

Project 2010 Basic Student Manual

Ilt Axzo Press

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this ilt series course rated 4.750 in overall quality by procert labs teaches the basic functions and features of project 2003 students will learn how to create a new project file create and modify task lists create a work breakdown structure and work with task relationships they'll also learn how to create a base calendar assign resources to tasks create task calendars and create and modify tables students will use filters and groups and they'll sort task and resource data finally they will learn how to resolve resource conflicts also available with a companion cbt program

this course covers hipaa rules relevant to different job roles and the steps needed to implement those rules interested students might come from health care it or legal industries this course will also help students prepare for any of several available hipaa certifications those aiming for certification should also read all the hipaa rules

this ilt series course will teach students how to use adobe acrobat 7.0 standard to create modify and review pdf documents students will learn how to convert a variety of document types to pdf edit arrange and extract pages create and modify bookmarks apply document security initiate and manage a review and apply digital signatures students should be comfortable using a personal computer and windows xp but should have little or no experience using acrobat 7.0

this ilt series course builds on the skills taught in word 2002 intermediate in this advanced course students will learn how to perform a mail merge create an index track document changes create macros and customize menus and toolbars course activities also cover creating modifying and protecting forms and working with large documents by creating a master document table of contents footnotes and cross references this course maps to microsoft office specialist exam objectives the manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

this ilt series course covers basic programming concepts and teaches students how to build a program using the c# net programming language students will learn the differences between low level and high level languages they will also learn how to use c# to program variables constants control structures value returning and void functions selection structures loops and arrays students will learn how to build execute and debug a c# program as well as how to implement

sequential access files and access data from a database this course also covers object oriented programming concepts such as classes and objects the manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

this trainer friendly learning guide provides the perfect solution for a one day training course designed for quick scanning in the classroom and filled with interactive exercises these open modular guides virtually guarantee success for your instructors

this ilt series course teaches students the fundamentals of using excel 2002 students will learn how to enter and edit data labels and formulas work with functions format cells print worksheets create charts and save a workbook as a page course activities also cover moving and copying data inserting ranges and working with relative and absolute references this course maps to microsoft office specialist exam objectives

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this ilt series manual on microsoft project 2000 basic with cd is designed for students with limited knowledge on project

management students will discover how to become proficient managers by using microsoft project 2000 to create efficient and cost effective projects for their organizations the manual cd included is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

learn all key publisher concepts and how to implement them in the work environment with this ilt series student manual with cd students will learn key concepts like creating and formatting publications inserting graphics and printing publications

this ilt series manual for dreamweaver mx 2004 is designed to give proficiency in using dreamweaver mx 2004 to create design and update pages and entire sites the manual student cd included is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

this ilt series instructor s edition is the perfect solution for students who want to learn integration of the various office xp functions your students will learn key concepts like integrating powerpoint with word excel and outlook this annotated instructor s manual includes marginal annotations so you can reference teaching notes quickly as you guide students through the course material this manual contains classroom set up instructions course objectives and a skills inventory so you can successfully set expectations and measure student proficiency

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this ilt series course rated 4 9 5 0 in overall quality by procert labs teaches advanced level functions and features of powerpoint 2003 students will learn how to create and modify templates build a custom slide master and insert multimedia elements they ll also learn advanced techniques for working with charts tables clip art and drawing tools students will add and modify action buttons use advanced delivery techniques customize and create toolbars and create macros finally they ll learn how to integrate powerpoint with other office programs this course is approved courseware for microsoft office specialist certification comes with certblaster exam prep software download also available with a companion cbt program and student data files on cd rom

this ilt series manual for dreamweaver mx 2004 is designed to

give proficiency in creating templates forms rollovers and basic animations and database driven pages the manual student cd included is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

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this ilt series course teaches the fundamentals of project management students learn how to identify project participants goals objectives activities and constraints course activities also cover activity dependencies activity analysis project schedules and budgets network diagrams gantt charts cpm scheduling and activity duration compression students will also learn how to optimize project activities estimate costs control project changes measure project performance use project performance reports accommodate change control the project schedule and budget and close a project the manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

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