Get Started with Your Computer

- Getting to Know Your Computer
  - Computer Basics 1: Roles of Computers
  - Computer Basics 2: Personal Computer
- Using Your Desktop Applications
  - Computer Basics 3: The Basics of Windows 7
  - Computer Basics 4: Customizing Windows 7
  - Computer Basics 5: Application Basics
  - Computer Basics 6: Organizing Data
  - Computer Basics 7: Web Browsing
  - Computer Basics 8: Printing
- Computer Safety and Maintenance
  - Computer Basics 9: Maintenance and Security

Get Started with the Internet

- Discover the Internet
  - Internet Basics 1: What is the Internet?
  - Internet Basics 2: Surfing the Internet
  - Internet Basics 3: The Internet as a Search Tool
  - Internet Basics 4: Using One-on-One Communications
- Using Your Email
  - Internet Basics 5: Email Etiquette
- Social Media Tools
  - Internet Basics 6: Branching Out Using the Internet
  - Internet Basics 7: Understanding Social Networking
  - Internet Basics 8: Using Web Tools
- Internet Safety
  - Internet Basics 9: Protecting Yourself Online

Popular Software Tools

- Microsoft Access
  - Access 2013 - Basic
  - Access 2013 - Int.
  - Access 2010 - Basic
  - Access 2010 - Int.
- Microsoft Excel
  - Excel 2013 - Basic
  - Excel 2013 - Int.
  - Excel 2013 - What’s New
- Excel 2010 - Basic
- Excel 2010 - Int.
- Excel 2010 - Adv.
- Excel 2010 - Expert
- Excel 2007 - Basic
- Excel 2007 - Int.

- Microsoft Outlook
  - Outlook 2013 - Basic
  - Outlook 2013 - Int.
  - Outlook 2013 - What’s New
  - Outlook 2010 - Basic
  - Outlook 2010 - Int.
  - Outlook 2010 - Adv.

- Microsoft PowerPoint
  - PowerPoint 2013 - Basic
  - PowerPoint 2013 - Int.
  - PowerPoint 2013 - Adv.
  - PowerPoint 2013 - What’s New
  - PowerPoint 2010 - Basic
  - PowerPoint 2010 - Adv.
  - PowerPoint 2007 - Basic

- Microsoft Project
  - Project Pro 2013 - Basic
  - Project Pro 2013 - Adv.
  - Project Professional 2010 - Basic
  - Project Professional 2010 - Adv.

- Microsoft SharePoint
  - SharePoint Designer 2010 - Basic
  - SharePoint Designer 2010 - Adv.

- Microsoft Visio
  - Visio 2010 - Basic
  - Visio 2010 - Int.
  - Visio 2010 - Adv.

- Microsoft Word
  - Word 2013 - Basic
  - Word 2013 - Int.
  - Word 2013 - What’s New
  - Word 2010 - Basic
  - Word 2010 - Int.
  - Word 2010 - Adv.
  - Word 2008 for Mac - Basic
- Word 2007 - Basic
- Word 2007 - Int.

**Learn Computer Graphics & Illustration**

- Adobe Illustrator
  - Illustrator CS6 - Basic
  - Illustrator CS6 - Adv.
  - Illustrator CS5 - Basic
  - Illustrator CS5 - Adv.
- Adobe Photoshop
  - Photoshop CS6 - Basic
  - Photoshop CS6 - Adv.
  - Photoshop CS5 - Basic
  - Photoshop CS5 - Adv.

**Understanding Your Operating System**

- Windows Operating Systems
  - Microsoft Windows XP - Basic
  - Microsoft Windows XP - Adv.
  - Microsoft Windows 7 - Basic
  - Microsoft Windows 7 - Int.
  - Microsoft Windows 7 - Adv.
  - Microsoft Windows 8 - Basic
  - Microsoft Windows 8 - Int.
  - Microsoft Windows 8 - Adv.
  - Microsoft Windows 10 - What’s New
  - Microsoft Windows 10 - Basic
  - Microsoft Windows 10 - Int.
  - Microsoft Windows 10 - Adv.