

## E-Learning Catalog for Digital Literacy and Office Product Courses

The following online training courses are provided as part of the Elevate America program.

<b>DIGITAL LITERACY</b>		
<b>Course or Course Collection (NO VOUCHER REQUIRED)</b>	<b>Course Names</b>	<b>Certification Name/Test</b>
Microsoft Digital Literacy: Basic Curriculum	Computers in the World Keyboarding Mousing	NA
Microsoft Digital Literacy: Standard Curriculum ( <b>30 languages</b> ) <i>5 courses</i> <i>5 assessments</i> <i>1 certificate test</i>	Computer Basics Internet & the World Wide Web Productivity Programs Computer Security & Privacy Digital Lifestyle	Digital Literacy Certificate of Completion (user prints certificate at end of e-courses)
Microsoft Digital Literacy: Advanced Curriculum	Creating an Internet Email Account Writing a Great Resume by Using Microsoft Office Word 2007	NA
<b>Windows Vista and Office Basics (ACCESS CODE ON-LINE)</b>	<b>Course Names (Courses displayed in "My Learning" Account after log-in)</b>	<b>Certification Name/Test</b>
Windows XP <i>(this course may be discontinued)</i>	Course 4119: Core Training for Microsoft® Windows XP Professional Service Pack 2	Basic introductory course. Content does not fully prepare individual for certification test*.
Windows Vista Essentials <i>1:15 hour course</i> <i>1 assessment</i>	6081: Windows Vista Essentials	Basic introductory course. Content does not fully prepare individual for certification test*.
Core Word 2007 <i>3 1-hour courses</i> <i>3 assessments</i>	5419: Getting Started with Word 5420: Editing and Proofreading Documents in Word 5421: Formatting Documents in Word	Basic introductory course. Content does not fully prepare individual for certification test*.
Core Excel 2007 <i>2 1-hour courses</i> <i>2 assessments</i>	5425: Getting Started with Excel 5426: Performing Calculations on Data in Excel	Basic introductory course. Content does not fully prepare individual for certification test*.
Core PowerPoint 2007 <i>2 1-hour courses</i> <i>2 assessments</i>	5431: Getting Started with PowerPoint 5432: Working with Slides in PowerPoint	Basic introductory course. Content does not fully prepare individual for certification test*.
Core Outlook 2007 <i>2 1-hour courses</i> <i>2 assessments</i>	5437: Getting Started with Outlook 5438: Working with Email Messages in Outlook	Basic introductory course. Content does not fully prepare individual for certification test*.

*\*If you intend to take one of the Certification Exams in Microsoft Office Products, you could consider taking these basic introductory courses as part of the Microsoft E-Learning Office Products (Business Worker) course collections listed on the next page. You are welcome to take the basic courses through the free digital literacy courses to assess your skills or if you want an introduction to the product but may not want to sit for a certification exam.*

Microsoft E-Learning Office Products (Business Worker)		
Course or Course Collection (1 Course = 1 Voucher)	Course Names	Certification Name/Test (1 Test = 1 Voucher)
<b>Core Training with Windows Vista</b> 1:15-hour course 1 assessment	<b>Course Collection 6081: Core Training with Windows Vista (Client)</b>	
<b>Core Training for Word 2007</b> 6 1-hour courses 3 assessments	<b>Course Collection 5258: Core Training for Word 2007</b> <ul style="list-style-type: none"> <li>• 5419: Getting Started with Word</li> <li>• 5420: Editing and Proofreading Documents in Word</li> <li>• 5421: Formatting Documents in Word</li> <li>• 5422: Columns and Tables</li> <li>• 5423: Graphical Elements</li> <li>• 5424: Working with Longer Documents</li> <li>• 6787: Collaborating with Others and Personalizing</li> <li>• 6788: Advanced Features</li> </ul>	Microsoft Certified Application Specialist Exam for Word 2007
<b>Core Training for Excel 2007</b> 6 1-hour e-learn courses 2 assessments	<b>Course Collection 5259: Core Training for Excel 2007</b> <ul style="list-style-type: none"> <li>• 5425: Getting Started</li> <li>• 5426: Performing Calculations on Data in Microsoft Office Excel® 2007</li> <li>• 5427: Formatting and Printing Worksheets</li> <li>• 5428: Filter and Summarize Data</li> <li>• 5429 Pivot Tables and Charts</li> <li>• 5430: Collaborating with Others</li> <li>• 6789: Analyze Data and work with Macros</li> </ul>	Microsoft Certified Application Specialist Exam for Excel 2007
<b>Core Training for PowerPoint 2007</b> 6 1-hour e-learn courses 2 assessments	<b>Course Collection 5260: Core Training for PowerPoint 2007</b> <ul style="list-style-type: none"> <li>• 5431: Getting Started</li> <li>• 5432: Working with Slides</li> <li>• 5433: Working with Slide Layout and Themes</li> <li>• 5434: Working with Tables Charts, and Diagrams</li> <li>• 5435: Enhancing Slides with Multimedia Elements</li> <li>• 5436: Delivering Presentations</li> </ul>	Microsoft Certified Application Specialist Exam for PowerPoint 2007
<b>Core Training for Outlook 2007</b> 6 1-hour e-learn courses 2 assessments	<b>Course Collection 5261: Core Training for Outlook 2007</b> <ul style="list-style-type: none"> <li>• 5437: Getting Started with</li> <li>• 5438: Working with E-mail Messages</li> <li>• 5439: Managing Mail and Contact Information</li> <li>• 5440: Managing the Calendar</li> <li>• 5441: Working with Tasks and Notes</li> <li>• 5442: Sharing and Remotely Accessing Data</li> </ul>	Microsoft Certified Application Specialist Exam for Outlook 2007

<b>Microsoft E-Learning Office Products (Business Worker)</b>		
<b>Course or Course Collection (1 Course = 1 Voucher)</b>	<b>Course Names</b>	<b>Certification Name/Test (1 Test = 1 Voucher)</b>
<b>Core Training for Access 2007</b> 6 1-hour e-learn courses 2 assessments	<b>Course Collection 5263: Core Training for Access 2007</b> <ul style="list-style-type: none"> <li>• 5451: Getting Started with</li> <li>• 5452: Importing, Exporting Information</li> <li>• 5453: Working with Forms</li> <li>• 5454: Locating Specific Information</li> <li>• 5455: Keeping Information Accurate, Secure</li> <li>• 5456: Working with Reports</li> </ul>	Microsoft Certified Application Specialist Exam for Access 2007
<b>Core Training for PowerPoint 2003</b> 5 hour course Assessment	<b>Course 4103: Core Training for PowerPoint 2003</b> <ul style="list-style-type: none"> <li>• Creating Presentations</li> <li>• Working with Slides</li> <li>• Making A Presentation Look Consistent</li> <li>• Working with Shapes</li> <li>• Working with Graphics</li> <li>• Tables, Charts, and Diagrams</li> <li>• Multimedia</li> <li>• Reviewing and Sharing</li> <li>• Slide Shows</li> </ul>	Microsoft Office Specialist Exam for PowerPoint 2003
<b>Core Training for Outlook 2003</b> 5 hour course Assessment	<b>Course 4104: Core Training for Outlook 2003</b> <ul style="list-style-type: none"> <li>• Managing E-mail</li> <li>• Finding and Organizing E-mail</li> <li>• Managing your Calendar</li> <li>• Scheduling and Managing Meetings</li> <li>• Creating and Organizing Contacts</li> <li>• Keeping Track of Information</li> </ul>	Microsoft Office Specialist Exam for Outlook 2003
<b>Core Training for Word 2003</b> 4 Hour Course Assessment	<b>Course 4105: Core Training for Word 2003</b> <ul style="list-style-type: none"> <li>• Working with Documents</li> <li>• Editing and Proofreading Documents</li> <li>• Changing the Appearance of Documents</li> <li>• Tables and Columns</li> <li>• Collaborating with Others</li> <li>• Previewing and Printing a Document</li> <li>• Previewing and Creating A Web Page</li> </ul>	Microsoft Office Specialist Exam for Word 2003
<b>Core Training for Excel 2003</b> 4 Hour Course Assessment	<b>Course 4106: Core Training for Excel 2003</b> <ul style="list-style-type: none"> <li>• Getting to know Excel®</li> <li>• Setting Up A Workbook</li> <li>• Performing Calculations on Data</li> <li>• Changing the Appearance</li> <li>• Filtering and Reordering Data</li> <li>• Combining Data from Multiple Sources</li> <li>• Creating Charts</li> <li>• Printing</li> <li>• Collaborating in Excel</li> </ul>	Microsoft Office Specialist Exam for Excel 2003

# ICT Curriculum Roadmap: Pathways to Success

<http://www.microsoft.com/learning/education/roadmap/>



*Which path would you take for a career in Microsoft Technology?*

New to Information and Computing Technology