

MAVIS BEACON – MICROSOFT OFFICE 2003 & 2007

Microsoft® Word, Excel®, Access, PowerPoint®, Outlook®, Windows®, Internet Basics - ***For Beginner, Intermediate, and Advanced Learners.***

Learn to use Microsoft Office like a pro! If you've never worked with office software, Mavis Beacon is the perfect place to start; even those familiar with Microsoft Office can gain so much from this user-friendly software.

Mavis Beacon® Teaches Microsoft® Office offers interactive computer-based training with high-quality audio narration and rich media content for increased retention. The software includes simulated environments and comprehensive testing. Pre and post training and testing results can be printed or exported for viewing by a teacher or employer.

Features:

- Interactive Lessons for developing the skills to effectively use Microsoft applications and the internet.
- Self-paced courses allow learners to progress at their own speed and review lessons as desired
- Each programs features are presented in relevant, real-world situations

Lessons and Programs include:

- **Word** - business letters, memos, facsimiles, reports and more
- **Excel** - budgets, timelines, stock portfolios, sales trends, surveys and more
- **Outlook** - e-mail, schedules, address book, calendars, tasks and more!
- **Powerpoint** - presentations, handouts, sales decks, annual reports, web publishing and more
- **Access** - databases, inventory control, business records, mailing lists, shipping history and more
- **Bonus Tutorials - Windows®XP, Internet Explorer® FrontPage®**

Covers ALL the Key Topics

Word (181 Lessons!) - Create professional quality documents and reports

- Teaches students to improve word processing skills
- Helps increase efficiency and productivity
- Use Word tools to create more professional-quality documents
- Manage and share information in better ways
- Learn tips and tricks to become more proficient.

Excel® (178 Lessons) - Improve spreadsheet skills and create professional documents

- Build skills in spreadsheet design
- Access and analyze data with ease
- Use powerful tools to create professional-quality spreadsheets and charts
- Expertly navigate the Excel interface; learn to freeze panes, merge cells, hide rows and more
- Develop functional spreadsheets by incorporating calculation formulas.

Outlook® (108 Lessons) - Effectively communicate with e-mail and more

- Utilize e-mail more efficiently
- Organize daily information on calendars and contact lists
- Schedule single or recurring appointments
- Upload Outlook information to your Pocket PC

PowerPoint® (165 Lessons) - Design powerful presentations

- Learn to design effective presentations
- Organize, illustrate and deliver your ideas
- Use powerful tools to create professional-quality results
- Communicate and manage ideas
- Discover time-saving techniques to become more efficient

Access (163 Lessons) - Develop database solutions to easily organize and access information

- Quickly learn to create and use a database
- Organize and manage data effectively
- Use Access tools to find information fast
- Share information quickly using the web
- Build faster and more effective business solutions.

BONUS: Windows® XP (84 Lesson) - Create your own desktop

- Discover the powerful features of Windows XP
- Learn essential computing skills
- Customize your desktop
- Maximize accessories like WordPad and the calculator.

BONUS: Internet Explorer® - Explore the World Wide Web

- Learn the features and functions of browser windows
- Navigate the Worldwide Web
- Select and organize favorite websites
- Customize the Internet Explorer browser to your needs

BONUS: FrontPage® - Learn how to easily design websites

- Understand tables
- Use forms and frames
- Upload Web pages
- Plus over 50 other topics