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Axzo Press Axzo Press



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course students will learn how to work with columns sections Table AutoFormat styles the Drawing Canvas and templates Course activities also cover importing data from Excel performing calculations on table data using the Outline feature inserting graphics comparing and merging documents and printing labels and envelopes This course maps to Microsoft Office Specialist exam objectives The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success Comes with a companion CBT program *Student Manual and Data* Axzo Press,2007-03-01 This ILT Series course rated 4 9 5 0 in overall quality by ProCert Labs covers the basic functions and features of Outlook 2007 Students will create e mail accounts and send e mail messages using several techniques They will also learn how to manage e mail messages contacts tasks and meeting requests Finally students will customize Outlook for maximum efficiency Comes with CertBlaster exam prep software download and a companion CBT program Designated as Approved Courseware for the Microsoft Certified Application Specialist program this course will help students prepare for the Outlook 2007 exam 77 604 For comprehensive certification training students should complete Outlook 2007 Basic Intermediate and Advanced Student Manual and Data Axzo Press Axzo Press,2004-11 This ILT Series course teaches students the fundamentals of using Publisher 2002 Students will learn how to create publications format text adjust a publication s page setup insert graphics and objects and work with tables Course activities also cover creating multi page publications inserting pages working with master pages and importing text Students also learn how to use the Design Checker print a publication and use the Pack and Go Wizard The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success Comes with a companion CBT program *Student Manual and Data* Axzo Press Axzo Press,2004-11 This ILT Series course builds on the skills taught in Word 2002 Intermediate In this advanced course students will learn how to perform a mail merge create an index track document changes create macros and customize menus and toolbars Course activities also cover creating modifying and protecting forms and working with large documents by creating a master document table of contents footnotes and cross references This course maps to Microsoft Office Specialist exam objectives The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success Comes with a companion CBT program *bndl Ck Student Manual Logical Operations LLC,2004-11-19 Student Manual and Data ,2004-11 This ILT Series manual teaches advanced level functions and features of Outlook 2003 Students will learn how to create custom toolbars customize the menu bar and Navigation pane use advanced search options set and remove filters and sort group and set rules for messages They ll also learn how to work with notes the Journal advanced Calendar features message templates forms public folders newsgroups and Outlook s security features This course maps to Microsoft s MOS exam objectives The manual student CD included is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

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