

Retirement Planning Series

Retirement Planning: 1 Money Management
Retirement Planning: 2 Investing

Sexual Harassment in the Workplace Series (Not customized for CSU)

Sexual Harassment in the Workplace: 1 Why Can't We All Just Get Along? (Video)
Sexual Harassment in the Workplace: 2 Defining Sexual Harassment
Sexual Harassment in the Workplace: 3 Preventing Sexual Harassment
Sexual Harassment in the Workplace: 4 Responding to Sexual Harassment

Six Sigma Series (Videos)

Six Sigma: 1 Fundamentals
Six Sigma: 2 Deployment Roadmap
Six Sigma: 3 Lasting Six Sigma
Work and Life Balance Series (Videos)
Work and Life Balance: 1 Child Care Selection
Work and Life Balance: 2 Elder Care Selection
Work and Life Balance: 3 Embracing New Technology
Work and Life Balance: 4 Exhausted Single Working Parent
Work and Life Balance: 5 Financial Planning for Elder Care
Work and Life Balance: 7 Making a Case to Telecommute (Interview)
Work and Life Balance: 8 Overload in an Over-Wired World (Interview)
Work and Life Balance: 9 Telecommuting
Work and Life Balance: 10 The Moral Dilemma of Success
Work and Life Balance: 11 The Risks of Job Burnout
Work and Life Balance: 12 Working Wounded: Connecting With Your Kids When Traveling
Work and Life Balance: 13 Working Wounded: Information Overload

Workplace Environment Series (Videos) (Not customized for CSU)

Workplace Environment: 1 Computer Comfort
Workplace Environment: 2 Diversity Effectiveness - An Overview
Workplace Environment: 3 E-Mail and Internet Privacy at Work
Workplace Environment: 4 Ethical Decision Making
Workplace Environment: 5 Ethics in the Workplace - Choose Wisely!
Workplace Environment: 6 Moving Toward Diversity Effectiveness
Workplace Environment: 7 Preventing Sexual Harassment
Workplace Environment: 8 Preventing Sexual Harassment (Presentation Style)
Workplace Environment: 9 Preventing Violence in the Workplace
Workplace Environment: 10 Preventing Violence in the Workplace (Presentation Style)
Workplace Environment: 12 Working Wounded: Overcoming Your Own Bias
Workplace Environment: 11 Workplace Violence: Ingredients for Disaster

New Courses Include:

Access 2007 Advanced

Access 2007 offers many more powerful features than a beginning user first touches. This series will explore some of the more powerful abilities of Access, including pivot tables and charts, graphs, forms, security, multitable and crosstab queries, macros, and more.

Communicate with Power

Most people's jobs include working with a lot of people who are coworkers from across the company (or even from other companies). Many times, doing your job properly depends upon other people doing the things or having the information you need. How can you persuade, influence, and inform other people in ways that will make things happen? This series will talk about how to spark action and motivation from others, especially ones who are not in a direct line of command with you.

Excel 2007 Advanced

Once you're familiar with the Excel features and interface, it's time to dig into some of the powerful capabilities this spreadsheet program is capable of. This series will take students in-depth into many other useful skills for analyzing and presenting data like using Excel with databases, the Internet, and data analysis.

PowerPoint 2007

Office 2007 includes the latest version of PowerPoint, the presentation creation package that helps add visual impact and dynamic information to your presentations. This series will walk you through creating your own presentations.

Project Management Effectiveness

This series goes beyond the basic mechanics of project management and focuses on the people side of getting projects accomplished. What can you do, who can you talk to, and how can you communicate with them to ensure your project progresses as smoothly as possible? Look to this series for topics such as communicating, documenting, emailing, influencing team members across all departments, and balancing multiple projects.

SharePoint 2007

SharePoint 2007 is a content and information management system for your organization. This course will help you use your SharePoint 2007 sites to share documents, collaborate on processes and materials, and find and share data throughout your organization.



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Systemwide Professional Development

Vice Chancellor for Human Resources
California State University
401 Golden Shore
Long Beach, CA 90802
www.TheSource.calstate.edu

Professional Development

Basics of Business Math Series

Basics of Business Math: 1 Fractions
Basics of Business Math: 2 Decimals
Basics of Business Math: 3 Calculator
Basics of Business Math: 4 Equations
Basics of Business Math: 5 Percents
Basics of Business Math: 6 Reports

Building Relationships Series

Building Relationships: 1 Socializing at Work
Building Relationships: 2 Understanding Behavioral Intentions
Building Relationships: 3 Choosing Your Approach

Career Development Series (Videos)

Career Development: Been There, Done That, Now What?
Career Development: The Influence Edge and Your Career

Coaching Series (Videos)

Coaching: Performance Coaching: Manager as Career Coach
Coaching: Performance Coaching: Manager as Collaborator
Coaching: Performance Coaching: Manager as Mentor
Coaching: 6 Performance Coaching: Manager as Trainer

Communication Series (Videos)

Communication: 1 Curing Common Meeting Ailments (Interview)
Communication: 3 Effective Business Writing
Communication: 4 High Performance Communication
Communication: 5 Keeping Meeting Participants Awake (Interview)
Communication: 6 The People Styles Model
Communication: 7 People Styles at Work
Communication: 8 Resolving Conflict
Communication: 9 Telephone Etiquette
Communication: 10 The Influence Edge and E-Mail
Communication: 11 Understanding Negotiation
Communication: 12 Working Wounded: Effective Business Presentations
Communication: 13 Working Wounded: Giving an Apology at Work
Communication: 14 Working Wounded: Leading a Successful Meeting
Communication: 15 Working Wounded: Making Group Decisions
Communication: 16 Working Wounded: Working through Conflict

Customer Service Series

Customer Service: 1 Defining Service
Customer Service: 2 Communicating
Customer Service: 3 Fixing Problems
Customer Service: 4 Building a Department
Customer Service: 5 Tools of the Trade

Customer Service Series (Videos)

Customer Service: 1 Building Customer Loyalty

Customer Service: 2 Delighting Your Customers
Customer Service: 3 Building Web Relationships (Interview)
Customer Service: 4 Creating Customer Value
Customer Service: 5 Crown Your Customers (Interview)
Customer Service: 6 Customer Convenience is Key to E-Commerce (Interview)
Customer Service: 7 Customer Service Strategy
Customer Service: 8 Dealing with Customer Complaints
Customer Service: 9 Exceeding Customer Expectations
Customer Service: 10 Getting to Know Your Customers
Customer Service: 11 Getting Your Customer Experience Right (Interview)
Customer Service: 12 Implementing Effective Service Standards
Customer Service: 13 Keeping Loyal Customers
Customer Service: 16 Measuring Customer Service
Customer Service: 17 Profits, Not Promises (Interview)
Customer Service: 18 Understanding Customer Service
Customer Service: 19 Working Wounded: Building Relationships with Your Customers
Customer Service: 20 Working Wounded: Good News about Customer Complaints

Dealing with Difficult People Series

Dealing with Difficult People: 1 Managing Against the Odds
Dealing with Difficult People: 2 Consideration
Dealing with Difficult People: 3 Attitude
Dealing with Difficult People: 4 Trust
Dealing with Difficult People: 5 Power
Dealing with Difficult People: 6 Communications
Dealing with Difficult People: 7 Responsibility

Effective Business Communication Series

Effective Business Communication: 2 The Planning Worksheet
Effective Business Communication: 3 Writing Skills
Effective Business Communication: 4 Patterns of Development
Effective Business Communication: 5 Letters
Effective Business Communication: 6 Memos, E-Mail, and Other Communications
Effective Business Communication: 7 Reports

Effective Presentations Series

Effective Presentations: 1 Preparing for a Presentation
Effective Presentations: 2 Developing an Effective Message
Effective Presentations: 3 Improving Delivery Skills
Effective Presentations: 4 Using PowerPoint and Other Visuals

Fundamentals of Business Management

Fundamentals of Business Management: 1 Management in Perspective
Fundamentals of Business Management: 2 Functions of Front-Line Management
Fundamentals of Business Management: 3 Managerial Finance and Accounting

Grammar Series

Grammar: 1 Fundamental Sentence Structures
Grammar: 2 Punctuation
Grammar: 3 Complex Sentence Structures
Grammar: 4 Advanced Grammar

Budgeting and Saving: 4 Choosing Bank Accounts
Budgeting and Saving: 5 Planning Your Retirement
Budgeting and Saving: 6 Making 401(k) Plans Work
Budgeting and Saving: 7 Exploring Investment Options

Business Ethics Series

Business Ethics: 1 What You Don't Know Can Hurt You
Business Ethics: 2 Everyday Ethical Dilemmas
Business Ethics: 3 Ethical Dilemmas and the Law
Business Ethics: 4 Individual Values; Organizational Values

Estate Planning Series

Estate Planning: 1 Starting an Estate Plan
Estate Planning: 2 Sorting Out Your Assets
Estate Planning: 3 Preparing Your Will
Estate Planning: 4 All About Probate
Estate Planning: 5 Considering Your Family
Estate Planning: 6 Taxes to Expect
Estate Planning: 7 Tax Strategies
Estate Planning: 8 Retirement Issues
Estate Planning: 9 Revising an Estate Plan

Finance Series (Videos)

Finance: 1 Building Budgets That Affect Reality (Interview)
Finance: 2 Capitalize Your Capital (Interview)
Finance: 3 Cash Flow Analysis
Finance: 4 Key Financial Ratios
Finance: 5 Linking Financial Management with Organizational Goals
Finance: 6 Understanding Financial Statements
Finance: 7 Working Wounded: The Budget Blues

Instructional Design Series

Instructional Design: 1 Process, Needs, and Roles
Instructional Design: 2 Analysis and Objectives
Instructional Design: 3 Design Concepts
Instructional Design: 4 Planning and Implementation
Instructional Design: 5 Evaluation

Interview Skills Series

Interview Skills: 1 Getting the Interview
Interview Skills: 2 Preparing Yourself
Interview Skills: 3 Making an Entrance
Interview Skills: 4 Listening and Answering
Interview Skills: 5 Taking the Reins
Interview Skills: 6 Asking Questions
Interview Skills: 7 Opening Interviews
Interview Skills: 8 Tough Interviews
Interview Skills: 9 Following Through

Investing Fundamentals Series

Investing Fundamentals: 1 The Basics
Investing Fundamentals: 2 Organizing
Investing Fundamentals: 3 Stocks
Investing Fundamentals: 4 Bonds
Investing Fundamentals: 5 Mutual Funds
Investing Fundamentals: 6 Planning

Managing Within the Law Series (Videos) (Not customized for CSU)

Managing Within the Law: 1 At Will Employment
Managing Within the Law: 2 Complying with ADA Requirements
Managing Within the Law: 3 Discrimination
Managing Within the Law: 4 Discrimination (Presentation Style)
Managing Within the Law: 5 Drug and Alcohol Abuse in the Workplace
Managing Within the Law: 6 Family and Medical Leave Act
Managing Within the Law: 7 FLSA & State Wage-Hour Law
Managing Within the Law: 8 Freedom of Religion in the Workplace
Managing Within the Law: 9 Freedom of Speech in the Workplace
Managing Within the Law: 10 Legal Guidelines for Interviewing
Managing Within the Law: 11 Preventing Sexual Harassment - Manager Version
Managing Within the Law: 12 Respecting Employees' Individual Rights
Managing Within the Law: 13 Top Ten Ways for a Manager to Stay Out of Jail
Managing Within the Law: 14 Working Wounded: Preventing Lawsuits
Managing Within the Law: 15 Wrongful Termination
Managing Within the Law: 16 Wrongful Termination (Presentation Style)

Project Management Series

Project Management: 1 Project Management Overview
Project Management: 2 Understanding the Project Manager's Role
Project Management: 3 Defining the Problem
Project Management: 4 Determining the Strategy
Project Management: 5 Developing the Work Breakdown Structure
Project Management: 6 Estimating and Scheduling Resources
Project Management: 7 Understanding Scheduling Computations
Project Management: 8 Tracking Project Activities
Project Management: 9 Closing Out the Project
Project Management: 10 Formalizing Project Management Standards
Project Management: 11 Developing Project Teams
Project Management: 12 Ensuring Your Own Effectiveness

Project Management Professional Certification 2005

Project Management Professional Certification 2005: 1 Project Management Framework and Initiating the Project
Project Management Professional Certification 2005: 2 Project Planning Processes
Project Management Professional Certification 2005: 3 Project Execution and Quality Management
Project Management Professional Certification 2005: 4 Project Monitoring and Control
Project Management Professional Certification 2005: 5 Project Closing
Project Management Professional Certification 2005: 6 Professional Responsibility
Project Management Professional Certification 2005: 7 Practice Exams

Word 2007 Series

Word 2007: 1 Getting Started
Word 2007: 2 Typing and Editing Text
Word 2007: 3 Formatting Text
Word 2007: 4 Formatting Paragraphs and Lists
Word 2007: 5 Building Tables
Word 2007: 6 Working with Images

Web Development

Dreamweaver MX 2004 Series

Dreamweaver MX 2004: 1 Interface and Web Page Creation Basics
Dreamweaver MX 2004: 2 Project Planning, Link Creation, and HTML Editing
Dreamweaver MX 2004: 3 Images, Image Maps, and Assets
Dreamweaver MX 2004: 4 Tables, Frames, and Framesets
Dreamweaver MX 2004: 5 Dynamic HTML
Dreamweaver MX 2004: 6 Advanced Behaviors and Forms
Dreamweaver MX 2004: 7 Uploading Projects and Working with Templates

Dreamweaver MX Series

Dreamweaver MX: 1 Introduction
Dreamweaver MX: 2 Setting Up a Web Site
Dreamweaver MX: 3 Designing the Site
Dreamweaver MX: 4 Adding Graphics
Dreamweaver MX: 5 Tables
Dreamweaver MX: 6 Frames
Dreamweaver MX: 7 Styles and CSS
Dreamweaver MX: 8 Dynamic HTML
Dreamweaver MX: 9 Advanced DHTML
Dreamweaver MX: 10 Multimedia Integration
Dreamweaver MX: 11 Dynamic Web Sites
Dreamweaver MX: 12 Forms and Interactivity

Flash MX Series

Flash MX: 1 Flash Overview
Flash MX: 2 Animation
Flash MX: 3 Text and Forms
Flash MX: 4 Coordinated Animations
Flash MX: 5 Sound and Music

Flash MX 2004 Series

Flash MX 2004: 1 Using the Interface and Importing Graphics
Flash MX 2004: 2 Drawing, Painting, and Using the Library
Flash MX 2004: 3 Creating Animation
Flash MX 2004: 4 Using Shape Tween and Timelines Effects
Flash MX 2004: 5 Using Sound and Layers
Flash MX 2004: 6 Adding Symbol and Buttons
Flash MX 2004: 7 ActionScript, Behaviors, and Publishing

Flash MX 2004 ActionScript 2.0 Series

1 Object-Oriented Programming
2 Properties and Methods
3 Implementing Inheritance and Interfaces
4 Inter-Object Communications
5 Building User Interface Components

Flash MX ActionScript Series

Flash MX ActionScript: 1 Getting Started
Flash MX ActionScript: 2 Directing and Managing Movies
Flash MX ActionScript: 3 Using Variables, Properties, and Functions
Flash MX ActionScript: 4 Creating Objects and Interactive Elements
Flash MX ActionScript: 5 Working with Text, Buttons, and Menus
Flash MX ActionScript: 6 Statements, Expressions, and Testing
Flash MX ActionScript: 7 Adding Advanced Features
Flash MX ActionScript: 8 Finishing Touches

FrontPage 2000 Series

FrontPage 2000: 1 Creating Web Sites
FrontPage 2000: 2 Building Pages
FrontPage 2000: 3 Working with Images
FrontPage 2000: 4 Adding Spark to Your Site

Photoshop Series

Photoshop: 1 Managing Graphics Files
Photoshop: 2 Colors, Brushes, and Printing
Photoshop: 3 Selecting and Retouching
Photoshop: 4 Text, Fills, and Actions
Photoshop: 5 Using Layers and Plug-Ins
Photoshop: 6 Manipulating Images

Photoshop 7 Series

Photoshop 7: 1 The Application and its Elements
Photoshop 7: 2 Opening and Navigating Images
Photoshop 7: 3 Pixels, Image Sizes, and Color
Photoshop 7: 4 Saving and Printing
Photoshop 7: 5 The Paint Tools
Photoshop 7: 6 Modifying Images
Photoshop 7: 7 Cleaning Images and Undoing
Photoshop 7: 8 Making Selections
Photoshop 7: 9 Modifying Selections and Color Filling
Photoshop 7: 10 Layers
Photoshop 7: 11 Adding Type
Photoshop 7: 12 Filters and Color Correction
Photoshop 7: 13 Creating Graphics for the Web

Photoshop CS Series

Photoshop CS: 1 Getting Started
Photoshop CS: 2 Navigation and Layers
Photoshop CS: 3 Selection and Color
Photoshop CS: 4 Paint, Drawing and Text
Photoshop CS: 5 Layer Styles and Filters
Photoshop CS: 6 Adjustment Layers, Tools and Layer Masks
Photoshop CS: 7 Image Output and Web Design

Additional Business Topics

Budgeting and Saving Series

Budgeting and Saving: 1 Confronting Debt
Budgeting and Saving: 2 Eliminating Debt
Budgeting and Saving: 3 Banking Basics

Leadership Series (Videos)

Leadership: 1 Creating and Communicating Vision
Leadership: 2 Creating Organizations with Many Leaders (Interview)
Leadership: 3 Digital Markets (Interview)
Leadership: 4 E-Business Strategies (Interview)
Leadership: 5 Leadership in Freaked Out Times (Interview)
Leadership: 6 Leading into the Future (Interview)
Leadership: 7 Leading Organizational Transition
Leadership: 8 Show, Don't Tell
Leadership: 9 Strategic Planning: Establish Processes
Leadership: 10 Strategic Planning: Implement Initiatives
Leadership: 11 Strategic Planning: Strategic Alignment
Leadership: 12 Supporting Innovation (Interview)
Leadership: 13 Surfer Rules (Interview)
Leadership: 14 The E-Marketplace (Interview)
Leadership: 15 The Power of B-Webs (Interview)
Leadership: 16 The Leadership Challenge: Challenge the Process
Leadership: 17 The Leadership Challenge: Enable Others to Act
Leadership: 18 The Leadership Challenge: Encourage the Heart
Leadership: 19 The Leadership Challenge: Inspire a Shared Vision
Leadership: 20 The Leadership Challenge: Model the Way
Leadership: 21 Tilt The Field: Attitude
Leadership: 22 Tilt The Field: Leadership
Leadership: 23 Tilt The Field: Perspective
Leadership: 24 Transform, Don't Conform (Interview)
Leadership: 25 Value Matters (Interview)

Leading Teams Series (Videos)

Leading Teams: 1 Creating Successful Teams (Interview)
Leading Teams: 2 Developing Successful Teams
Leading Teams: 3 Successful Geo-Dispersed Teams (Interview)
Leading Teams: 4 Team Learning (Interview)
Leading Teams: 5 The Influence Edge and Your Team
Leading Teams: 6 Virtual Teams
Leading Teams: 7 Working Wounded: Teams at Work

Management Series (Videos)

Management: 1 Attracting Key Talent (Interview)
Management: 2 Bringing The Workplace to Life (Interview)
Management: 3 Delegation Strategies
Management: 4 Fire Up and Motivate Your Employees
Management: 5 Handling Performance Problems
Management: 6 Interviewing for Organizational Fit
Management: 7 Interviewing for Success
Management: 8 Knowledge Management (Interview)
Management: 9 Making 360 Degree Feedback Work
Management: 10 Managing Performance
Management: 11 Managing Telecommuters
Management: 12 Motivate to Retain (Interview)
Management: 13 Recruiting Top Talent
Management: 14 Retaining Top Talent
Management: 15 Retention for the Long Haul (Interview)
Management: 16 Succession Planning
Management: 17 The Costs of Attrition (Interview)
Management: 18 The Diversity Manager
Management: 19 Working Wounded: Becoming a New Manager
Management: 20 Working Wounded: Counseling an Employee
Management: 21 Working Wounded: The More You Give, The More You'll Get

Management Skills Series

Management Skills Introduction: 1 Ready! Set! Manage!
Management Skills Introduction: 2 Motivating
Management Skills Introduction: 3 Planning
Management Skills Introduction: 4 Communication
Management Skills Introduction: 5 Getting Input
Management Skills Introduction: 6 Dealing with Challenging People and Times
Management Skills Introduction: 7 Building Success

Managing Change Series

Managing Change: 1 Refocusing Yourself
Managing Change: 2 Leading the Team
Managing Change: 3 Working with Individuals

Motivation Series

Motivation: 1 Leading with a Vision
Motivation: 2 Communicating
Motivation: 3 Rewarding and Correcting
Motivation: 4 Performance and Training
Motivation: 5 Building Trust

Negotiating Series

Negotiating: 1 Negotiating Techniques
Negotiating: 2 Gaining Control
Negotiating: 3 Closing the Deal
Negotiating: 4 Everyday Negotiations

Self-Management Series (Videos)

Self-Management: 1 Becoming More Assertive
Self-Management: 2 Business Protocol
Self-Management: 3 Creative Time Management for the New Millennium
Self-Management: 4 Dealing with Non-Stop Change
Self-Management: 5 Goal Setting and Action Planning
Self-Management: 6 Leap of Faith
Self-Management: 7 Self-Motivation through Self-Talk
Self-Management: 8 Self-Talk First Aid Kit
Self-Management: 9 The Dynamics of Self-Talk (Interview)
Self-Management: 10 The Influence Edge and Change
Self-Management: 11 The Influence Edge Model
Self-Management: 12 Working Wounded: Dealing with a Messy Desk
Self-Management: 13 Working Wounded: Getting More Work Done
Self-Management: 14 Working Wounded: Office Politics
Self-Management: 15 Working Wounded: Performance Appraisals

Stress Management Series

Stress Management: 1 Stress on the Job
Stress Management: 2 Resisting Stress
Stress Management: 3 Assertiveness
Stress Management: 4 Coping with Anger

Teams That Work Series

Teams That Work: 1 Building Effective Teams
Teams That Work: 2 Leading Effective Teams

Time Management Fundamentals Series

Time Management Fundamentals: 1 Evaluating and Improving Time Management
Time Management Fundamentals: 2 Organizational Tasks and Creating Uninterrupted Time
Time Management Fundamentals: 3 Managing Meetings
Time Management Fundamentals: 4 Managing Workload
Time Management Fundamentals: 5 Managing Time with Co-Workers

Office Productivity

Access 2003 Series

Access 2003: 1 Introduction to Access
Access 2003: 2 Designing and Building Tables
Access 2003: 3 Enhanced Tables & Datasheets
Access 2003: 4 Searches and Queries
Access 2003: 5 Advanced Queries and Calculations
Access 2003: 6 Access Report System
Access 2003: 7 The Internet, Forms, and the Analyzer MACC07

Access 2007 Series

Access 2007: 1 Introduction to Access
Access 2007: 2 Creating Tables
Access 2007: 3 Working with Tables
Access 2007: 4 Creating Forms
Access 2007: 5 Creating Reports
Access 2007: 6 Creating Queries and Filters

Computing Concepts Series

Computing Concepts: 1 Types of Security
Computing Concepts: 2 Security Risks
Computing Concepts: 3 Database Basics
Computing Concepts: 4 Selecting Databases
Computing Concepts: 5 Data Processing
Computing Concepts: 6 Managing Data
Computing Concepts: 7 Teleprocessing
Computing Concepts: 8 Transmitting Data
Computing Concepts: 9 Messages

Crystal Reports 8 Series

Crystal Reports 8: 1 Getting Started
Crystal Reports 8: 2 Designing a Report
Crystal Reports 8: 3 Selecting Records
Crystal Reports 8: 4 Sorting and Grouping Data
Crystal Reports 8: 5 Creating Summary Totals, Reports, and Graphs
Crystal Reports 8: 6 Formulas and Functions
Crystal Reports 8: 7 Printing and Exporting
Crystal Reports 8: 8 Linking Tables

Crystal Reports XI Series

Crystal Reports XI: 1 Navigating the Design Environment
Crystal Reports XI: 2 Selecting Just the Right Data Source(s) for Your Report
Crystal Reports XI: 3 Do It Yourself and Wizard Reporting
Crystal Reports XI: 4 Selecting and Organizing Your Report Data

Crystal Reports XI: 5 Manipulating Your Report Data in Meaningful Ways
Crystal Reports XI: 6 Letting Formulas and Functions Do All the Work
Crystal Reports XI: 7 Creating Dynamic Reports with Parameters
Crystal Reports XI: 8 Formatting Reports that Function and Sizzle Parameters
Crystal Reports XI: 9 Making Report Sections Work for You
Crystal Reports XI: 10 Visualizing Your Report Data with Charts and Maps

Excel 2003 Series

Excel 2003: 1 Getting Started
Excel 2003: 2 Creating a Spreadsheet
Excel 2003: 3 Formatting Data
Excel 2003: 4 Editing and Printing Worksheets
Excel 2003: 5 Managing Worksheets
Excel 2003: 6 Charts and Databases
Excel 2003: 7 Hypertext and Tips

Excel 2007 Series

Excel 2007: 1 Getting Started
Excel 2007: 2 Creating a Worksheet
Excel 2007: 3 Formatting Data
Excel 2007: 4 Editing and Printing Worksheets
Excel 2007: 5 Managing Worksheets
Excel 2007: 6 Using Charts and Objects

Excel 2007 Advanced Series

Excel 2007 Advanced: 1 Filtering and Sorting Data
Excel 2007 Advanced: 2 Using Pivot Tables

GroupWise 6.5 Series

GroupWise 6.5: 1 Getting Started
GroupWise 6.5: 2 Message and the Address Book
GroupWise 6.5: 3 Managing Messages
GroupWise 6.5: 4 Calendars and Tasks
GroupWise 6.5: 5 Advanced GroupWise Features
GroupWise 6.5: 6 Managing Documents
GroupWise 6.5: 7 Remote Access and Customizing GroupWise
GroupWise 6.5: 8 Mobile GroupWise Access

Internet Explorer 6 Series

Internet Explorer 6: 1 Browsing the Web
Internet Explorer 6: 2 Using Files and Mail

Internet Explorer 7 Series

Internet Explorer 7: 1 Learning the New Interface and Features

Lotus Notes 6.5 Series

Lotus Notes 6.5: 1 Mail
Lotus Notes 6.5: 2 Calendar, To Do Lists and Address Books
Lotus Notes 6.5: 3 Databases
Lotus Notes 6.5: 4 Managing and Enhancing Documents
Lotus Notes 6.5: 5 Advanced Notes Features

Lotus Notes R5 Series

Lotus Notes R5: 1 Getting Around in Notes
Lotus Notes R5: 2 Reading and Sending Mail
Lotus Notes R5: 3 Managing Mail
Lotus Notes R5: 4 Using the Calendar
Lotus Notes R5: 5 Meetings and Address Books
Lotus Notes R5: 6 Browsing the Web
Lotus Notes R5: 7 Editing Documents
Lotus Notes R5: 8 Using Document Tables
Lotus Notes R5: 9 File Attachments and Links
Lotus Notes R5: 10 Finding and Viewing Data
Lotus Notes R5: 11 Replication
Lotus Notes R5: 12 Using Notes Remotely

Office 2003 Series

Office 2003: What's New: 1 New Features
Office 2003: What's New: 2 Changes in Applications

Office 2007 Series

Office 2007: 1 Navigating the New Interface
Office 2007: 2 What's New in Word
Office 2007: 3 What's New in Excel
Office 2007: 4 What's New in PowerPoint
Office 2007: 5 What's New in Access
Office 2007: 6 What's New in Outlook
Office 2007: 7 Common Tasks

Office XP Upgrade Series

Office XP Upgrade: 1 Getting Around in the New Interface
Office XP Upgrade: 2 New Options and Tools
Office XP Upgrade: 3 Changes in Applications

Outlook 2003 Series

Outlook 2003: 1 Getting Started
Outlook 2003: 2 Managing Messages
Outlook 2003: 3 Contacts and Calendar Entries
Outlook 2003: 4 Tasks, Notes, and Journal Entries
Outlook 2003: 5 Newsgroups and Outlook Web Access
Outlook 2003: 6 Collaboration and Security
Outlook 2003: 7 Personalizing Outlook and Other Tips

PowerPoint 2003 Series

PowerPoint 2003: 1 Introduction to PowerPoint
PowerPoint 2003: 2 Completing the Presentation
PowerPoint 2003: 3 Maximizing Presentation Effectiveness
PowerPoint 2003: 4 Color, Masters, and Templates
PowerPoint 2003: 5 Drawings, Charts, Sound and Video
PowerPoint 2003: 6 Animation, Web Pages, and Collaboration

Project 2003 Series

Project 2003: 1 Learning the Basics
Project 2003: 2 Setting up a Project
Project 2003: 3 Managing Project File
Project 2003: 4 Creating a Task List
Project 2003: 5 Scheduling Tasks
Project 2003: 6 Viewing a Schedule
Project 2003: 7 Defining Resources and Costs
Project 2003: 8 Assigning Resources and Costs
Project 2003: 9 Tracking a Project
Project 2003: 10 Analyzing Progress and Revising the Schedule

QuickBooks 2004 Series

QuickBooks 2004: 1 Setting Up QuickBooks
QuickBooks 2004: 2 Adding Information and Security
QuickBooks 2004: 3 Invoices, Purchases, and Payments
QuickBooks 2004: 4 Timesaving Features
QuickBooks 2004: 5 Recording Inventory and Assets
QuickBooks 2004: 6 Working with Taxes, Equity, and Liabilities
QuickBooks 2004: 7 Extra Features and Reports

SAP R/3 Release 4.6 Series

SAP R/3 Release 4.6: 1 Getting Started
SAP R/3 Release 4.6: 2 Using the Task Interface
SAP R/3 Release 4.6: 3 Working with Data in a Task
SAP R/3 Release 4.6: 4 Optimizing R/3 and Getting Help
SAP R/3 Release 4.6: 5 Reporting

SharePoint 2003 Series

SharePoint 2003: 1 SharePoint Basics
SharePoint 2003: 2 Standard Libraries and Lists
SharePoint 2003: 3 Advanced SharePoint Features
SharePoint 2003: 4 Site Administration Basics
SharePoint 2003: 5 Advanced Administration Functions

Visio 2002 Series

Visio 2002: 1 Using Tools, Commands, Custom Toolbars, and Menus
Visio 2002: 2 Working with Objects and Hyperlinks
Visio 2002: 3 Using the Shape Menu
Visio 2002: 4 Working with Shapes
Visio 2002: 5 Defining and Using Styles, Custom Properties, and Templates
Visio 2002: 6 Working with Pages, Layers, and Stencils
Visio 2002: 7 Working with Data
Visio 2002: 8 Understanding ShapeSheets
Visio 2002: 9 Working with Flowcharts
Visio 2002: 10 Creating Database Models

Windows XP Upgrade Series

Windows XP Upgrade: 1 Home Edition
Windows XP Upgrade: 2 Professional

Windows Vista Series

Windows Vista: 1 Understanding the New Interface
Windows Vista: 2 Using New Features and Applications

Word 2003 Series

Word 2003: 1 Introduction to Word
Word 2003: 2 Navigating, Editing, and Working with Text Blocks
Word 2003: 3 Spell Checking, Print Preparation, and Other Tips
Word 2003: 4 Formatting Characters, Fonts, Text, and Paragraphs
Word 2003: 5 Formatting Tabs, Pages, and Documents
Word 2003: 6 Styles, Templates, and Formatting Tips
Word 2003: 7 Borders, Tables, and Columns
Word 2003: 8 Lists, Images, and Art
Word 2003: 9 Creating Projects with Word