

Illinois workNet™
 Microsoft Courses Offered
 with Business Worker Vouchers



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

**Elevate
 America**



Elevate America Business Worker Vouchers for Online Courses:

These vouchers are used to complete online courses for Microsoft Windows XP, Office 2003, Windows Vista, or Office 2007 online courses. They are for individuals who use, or will use, these Microsoft products with their work. All of the courses are self-paced, so individuals do not have to complete them in one sitting. Upon completing a course, the individual may download and print a certificate of completion.

A voucher is good for one set of courses, called a course collection, for a selected Microsoft product. Individuals may wish to complete more than one course collection and, if so, will need a voucher for each collection. The estimated time to complete a course varies from a little over one hour to about six hours. Completing these courses is the recommended preparation for taking Microsoft business certification exams.

The distribution of vouchers takes place between July 31 - October 31, 2009. Individuals who are assigned online learning vouchers during that period must “redeem” their vouchers online before October 31, but have 12 months to complete the online learning courses.

For more information, visit the Illinois workNet Microsoft Elevate America web page:
<http://www.illinoisworknet.com>.

Below is a list of Course Collections and the sets of courses included with each collection.

Windows Vista and Office 2007 Online Courses

Topic/Microsoft Product: Core Training for Windows Vista

Estimated Time to Complete: 1:15 hours

Number of Assessments: 2

Exam Preparation: Microsoft Certified Application Specialist Exam for Windows Vista (77-600)

Course Collection 5727 Includes:

- 5407: Getting Started with Windows Vista
- 5408: Working Efficiently in Windows Vista
- 5409: Working with Folders and Files in Windows Vista

5410: Personalizing Windows Vista

5411: Installing and Configuring Devices in Windows Vista

5412: Using Windows Internet Explorer in Windows Vista

5413: Working with Programs in Windows Vista

5414: Making Connections with Windows Vista

5415: Working with Digital Media in Windows Vista

5416: Managing Computer Security with Windows Vista

5417: Optimizing Your Computer System with Windows Vista

5418: Identifying and Solving Problems with Windows Vista

Topic/Microsoft Product: Core Word 2007

Estimated Time to Complete: 6 hours

Number of Assessments: 2

Exam Preparation: Microsoft Certified Application Specialist Exam for Word 2007 (77-601)

Course Collection 5258 Includes:

- 5419: Getting Started
- 5420: Editing & Proofreading
- 5421: Formatting Documents
- 5422: Columns and Tables
- 5423: Graphical Elements
- 5424: Working with Longer Documents
- 6787: Collaborating with Others and Personalizing
- 6788: Advanced Features

Topic/Microsoft Product: Core Excel 2007

Estimated Time to Complete: 6 hours

Number of Assessments: 2

Exam Preparation: Microsoft Certified Application Specialist Exam for Excel 2007 (77-602)

Course Collection 5259 Includes:

- 5425: Getting Started
- 5426: Performing Calculations on Data in Microsoft Office Excel® 2007
- 5427: Formatting and Printing Worksheets
- 5428: Filter and Summarize Data
- 5429: Pivot Tables and Charts
- 5430: Collaborating with Others
- 6789: Analyze Data and work with Macros

Topic/Microsoft Product: Core PowerPoint 2007
Estimated Time to Complete: 6 hours
Number of Assessments: 2
Exam Preparation: Learning Plan for Microsoft Certified Application Specialist Exam for PowerPoint 2007 (77-603)

Course Collection 5260 Includes:

- 5431: Getting Started
- 5432: Working with Slides
- 5433: Working with Slide Layout and Themes
- 5434: Working with Tables, Charts, and Diagrams
- 5435: Enhancing Slides with Multimedia Elements
- 5436: Delivering Presentations

Topic/Microsoft Product: Core Outlook 2007
Estimated Time to Complete: 6 hours
Number of Assessments: 2
Exam Preparation: Microsoft Certified Application Specialist Exam for Outlook 2007 (77-604)

Course Collection 5261 Includes:

- 5437: Getting Started with Outlook
- 5438: Working with Email Messages
- 5439: Managing Mail and Contact Information
- 5440: Managing the Calendar
- 5441: Working with Tasks and Notes
- 5442: Sharing and Remotely Accessing Data

Topic/Microsoft Product: Core Access 2007
Estimated Time to Complete: 7 hours
Number of Assessments: 2
Exam Preparation: Microsoft Certified Application Specialist Exam for Access 2007 (77-605)

Course Collection 5263 Includes:

- 5451: Getting Started with Microsoft Office Access 2007
- 5452: Importing and Exporting Information in Microsoft Office Access 2007
- 5453: Working with Forms in Microsoft Office Access 2007
- 5454: Locating Specific Information in Microsoft Office Access 2007
- 5455: Keeping Information Accurate and Secure in Microsoft Office Access 2007
- 5456: Working with Reports in Microsoft Office Access 2007
- 6790: Structuring Databases and Working with Records in Microsoft Office Access 2007

Office 2003 Online Courses

Topic/Microsoft Product: Core Word 2003
Estimated Time to Complete: 4 hours
Number of Assessments: 1

Exam Preparation: Microsoft Office Specialist Exam for Word 2003

Course Collection 4105 Includes:

- Working with Documents
- Editing and Proofreading Documents
- Changing the Appearance of Documents
- Tables and Columns
- Collaborating with Others
- Previewing and Printing a Document
- Previewing and Creating a Web Page

Topic/Microsoft Product: Core Excel 2003
Estimated Time to Complete: 4 hours
Number of Assessments: 1

Exam Preparation: Microsoft Office Specialist Exam for Excel 2003

Course Collection 4106 Includes:

- Getting to know Excel®
- Setting Up a Workbook
- Performing Calculations on Data
- Changing the Appearance
- Filtering and Reordering Data
- Combining Data from Multiple Sources
- Creating Charts
- Printing
- Collaborating in Excel

Topic/Microsoft Product: Core PowerPoint 2003
Estimated Time to Complete: 5 hours
Number of Assessments: 1
Exam Preparation: Microsoft Office Specialist Exam for PowerPoint 2003

Course Collection 4103 Includes:

- Creating Presentations
- Working with Slides
- Making a Presentation Look Consistent
- Working with Shapes
- Working with Graphics
- Tables, Charts, and Diagrams
- Multimedia
- Reviewing and Sharing
- Slide Shows

Topic/Microsoft Product: Core Outlook 2003
Estimated Time to Complete: 5 hours
Number of Assessments: 1
Exam Preparation: Microsoft Office Specialist Exam for Outlook 2003

Course Collection 4104 Includes:

- Managing Email
- Finding and Organizing Email
- Managing Your Calendar
- Scheduling and Managing Meetings
- Creating and Organizing Contacts
- Keeping Track of Information