



Friday, 1 Oct 2004

Briefing: Content for End User Training in Microsoft Products

There is a significant amount of Office training available free from Microsoft at <http://office.microsoft.com/training/default.aspx> – over 120 modules (each between 30 and 50 minutes long), providing more than 85 hours of office training, available online for free. As at 1 October 2004, the complete list included:

General Office

	<i>Duration</i>
1. Help protect yourself: Security in Office	30 min
2. Create an accessible Office document	40 min
3. Organize your clip art and other media	20 min
4. See what you can do with the Research service	30 min
5. Work with the keyboard in Office	40 min
6. XML: What's it all about?	55 min
7. Customize your toolbars and menus	50 min

Access Courses

8. Introduction to databases	45 min
9. Table that data	50 min
10. Forms follow function	55 min
11. Take the controls	55 min
12. Reports I: Show off your data	55 min
13. Queries I: Get answers with queries	50 min
14. Queries II: Limit your data and calculate values	50 min
15. Queries III: Create parameter queries that prompt users for input	50 min
16. Help protect yourself: Security in Office	30 min
17. Queries IV: Working with complex criteria	45 min
18. Work with a database you didn't create	45 min
19. Label that data	35 min

Excel Courses

20. So that's how! Great Excel features	50 min
21. Audio course: So that's how! Great Excel features	50 min
22. Discover a better calculator	50 min
23. Help secure and protect data in Excel	40 min
24. Charts I: How to create a chart	30 min



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25.	Charts II: Choose the right chart type	30 min
26.	Charts III: Create a professional-looking chart	40 min
27.	Lists I: How to use lists in Excel 2003	20 min
28.	Help protect yourself: Security in Office	30 min
29.	Lists II: Publish Excel 2003 lists to a SharePoint site	20 min
30.	Audio course: So that's how! Working with really big worksheets	40 min
31.	So that's how! Working with really big worksheets	40 min
32.	See what you can do with the Research service	30 min
33.	Use formulas to edit, correct, and proofread text	50 min
34.	PivotTable I: What's so great about PivotTable reports?	30 min
35.	XML: What's it all about?	55 min
36.	PivotTable II: Swing into action with PivotTable reports	40 min
37.	PivotTable III: Show off your PivotTable skills	50 min
38.	So that's how: Using XML in Excel 2003	55 min
39.	Plan payments and savings by using financial formulas	50 min
40.	Find functions and enter arguments	30 min
41.	Make time count by using formulas	30 min
42.	Figure out dates by using formulas	40 min
43.	Excel statistical functions	50 min

FrontPage Courses

44.	Create a FrontPage Web site	50 min
45.	Audio course: Create a FrontPage Web site	50 min
46.	Hyperlinks I: The basics	50 min
47.	Hyperlinks II: Link bars and image maps	40 min
48.	Under the hood: Effortless ways to work with code	50 min
49.	HTML Tables I: Basic concepts	40 min
50.	HTML Tables II: Table and cell widths	30 min
51.	HTML Tables III: Design a page with layout tables	40 min
52.	HTML Tables IV: Format and touch up a page layout	20 min
53.	Liven up Web pages with interactive buttons	40 min
54.	So that's how! Great FrontPage features	50 min
55.	How to publish Web sites with FTP	40 min

InfoPath Courses

56.	Design a form based on an XML schema Updated!	50 min
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OneNote Courses

57.	Get to know OneNote Updated!	40 min
58.	Audio course: Get to know OneNote Updated!	40 min
59.	Use note flags and search to find your notes New!	20 min
60.	Take audio and video notes Updated!	30 min
61.	See what you can do with the Research service	30 min

Outlook Courses

62.	Audio course: Slice the spam! How Outlook helps protect you from junk e-mail	30 min
63.	Share a calendar using Outlook and Windows SharePoint Services	20 min
64.	See and share multiple calendars	50 min
65.	Address your e-mail: Get it on the To line fast	30 min

66.	Manage the size of your mailbox	50 min
67.	File or archive your e-mail on your own computer	45 min
68.	Audio course: So that's how! Great Outlook features to organize your Inbox	50 min
69.	So that's how! Great Outlook features to organize your Inbox	50 min
70.	Help protect yourself: Security in Office	30 min
71.	So that's where it is! Find, copy, or back up e-mail on your own computer	50 min
72.	Keep track of birthdays and anniversaries	40 min
73.	So that's how: Great Outlook features to organize your contacts	40 min
74.	Control how you send and see mail messages	30 min
75.	See what you can do with the Research service	30 min
76.	Delegate Access: Let someone else mind your busyness	40 min
77.	Search Folders: The easy way to find, read, and organize your e-mail	40 min
78.	Business Contact Manager: Track customer data in Outlook	50 min
79.	Use the keyboard to work in Outlook	30 min

PowerPoint Courses

80.	Create your first presentation	50 min
81.	Create your own template New!	50 min
82.	Animations I: Preset and custom animation	50 min
83.	Animations II: Motion paths	50 min
84.	Animations III: Timing	50 min
85.	So that's how! Great PowerPoint features	50 min
86.	Use Visio drawings in presentations, documents, and publications	50 min
87.	Org charts A to Z	50 min
88.	Flowcharting with flair	50 min
89.	Help protect yourself: Security in Office	30 min
90.	Playing sound	40 min
91.	Playing movies	50 min
92.	Navigation know-how	50 min
93.	See what you can do with the Research service	30 min
94.	The small print: headers and footers	30 min

Project Courses

95.	Dig deeper into scheduling	50 min
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Publisher Courses

96.	Get started designing your own professional publications	50 min
97.	Create catalogs or directories	40 min
98.	Prepare a publication for commercial printing	50 min
99.	Use Visio drawings in presentations, documents, and publications	50 min
100.	See what you can do with the Research service	30 min

Visio Courses

101.	Get to know Visio	30 min
102.	Connect shapes the best way in Visio drawings	40 min

103.	A quick introduction to block diagrams	30 min
104.	A quick introduction to organization charts	30 min
105.	A quick introduction to office layouts	30 min
106.	Print large drawings and get the results you want	50 min
107.	Use Visio drawings in presentations, documents, and publications	50 min
108.	See what you can do with the Research service	30 min

Word Courses

109.	Decorate documents with backgrounds, borders, and text effects	40 min
110.	Audio course: Decorate documents with backgrounds, borders, and text effects	40 min
111.	Protect Word documents	50 min
112.	Table of Contents I: Create a basic TOC	30 min
113.	Add graphics and keep them where you want them	50 min
114.	Create individual envelopes and labels	40 min
115.	Use Visio drawings in presentations, documents, and publications	50 min
116.	Use mail merge for mass mailings and more	50 min
117.	Headers and footers, simple to elaborate	50 min
118.	Help protect yourself: Security in Office	30 min
119.	So that's how! Great Word features	50 min
120.	Create a document outline	40 min
121.	Customize keyboard shortcuts in Word	30 min
122.	See what you can do with the Research service	30 min
123.	XML: What's it all about?	55 min
124.	Introduction to XML in Word	40 min
125.	Create footnotes and endnotes	30 min
126.	Format your document with styles	50 min
127.	Prepare for the holidays: Write and send a newsletter with Word	40 min