



	# Curso	Duración Estimada (en horas)
NOTA: Haga Click en el número de curso para una descripción completa		
DESKTOP COMPUTER SKILLS		
Adobe		
Adobe Acrobat 8.0		
Creating and Working with PDFs in Adobe Acrobat 8	at adab a01 dt enus	2,5
Editing and Reviewing in Adobe Acrobat 8	at adab a02 dt enus	1
Forms and Document Security in Adobe Acrobat 8	at adab a03 dt enus	1,4
Advanced Features of Adobe Acrobat 8	at adab a04 dt enus	2
Adobe Reader 8.0		
Using Adobe Reader 8	at adar a01 dt enus	2,5
Adobe Reader 6.0		
Using Adobe Reader 6.0	221552 ENG	2,75
DESKTOP COMPUTER SKILLS		
Adobe Acrobat 5		
Adobe Acrobat 5.0: Getting Started		
Getting Started with Adobe Acrobat 5.0	35669 ENG	2
Adobe Acrobat 5.0: Up and Running		
Up and Running with Adobe Acrobat 5.0	35672 ENG	2
DESKTOP COMPUTER SKILLS		
Best Practices for Desktop Users		
Information Security Best Practices for Business Users		
Introduction to information security	216913 ENG	1,75
Operational information security	217983 ENG	1,5
Malicious code and information security	217043 ENG	1,75
Information security and the Internet	216960 ENG	1,5
DESKTOP COMPUTER SKILLS		
Microsoft Office 2007		
Microsoft Office 2007: New Features		
New Features for End Users in Microsoft Office 2007	239866 ENG	1,5
Microsoft Office Excel, PowerPoint, and Outlook 2007	239874 ENG	1,5
Microsoft Access 2007 and Microsoft Publisher 2007	239976 ENG	1
Sharing and Collaboration in Microsoft Office Enterprise 2007	240019 ENG	2
Microsoft Office 2007: Beginning Word		
Getting Started with Word 2007	mo bgwd a01 dt enus	1
Working with Text and Paragraphs in Word 2007	mo bgwd a02 dt enus	2
Structuring, Editing, Saving, and Opening Documents in Word 2007	mo bgwd a03 dt enus	2
Printing, Help, and Automated Formatting in Word 2007	mo bgwd a04 dt enus	2
Working with Documents in Word 2007	mo bgwd a05 dt enus	2
Microsoft Office 2007: Advanced Word		
Advanced Formatting in Word 2007	mo adwd a01 dt enus	1,5
Advanced Document Navigation and Document Reviews in Word 2007	mo adwd a02 dt enus	2,5
Using Tables, Charts, and Graphics in Word 2007	mo adwd a03 dt enus	2,5
Microsoft Office 2007: Word for the Power User		
Advanced Data Manipulation Features in Word 2007	mo wdpu a01 dt enus	1
Advanced Document Features in Word 2007	mo wdpu a02 dt enus	1



Collaborative Features in Word 2007	mo wdpu a03 dt enus	2
Microsoft Office 2007: Beginning Excel		
Getting Started with Excel 2007	mo bgex a01 dt enus	2
Manipulating and Formatting Data and Worksheets	mo bgex a02 dt enus	3,5
Reviewing and Printing in Excel 2007	mo bgex a03 dt enus	1,5
Excel 2007 Formulas and Functions	mo bgex a04 dt enus	2
Excel 2007 Charts, Pictures, Themes, and Styles	mo bgex a06 dt enus	1,5
Microsoft Office 2007: Advanced Excel		
Advanced Formatting in Excel 2007	mo adex a01 dt enus	2
Advanced Data Management in Excel 2007	mo adex a02 dt enus	1,5
Advanced Customization in Excel 2007	mo adex a03 dt enus	2
Microsoft Office 2007: Excel for the Power User		
Analyzing Data in Excel 2007	mo expu a01 dt enus	3,5
Protecting and Sharing Excel 2007 Workbooks	mo expu a02 dt enus	2
Exchanging Data with Excel 2007	mo expu a03 dt enus	3
Microsoft Office 2007: Beginning PowerPoint		
Getting Started with PowerPoint 2007	mo bgpp a01 dt enus	1,5
Adding Graphics to Presentations in PowerPoint 2007	mo bgpp a02 dt enus	1,5
Adding Multimedia and Animations to Presentations	mo bgpp a03 dt enus	1
Microsoft Office 2007: Advanced PowerPoint		
Creating Custom Slide Shows in PowerPoint 2007	mo adpp a01 dt enus	1
Distributing Presentations in PowerPoint 2007	mo adpp a02 dt enus	1
Microsoft Office 2007: Beginning Outlook		
Getting Started with Outlook 2007	mo bgol a01 dt enus	1,5
Formatting and Managing E-mail in Outlook 2007	mo bgol a02 dt enus	3
Using the Calendar in Outlook 2007	mo bgol a03 dt enus	3
Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	mo bgol a04 dt enus	3
Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	mo bgol a05 dt enus	2
Microsoft Office 2007: Advanced Outlook		
Customizing Outlook 2007 and Using the Journal	mo adol a01 dt enus	2
Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	mo adol a02 dt enus	1,5
Working with SharePoint, Calendars, and Forms in Outlook 2007	mo adol a03 dt enus	2,5
Microsoft Office 2007: Outlook for the Power User		
Data Security, Archiving, and Working Offline in Outlook 2007	mo olpu a01 dt enus	3
Instant, Text, and Unified Messaging in Outlook 2007	mo olpu a02 dt enus	1
Business Contact Manager with Outlook 2007	mo olpu a03 dt enus	3
Microsoft Office 2007: Beginning Access		
Getting Started with Access 2007	mo bgac a01 dt enus	1,5
Basic Access 2007 Tables	mo bgac a02 dt enus	2,5
Basic Access 2007 Forms	mo bgac a03 dt enus	2
Queries and Reports in Access 2007	mo bgac a04 dt enus	2,5
Microsoft Office 2007: Advanced Access		
Importing and Exporting Data and Data Presentation in Access 2007	mo adax a01 dt enus	2
Advanced Data Management in Access 2007	mo adax a02 dt enus	3,5
Microsoft Office 2007: Access for the Power User		
Programmability and Administration in Access 2007	mo acpu a01 dt enus	1,5
Database Administration in Access 2007	mo acpu a02 dt enus	3
Microsoft Office 2007: Beginning Visio		
Creating Visio 2007 Diagrams	mo bgvs a01 dt enus	2,5



Enhancing and Customizing Diagrams in Visio 2007	mo bgvs a02 dt enus	3,5
Collaborating and Using Visio 2007 With Other Programs	mo bgvs a03 dt enus	1,5
Microsoft Office 2007: Beginning Project		
Creating and Designing a project	mo bgpr a01 dt enus	3,5
Specifying and Assigning Resources in Project 2007	mo bgpr a02 dt enus	2,5
Tracking and Reporting Progress	mo bgpr a03 dt enus	3
Microsoft Office 2007: Advanced Project		
Advanced Customization with MS Project 2007	mo adpr a01 dt enus	2
Project Data Management and Performance	mo adpr a02 dt enus	3,5
Microsoft Office 2007: Publisher		
Creating Customized Publications with Publisher 2007	mo pblr a01 dt enus	3
Extending Publisher 2007 Beyond Publications	mo pblr a02 dt enus	2
Microsoft Office SharePoint Server 2007 End User		
SharePoint 2007 Essentials	250450 ENG	3
Creating and Managing Personal Sites and Searches in SharePoint 2007	250463 ENG	2,5
Microsoft Office 2007: Collaborating, Communicating, and Sharing Information		
Microsoft Office 2007: Collaborating with Groove and Communicator	mo ncmg a01 dt enus	2
Microsoft Office 2007: Sharing Information with OneNote 2007	mo ncmg a02 dt enus	0,5
Microsoft Windows Vista for the End User		
Getting Started with Windows Vista	mv wveu a01 it enus	1,5
Work with Files, Programs and Printing in Windows Vista	mv wveu a02 it enus	2
Navigating the Web and System Maintenance with Windows Vista	mv wveu a03 it enus	1,5

DESKTOP COMPUTER SKILLS

Microsoft Office XP

Microsoft Office XP - Advanced Access 2002

Advanced Database Design in Access 2002	116022 ENG	6
Advanced Database Features in Access 2002	116051 ENG	6

Microsoft Office XP: Advanced Excel 2002

Advanced Data Management in Excel 2002	114461 ENG	4,75
Advanced Data Manipulation and Analysis in Excel 2002	114635 ENG	4

Microsoft Office XP: Advanced FrontPage 2002

Building and Modifying Web Sites in FrontPage 2002	115955 ENG	5
Enhancing and Publishing Web Sites in FrontPage 2002	115977 ENG	5

Microsoft Office XP: Advanced Outlook 2002

Managing Outlook 2002	114389 ENG	4,75
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Microsoft Office XP: Advanced PowerPoint 2002

Customizing, Running, and Broadcasting PowerPoint 2002 Presentations	116195 ENG	3
PowerPoint 2002 Customization and Office XP Integration	116211 ENG	2

Microsoft Office XP: Advanced Word 2002

Advanced Formatting and Navigation in Word 2002	114968 ENG	3
Advanced Document Features in Word 2002	114983 ENG	4
Collaborative Features in Word 2002	115008 ENG	3

Microsoft Office XP: Beginning FrontPage 2002

FrontPage 2002 Basics	114938 ENG	4
Enhancing and Managing Web Sites with FrontPage 2002	114955 ENG	3

Microsoft Office XP: Beginning Outlook 2002

Introducing Outlook 2002	115146 ENG	4
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Microsoft Office XP: Beginning PowerPoint 2002

Creating Presentations using PowerPoint 2002	115027 ENG	5
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Microsoft Office XP: Beginning Word 2002		
Creating Documents in Word 2002	114325 ENG	2,75
Working with Documents in Word 2002	114346 ENG	2
Microsoft Office XP: Common Features Across Office Applications		
Common Features in Microsoft Office XP	115172 ENG	3
Microsoft Office XP: New Features for Advanced Users		
Office XP for the Advanced User	116275 ENG	3
Microsoft Office XP: Beginning Visio 2002		
Creating Diagrams in Visio 2002	117077 ENG	3
Working with Diagrams in Visio 2002	117090 ENG	2
Microsoft Office XP: New Office-wide Features		
New Features Review of Microsoft Office XP	116084 ENG	2
Microsoft Office XP: New Features for End-Users		
New and Enhanced Features for End-Users in Office XP	116224 ENG	4
Microsoft Office XP: Beginning Access 2002		
Introduction to Access 2002	117147 ENG	4,42
Intermediate Access 2002	117172 ENG	3,75
Microsoft Office XP: Beginning Excel 2002		
Basic Features of Excel 2002	115096 ENG	3
Optimizing Excel 2002	115117 ENG	4

DESKTOP COMPUTER SKILLS

Microsoft Windows XP for End Users

Microsoft Windows XP: Getting Started

 Introducing Windows XP [112615 ENG](#) 1,25

Microsoft Windows XP - New Features

 Windows XP: Fundamentals [112553 ENG](#) 3,5

 Windows XP: Advanced [112554 ENG](#) 4,5

Microsoft Windows XP for Beginners

 Getting Started with Microsoft Windows XP [112949 ENG](#) 4,5

 Up and Running with Microsoft Windows XP [112954 ENG](#) 4

DESKTOP COMPUTER SKILLS

Microsoft Office 2003

Microsoft Office 2003: New Features

 Microsoft Office 2003: New Features for End Users [117529 ENG](#) 2

 Microsoft Office 2003: New Features for Outlook Users [126060 ENG](#) 2

 Microsoft Office 2003: New Applications [117531 ENG](#) 1

 Microsoft Office 2003: New Features for Advanced Users [117530 ENG](#) 4

Microsoft Office 2003: Beginning Word

 Getting Started with Word 2003 [112997 ENG](#) 1

 Working with text and paragraphs in Word 2003 [124981 ENG](#) 2

 Structuring, editing, saving, and opening documents in Word 2003 [123383 ENG](#) 2

 Printing, Help, and Automated Formatting in Word 2003 [116299 ENG](#) 3

 Working with Documents in Word 2003 [112998 ENG](#) 2

 Working with Tables and Media Features in Word 2003 [116894 ENG](#) 4

Microsoft Office 2003: Advanced Word

 Advanced Formatting in Word 2003 [113095 ENG](#) 2

 Advanced Document Navigation in Word 2003 [126778 ENG](#) 1

 Advanced Data Manipulation Features in Word 2003 [113114 ENG](#) 2

 Using Tables, Charts, and Graphs in Word 2003 [126789 ENG](#) 2



Advanced Document Features in Word 2003	121072 ENG	2
Collaborative Features in Word 2003	113139 ENG	4
Microsoft Office 2003: Beginning Excel		
Basic Features of Excel 2003	113187 ENG	3
Printing and Collaborating in Excel 2003	122518 ENG	2
Excel 2003 Formulas and Functions	113221 ENG	3
Formatting Data in Excel 2003	119827 ENG	2
Excel 2003 Chart and Multimedia Features	119828 ENG	3
Microsoft Office 2003: Advanced Excel		
Advanced Customization in Excel 2003	119829 ENG	2,75
Advanced formatting in Excel 2003	125656 ENG	2
Advanced Data Management in Excel 2003	113262 ENG	2,25
Advanced Data Analysis in Excel 2003	113309 ENG	3
Advanced Validation and Collaboration in Excel 2003	121344 ENG	3
Advanced Data Exchange in Excel 2003	119748 ENG	4
Microsoft Office 2003: Advanced PowerPoint		
Customizing PowerPoint 2003 Presentations	121956 ENG	2
Preparing PowerPoint 2003 Presentations for Effective Delivery	125830 ENG	1,75
Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations	124997 ENG	2,75
Settings, Customization, and Office 2003 Integration with PowerPoint 2003	121957 ENG	2
Microsoft Office 2003: Beginning Access		
Getting Started with Access 2003	125937 ENG	3
Basic Access 2003 Tables	125947 ENG	3
Basic Access 2003 Forms	125956 ENG	2
Using Queries and Reports in Access 2003	125964 ENG	3
Personalizing and Maintaining Access 2003	125984 ENG	1
Microsoft Office 2003: Advanced Access		
Enhancing Tables, Forms, and Reports in Access 2003	126934 ENG	2,25
Advanced Querying in Access 2003	126944 ENG	1,75
Working with Data and Presentation in Access 2003	126950 ENG	2
Access 2003 and the Web	126959 ENG	1,25
Access 2003 Programmability	126965 ENG	1,25
Database Administration in Access 2003	126973 ENG	2
Microsoft Office 2003: Beginning Outlook		
Sending and Receiving Messages in Outlook 2003	113430 ENG	3
Formatting and Managing Messages in Outlook 2003	128879 ENG	3
Scheduling events, Appointments, and meetings in Outlook 2003	128880 ENG	3
Using Task Lists, Contact Lists, and Notes in Outlook 2003	128881 ENG	2
Microsoft Office 2003: Advanced Outlook		
Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003	131326 ENG	3,25
Tracking, Categorizing, Searching, and Printing in Outlook 2003	131341 ENG	3
Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003	113469 ENG	2
Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003	129976 ENG	3
Microsoft Office 2003: Outlook for the Power User		
Data Security in Outlook 2003	132613 ENG	2,5
Archiving and Storing Data, and Using IRM in Outlook 2003	206606 ENG	1,25
Working in Outlook 2003 from Multiple Locations	132614 ENG	3,25
Newsreaders, Online Meetings, Instant Messaging, and Faxing Information in Outlook 2003	132615 ENG	2,5
Customizing Toolbars and Commands and Creating Forms in Outlook 2003	132616 ENG	3,25



Outlook 2003 and Business Contact Manager	132617 ENG	3,5
Microsoft Office 2003: Getting Started		
Introduction to Microsoft Office 2003	121587 ENG	3
Formatting and printing files in Office 2003	121643 ENG	3
Microsoft Office 2003: Beginning Project Professional		
Creating and Defining a Project	132490 ENG	4
Specifying and Assigning Resources	132510 ENG	2,75
Tracking and Reporting Progress	132504 ENG	3,25
Microsoft Office 2003: Visio for Beginners		
Creating Diagrams with Visio 2003	132531 ENG	3,25
Developing Diagrams with Visio 2003	132532 ENG	3,75
Visio 2003 and Other Programs	132533 ENG	2
Microsoft Office 2003: Advanced Project Professional		
Advanced Customization	132661 ENG	2,25
Sharing Project Data and Working with Macros	132659 ENG	2
Organizing and Managing Project Information	205433 ENG	3
Working Collaboratively	201354 ENG	2,25
Enterprise Project Management	201357 ENG	2
Advanced Analysis of your Project	206372 ENG	2,75
Microsoft Office 2003: Beginning FrontPage		
Getting Started with FrontPage 2003	121449 ENG	2
Working with graphics, hyperlinks and tables in FrontPage 2003	131714 ENG	3
Working with Web Sites in FrontPage 2003	122475 ENG	2
Organizing Content Using Templates and Frames in FrontPage 2003	122481 ENG	2
Structuring and Publishing Web Sites in FrontPage 2003	122092 ENG	2
Microsoft Office 2003: Advanced FrontPage		
Working with Code in FrontPage 2003	122120 ENG	2,25
Importing and Working with Data in FrontPage 2003	121653 ENG	4,25
Enhancing Web Sites with Advanced FrontPage 2003 Features	122099 ENG	3
Administering Web Sites in FrontPage 2003	122100 ENG	1,75
Using Windows SharePoint Services and FrontPage 2003	131456 ENG	2,25
Microsoft Office 2003: Publisher		
Getting Started with Publisher 2003	204924 ENG	2,25
Working with Text Boxes, Text, and Tables in Publisher 2003	207503 ENG	2
Printing and Working with Graphics and Objects in Publisher 2003	204925 ENG	2,75
Working with E-mail and Web Sites in Publisher 2003	204927 ENG	2,75
Working with Mail and Catalog Merges in Publisher 2003	207309 ENG	1
Advanced Design Techniques and Printing with Publisher 2003	204928 ENG	3,25
Microsoft Office 2003: Beginning PowerPoint		
Creating Basic Presentations using PowerPoint 2003	121838 ENG	2,75
Slide Layout and Design in PowerPoint 2003	123164 ENG	1,5
Using Visuals in PowerPoint 2003 Presentations	125933 ENG	2
Finalizing PowerPoint 2003 presentations	123167 ENG	2

DESKTOP COMPUTER SKILLS

Microsoft Project 2002 (audio)

Microsoft Project 2002: Beginners

Getting Started with Project 2002	117545 ENG	1,75
Up and Running with Project 2002	117554 ENG	2
Tracking and Reporting with Project 2002	117565 ENG	1,75



Microsoft Project 2002: Advanced

Data Sources, Templates, and Customization in Project 2002	117348 ENG	3
Workgroup, Collaboration, and Advanced Reporting Options in Project 2002	117361 ENG	3

DESKTOP COMPUTER SKILLS

Microsoft Office 2000

Microsoft Office 2000: New Features

Microsoft Office 2000 - New Features for Users	110856 ENG	4,25
Microsoft Office 2000 - New Features for Power Users	110857 ENG	3,75

Microsoft Office 2000: Beginning Word 2000

Microsoft Office 2000 - Beginning Word	110946 ENG	5
Microsoft Office 2000 - Intermediate Word	110947 ENG	4

Microsoft Office 2000: Deployment and Administration

Microsoft Office 2000 - Deployment and Administration	110906 ENG	4
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Microsoft Office 2000: Advanced Word 2000

Microsoft Office 2000 - Advanced Word	111009 ENG	4
Microsoft Office 2000 - Word for Power Users	111010 ENG	4,5

Microsoft Office 2000: Advanced Excel 2000

Microsoft Office 2000 - Advanced Excel	111238 ENG	3,25
Microsoft Office 2000 - Excel for Power Users	111287 ENG	4,25

Microsoft Office 2000: Beginning Excel 2000

Microsoft Office 2000 - Beginning Excel	111080 ENG	5
Microsoft Office 2000 - Intermediate Excel	111081 ENG	4

Microsoft Office 2000: Beginning Project 2000

Microsoft Office 2000 - Beginning Project	112243 ENG	5
Microsoft Office 2000 - Intermediate Project 2000	112268 ENG	4

Microsoft Office 2000: Advanced Project 2000

Office 2000 - Advanced Project	112366 ENG	5,5
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Microsoft Office 2000: Access 2000

Microsoft Office 2000 - Beginning Access	111352 ENG	4
Microsoft Office 2000 - Intermediate Access	111353 ENG	5
Microsoft Office 2000 - Advanced Access	111354 ENG	5

Microsoft Office 2000: PowerPoint 2000

Microsoft Office 2000 - Beginning PowerPoint 2000	111348 ENG	4
Microsoft Office 2000 - Advanced PowerPoint 2000	111408 ENG	4

Microsoft Office 2000: Outlook 2000

Microsoft Office 2000 - Beginning Outlook	112000 ENG	4
Microsoft Office 2000 - Advanced Outlook	112030 ENG	5

Microsoft Office 2000: FrontPage 2000

Microsoft Office 2000 - Beginning FrontPage	112290 ENG	4,5
Microsoft Office 2000 - Advanced FrontPage	112291 ENG	4,5

DESKTOP COMPUTER SKILLS

Microsoft Visio 2000

Microsoft Visio 2000: Getting Started

Getting Started with Visio 2000	31684 ENG	2
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Microsoft Visio 2000: Up and Running

Up and Running with Visio 2000	31687 ENG	2
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DESKTOP COMPUTER SKILLS

Home and Personal

Home Networking with Microsoft Windows XP



DESKTOP COMPUTER SKILLS

Lotus Notes 8

Lotus Notes 8: New Features for End Users

Lotus Notes 8: New Features for End Users [ia lnfn a01 dt enus](#) 2

Lotus Notes 8: End User

Getting Started with Lotus Notes 8 and Using Mail [ia lteu a01 dt enus](#) 0,5

Scheduling Events and Managing Applications [ia lteu a02 dt enus](#) 1

Working with Instant Messaging, Contacts, and Blogs [ia lteu a03 dt enus](#) 2,5

Using Productivity Tools and Accessing Lotus Notes 8 Remotely [ia lteu a04 dt enus](#) 2,5

DESKTOP COMPUTER SKILLS

Lotus Notes 7

Lotus Notes 7: End User

Getting Started with Lotus Notes 7 and Mail [233489 ENG](#) 2,25

Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7 [233490 ENG](#) 2,75

Working with Databases, the Calendar, and the To Do List in Lotus Notes 7 [233491 ENG](#) 3

Using Lotus Notes 7 Remotely [233492 ENG](#) 1,5

DESKTOP COMPUTER SKILLS

Lotus Notes 6

Lotus Notes 6: End User

Lotus Notes 6 End User: Using Notes and Notes Mail [99908 ENG](#) 3

Lotus Notes 6 End User: Using the Calendar and To Do List Features and TeamRoom Collaboration [110772 ENG](#) 2

Lotus Notes 6 End User: Personalizing Notes 6 Features [112937 ENG](#) 2

Lotus Notes 6 End User: Using Notes 6 Mail Remotely [106926 ENG](#) 1

Lotus Notes 6 End User: iNotes [107783 ENG](#) 1

DESKTOP COMPUTER SKILLS

Microsoft Internet Explorer 7

Microsoft Internet Explorer 7: End User

Fundamentals of Internet Explorer 7 [250164 ENG](#) 2,5

Customization and Security in Internet Explorer 7 [250177 ENG](#) 2

DESKTOP COMPUTER SKILLS

Microsoft Internet Explorer 6

Microsoft Internet Explorer 6

Fundamentals of Internet Explorer 6 [117246 ENG](#) 3,25

Moving on with Internet Explorer 6 [117260 ENG](#) 2,75

DESKTOP COMPUTER SKILLS

Microsoft Internet Explorer 5.5

Internet Explorer 5.5: Getting Started

Getting Started with Internet Explorer 5.5 [31706 ENG](#) 2

DESKTOP COMPUTER SKILLS

NetScape 6.2

Netscape 6.2: Getting Started

Introduction to Netscape 6.2 [73948 ENG](#) 2

DESKTOP COMPUTER SKILLS

NetScape 6

Netscape 6 - Getting Started

Introduction to Netscape 6 [31509 ENG](#) 2

DESKTOP COMPUTER SKILLS

PDA's



Palm OS	Getting Started with a Palm Handheld Device	73269 ENG	2
Pocket PC 2002	Getting Started with Pocket PC 2002	71695 ENG	2

DESKTOP COMPUTER SKILLS

Seagate Crystal Reports

Crystal Reports XI: Report Writing Basics

Reporting Basics with Crystal Reports XI	234748 ENG	3
Managing Data and Distributing Reports with Crystal Reports XI	234758 ENG	3

DESKTOP COMPUTER SKILLS

Microsoft Windows Vista

Microsoft Windows Vista: New Features for End Users

Windows Vista User Experience	242954 ENG	2
Windows Vista Security and Performance Improvements	242964 ENG	1,75

Deploying and Maintaining Windows Vista Client and Microsoft Office 2007 System Desktops

Introduction to Deploying Microsoft Office 2007	mv mvmo a01 it enus	1
Deploying Windows Vista	mv mvmo a02 it enus	1
Windows Vista Application Compatibility Toolkit	mv mvmo a03 it enus	0,5
Windows Vista User State Migration	mv mvmo a04 it enus	1
Automated Installation of Windows Vista	mv mvmo a05 it enus	1
Deploying Vista using BDD 2007	mv mvmo a06 it enus	1

DESKTOP COMPUTER SKILLS

Mentoring Assets

Mentoring Assets

Mentoring Word 2000	mntwd2000c	1
Mentoring Excel 2000	mntex2000c	1
Mentoring Access 2000	mntac2000c	1
Mentoring Outlook 2000	mntol2000c	1
Mentoring PowerPoint 2000	mntpp2000c	1
Mentoring Excel 2000 Expert	mntex2000e	1
Mentoring Word 2000 Expert	mntwd2000e	1
Mentoring Word 2002	mntwd2002c	1
Mentoring Excel 2002	mntex2002c	1
Mentoring Access 2002	mntac2002c	1
Mentoring Outlook 2002	mntol2002c	1
Mentoring PowerPoint 2002	mntpp2002c	1
Mentoring Word 2002 Expert	mntwd2002e	1
Mentoring Excel 2002 Expert	mntex2002e	1
Mentoring Word 2003	mntwd2003c	1
Mentoring Microsoft Project 2000 Core	mntpr2000c	1
Mentoring Microsoft Project 2002 Comprehensive	mntpr2002c	1
Mentoring Word 2003 Expert	mntwd2003e	1
Mentoring Excel 2003 Expert	mntex2003e	1
Mentoring Excel 2003	mntex2003c	1
Mentoring Access 2003	mntac2003c	1
Mentoring PowerPoint 2003	mntpp2003c	1
Mentoring Outlook 2003	mntol2003c	1
Mentoring Using Word 2007	mntwd2007	1
Mentoring Using Excel 2007	mntex2007	1



Mentoring Using PowerPoint 2007	mntpp2007	1
Mentoring Using Outlook 2007	mntol2007	1
Mentoring Using Access 2007	mntac2007	1
Mentoring 70-632 TS: Microsoft Office Project 2007, Managing Projects	mnt70632	1

DESKTOP COMPUTER SKILLS

Test Preps

Test Preps

Using Word 2007	TPWD2007 ENG	1
Using Excel 2007	TPEX2007 ENG	1
Using PowerPoint 2007	TPPP2007 ENG	1
Using Outlook 2007	TPOL2007 ENG	1
Using Access 2007	TPAC2007 ENG	1

NETg Desktop

Consumer/ Home Office

Graphics Design Tools

Macromedia FreeHand MX Part 1	en US 15036 ng	3
Macromedia FreeHand MX Part 2	en US 15037 ng	3
Macromedia FreeHand MX Part 3	en US 15038 ng	3
Macromedia FreeHand MX Part 4	en US 15039 ng	3
Macromedia FreeHand MX Part 5	en US 15040 ng	3
Macromedia FreeHand MX Part 6	en US 15041 ng	3

Home Productivity

Encyclopedia Britannica 2003 Ready Reference	en US 15082 ng	0,5
Microsoft Works Suite 2005 - Creating Documents	en US 15458 ng	2
Microsoft Works Suite 2005 - Creating Spreadsheets	en US 15459 ng	2
Microsoft Works Suite 2005 - Creating Databases	en US 15460 ng	2
Microsoft Office OneNote 2003	en US 15084 ng	1
Microsoft Works Suite 2004 - Introduction	en US 15801 ng	3
Microsoft Works Suite 2004 - Creating Documents	en US 15802 ng	3
Microsoft Works Suite 2004 - Creating Spreadsheets	en US 15803 ng	2
Microsoft Works Suite 2004 - Creating Databases	en US 15804 ng	2
Microsoft Windows XP Tablet PC Edition 2005	en US 15808 ng	4
Microsoft Windows XP Media Center Edition 2005	en US 15814 ng	3
Microsoft Works 2003 - Introduction	en US 15006 ng	3
Microsoft Works 2003 - Creating Documents	en US 15007 ng	2
Microsoft Works 2003 - Creating Spreadsheets	en US 15008 ng	3
Microsoft Works 2003 - Creating Databases	en US 15009 ng	3
WordPerfect Office 11 - WordPerfect 11	en US 15030 ng	2
WordPerfect Office 11 - QuattroPro 11	en US 15031 ng	2
WordPerfect Office 11 - Presentations 11	en US 15032 ng	2
NetMeeting	en US 15042 ng	3
Surf and Communicate with the Internet	en US 15124 ng	3
Introduction to Microsoft Works Suite 2005	en US 15457 ng	2,5
America Online Service 9.0 Optimized	en US 15046 ng	2
Discover Your Tablet PC	en US 15072 ng	2
Basic Troubleshooting	en US 15100 ng	2
Preventative Maintenance	en US 15104 ng	2
Microsoft Windows XP Fundamentals	en US 15098 ng	4
Internet Fundamentals	en US 15119 ng	2



Operating System		
	Using Your Microsoft Windows Vista Tablet PC	KN00015890 ng 2
Technology		
	Norton Personal Firewall 2004	en US 15057 ng 1
	Norton AntiSpam 2004	en US 15059 ng 1
	McAfee Personal Firewall	en US 15062 ng 0,5
	McAfee VirusScan	en US 15063 ng 0,5
	Building a Wired Network	en US 15122 ng 1
	Building a Wireless Network	en US 15123 ng 1
	Secure E-mail	en US 15125 ng 0,5
	Using Your Dell Axim (x30)	en US 15131 ng 2
	McAfee Privacy Service (v7.0/2005)	en US 15441 ng 1
	Using Your Dell Axim (x50)	en US 15456 ng 2
	Norton Personal Firewall 2005	en US 15466 ng 1
	Norton AntiVirus 2005	en US 15467 ng 1
	Norton AntiSpam 2005	en US 15468 ng 1
	Norton Privacy Control 2005	en US 15469 ng 1
	Norton Parental Control 2005	en US 15473 ng 1
	Securing Your PC	en US 15793 ng 2
	Growing with Technology - Level K	en US 15794 ng 1
	Growing with Technology - Level 1	en US 15795 ng 1
	Growing with Technology - Level 2	en US 15796 ng 1
	Growing with Technology - Level 3	en US 15797 ng 1
	Growing with Technology - Level 4	en US 15798 ng 1
	Growing with Technology - Level 5	en US 15799 ng 1
	Home Networking with Windows XP	en US 15002 ng 1
	PDA and Pocket PC Fundamentals	en US 15020 ng 3
	Wireless Networking for Small Businesses	en US 15029 ng 1
Digital Media		
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