

LEARNKEY ON-LINE TECHNOLOGY CLASSES

a.) **Access (1 credit) 15 Hours of Interactive Training.** Access 2003 can strengthen your data organization capabilities for powerful results. The Access XP course from LearnKey successfully integrates solid instruction with an easy-to-follow presentation. In this self-paced course, expert instructor Casey McNeal arms you with practical knowledge as he demonstrates the powerful features of Access XP. At the conclusion of this office course, you will understand how to use the basic and advanced capabilities of Access XP to build databases, query data, design forms and generate reports.

b.) **Word (1 credit) 15 Hours of Interactive Training.** The Word 2003 course from LearnKey will have you easily producing professional-looking documents with the latest version of the most popular word processor. You'll start with the basics, and LearnKey expert Nikki O'Connell will have you quickly using Word's more advanced features like adding hyperlinks to documents, doing complex mail merges and using Excel tables in your office documents.

c.) **PowerPoint (1 credit) 15 Hours of Interactive Training.** With training for Microsoft PowerPoint 2003 from LearnKey, creating professional looking presentations will soon be part of your skill set. LearnKey expert Joe Healey begins with PowerPoint basics that will quickly have you creating your own slides. He moves step-by-step to advanced features that will set your presentations apart from the rest. At the conclusion of this office course you'll understand how to plan, build, output and deliver PowerPoint presentations that bring your ideas to life.

d.) **Excel (1 credit) 15 Hours of Interactive Training.** With the Excel 2003 training course from LearnKey, you can learn both spreadsheet basics and advanced features of this latest version of Excel. LearnKey expert Reed Jacobson's energetic instruction begins with fundamentals like charts and graphs, moves step-by-step through intermediate topics such as building formulas, and concludes with expert level features including database links and macros. At the conclusion of this office course you'll feel confident using Excel XP and understand how to use it to maximize productivity.

e.) **Microsoft's FrontPage (1 credit) 15 Hours of Interactive Training.** Front Page 2003 allows almost anyone to create Web sites using a familiar Microsoft Office environment. The FrontPage 2002 course from LearnKey helps beginning and intermediate Web page builders quickly get their sites up and running without the need to write HTML code. Expert instructor Harold Driver demonstrates basic Web design, use of templates and how to customize your pages for a professional look. At the conclusion of this course you will be familiar with FrontPage tools that will help you develop your sites quickly with no programming required.

f.) **Mircosoft Outlook (1 credit) 15 Hours of Interactive Training.** The Outlook 2003 training course from LearnKey will have you quickly using the powerful organization, time management, calendaring, and communication tools in this latest version of Outlook. Expert instructor Erin Olsen will guide you through the Outlook 2002 user interface and show you advanced features. At the conclusion of this office course you'll understand how to use Outlook to help maximize your productivity.