 2010
			<b>Microsoft Office 2010: Beginning PowerPoint</b>
			Getting Started with PowerPoint 2010
			Visually Enhancing PowerPoint 2010 Presentations
			Adding Images to Presentations in PowerPoint 2010
			Using Multimedia and Animations in PowerPoint 2010
			<b>Microsoft Office 2010: Advanced PowerPoint</b>
			Using Advanced Slide Show Tools in PowerPoint 2010
			Collaborating and Sharing Presentations in PowerPoint 2010
			<b>Microsoft Office 2010: Beginning Access</b>

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Solution Area	Curriculum	Series	Course Title
			Getting Started with Access 2010
			Creating Basic Tables in Access 2010
			Data Manipulation and Simple Relationships in Access 2010
			Introduction to Forms in Access 2010
			Modifying Basic Forms in Access 2010
			Introduction to Queries in Access 2010
			Introduction to Reports in Access 2010
			<b>Microsoft Office 2010: Beginning Project</b>
			Introduction to Project Management using Project 2010
			Introduction to Project 2010
			Initializing a Project with Project 2010
			Defining Project Properties in Project 2010
			Building a Schedule with Project 2010
			Creating Resources in Project 2010
			Managing Resource Assignments with Project 2010
			Monitoring Schedule Performance with Project 2010
			Communicating Project Information with Project 2010
			<b>Microsoft Office 2010: Advanced Access</b>
			Advanced Importing and Exporting with Access 2010
			PivotTables and PivotCharts in Access 2010
			Retrieving, Validating, and Attaching Data in Access 2010
			Subforms, Subreports, and Conditional Formatting in Access 2010
			Joins, SQL, and Action Queries in Access 2010
			Using Access 2010 with SharePoint and Access Services
			Access 2010 Macros and VBA
			Optimizing, Securing, and Sharing Access 2010 Databases
			<b>Microsoft Office 2010: Power User Excel</b>



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Solution Area	Curriculum	Series	Course Title
			Sharing Excel 2010 Workbooks Online and on a Network
			Using Excel 2010 to Collaborate Online and with Other Office Applications
			Using Lookup, Reference, Math, and Text Functions in Excel 2010
			Manipulating Formulas and Using Forms in Excel 2010
			Using Excel 2010 Data Connections: Web Queries, XML, and Databases
			<b>Microsoft Office 2010: Advanced Project</b>
			Advanced Customizing with Project 2010
			Advanced Tools for Managing Multiple Projects with Project 2010
			Advanced Resource Management with Project 2010
			Advanced Scheduling Management with Project 2010
			Advanced Reporting and Management Tools in Project 2010
			<b>Microsoft Office 2010: Beginning Visio</b>
			Getting Started with Visio 2010
			Working with Diagrams in Visio 2010
			Collaboration, Evaluation and Printing in Visio 2010
			<b>Microsoft OneNote 2010 for End Users</b>
			Microsoft Office 2010: Managing Information with OneNote
			Microsoft Office 2010: Sharing Information with OneNote
			<b>Microsoft Office 2010: Lync for End Users</b>
			Microsoft Office 2010: Getting Started with Lync
			Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration
			<b>Microsoft Office for Mac 2011</b>
			<b>Microsoft Office: Beginning Word for Mac 2011</b>
			Microsoft Word for Mac 2011: Getting Started
			Microsoft Word for Mac 2011: Formatting and Working with Text
			Microsoft Word for Mac 2011: Structuring and Organizing Documents
			Microsoft Word for Mac 2011: Moving Around a Document
			Microsoft Word for Mac 2011: Adding and Formatting Images

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Solution Area	Curriculum	Series	Course Title
			Microsoft Word for Mac 2011: Creating and Formatting Tables
			Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking
			<b>Microsoft Office: Beginning Excel for Mac 2011</b>
			Microsoft Excel for Mac 2011: Getting Started
			Microsoft Excel for Mac 2011: Applying Basic Data Formatting
			Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks
			Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets
			Microsoft Excel for Mac 2011: Using Basic Formulas
			Microsoft Excel for Mac 2011: Using Basic Functions
			Microsoft Excel for Mac 2011: Inserting Basic Charts
			Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks
			<b>Microsoft Office: Beginning Outlook for Mac 2011</b>
			Microsoft Outlook for Mac 2011: Getting Started
			Microsoft Outlook for Mac 2011: Managing Conversations and E-mail
			Microsoft Outlook for Mac 2011: Mastering E-mail
			Microsoft Outlook for Mac 2011: Scheduling with the Calendar
			Microsoft Outlook for Mac 2011: Managing Contacts
			Moving Beyond E-mail to Maximize Microsoft Outlook's Potential
			<b>Microsoft Office: Beginning PowerPoint for Mac 2011</b>
			Microsoft PowerPoint for Mac 2011: Getting Started
			Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements
			Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation
			Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools
			<b>Microsoft Office 2007</b>
			<b>Microsoft Office 2007: New Features</b>
			New Features for End Users in Microsoft Office 2007
			Microsoft Office Excel, PowerPoint, and Outlook 2007
			Microsoft Access 2007 and Microsoft Publisher 2007

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Solution Area	Curriculum	Series	Course Title
			Sharing and Collaboration in Microsoft Office Enterprise 2007
			<b>Microsoft Office 2007: Beginning Word</b>
			Getting Started with Word 2007
			Working with Text and Paragraphs in Word 2007
			Structuring, Editing, Saving, and Opening Documents in Word 2007
			Printing, Help, and Automated Formatting in Word 2007
			Working with Documents in Word 2007
			<b>Microsoft Office 2007: Advanced Word</b>
			Advanced Formatting in Word 2007
			Advanced Document Navigation and Document Reviews in Word 2007
			Using Tables, Charts, and Graphics in Word 2007
			<b>Microsoft Office 2007: Word for the Power User</b>
			Advanced Data Manipulation Features in Word 2007
			Advanced Document Features in Word 2007
			Collaborative Features in Word 2007
			<b>Microsoft Office 2007: Beginning Excel</b>
			Getting Started with Excel 2007
			Manipulating and Formatting Data and Worksheets in Excel 2007
			Reviewing and Printing in Excel 2007
			Excel 2007 Formulas and Functions
			Excel 2007 Charts, Pictures, Themes, and Styles
			<b>Microsoft Office 2007: Advanced Excel</b>
			Advanced Formatting in Excel 2007
			Advanced Data Management in Excel 2007
			Advanced Customization in Excel 2007
			<b>Microsoft Office 2007: Excel for the Power User</b>
			Analyzing Data in Excel 2007
			Protecting and Sharing Excel 2007 Workbooks

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Solution Area	Curriculum	Series	Course Title
			Exchanging Data with Excel 2007
		<b>Microsoft Office 2007: Beginning PowerPoint</b>	Getting Started with PowerPoint 2007
			Adding Graphics to Presentations in PowerPoint 2007
			Adding Multimedia and Animations to Presentations in PowerPoint 2007
		<b>Microsoft Office 2007: Advanced PowerPoint</b>	Creating Custom Slide Shows in PowerPoint 2007
			Distributing Presentations in PowerPoint 2007
		<b>Microsoft Office 2007: Beginning Outlook</b>	Getting Started with Outlook 2007
			Formatting and Managing E-mail in Outlook 2007
			Using the Calendar in Outlook 2007
			Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
			Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007
		<b>Microsoft Office 2007: Advanced Outlook</b>	Customizing Outlook 2007 and Using the Journal
			Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
			Working with SharePoint, Calendars, and Forms in Outlook 2007
		<b>Microsoft Office 2007: Outlook for the Power User</b>	Data Security, Archiving, and Working Offline in Outlook 2007
			Instant, Text, and Unified Messaging in Outlook 2007
			Business Contact Manager with Outlook 2007
		<b>Microsoft Office 2007: Beginning Access</b>	Getting Started with Access 2007
			Basic Access 2007 Tables
			Basic Access 2007 Forms
			Queries and Reports in Access 2007
		<b>Microsoft Office 2007: Advanced Access</b>	

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Solution Area	Curriculum	Series	Course Title
			Importing and Exporting Data and Data Presentation in Access 2007
			Advanced Data Management in Access 2007
			<b>Microsoft Office 2007: Access for the Power User</b>
			Programmability and Administration in Access 2007
			Database Administration in Access 2007
			<b>Microsoft Office 2007: Beginning Visio</b>
			Creating Visio 2007 Diagrams
			Enhancing and Customizing Diagrams in Visio 2007
			Collaborating and Using Visio 2007 With Other Programs
			<b>Microsoft Office 2007: Beginning Project</b>
			Creating and Designing a Project with Project 2007
			Specifying and Assigning Resources in Project 2007
			Tracking and Reporting Progress with Project 2007
			<b>Microsoft Office 2007: Advanced Project</b>
			Advanced Customization with MS Project 2007
			Project Data Management and Performance with MS Project 2007
			<b>Microsoft Office 2007: Publisher</b>
			Creating Customized Publications with Publisher 2007
			Extending Publisher 2007 Beyond Publications
			<b>Microsoft Office SharePoint Server 2007 End User</b>
			SharePoint 2007 Essentials
			Creating and Managing Personal Sites and Searches in SharePoint 2007
			<b>Microsoft Office 2007: Collaborating, Communicating, and Sharing Information</b>
			Microsoft Office 2007: Collaborating with Groove and Communicator
			Microsoft Office 2007: Sharing Information with OneNote 2007
			<b>Microsoft Office Project Server 2007: Managing Projects</b>
			Initiating Projects with Project Server 2007
			Planning Projects with Project Server 2007

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Solution Area	Curriculum	Series	Course Title
			Managing Resource Capacity in Project Server 2007
			Executing Projects with Project Server 2007
			Monitoring, Controlling, and Closing Projects with Project Server 2007
			<b>Microsoft Office 2007: Outlook Web Access</b>
			Using Outlook Web Access 2007
			Outlook Web Access 2007 Advanced Features
			<b>Microsoft Office Live Meeting 2007 for End Users</b>
			Attending a Microsoft Office 2007 Live Meeting
			Hosting a Microsoft Office 2007 Live Meeting
			<b>Microsoft Windows 8</b>
			<b>Microsoft Windows 8: End User</b>
			Windows 8: New Features and Common Tasks
			Files and Connectivity in Windows 8
			Personalizing Windows 8
			Working with Apps in Windows 8
			Internet Explorer 10, File Sharing, and Recovery in Windows 8
			Managing Hardware and Advanced Options in Windows 8
			<b>Microsoft Windows 7</b>
			<b>Microsoft Windows 7: First Look for End Users</b>
			Microsoft Windows 7: First Look for End Users
			<b>Microsoft Windows 7: End User</b>
			Getting Started with Windows 7
			Setting up and Securing Windows 7
			Customizing Windows 7
			<b>Microsoft Windows XP for End Users</b>
			<b>Microsoft Windows XP: Getting Started</b>

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Solution Area	Curriculum	Series	Course Title
			Introducing Windows XP
		<b>Microsoft Windows XP: New Features</b>	Windows XP: Fundamentals
			Windows XP: Advanced
		<b>Microsoft Windows XP for Beginners</b>	Getting Started with Microsoft Windows XP
			Up and Running with Microsoft Windows XP
<b>Microsoft Office 2003</b>		<b>Microsoft Office 2003: New Features</b>	Microsoft Office 2003: New Features for End Users
			Microsoft Office 2003: New Features for Outlook Users
			Microsoft Office 2003: New Applications
			Microsoft Office 2003: New Features for Advanced Users
		<b>Microsoft Office 2003: Getting Started</b>	Introduction to Microsoft Office 2003
			Formatting and Printing Files in Office 2003
		<b>Microsoft Office 2003: Beginning Word</b>	Getting Started with Word 2003
			Working with text and paragraphs in Word 2003
			Structuring, editing, saving, and opening documents in Word 2003
			Printing, Help, and Automated Formatting in Word 2003
			Working with Documents in Word 2003
			Working with Tables and Media Features in Word 2003
		<b>Microsoft Office 2003: Advanced Word</b>	Advanced Formatting in Word 2003
			Advanced Document Navigation in Word 2003
			Advanced Data Manipulation Features in Word 2003
			Using Tables, Charts, and Graphics in Word 2003

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Solution Area	Curriculum	Series	Course Title
			Advanced Document Features in Word 2003
			Collaborative Features in Word 2003
			<b>Microsoft Office 2003: Beginning Excel</b>
			Basic Features of Excel 2003
			Printing and Collaborating in Excel 2003
			Excel 2003 Formulas and Functions
			Formatting Data in Excel 2003
			Excel 2003 Chart and Multimedia Features
			<b>Microsoft Office 2003: Advanced Excel</b>
			Advanced Customization in Excel 2003
			Advanced formatting in Excel 2003
			Advanced Data Management in Excel 2003
			Advanced Data Analysis in Excel 2003
			Advanced Validation and Collaboration in Excel 2003
			Advanced Data Exchange in Excel 2003
			<b>Microsoft Office 2003: Beginning PowerPoint</b>
			Creating Basic Presentations using PowerPoint 2003
			Slide Layout and Design in PowerPoint 2003
			Using Visuals in PowerPoint 2003 Presentations
			Finalizing PowerPoint 2003 Presentations
			<b>Microsoft Office 2003: Advanced PowerPoint</b>
			Customizing PowerPoint 2003 Presentations
			Preparing PowerPoint 2003 Presentations for Effective Delivery
			Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations
			Settings, Customization, and Office 2003 Integration with PowerPoint 2003
			<b>Microsoft Office 2003: Beginning Access</b>
			Getting Started with Access 2003



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Solution Area	Curriculum	Series	Course Title
			Basic Access 2003 Tables
			Basic Access 2003 Forms
			Using Queries and Reports in Access 2003
			Personalizing and Maintaining Access 2003
			<b>Microsoft Office 2003: Advanced Access</b>
			Enhancing Tables, Forms, and Reports in Access 2003
			Advanced Querying in Access 2003
			Working with Data and Presentation in Access 2003
			Access 2003 and the Web
			Access 2003 Programmability
			Database Administration in Access 2003
			<b>Microsoft Office 2003: Beginning Outlook</b>
			Sending and Receiving Messages in Outlook 2003
			Formatting and Managing Messages in Outlook 2003
			Scheduling Events, Appointments, and Meetings in Outlook 2003
			Using Task Lists, Contact Lists, and Notes in Outlook 2003
			<b>Microsoft Office 2003: Advanced Outlook</b>
			Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003
			Tracking, Categorizing, Searching, and Printing in Outlook 2003
			Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003
			Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003
			<b>Microsoft Office 2003: Outlook for the Power User</b>
			Data Security in Outlook 2003
			Archiving and Storing Data, and Using IRM in Outlook 2003
			Working in Outlook 2003 from Multiple Locations
			Newsreaders, Online Meetings, Instant Messaging, and Faxing Information in Outlook 2003
			Customizing Toolbars and Commands and Creating Forms in Outlook 2003

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Solution Area	Curriculum	Series	Course Title
			Outlook 2003 and Business Contact Manager
			<b>Microsoft Office 2003: Beginning Project Professional</b>
			Creating and Defining a Project
			Specifying and Assigning Resources
			Tracking and Reporting Progress using Project Professional 2003
			<b>Microsoft Office 2003: Advanced Project Professional</b>
			Advanced Customization
			Sharing Project Data and Working with Macros
			Organizing and Managing Project Information
			Working Collaboratively
			Enterprise Project Management
			Advanced Analysis of your Project
			<b>Microsoft Office 2003: Visio for Beginners</b>
			Creating Diagrams with Visio 2003
			Developing Diagrams with Visio 2003
			Visio 2003 and Other Programs
			<b>Microsoft Office 2003: Beginning FrontPage</b>
			Getting Started with FrontPage 2003
			Working with graphics, hyperlinks and tables in FrontPage 2003
			Working with Web Sites in FrontPage 2003
			Organizing Content Using Templates and Frames in FrontPage 2003
			Structuring and Publishing Web Sites in FrontPage 2003
			<b>Microsoft Office 2003: Advanced FrontPage</b>
			Working with Code in FrontPage 2003
			Importing and Working with Data in FrontPage 2003
			Enhancing Web Sites with Advanced FrontPage 2003 Features
			Administering Web Sites in FrontPage 2003
			Using Windows SharePoint Services and FrontPage 2003

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Solution Area	Curriculum	Series	Course Title
			<b>Microsoft Office 2003: Publisher</b>
			Getting Started with Publisher 2003
			Working with Text Boxes, Text, and Tables in Publisher 2003
			Printing and Working with Graphics and Objects in Publisher 2003
			Working with E-mail and Web Sites in Publisher 2003
			Working with Mail and Catalog Merges in Publisher 2003
			Advanced Design Techniques and Printing with Publisher 2003
			<b>Microsoft Project 2002</b>
			<b>Microsoft Project 2002: Beginner (non-audio)</b>
			Getting Started with Project 2002
			Up and Running with Project 2002
			Tracking and Reporting with Project 2002
			<b>Microsoft Project 2002: Advanced (non-audio)</b>
			Data Sources, Templates, and Customization in Project 2002
			Workgroup, Collaboration, and Advanced Reporting Options in Project 2002
			<b>Home User: Home and Personal Finance</b>
			<b>QuickBooks Pro 2009 Fundamentals</b>
			QuickBooks Pro 2009: Getting Started
			<b>Lotus Notes 8</b>
			<b>Lotus Notes 8: New Features for End Users</b>
			Lotus Notes 8: New Features for End Users
			<b>Lotus Notes 8: End User</b>
			Getting Started with Lotus Notes 8 and Using Mail
			Scheduling Events and Managing Applications
			Working with Instant Messaging, Contacts, and Blogs
			Using Productivity Tools and Accessing Lotus Notes 8 Remotely
			<b>Lotus Notes 7</b>
			<b>Lotus Notes 7: End User</b>

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Solution Area	Curriculum	Series	Course Title
			Getting Started with Lotus Notes 7 and Mail
			Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7
			Working with Databases, the Calendar, and the To Do List in Lotus Notes 7
			Using Lotus Notes 7 Remotely
		<b>Microsoft Internet Explorer 9</b>	
		<b>Microsoft Internet Explorer 9: End User</b>	
			Microsoft Internet Explorer 9: Browsing and Managing Web Pages
			Microsoft Internet Explorer 9: Searching and Subscribing to Web Content
			Microsoft Internet Explorer 9: Customization and Security
		<b>Microsoft Internet Explorer 8</b>	
		<b>Microsoft Internet Explorer 8: End User</b>	
			Internet Explorer 8: Basic Features
			Internet Explorer 8: Advanced Features
		<b>Microsoft Internet Explorer 7</b>	
		<b>Microsoft Internet Explorer 7: End User</b>	
			Fundamentals of Internet Explorer 7
			Customization and Security in Internet Explorer 7
		<b>Microsoft Internet Explorer 6</b>	
		<b>Microsoft Internet Explorer 6 (non-audio)</b>	
			Fundamentals of Internet Explorer 6
			Moving on with Internet Explorer 6
		<b>Seagate Crystal Reports</b>	
		<b>Fundamentals of Crystal Reports 2011</b>	
			Getting Started with Crystal Reports 2011
		<b>Crystal Reports XI: Report Writing Basics</b>	
			Reporting Basics with Crystal Reports XI
			Managing Data and Distributing Reports with Crystal Reports XI



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Solution Area	Curriculum	Series	Course Title
			SAP BusinessObjects: Overview
			SAP BusinessObjects: Crystal Reports
			SAP BusinessObjects: Web Intelligence
			SAP BusinessObjects: Dashboards and Analytics
			SAP BusinessObjects: InfoView
			SAP BusinessObjects: Business Intelligence
<b>Apple Safari X</b>			
		<b>Apple Safari for End Users</b>	
			Getting Started with Safari
			Up and Running with Safari 5.1
			Sharing Content and Browsing the Web Privately and Securely using Safari
<b>Apple Mac OS X</b>			
		<b>Mac OS X Lion for End Users</b>	
			Getting Started with Mac OS X Lion for End Users
			Getting Organized with Mac OS X Lion
			Using Mac OSX Lion to Interact with the World
			Under the Hood with Mac OS X Lion
<b>Social Networking</b>			
		<b>Social Networking for Users</b>	
			Social Networking for Users
<b>Mentoring Assets</b>			
		<b>Mentoring Assets</b>	
			Mentoring 77-881 Word 2010
			Mentoring 77-882 Excel 2010
			Mentoring Using Word 2007
			Mentoring Using Excel 2007
			Mentoring Using PowerPoint 2007
			Mentoring Using Access 2007

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Solution Area	Curriculum	Series	Course Title
			Mentoring Using Outlook 2007
			Mentoring Word 2003 Expert
			Mentoring Excel 2003
			Mentoring Excel 2003 Expert
			Mentoring Access 2003
			Mentoring PowerPoint 2003
			Mentoring Outlook 2003
			Mentoring Word 2003
			Mentoring 77-883 PowerPoint 2010
			Mentoring 77-884 Outlook 2010
			Mentoring 77-885 Access 2010
			Mentoring 77-888 Excel 2010 Expert
			Mentoring 70-178 Microsoft Project 2010, Managing Projects
			Mentoring 77-418 Word 2013
<b>Test Preps</b>			
	<b>Test Preps</b>		
			TestPrep Using Word 2007
			TestPrep Using Excel 2007
			TestPrep Using PowerPoint 2007
			TestPrep Using Outlook 2007
			TestPrep Using Access 2007
			TestPrep 77-881 Word 2010
			TestPrep 77-882 Excel 2010
			TestPrep 77-883 PowerPoint 2010
			TestPrep 77-885 Access 2010
			TestPrep 77-884 Outlook 2010
			TestPrep 77-888 Excel 2010 Expert

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Solution Area	Curriculum	Series	Course Title
			TestPrep 70-178 Microsoft Project 2010, Managing Projects
<b>Element K Desktop</b>			
	<b>Animation &amp; Multimedia</b>		
		<b>Adobe® Soundbooth® CS5</b>	
		Adobe® Soundbooth® CS5	
	<b>Authoring Tools</b>		
		<b>Adobe RoboHelp</b>	
		Adobe® RoboHelp® 8: Level 2	
	<b>E-Mail/GroupWare/Communication</b>		
		<b>Microsoft OneNote</b>	
		OneNote® 2010: Collaborating and Working with Notes	
		OneNote® 2010: Creating Notes	
		OneNote® 2010: Getting Started with OneNote 2010	
		OneNote® 2010: Integrating OneNote with Other Applications	
		OneNote® 2010: Organizing and Working with OneNote	
	<b>End-user Databases</b>		
		<b>FileMaker Pro 10</b>	
		FileMaker® Pro 10: Level 1	
		FileMaker® Pro 10: Level 2	
		<b>OpenOffice 3.0</b>	
		Open Office 3.0: New features	
		<b>OpenOffice 3.1</b>	
		OpenOffice.org 3.1 Base	
	<b>Finance</b>		
		<b>QuickBooks 2010</b>	
		QuickBooks® 2010 for Windows: Advanced	



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Solution Area	Curriculum	Series	Course Title
			QuickBooks® 2010 for Windows: Introduction
<b>Graphics &amp; Illustration</b>		<b>Adobe Captivate</b>	Adobe® Captivate® 5
		<b>Adobe Illustrator CS5</b>	Adobe® Illustrator® CS5: Level 1
			Adobe® Illustrator® CS5: Level 2
			Adobe® Illustrator® CS5: New Features
		<b>Adobe Photoshop CS5</b>	Adobe® Photoshop® CS5: Level 1
			Adobe® Photoshop® CS5: Level 2
			Adobe® Photoshop® CS5: New Features
			Adobe® Photoshop® CS5: Photo Printing and Color
			Adobe® Photoshop® CS5: Web Production
		<b>Adobe Photoshop Elements 7</b>	Adobe® Photoshop® Elements 7
		<b>Adobe Photoshop Elements 9</b>	Adobe® Photoshop® Elements 9
		<b>Adobe Premiere Elements 7</b>	Adobe® Premiere® Elements 7: New Features
			Adobe® Premiere® Elements 9: New Features
		<b>Adobe RoboHelp 8</b>	Adobe® RoboHelp® 8: Level 1
		<b>Adobe® CS5.5</b>	Adobe® CS5.5: New Features
		<b>Adobe® Flash® Catalyst™</b>	Adobe® Flash® Catalyst™: Creating Interactive Designs - First Look
		<b>Adobe® Premiere® Pro CS5.5</b>	

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Solution Area	Curriculum	Series	Course Title
			Adobe® Premiere® Pro CS5.5: Basic Video Editing
		<b>CorelDRAW® X4</b>	
			CorelDRAW® X4: Level 1
			CorelDRAW® X4: Level 2
	<b>IBM® Lotus® Domino®</b>		
		<b>IBM® Lotus® Domino® 8</b>	
			Exploring New Features in IBM® Lotus® Domino® 8 Administration
<b>Internet</b>			
		<b>Google Apps</b>	
			Google™ Apps for Businesses: Collaborating Using Google Groups
			Google™ Apps for Businesses: Collaborating Using Google Sites
			Google™ Apps for Businesses: Communicating Using Gmail
			Google™ Apps for Businesses: Communicating Using Gmail Chat and Google Talk
			Google™ Apps for Businesses: Getting Started with Google Apps
			Google™ Apps for Businesses: Managing Schedules Using Google Calendar
			Google™ Apps for Businesses: Working with Google Documents and Presentations
			Google™ Apps for Businesses: Working with Google Spreadsheets and Forms
			Google™ Apps for Businesses: Working with Google Video
	<b>Microsoft Office for Windows</b>		
		<b>IC3 for MS Office 2007</b>	
			IC <sup>3</sup> Computing Fundamentals
			IC <sup>3</sup> Key Applications
			IC <sup>3</sup> Living Online
<b>Other</b>			
		<b>Microsoft InfoPath 2010</b>	
			InfoPath® 2010: Applying Security to Forms

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Solution Area	Curriculum	Series	Course Title
			InfoPath® 2010: Creating InfoPath Forms
			InfoPath® 2010: Customizing Form Layouts
			InfoPath® 2010: Distributing Forms
			InfoPath® 2010: Importing and Exporting Forms
			InfoPath® 2010: Managing Controls
			InfoPath® 2010: Managing Views
			InfoPath® 2010: Working with a Database
	<b>Page Layout</b>		
		<b>Adobe Acrobat 9.0 Pro</b>	
			Adobe® Acrobat® 9.0 Pro: Level 1
			Adobe® Acrobat® 9.0 Pro: Level 2
			Adobe® Acrobat® 9.0: Pro Extended
		<b>Adobe Acrobat X Pro</b>	
			Adobe® Acrobat® X Pro: Level 1
			Adobe® Acrobat® X Pro: Level 2
		<b>Adobe FrameMaker 9.0</b>	
			Adobe® FrameMaker® 9.0: Level 1
			Adobe® FrameMaker® 9.0: Level 2
		<b>Adobe InDesign CS5</b>	
			Adobe® InDesign® CS5: Level 1
			Adobe® InDesign® CS5: Level 2
			Adobe® InDesign® CS5: New Features
		<b>QuarkXPress 8</b>	
			QuarkXPress 8: Level 2
			QuarkXPress® 8.0: Level 1
	<b>Presentations</b>		
		<b>Microsoft Publisher 2010</b>	
			Publisher 2010: Editing Content in a Publication

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Solution Area	Curriculum	Series	Course Title
			Publisher 2010: Formatting Graphics in a Publication
			Publisher 2010: Formatting Text in a Publication
			Publisher 2010: Getting Started with Publisher 2010
			Publisher 2010: Modifying the Layout and Structure of a Publication
			Publisher 2010: Preparing a Publication for Distribution
		<b>OpenOffice 3.1</b>	
			OpenOffice.org 3.1 Calc
		<b>Xcelsius 2008</b>	
			Xcelsius 2008: Essentials
<b>Reporting Tools</b>		<b>Crystal Reports® 2011</b>	
			Crystal Reports® 2011: Level 1
			Crystal Reports® 2011: Level 2
<b>Spreadsheets</b>		<b>Microsoft® Office Excel® 2010</b>	
			Microsoft® Office Excel® 2010: VBA
<b>Web Browsers</b>		<b>Being Productive With Google</b>	
			Getting Productive with Google™
			Google™ Chrome: Introduction
		<b>Google™ Adwords for Businesses</b>	
			Google™ AdWords for Businesses
<b>Web Design</b>		<b>Adobe ActionScript</b>	
			Adobe® ActionScript® 3.0
<b>Word Processing</b>			

