

Desktop Skills

FOR EVERY COMPUTER PROFESSIONAL

In today's e-Business environment, professionals need desktop applications that are easier to use and deploy.

SmartForce is introducing a whole new way of learning these critical application skills, with over 450 hours of e-Learning content, all available in multi-user licenses.

MICROSOFT OFFICE 2000

Whether it's word processing, spreadsheet solutions, multimedia or mail services, Microsoft's Office 2000 represents the total package. Through this Microsoft approved set of e-Learning curricula, you can either learn course-by-course or create a personalized e-learning path to fit your personal or professional needs.

Beginning and Advanced Courses Include:

- MS Office 2000: New Features for Users
- MS Office 2000: Deployment and Administration
- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- MS Access
- MS FrontPage

Our course content covers all three skill-levels of MOUS Certifications: Core, Expert and Master.



SmartForce
AUTHORIZED RESELLER

MICROSOFT OFFICE 97

Beginning and Advanced Courses Include:

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- MS Access
- MS FrontPage

Our course content covers all three skill-levels of MOUS Certifications for Office 97: Proficient Specialist, Expert Specialist and Master.

WINDOWS 95/98/2000

With updates on Microsoft's industry-leading computer operating system coming all the time, it's critical you keep up with the latest and greatest in Microsoft technology. Learn to effectively manage, configure and troubleshoot whatever version of Windows you use.

Beginning and Advanced Courses Include:

- Directory Services Security
- Administrative Strategies
- Planning and Installation

LOTUS NOTES R5

Lotus is one of the most popular messaging and groupware solutions in the industry, providing messaging and collaboration with the web in mind. Professionals with Lotus Notes and Domino database experience find themselves more productive and more marketable.

Courses Include:

- Lotus Notes Domino 4.6: The Basics
- Using Notes Calendaring and Scheduling
- Introducing the Notes Client

NETSCAPE COMMUNICATOR

Netscape Communicator courses provide students with skills to take advantage of the rich features of Communicator, including Navigator, Messenger, and Composer.

Courses Include:

- Netscape Communicator 4.0: Getting Started With Navigator
- Netscape Communicator 4.0: Configuration Utilities
- Netscape Communicator 4.0: Collabra and Conference

MICROSOFT INTERNET EXPLORER

Internet Explorer courses provide students with skills to install Internet Explorer, understand the new features, customize the browser, print and save web pages, and configure advanced features

Courses Include:

- MS Internet Explorer 5.0: Getting Started
- MS Internet Explorer 4.0: WebCasting and Active Desktop
- MS Internet Explorer 4.0: Creating Web Pages and Using Multimedia

INTERNET & INTRANET SKILLS

Desktop training provides students with the skills and knowledge to use intranets and the Internet effectively. A wide range of subjects are addressed, including browser functionality, efficient searching, e-mail, and FTP.

Courses Include:

- Basic Concepts
- Understanding and Using E-mail
- Understanding and Using Newsgroups

CERTIFICATIONS

SmartForce puts you and your staff on the fast track to several desktop certifications for Microsoft Office.

Our MOUS and other desktop certification courses are 100% Internet-delivered to give you a convenient and cost-effective method of learning.

These courses help support the following certifications:

- Microsoft Office User Specialist (MOUS)
- Microsoft Certified Professional (MCP)

For more information on these and other e-Learning options, contact your SmartForce authorized reseller.

SmartForce
eLearning
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