

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|--------------------------------|-------------------|------------------------------|---|
| Eskills360 Desktop | | | |
| DESKTOP COMPUTER SKILLS | | | |
| Adobe | | | |
| | | Adobe Flash CS5 | |
| | | | Introduction to Adobe Flash Professional CS5 |
| | | | Drawing and Working with Images in Flash CS5 |
| | | | Using Flash CS5 Libraries, Text, and Components |
| | | | Animation in Flash CS5 |
| | | | ActionScript and Multimedia in Flash CS5 |
| | | | Creating Navigation and Publishing Movies in Flash CS5 |
| | | Adobe Photoshop CS5 | |
| | | | Photoshop CS5: Getting Started |
| | | | Photoshop CS5: Beyond the Basics |
| | | Adobe Dreamweaver CS5 | |
| | | | Setting up a Site and Adding Content in Dreamweaver CS5 |
| | | | Adding Links and Images in Dreamweaver CS5 |
| | | | Tables, Accessibility, and Standards in Dreamweaver CS5 |
| | | | Reusing Content in Dreamweaver CS5 |
| | | | Creating Interactive Web Pages in Dreamweaver CS5 |
| | | | Cascading Style Sheets in Dreamweaver CS5 |
| | | Adobe PhotoShop CS4 | |
| | | | Photoshop CS4: Getting Started |
| | | | Photoshop CS4: Beyond the Basics |
| | | Adobe Illustrator CS4 | |
| | | | Illustrator CS4: Getting Started |
| | | | Illustrator CS4: Beyond the Basics |

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| Solution Area | Curriculum | Series | Course Title |
|----------------------|-------------------|---------------|---|
| | | | Adobe InDesign CS4 |
| | | | Adobe InDesign CS4: Fundamentals |
| | | | Adobe Dreamweaver CS4 |
| | | | Setting up a Site and Adding Content in Dreamweaver CS4 |
| | | | Adding Links and Images in Dreamweaver CS4 |
| | | | Tables, Accessibility, and Standards in Dreamweaver CS4 |
| | | | Reusing Content in Dreamweaver CS4 |
| | | | Creating Interactive Web Pages in Dreamweaver CS4 |
| | | | Cascading Style Sheets in Dreamweaver CS4 |
| | | | Dreamweaver CS4 Site Maintenance and Advanced Concepts |
| | | | Adobe Flash CS4 |
| | | | Introduction to Adobe Flash CS4 Professional |
| | | | Drawing and Working with Images in Flash CS4 |
| | | | Using Flash CS4 Libraries, Text, and Components |
| | | | Animation in Flash CS4 |
| | | | ActionScript and Multimedia in Flash CS4 |
| | | | Workflow and Adobe Integration in Flash CS4 |
| | | | Creating Navigation and Publishing Movies in Flash CS4 |
| | | | Adobe AIR for Flash Developers |
| | | | Adobe Air for Flash CS4 Developers |
| | | | Adobe Fireworks CS4 |
| | | | Adobe Fireworks CS4: Fundamentals |
| | | | Adobe Captivate 4 |
| | | | Adobe Captivate 4 |
| | | | Adobe Reader X |
| | | | Adobe Reader X |
| | | | Adobe Reader 9 |
| | | | Adobe Reader 9 |

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|---------------|---|---|--|
| | | Adobe Reader 8.0 | Using Adobe Reader 8 |
| | | Adobe Acrobat 9 | Adobe Acrobat 9: Fundamentals |
| | | Adobe Acrobat 8.0 | Creating and Working with PDFs in Adobe Acrobat 8 |
| | | | Editing and Reviewing in Adobe Acrobat 8 |
| | | | Forms and Document Security in Adobe Acrobat 8 |
| | | | Advanced Features of Adobe Acrobat 8 |
| | | Adobe AIR 3 | Adobe Air 3 for Flash CS5.5 Developers |
| | | Adobe InDesign CS5 | Adobe InDesign CS5: Fundamentals |
| | Best Practices for Desktop Users | Information Security for End Users | Introduction to Information Security |
| | | | Using your Desktop Computer and Mobile Devices Safely |
| | | | Using E-mail, the Internet, and Social Media Safely in a Corporate Environment |
| | Microsoft Office 2013 | Microsoft Office 2013: Beginning Excel | Creating Workbooks, Worksheets, and Data in Excel 2013 |
| | | | Saving and Printing Data in Excel 2013 |
| | | | Formatting Cells and Worksheets in Excel 2013 |
| | | | Formatting Data in Excel 2013 |
| | | | Presenting Data using Conditional Formatting and Sparklines in Excel 2013 |
| | | | Performing Calculations Using Functions in Excel 2013 |
| | | | Presenting Data in Tables and Charts in Excel 2013 |

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|---------------|------------|--------|--|
| | | | Microsoft Office 2013: Beginning Outlook |
| | | | Working with e-mail in Outlook 2013 |
| | | | Managing E-mail in Outlook 2013 |
| | | | Working with Contacts in Outlook 2013 |
| | | | Scheduling with Appointments, Events, and Tasks in Outlook 2013 |
| | | | Working with Meetings in Outlook 2013 |
| | | | Microsoft Office 2013: Beginning PowerPoint |
| | | | Creating Presentations in PowerPoint 2013 |
| | | | Enhancing PowerPoint 2013 Presentations |
| | | | Animations and Media in PowerPoint 2013 |
| | | | Finalizing a PowerPoint 2013 Presentation |
| | | | Microsoft Office 2013: Beginning Word |
| | | | Performing Basic Tasks in Word 2013 |
| | | | Editing and Formatting in Word 2013 |
| | | | Using Tables in Word 2013 |
| | | | Structuring a Document in Word 2013 |
| | | | Adding Lists and Objects in Word 2013 |
| | | | Microsoft Office 2013: SharePoint for End Users |
| | | | Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013 |
| | | | My Site and Social Features in SharePoint 2013 |
| | | | Community Sites, Search, and Office Integration in SharePoint 2013 |
| | | | Microsoft Office 2013: Advanced Outlook |
| | | | Formatting E-mail and Configuring Message Options in Outlook 2013 |
| | | | Microsoft Office 2010 |
| | | | Microsoft Office 2010: New Features |
| | | | Office 2010 New Core Features |
| | | | New Messaging and Collaboration Features in Office 2010 |
| | | | Office 2010 Web Apps and New Features in Publisher and Mobile |

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|---------------|------------|--------|--|
| | | | Microsoft Office 2010 New Features for Users Migrating from Office 2003 |
| | | | The New Office 2010 Interface, Word 2010, and Excel 2010 |
| | | | Outlook 2010 and Collaboration in Office 2010 |
| | | | New Features for PowerPoint, Publisher, and Access in Office 2010 |
| | | | Microsoft Office 2010: Beginning Word |
| | | | Getting Started with Word 2010 |
| | | | Formatting and Working with Text in Word 2010 |
| | | | Organizing and Arranging Text in Word 2010 |
| | | | Moving Around in Word 2010 |
| | | | Structuring Word 2010 Documents |
| | | | Reviewing Documents in Word 2010 |
| | | | Saving, Sharing, and Printing in Word 2010 |
| | | | Customizing the Behavior and Appearance of Word 2010 |
| | | | Drawing and Inserting Graphics in Word 2010 |
| | | | Microsoft SharePoint 2010: New Features for End Users |
| | | | SharePoint 2010 New Features for End Users |
| | | | Microsoft SharePoint 2010 for End Users |
| | | | Getting Started with SharePoint 2010 |
| | | | Using SharePoint 2010 with Office 2010 |
| | | | Microsoft SharePoint 2010: New Features for Power Users |
| | | | Microsoft SharePoint 2010: New Features for Power Users |
| | | | Microsoft SharePoint 2010 for Power Users |
| | | | Managing SharePoint 2010 Sites, Lists, and Libraries |
| | | | Managing SharePoint 2010 Pages and Components |
| | | | SharePoint 2010 Security and Business Intelligence |
| | | | Microsoft Office 2010: Beginning Excel |

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|---------------|------------|--------|--|
| | | | Getting Started with Excel 2010 |
| | | | Applying Basic Data Formatting in Excel 2010 |
| | | | Moving and Getting Around in Excel 2010 |
| | | | Moving Data and Modifying Worksheets in Excel 2010 |
| | | | Saving, Sending, and Printing Excel 2010 Workbooks |
| | | | Using Conditional Formatting, Tables, and Sparklines in Excel 2010 |
| | | | Reviewing and Protecting Content in Excel 2010 |
| | | | Using Basic Formulas in Excel 2010 |
| | | | Using Basic Functions with Excel 2010 |
| | | | Inserting Basic Charts in Excel 2010 |
| | | | Adding Visuals, Themes, and Styles to Excel 2010 Workbooks |
| | | | Microsoft Office 2010: Beginning Outlook |
| | | | Getting Started with Outlook 2010 |
| | | | Managing Conversations and Organizing E-mail in Outlook 2010 |
| | | | Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010 |
| | | | Using the Calendar for Appointments, Events, and Meetings in Outlook 2010 |
| | | | Managing Meetings and Customizing the Calendar in Outlook 2010 |
| | | | Outlook 2010 Social Connector and Messaging |
| | | | Working with Contacts in Outlook 2010 |
| | | | Using the Tasks, Notes, and Journal Features in Outlook 2010 |
| | | | Microsoft Office 2010: Advanced Word |
| | | | Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010 |
| | | | Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010 |
| | | | Forms, Fields, and Mail Merge in Word 2010 |
| | | | Managing, Inspecting, and Recovering Word 2010 Documents |
| | | | Creating and Formatting Tables in Word 2010 |
| | | | Manipulating Tables in Word 2010 |
| | | | Embedding Charts and Tables into Word 2010 |

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|---------------|------------|--------|---|
| | | | Microsoft Office 2010: Advanced Excel |
| | | | Customizing Visual Elements in Excel 2010 |
| | | | Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010 |
| | | | Organizing Data and Objects in Excel 2010 |
| | | | Verifying Excel 2010 Data and Formulas |
| | | | Automating Excel 2010 Tasks Using Macros |
| | | | Analyzing Data with What-if Analysis in Excel 2010 |
| | | | PivotTables and PivotCharts in Excel 2010 |
| | | | PivotTable Filters, Calculations, and PowerPivot |
| | | | Microsoft Office 2010: Advanced Outlook |
| | | | Formatting E-mail and Configuring Message Options in Outlook 2010 |
| | | | Customizing Outlook 2010 and Managing Accounts |
| | | | Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010 |
| | | | Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010 |
| | | | Data Files, Archiving, and Send/Receive Groups in Outlook 2010 |
| | | | Implementing Security with Outlook 2010 |
| | | | Accessing Exchange Remotely and Using Forms in Outlook 2010 |
| | | | Microsoft Office 2010: Beginning PowerPoint |
| | | | Getting Started with PowerPoint 2010 |
| | | | Visually Enhancing PowerPoint 2010 Presentations |
| | | | Adding Images to Presentations in PowerPoint 2010 |
| | | | Using Multimedia and Animations in PowerPoint 2010 |
| | | | Microsoft Office 2010: Advanced PowerPoint |
| | | | Using Advanced Slide Show Tools in PowerPoint 2010 |
| | | | Collaborating and Sharing Presentations in PowerPoint 2010 |
| | | | Microsoft Office 2010: Beginning Access |

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|---------------|------------|--------|---|
| | | | Getting Started with Access 2010 |
| | | | Creating Basic Tables in Access 2010 |
| | | | Data Manipulation and Simple Relationships in Access 2010 |
| | | | Introduction to Forms in Access 2010 |
| | | | Modifying Basic Forms in Access 2010 |
| | | | Introduction to Queries in Access 2010 |
| | | | Introduction to Reports in Access 2010 |
| | | | Microsoft Office 2010: Beginning Project |
| | | | Introduction to Project Management using Project 2010 |
| | | | Introduction to Project 2010 |
| | | | Initializing a Project with Project 2010 |
| | | | Defining Project Properties in Project 2010 |
| | | | Building a Schedule with Project 2010 |
| | | | Creating Resources in Project 2010 |
| | | | Managing Resource Assignments with Project 2010 |
| | | | Monitoring Schedule Performance with Project 2010 |
| | | | Communicating Project Information with Project 2010 |
| | | | Microsoft Office 2010: Advanced Access |
| | | | Advanced Importing and Exporting with Access 2010 |
| | | | PivotTables and PivotCharts in Access 2010 |
| | | | Retrieving, Validating, and Attaching Data in Access 2010 |
| | | | Subforms, Subreports, and Conditional Formatting in Access 2010 |
| | | | Joins, SQL, and Action Queries in Access 2010 |
| | | | Using Access 2010 with SharePoint and Access Services |
| | | | Access 2010 Macros and VBA |
| | | | Optimizing, Securing, and Sharing Access 2010 Databases |
| | | | Microsoft Office 2010: Power User Excel |

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|---------------|------------|--------|---|
| | | | Sharing Excel 2010 Workbooks Online and on a Network |
| | | | Using Excel 2010 to Collaborate Online and with Other Office Applications |
| | | | Using Lookup, Reference, Math, and Text Functions in Excel 2010 |
| | | | Manipulating Formulas and Using Forms in Excel 2010 |
| | | | Using Excel 2010 Data Connections: Web Queries, XML, and Databases |
| | | | Microsoft Office 2010: Advanced Project |
| | | | Advanced Customizing with Project 2010 |
| | | | Advanced Tools for Managing Multiple Projects with Project 2010 |
| | | | Advanced Resource Management with Project 2010 |
| | | | Advanced Scheduling Management with Project 2010 |
| | | | Advanced Reporting and Management Tools in Project 2010 |
| | | | Microsoft Office 2010: Beginning Visio |
| | | | Getting Started with Visio 2010 |
| | | | Working with Diagrams in Visio 2010 |
| | | | Collaboration, Evaluation and Printing in Visio 2010 |
| | | | Microsoft OneNote 2010 for End Users |
| | | | Microsoft Office 2010: Managing Information with OneNote |
| | | | Microsoft Office 2010: Sharing Information with OneNote |
| | | | Microsoft Office 2010: Lync for End Users |
| | | | Microsoft Office 2010: Getting Started with Lync |
| | | | Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration |
| | | | Microsoft Office for Mac 2011 |
| | | | Microsoft Office: Beginning Word for Mac 2011 |
| | | | Microsoft Word for Mac 2011: Getting Started |
| | | | Microsoft Word for Mac 2011: Formatting and Working with Text |
| | | | Microsoft Word for Mac 2011: Structuring and Organizing Documents |
| | | | Microsoft Word for Mac 2011: Moving Around a Document |
| | | | Microsoft Word for Mac 2011: Adding and Formatting Images |

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|---------------|------------|--|--|
| | | | Microsoft Word for Mac 2011: Creating and Formatting Tables |
| | | | Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking |
| | | Microsoft Office: Beginning Excel for Mac 2011 | |
| | | | Microsoft Excel for Mac 2011: Getting Started |
| | | | Microsoft Excel for Mac 2011: Applying Basic Data Formatting |
| | | | Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks |
| | | | Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets |
| | | | Microsoft Excel for Mac 2011: Using Basic Formulas |
| | | | Microsoft Excel for Mac 2011: Using Basic Functions |
| | | | Microsoft Excel for Mac 2011: Inserting Basic Charts |
| | | | Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks |
| | | Microsoft Office: Beginning Outlook for Mac 2011 | |
| | | | Microsoft Outlook for Mac 2011: Getting Started |
| | | | Microsoft Outlook for Mac 2011: Managing Conversations and E-mail |
| | | | Microsoft Outlook for Mac 2011: Mastering E-mail |
| | | | Microsoft Outlook for Mac 2011: Scheduling with the Calendar |
| | | | Microsoft Outlook for Mac 2011: Managing Contacts |
| | | | Moving Beyond E-mail to Maximize Microsoft Outlook's Potential |
| | | Microsoft Office: Beginning PowerPoint for Mac 2011 | |
| | | | Microsoft PowerPoint for Mac 2011: Getting Started |
| | | | Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements |
| | | | Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation |
| | | | Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools |
| | | Microsoft Office 2007 | |
| | | Microsoft Office 2007: New Features | |
| | | | New Features for End Users in Microsoft Office 2007 |
| | | | Microsoft Office Excel, PowerPoint, and Outlook 2007 |
| | | | Microsoft Access 2007 and Microsoft Publisher 2007 |

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|---------------|------------|--------|--|
| | | | Sharing and Collaboration in Microsoft Office Enterprise 2007 |
| | | | Microsoft Office 2007: Beginning Word |
| | | | Getting Started with Word 2007 |
| | | | Working with Text and Paragraphs in Word 2007 |
| | | | Structuring, Editing, Saving, and Opening Documents in Word 2007 |
| | | | Printing, Help, and Automated Formatting in Word 2007 |
| | | | Working with Documents in Word 2007 |
| | | | Microsoft Office 2007: Advanced Word |
| | | | Advanced Formatting in Word 2007 |
| | | | Advanced Document Navigation and Document Reviews in Word 2007 |
| | | | Using Tables, Charts, and Graphics in Word 2007 |
| | | | Microsoft Office 2007: Word for the Power User |
| | | | Advanced Data Manipulation Features in Word 2007 |
| | | | Advanced Document Features in Word 2007 |
| | | | Collaborative Features in Word 2007 |
| | | | Microsoft Office 2007: Beginning Excel |
| | | | Getting Started with Excel 2007 |
| | | | Manipulating and Formatting Data and Worksheets in Excel 2007 |
| | | | Reviewing and Printing in Excel 2007 |
| | | | Excel 2007 Formulas and Functions |
| | | | Excel 2007 Charts, Pictures, Themes, and Styles |
| | | | Microsoft Office 2007: Advanced Excel |
| | | | Advanced Formatting in Excel 2007 |
| | | | Advanced Data Management in Excel 2007 |
| | | | Advanced Customization in Excel 2007 |
| | | | Microsoft Office 2007: Excel for the Power User |
| | | | Analyzing Data in Excel 2007 |
| | | | Protecting and Sharing Excel 2007 Workbooks |

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|---------------|------------|--|---|
| | | | Exchanging Data with Excel 2007 |
| | | Microsoft Office 2007: Beginning PowerPoint | Getting Started with PowerPoint 2007 |
| | | | Adding Graphics to Presentations in PowerPoint 2007 |
| | | | Adding Multimedia and Animations to Presentations in PowerPoint 2007 |
| | | Microsoft Office 2007: Advanced PowerPoint | Creating Custom Slide Shows in PowerPoint 2007 |
| | | | Distributing Presentations in PowerPoint 2007 |
| | | Microsoft Office 2007: Beginning Outlook | Getting Started with Outlook 2007 |
| | | | Formatting and Managing E-mail in Outlook 2007 |
| | | | Using the Calendar in Outlook 2007 |
| | | | Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007 |
| | | | Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007 |
| | | Microsoft Office 2007: Advanced Outlook | Customizing Outlook 2007 and Using the Journal |
| | | | Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007 |
| | | | Working with SharePoint, Calendars, and Forms in Outlook 2007 |
| | | Microsoft Office 2007: Outlook for the Power User | Data Security, Archiving, and Working Offline in Outlook 2007 |
| | | | Instant, Text, and Unified Messaging in Outlook 2007 |
| | | | Business Contact Manager with Outlook 2007 |
| | | Microsoft Office 2007: Beginning Access | Getting Started with Access 2007 |
| | | | Basic Access 2007 Tables |
| | | | Basic Access 2007 Forms |
| | | | Queries and Reports in Access 2007 |
| | | Microsoft Office 2007: Advanced Access | |

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|---------------|------------|--------|---|
| | | | Importing and Exporting Data and Data Presentation in Access 2007 |
| | | | Advanced Data Management in Access 2007 |
| | | | Microsoft Office 2007: Access for the Power User |
| | | | Programmability and Administration in Access 2007 |
| | | | Database Administration in Access 2007 |
| | | | Microsoft Office 2007: Beginning Visio |
| | | | Creating Visio 2007 Diagrams |
| | | | Enhancing and Customizing Diagrams in Visio 2007 |
| | | | Collaborating and Using Visio 2007 With Other Programs |
| | | | Microsoft Office 2007: Beginning Project |
| | | | Creating and Designing a Project with Project 2007 |
| | | | Specifying and Assigning Resources in Project 2007 |
| | | | Tracking and Reporting Progress with Project 2007 |
| | | | Microsoft Office 2007: Advanced Project |
| | | | Advanced Customization with MS Project 2007 |
| | | | Project Data Management and Performance with MS Project 2007 |
| | | | Microsoft Office 2007: Publisher |
| | | | Creating Customized Publications with Publisher 2007 |
| | | | Extending Publisher 2007 Beyond Publications |
| | | | Microsoft Office SharePoint Server 2007 End User |
| | | | SharePoint 2007 Essentials |
| | | | Creating and Managing Personal Sites and Searches in SharePoint 2007 |
| | | | Microsoft Office 2007: Collaborating, Communicating, and Sharing Information |
| | | | Microsoft Office 2007: Collaborating with Groove and Communicator |
| | | | Microsoft Office 2007: Sharing Information with OneNote 2007 |
| | | | Microsoft Office Project Server 2007: Managing Projects |
| | | | Initiating Projects with Project Server 2007 |
| | | | Planning Projects with Project Server 2007 |

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|---------------|------------|--------|--|
| | | | Managing Resource Capacity in Project Server 2007 |
| | | | Executing Projects with Project Server 2007 |
| | | | Monitoring, Controlling, and Closing Projects with Project Server 2007 |
| | | | Microsoft Office 2007: Outlook Web Access |
| | | | Using Outlook Web Access 2007 |
| | | | Outlook Web Access 2007 Advanced Features |
| | | | Microsoft Office Live Meeting 2007 for End Users |
| | | | Attending a Microsoft Office 2007 Live Meeting |
| | | | Hosting a Microsoft Office 2007 Live Meeting |
| | | | Microsoft Windows 8 |
| | | | Microsoft Windows 8: End User |
| | | | Windows 8: New Features and Common Tasks |
| | | | Files and Connectivity in Windows 8 |
| | | | Personalizing Windows 8 |
| | | | Working with Apps in Windows 8 |
| | | | Internet Explorer 10, File Sharing, and Recovery in Windows 8 |
| | | | Managing Hardware and Advanced Options in Windows 8 |
| | | | Microsoft Windows 7 |
| | | | Microsoft Windows 7: First Look for End Users |
| | | | Microsoft Windows 7: First Look for End Users |
| | | | Microsoft Windows 7: End User |
| | | | Getting Started with Windows 7 |
| | | | Setting up and Securing Windows 7 |
| | | | Customizing Windows 7 |
| | | | Microsoft Windows XP for End Users |
| | | | Microsoft Windows XP: Getting Started |

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|------------------------------|------------|---|--|
| | | | Introducing Windows XP |
| | | Microsoft Windows XP: New Features | Windows XP: Fundamentals |
| | | | Windows XP: Advanced |
| | | Microsoft Windows XP for Beginners | Getting Started with Microsoft Windows XP |
| | | | Up and Running with Microsoft Windows XP |
| Microsoft Office 2003 | | | |
| | | Microsoft Office 2003: New Features | Microsoft Office 2003: New Features for End Users |
| | | | Microsoft Office 2003: New Features for Outlook Users |
| | | | Microsoft Office 2003: New Applications |
| | | | Microsoft Office 2003: New Features for Advanced Users |
| | | Microsoft Office 2003: Getting Started | Introduction to Microsoft Office 2003 |
| | | | Formatting and Printing Files in Office 2003 |
| | | Microsoft Office 2003: Beginning Word | Getting Started with Word 2003 |
| | | | Working with text and paragraphs in Word 2003 |
| | | | Structuring, editing, saving, and opening documents in Word 2003 |
| | | | Printing, Help, and Automated Formatting in Word 2003 |
| | | | Working with Documents in Word 2003 |
| | | | Working with Tables and Media Features in Word 2003 |
| | | Microsoft Office 2003: Advanced Word | Advanced Formatting in Word 2003 |
| | | | Advanced Document Navigation in Word 2003 |
| | | | Advanced Data Manipulation Features in Word 2003 |
| | | | Using Tables, Charts, and Graphics in Word 2003 |

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|---------------|------------|--------|---|
| | | | Advanced Document Features in Word 2003 |
| | | | Collaborative Features in Word 2003 |
| | | | Microsoft Office 2003: Beginning Excel |
| | | | Basic Features of Excel 2003 |
| | | | Printing and Collaborating in Excel 2003 |
| | | | Excel 2003 Formulas and Functions |
| | | | Formatting Data in Excel 2003 |
| | | | Excel 2003 Chart and Multimedia Features |
| | | | Microsoft Office 2003: Advanced Excel |
| | | | Advanced Customization in Excel 2003 |
| | | | Advanced formatting in Excel 2003 |
| | | | Advanced Data Management in Excel 2003 |
| | | | Advanced Data Analysis in Excel 2003 |
| | | | Advanced Validation and Collaboration in Excel 2003 |
| | | | Advanced Data Exchange in Excel 2003 |
| | | | Microsoft Office 2003: Beginning PowerPoint |
| | | | Creating Basic Presentations using PowerPoint 2003 |
| | | | Slide Layout and Design in PowerPoint 2003 |
| | | | Using Visuals in PowerPoint 2003 Presentations |
| | | | Finalizing PowerPoint 2003 Presentations |
| | | | Microsoft Office 2003: Advanced PowerPoint |
| | | | Customizing PowerPoint 2003 Presentations |
| | | | Preparing PowerPoint 2003 Presentations for Effective Delivery |
| | | | Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations |
| | | | Settings, Customization, and Office 2003 Integration with PowerPoint 2003 |
| | | | Microsoft Office 2003: Beginning Access |
| | | | Getting Started with Access 2003 |

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|---------------|------------|--------|---|
| | | | Basic Access 2003 Tables |
| | | | Basic Access 2003 Forms |
| | | | Using Queries and Reports in Access 2003 |
| | | | Personalizing and Maintaining Access 2003 |
| | | | Microsoft Office 2003: Advanced Access |
| | | | Enhancing Tables, Forms, and Reports in Access 2003 |
| | | | Advanced Querying in Access 2003 |
| | | | Working with Data and Presentation in Access 2003 |
| | | | Access 2003 and the Web |
| | | | Access 2003 Programmability |
| | | | Database Administration in Access 2003 |
| | | | Microsoft Office 2003: Beginning Outlook |
| | | | Sending and Receiving Messages in Outlook 2003 |
| | | | Formatting and Managing Messages in Outlook 2003 |
| | | | Scheduling Events, Appointments, and Meetings in Outlook 2003 |
| | | | Using Task Lists, Contact Lists, and Notes in Outlook 2003 |
| | | | Microsoft Office 2003: Advanced Outlook |
| | | | Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003 |
| | | | Tracking, Categorizing, Searching, and Printing in Outlook 2003 |
| | | | Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003 |
| | | | Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003 |
| | | | Microsoft Office 2003: Outlook for the Power User |
| | | | Data Security in Outlook 2003 |
| | | | Archiving and Storing Data, and Using IRM in Outlook 2003 |
| | | | Working in Outlook 2003 from Multiple Locations |
| | | | Newsreaders, Online Meetings, Instant Messaging, and Faxing Information in Outlook 2003 |
| | | | Customizing Toolbars and Commands and Creating Forms in Outlook 2003 |

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|---------------|------------|--------|---|
| | | | Outlook 2003 and Business Contact Manager |
| | | | Microsoft Office 2003: Beginning Project Professional |
| | | | Creating and Defining a Project |
| | | | Specifying and Assigning Resources |
| | | | Tracking and Reporting Progress using Project Professional 2003 |
| | | | Microsoft Office 2003: Advanced Project Professional |
| | | | Advanced Customization |
| | | | Sharing Project Data and Working with Macros |
| | | | Organizing and Managing Project Information |
| | | | Working Collaboratively |
| | | | Enterprise Project Management |
| | | | Advanced Analysis of your Project |
| | | | Microsoft Office 2003: Visio for Beginners |
| | | | Creating Diagrams with Visio 2003 |
| | | | Developing Diagrams with Visio 2003 |
| | | | Visio 2003 and Other Programs |
| | | | Microsoft Office 2003: Beginning FrontPage |
| | | | Getting Started with FrontPage 2003 |
| | | | Working with graphics, hyperlinks and tables in FrontPage 2003 |
| | | | Working with Web Sites in FrontPage 2003 |
| | | | Organizing Content Using Templates and Frames in FrontPage 2003 |
| | | | Structuring and Publishing Web Sites in FrontPage 2003 |
| | | | Microsoft Office 2003: Advanced FrontPage |
| | | | Working with Code in FrontPage 2003 |
| | | | Importing and Working with Data in FrontPage 2003 |
| | | | Enhancing Web Sites with Advanced FrontPage 2003 Features |
| | | | Administering Web Sites in FrontPage 2003 |
| | | | Using Windows SharePoint Services and FrontPage 2003 |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|---------------|------------|--------|--|
| | | | Microsoft Office 2003: Publisher |
| | | | Getting Started with Publisher 2003 |
| | | | Working with Text Boxes, Text, and Tables in Publisher 2003 |
| | | | Printing and Working with Graphics and Objects in Publisher 2003 |
| | | | Working with E-mail and Web Sites in Publisher 2003 |
| | | | Working with Mail and Catalog Merges in Publisher 2003 |
| | | | Advanced Design Techniques and Printing with Publisher 2003 |
| | | | Microsoft Project 2002 |
| | | | Microsoft Project 2002: Beginner (non-audio) |
| | | | Getting Started with Project 2002 |
| | | | Up and Running with Project 2002 |
| | | | Tracking and Reporting with Project 2002 |
| | | | Microsoft Project 2002: Advanced (non-audio) |
| | | | Data Sources, Templates, and Customization in Project 2002 |
| | | | Workgroup, Collaboration, and Advanced Reporting Options in Project 2002 |
| | | | Home User: Home and Personal Finance |
| | | | QuickBooks Pro 2009 Fundamentals |
| | | | QuickBooks Pro 2009: Getting Started |
| | | | Lotus Notes 8 |
| | | | Lotus Notes 8: New Features for End Users |
| | | | Lotus Notes 8: New Features for End Users |
| | | | Lotus Notes 8: End User |
| | | | Getting Started with Lotus Notes 8 and Using Mail |
| | | | Scheduling Events and Managing Applications |
| | | | Working with Instant Messaging, Contacts, and Blogs |
| | | | Using Productivity Tools and Accessing Lotus Notes 8 Remotely |
| | | | Lotus Notes 7 |
| | | | Lotus Notes 7: End User |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|---------------|------------|--|---|
| | | | Getting Started with Lotus Notes 7 and Mail |
| | | | Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7 |
| | | | Working with Databases, the Calendar, and the To Do List in Lotus Notes 7 |
| | | | Using Lotus Notes 7 Remotely |
| | | Microsoft Internet Explorer 9 | |
| | | Microsoft Internet Explorer 9: End User | |
| | | | Microsoft Internet Explorer 9: Browsing and Managing Web Pages |
| | | | Microsoft Internet Explorer 9: Searching and Subscribing to Web Content |
| | | | Microsoft Internet Explorer 9: Customization and Security |
| | | Microsoft Internet Explorer 8 | |
| | | Microsoft Internet Explorer 8: End User | |
| | | | Internet Explorer 8: Basic Features |
| | | | Internet Explorer 8: Advanced Features |
| | | Microsoft Internet Explorer 7 | |
| | | Microsoft Internet Explorer 7: End User | |
| | | | Fundamentals of Internet Explorer 7 |
| | | | Customization and Security in Internet Explorer 7 |
| | | Microsoft Internet Explorer 6 | |
| | | Microsoft Internet Explorer 6 (non-audio) | |
| | | | Fundamentals of Internet Explorer 6 |
| | | | Moving on with Internet Explorer 6 |
| | | Seagate Crystal Reports | |
| | | Fundamentals of Crystal Reports 2011 | |
| | | | Getting Started with Crystal Reports 2011 |
| | | Crystal Reports XI: Report Writing Basics | |
| | | | Reporting Basics with Crystal Reports XI |
| | | | Managing Data and Distributing Reports with Crystal Reports XI |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|---------------|--------------------------------|--|--------------|
| | Microsoft Windows Vista | | |
| | | Microsoft Windows Vista: New Features for End Users | |
| | | Windows Vista User Experience | |
| | | Windows Vista Security and Performance Improvements | |
| | | Microsoft Windows Vista for the End User | |
| | | Getting Started with Windows Vista | |
| | | Work with Files, Programs, and Printing in Windows Vista | |
| | | Navigating the Web and System Maintenance with Windows Vista | |
| | SAP | | |
| | | Overview of SAP for Project Teams | |
| | | Overview of SAP Solutions | |
| | | Financial Accounting with SAP | |
| | | SAP Logistics Modules | |
| | | SAP ERP Architecture | |
| | | SAP Administration | |
| | | SAP Project Planning and Implementation | |
| | | SAP NetWeaver Platform | |
| | | SAP Business Suite 7 for End Users | |
| | | SAP Enterprise Resource Planning (ERP) | |
| | | SAP Customer Relationship Management (CRM) | |
| | | SAP Product Lifecycle Management | |
| | | SAP Supply Chain Management | |
| | | SAP Supplier Relationship Management | |
| | | SAP Business One for End Users | |
| | | SAP Business One - Introduction for End Users | |
| | | SAP Business Objects Business Intelligence | |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|--------------------------|------------|------------------------------------|--|
| | | | SAP BusinessObjects: Overview |
| | | | SAP BusinessObjects: Crystal Reports |
| | | | SAP BusinessObjects: Web Intelligence |
| | | | SAP BusinessObjects: Dashboards and Analytics |
| | | | SAP BusinessObjects: InfoView |
| | | | SAP BusinessObjects: Business Intelligence |
| Apple Safari X | | | |
| | | Apple Safari for End Users | |
| | | | Getting Started with Safari |
| | | | Up and Running with Safari 5.1 |
| | | | Sharing Content and Browsing the Web Privately and Securely using Safari |
| Apple Mac OS X | | | |
| | | Mac OS X Lion for End Users | |
| | | | Getting Started with Mac OS X Lion for End Users |
| | | | Getting Organized with Mac OS X Lion |
| | | | Using Mac OSX Lion to Interact with the World |
| | | | Under the Hood with Mac OS X Lion |
| Social Networking | | | |
| | | Social Networking for Users | |
| | | | Social Networking for Users |
| Mentoring Assets | | | |
| | | Mentoring Assets | |
| | | | Mentoring 77-881 Word 2010 |
| | | | Mentoring 77-882 Excel 2010 |
| | | | Mentoring Using Word 2007 |
| | | | Mentoring Using Excel 2007 |
| | | | Mentoring Using PowerPoint 2007 |
| | | | Mentoring Using Access 2007 |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|-------------------|-------------------|--------|--|
| | | | Mentoring Using Outlook 2007 |
| | | | Mentoring Word 2003 Expert |
| | | | Mentoring Excel 2003 |
| | | | Mentoring Excel 2003 Expert |
| | | | Mentoring Access 2003 |
| | | | Mentoring PowerPoint 2003 |
| | | | Mentoring Outlook 2003 |
| | | | Mentoring Word 2003 |
| | | | Mentoring 77-883 PowerPoint 2010 |
| | | | Mentoring 77-884 Outlook 2010 |
| | | | Mentoring 77-885 Access 2010 |
| | | | Mentoring 77-888 Excel 2010 Expert |
| | | | Mentoring 70-178 Microsoft Project 2010, Managing Projects |
| | | | Mentoring 77-418 Word 2013 |
| Test Preps | | | |
| | Test Preps | | |
| | | | TestPrep Using Word 2007 |
| | | | TestPrep Using Excel 2007 |
| | | | TestPrep Using PowerPoint 2007 |
| | | | TestPrep Using Outlook 2007 |
| | | | TestPrep Using Access 2007 |
| | | | TestPrep 77-881 Word 2010 |
| | | | TestPrep 77-882 Excel 2010 |
| | | | TestPrep 77-883 PowerPoint 2010 |
| | | | TestPrep 77-885 Access 2010 |
| | | | TestPrep 77-884 Outlook 2010 |
| | | | TestPrep 77-888 Excel 2010 Expert |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|--------------------------|---------------------------------------|--|---|
| | | | TestPrep 70-178 Microsoft Project 2010, Managing Projects |
| Element K Desktop | | | |
| | Animation & Multimedia | | |
| | | Adobe® Soundbooth® CS5 | |
| | | Adobe® Soundbooth® CS5 | |
| | Authoring Tools | | |
| | | Adobe RoboHelp | |
| | | Adobe® RoboHelp® 8: Level 2 | |
| | E-Mail/GroupWare/Communication | | |
| | | Microsoft OneNote | |
| | | OneNote® 2010: Collaborating and Working with Notes | |
| | | OneNote® 2010: Creating Notes | |
| | | OneNote® 2010: Getting Started with OneNote 2010 | |
| | | OneNote® 2010: Integrating OneNote with Other Applications | |
| | | OneNote® 2010: Organizing and Working with OneNote | |
| | End-user Databases | | |
| | | FileMaker Pro 10 | |
| | | FileMaker® Pro 10: Level 1 | |
| | | FileMaker® Pro 10: Level 2 | |
| | | OpenOffice 3.0 | |
| | | Open Office 3.0: New features | |
| | | OpenOffice 3.1 | |
| | | OpenOffice.org 3.1 Base | |
| | Finance | | |
| | | QuickBooks 2010 | |
| | | QuickBooks® 2010 for Windows: Advanced | |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|------------------------------------|-----------------------------------|--|---|
| | | | QuickBooks® 2010 for Windows: Introduction |
| Graphics & Illustration | | Adobe Captivate | |
| | | | Adobe® Captivate® 5 |
| | | Adobe Illustrator CS5 | |
| | | | Adobe® Illustrator® CS5: Level 1 |
| | | | Adobe® Illustrator® CS5: Level 2 |
| | | | Adobe® Illustrator® CS5: New Features |
| | | Adobe Photoshop CS5 | |
| | | | Adobe® Photoshop® CS5: Level 1 |
| | | | Adobe® Photoshop® CS5: Level 2 |
| | | | Adobe® Photoshop® CS5: New Features |
| | | | Adobe® Photoshop® CS5: Photo Printing and Color |
| | | | Adobe® Photoshop® CS5: Web Production |
| | | Adobe Photoshop Elements 7 | |
| | | | Adobe® Photoshop® Elements 7 |
| | | Adobe Photoshop Elements 9 | |
| | | | Adobe® Photoshop® Elements 9 |
| | | Adobe Premiere Elements 7 | |
| | | | Adobe® Premiere® Elements 7: New Features |
| | | | Adobe® Premiere® Elements 9: New Features |
| | | Adobe RoboHelp 8 | |
| | | Adobe® RoboHelp® 8: Level 1 | |
| | Adobe® CS5.5 | | |
| | | Adobe® CS5.5: New Features | |
| | Adobe® Flash® Catalyst™ | | |
| | | Adobe® Flash® Catalyst™: Creating Interactive Designs - First Look | |
| | Adobe® Premiere® Pro CS5.5 | | |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|-----------------|-------------------------------------|--------------------------------|--|
| | | | Adobe® Premiere® Pro CS5.5: Basic Video Editing |
| | | CorelDRAW® X4 | |
| | | | CorelDRAW® X4: Level 1 |
| | | | CorelDRAW® X4: Level 2 |
| | IBM® Lotus® Domino® | | |
| | | IBM® Lotus® Domino® 8 | |
| | | | Exploring New Features in IBM® Lotus® Domino® 8 Administration |
| Internet | | | |
| | | Google Apps | |
| | | | Google™ Apps for Businesses: Collaborating Using Google Groups |
| | | | Google™ Apps for Businesses: Collaborating Using Google Sites |
| | | | Google™ Apps for Businesses: Communicating Using Gmail |
| | | | Google™ Apps for Businesses: Communicating Using Gmail Chat and Google Talk |
| | | | Google™ Apps for Businesses: Getting Started with Google Apps |
| | | | Google™ Apps for Businesses: Managing Schedules Using Google Calendar |
| | | | Google™ Apps for Businesses: Working with Google Documents and Presentations |
| | | | Google™ Apps for Businesses: Working with Google Spreadsheets and Forms |
| | | | Google™ Apps for Businesses: Working with Google Video |
| | Microsoft Office for Windows | | |
| | | IC3 for MS Office 2007 | |
| | | | IC ³ Computing Fundamentals |
| | | | IC ³ Key Applications |
| | | | IC ³ Living Online |
| Other | | | |
| | | Microsoft InfoPath 2010 | |
| | | | InfoPath® 2010: Applying Security to Forms |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|---------------|----------------------|---------------------------------|--|
| | | | InfoPath® 2010: Creating InfoPath Forms |
| | | | InfoPath® 2010: Customizing Form Layouts |
| | | | InfoPath® 2010: Distributing Forms |
| | | | InfoPath® 2010: Importing and Exporting Forms |
| | | | InfoPath® 2010: Managing Controls |
| | | | InfoPath® 2010: Managing Views |
| | | | InfoPath® 2010: Working with a Database |
| | Page Layout | | |
| | | Adobe Acrobat 9.0 Pro | |
| | | | Adobe® Acrobat® 9.0 Pro: Level 1 |
| | | | Adobe® Acrobat® 9.0 Pro: Level 2 |
| | | | Adobe® Acrobat® 9.0: Pro Extended |
| | | Adobe Acrobat X Pro | |
| | | | Adobe® Acrobat® X Pro: Level 1 |
| | | | Adobe® Acrobat® X Pro: Level 2 |
| | | Adobe FrameMaker 9.0 | |
| | | | Adobe® FrameMaker® 9.0: Level 1 |
| | | | Adobe® FrameMaker® 9.0: Level 2 |
| | | Adobe InDesign CS5 | |
| | | | Adobe® InDesign® CS5: Level 1 |
| | | | Adobe® InDesign® CS5: Level 2 |
| | | | Adobe® InDesign® CS5: New Features |
| | | QuarkXPress 8 | |
| | | | QuarkXPress 8: Level 2 |
| | | | QuarkXPress® 8.0: Level 1 |
| | Presentations | | |
| | | Microsoft Publisher 2010 | |
| | | | Publisher 2010: Editing Content in a Publication |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|------------------------|------------|---------------------------------------|---|
| | | | Publisher 2010: Formatting Graphics in a Publication |
| | | | Publisher 2010: Formatting Text in a Publication |
| | | | Publisher 2010: Getting Started with Publisher 2010 |
| | | | Publisher 2010: Modifying the Layout and Structure of a Publication |
| | | | Publisher 2010: Preparing a Publication for Distribution |
| | | OpenOffice 3.1 | |
| | | | OpenOffice.org 3.1 Calc |
| | | Xcelsius 2008 | |
| | | | Xcelsius 2008: Essentials |
| Reporting Tools | | Crystal Reports® 2011 | |
| | | | Crystal Reports® 2011: Level 1 |
| | | | Crystal Reports® 2011: Level 2 |
| Spreadsheets | | Microsoft® Office Excel® 2010 | |
| | | | Microsoft® Office Excel® 2010: VBA |
| Web Browsers | | Being Productive With Google | |
| | | | Getting Productive with Google™ |
| | | | Google™ Chrome: Introduction |
| | | Google™ Adwords for Businesses | |
| | | | Google™ AdWords for Businesses |
| Web Design | | Adobe ActionScript | |
| | | | Adobe® ActionScript® 3.0 |
| Word Processing | | | |

Eskills360^o - | Desktop Courses

| Solution Area | Curriculum | Series | Course Title |
|---------------|------------|----------------|---------------------------|
| | | | |
| | | OpenOffice 3.1 | |
| | | | OpenOffice.org 3.1 Writer |
| | | | |
| | | | |