

**Microsoft**<sup>®</sup>  
*online learning*

## Desktop Catalogue

Summer/Autumn 2009



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Helping train over 2.8 million people in  
Microsoft technologies over the last decade

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# Official Microsoft® IT training at a price you can afford



Microsoft Online Learning is a cost-effective training platform written and developed by the Microsoft product team. This unique on-the-spot training is ideal for addressing skill gaps and significantly reducing training times.

Over 800 courses are available:

- In up to 15 different languages
- Covering desktop, IT professional and developer technologies

## Key Benefits

Microsoft Online Learning courses combine the benefits of classroom training and books. They are interactive, hands-on and easily monitored like classroom training. They are also low-cost, self-paced and can be used at home or at work, anytime and anywhere, just like traditional books. All you need is a computer with online access.

## Great value - with no hidden costs

Microsoft Online Learning offers great value with no hidden costs. In direct comparison with classroom training, the online courses can reduce IT training costs significantly (see Figure 1). Courses can be taken at anytime and anywhere on a computer with online access. This reduces time lost out of the office and associated travel and hotel expenses.

## Saving Comparison

Course	Microsoft Online Learning	Instructor-led training (ILT)	Extra people trained using Microsoft Online Learning
	Cost (£)	Cost (£)	
Word 2007 Core Training	21	280	12 ■■■■■■■■■■■■■■■■
Office 2007 Core Training (Word, Excel*, Outlook*, PowerPoint* 2007)	60	1,120	17 ■■■■■■■■■■■■■■■■■■■■
Excel 2003 Complete Training (Core and Advanced)	26	800	29 ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■ ■■■■■■■■■■

Figure 1  
Extra people trained based on budget allocated to ILT  
Source: web searches 2009

No time to leave the office for training?

## Key courses

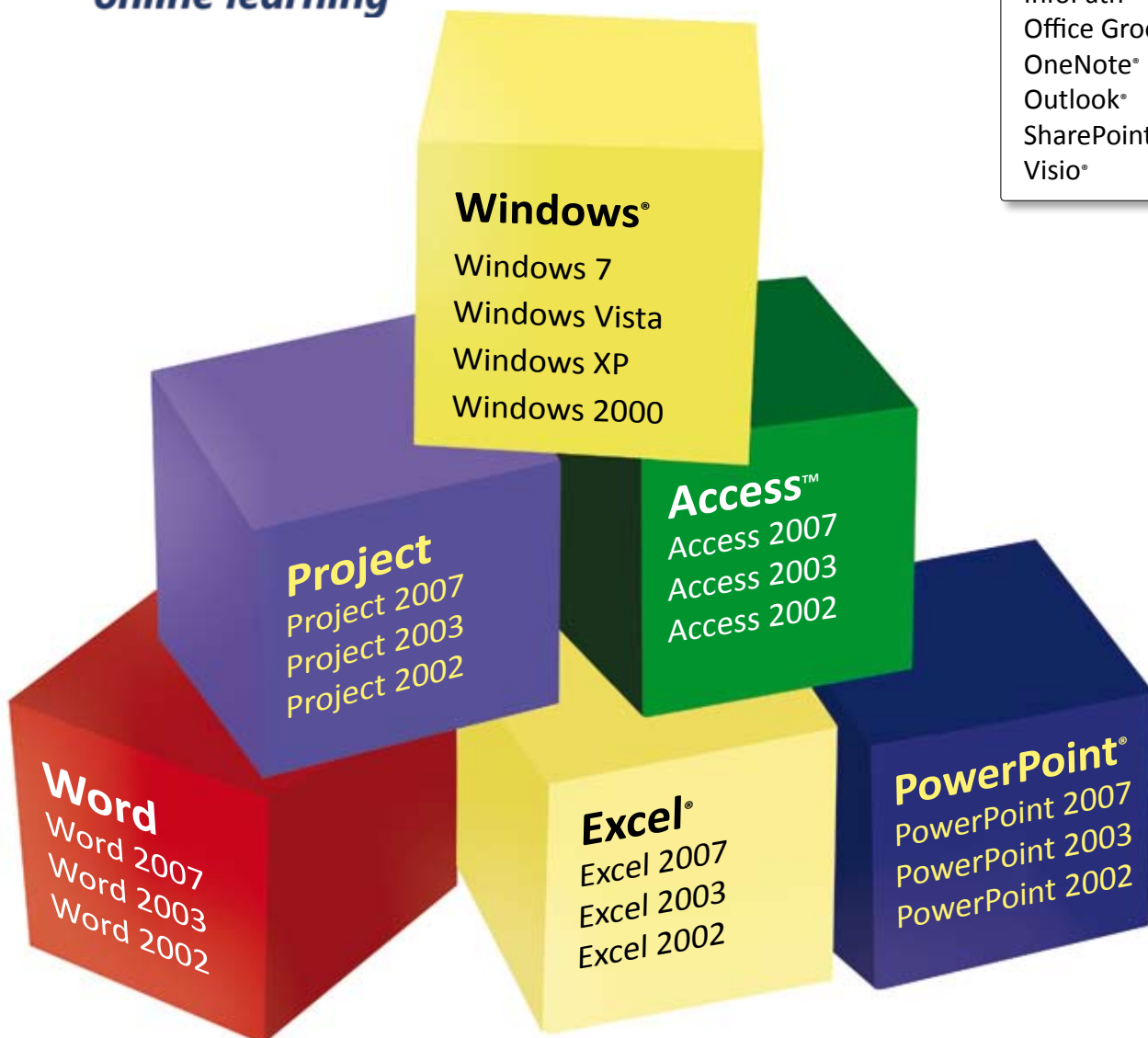
Choose your ideal combination of courses from our full range of Microsoft® desktop training



**Microsoft®**  
online learning

### Also available:

FrontPage®  
InfoPath®  
Office Groove®  
OneNote®  
Outlook®  
SharePoint®  
Visio®



Our courses are delivered over the Internet and can be taken anytime and anywhere. Course progress is fully visible via an industry leading Learning Management System.

# Microsoft® Office and Windows Vista®

Cost effective training to help improve your productivity.



## Windows Vista Training

77-600

Collection 5257: Core Training for Windows Vista



This fully interactive self-paced training course will help you get the most out of Windows Vista. Lessons include:

- Working efficiently
- Personalising Windows Vista
- Installing and configuring devices
- Working with programs
- Making connections
- Managing computer security

**Course Length: 12 hours**

RRP: £17.01 + VAT

## Word 2007 Training

77-601

Collection 5258: Core Training for Microsoft Office Word 2007



This official online course includes exercises, tests, games and animations. Covers:

- Getting started
- Editing and proofreading documents
- Formatting documents
- Working with columns and tables
- Working with graphical elements
- Working with longer documents

**Course Length: 6 hours**

RRP: £21.27 + VAT

## Excel® 2007 Training

77-602

Collection 5259: Core Training for Microsoft Office Excel 2007



Core Training for Microsoft Office Excel 2007 contains six one-hour lessons which cover the following areas:

- Getting started
- Performing calculations on data
- Formatting and printing worksheets
- Filtering and summarising data
- Working with PivotTables® and charts
- Collaborating with others

**Course Length: 6 hours**

RRP: £21.27 + VAT

### Also available:

#### Office 2007

Collection CBL14: Word, Excel, PowerPoint® and Outlook® 2007 - 24 hours - £60.00 + VAT

Collection CBL17: Word, Excel, PowerPoint, Outlook, Access™, Project, Visio®, OneNote® and InfoPath® 2007 - 54 hours - £95.00 + VAT

#### Office 2003

Collection CBL31: Word, Excel and PowerPoint 2003 - 23 hours - £42.54 + VAT

Collection 4136: Word, Excel, PowerPoint, Access, Outlook, Project, FrontPage®, OneNote, Visio and InfoPath 2003 - 89 hours - £76.59 + VAT

Need focused training?



**DESIGNED &  
DEVELOPED  
BY  
MICROSOFT**

## PowerPoint® 2007 Training

77-603

Collection 5260: Core Training for  
Microsoft Office PowerPoint 2007



Learn the core skills and knowledge to get the most out of Microsoft Office PowerPoint 2007. Covers:

- Getting started
- Working with slides
- Working with the slide layout and themes
- Working with tables, charts and diagrams
- Enhancing the slides with multimedia elements
- Delivering presentations

**Course Length: 6 hours**

RRP: £21.27 + VAT

## Outlook® 2007 Training

77-604

Collection 5261: Core Training for  
Microsoft Office Outlook 2007



Fully interactive with real-world examples, this online course will teach you the core features of Outlook 2007. Lessons cover the following areas:

- Getting started
- Working with e-mail messages in Microsoft Office Outlook 2007
- Managing mail and contact information
- Managing the calendar
- Working with tasks and notes
- Sharing and remotely accessing data

**Course Length: 6 hours**

RRP: £21.27 + VAT

## Access™ 2007 Training

77-605

Collection 5263: Core Training for  
Microsoft Office Access 2007



Self-paced Core Training for Microsoft Office Access 2007 provides detailed information on Access in a highly engaging, interactive online format. Covers:

- Getting started
- Importing and exporting information
- Working with forms
- Locating specific information
- Keeping information accurate and secure
- Working with reports

**Course Length: 6 hours**

RRP: £21.27 + VAT

### Office XP/2002

Collection 4137: Word, Excel®, PowerPoint, Access, Outlook, Project, FrontPage® and Visio® 2003 - 77 hours - £68.08 + VAT

### Windows XP

Course 4119: Core Training for Microsoft Windows® XP - 8 hours - £17.01 + VAT

Individual Office 2003/XP/2002 courses from £17.01 + VAT - see listing for further information

**All Windows Vista and Office 2007 courses are available separately as individual one hour courses from just £6.80 + VAT. See pages 6-11 for more details.**

Full Title	Ref	Length (Hours)	RRP £ ex VAT
<b>ACCESS 2002</b>			
Course 4123: Advanced Training for Microsoft Access 2002	839629	5	17.01
Course 4127: Core Training for Microsoft Access 2002	839633	6	17.01
<b>ACCESS 2003</b>			
Course 4004: Managing Critical Business Information using Microsoft Office Access 2003	839648	3	17.01
Course 4005: Beyond the Spreadsheet: Managing Financial Information using Microsoft Office Access 2003	839652	3	17.01
Course 4100: Core Training for Microsoft Office Access 2003	839667	6.5	17.01
<b>ACCESS 2007</b>			
Collection 5263: Core Training for Microsoft Office Access 2007	846603	6	21.27
Course 5443: What's New in Microsoft Office Access 2007	846745	1	6.80
Course 5451: Getting Started with Microsoft Office Access 2007	846675	1	6.80
Course 5452: Importing and Exporting Information in Microsoft Office Access 2007	846694	1	6.80
Course 5453: Working with Forms in Microsoft Office Access 2007	846834	1	6.80
Course 5454: Locating Specific Information in Microsoft Office Access 2007	846711	1	6.80
Course 5455: Keeping Information Accurate and Secure in Microsoft Office Access 2007	846707	1	6.80
Course 5456: Working with Reports in Microsoft Office Access 2007	846853	1	6.80
Course 6790: Structuring Databases and Working with Records in Microsoft Office Access 2007 >>> NEW	903505	1	6.80
<b>EXCEL 2002</b>			
Course 4124: Advanced Training for Microsoft Excel 2002	839864	4.5	17.01
Course 4128: Core Training for Microsoft Excel 2002	839879	4	17.01
<b>EXCEL 2003</b>			
Collection CBL33: Excel 2003 Complete Training	889350	9	25.52
Course 4002: Forecasting and Trend Analysis Using Microsoft Office Excel 2003	839883	3	17.01
Course 4003: Summarising Microsoft Office Excel 2003 Data to make Better Business Decisions	839898	3	17.01
Course 4101: Advanced Training for Microsoft Office Excel 2003	839900	5	17.01
Course 4106: Core Training for Microsoft Office Excel 2003 >>> BESTSELLER	839915	4	17.01
<b>EXCEL 2007</b>			
Collection 5259: Core Training for Microsoft Office Excel 2007 >>> BESTSELLER	839920	6	21.27
Course 5425: Getting Started with Microsoft Office Excel 2007	839949	1	6.80
Course 5426: Performing Calculations on Data in Microsoft Office Excel 2007	839953	1	6.80
Course 5427: Formatting and Printing Worksheets in Microsoft Office Excel 2007	839968	1	6.80
Course 5428: Filtering and and Summarising Data in Microsoft Office Excel 2007	839972	1	6.80
Course 5429: Working with PivotTables and Charts in Microsoft Office Excel 2007	839987	1	6.80
Course 5430: Collaborating with others in Microsoft Office Excel 2007	839991	1	6.80
Course 5444: What's New in Microsoft Office Excel 2007	846750	1	6.80
Course 6789: Analyzing Data and Working with Macros in Microsoft Office Excel 2007 >>> NEW	903492	1	6.80

Need other languages?

Full Title	Ref	Length (Hours)	RRP £ ex VAT
<b>FRONTPAGE 2002</b>			
Course 4129: Core Training for Microsoft FrontPage 2002	840293	9	17.01
<b>FRONTPAGE 2003</b>			
Course 4010: E-Commerce Profitability: Online Merchandising Using Microsoft Office FrontPage 2003	840306	3	17.01
Course 4108: Core Training for Microsoft Office FrontPage 2003	840310	6	17.01
<b>INFOPATH 2003</b>			
Course 4113: Designing Forms Using Microsoft Office InfoPath 2003	840325	6	17.01
Course 4117: Working with Forms Using Microsoft Office InfoPath 2003	840331	6	17.01
<b>INFOPATH 2007</b>			
Collection 5268: Core Training for Microsoft Office InfoPath 2007	850045	4	17.01
Course 5445: What's New in Microsoft Office InfoPath 2007	846764	1	6.80
Course 5473: Getting Started with Microsoft Office InfoPath 2007	850051	1	6.80
Course 5474: Importing and Modifying Forms by Using Microsoft Office InfoPath 2007	850064	1	6.80
Course 5475: Developing Effective Forms in Microsoft Office InfoPath 2007	850079	1	6.80
Course 5476: Performing Advanced Operations in Microsoft Office InfoPath 2007	850083	1	6.80
<b>OFFICE 2003</b>			
Collection 4136: Microsoft Office 2003 Training Library	>>> GREAT VALUE	840382	89 76.59
Collection CBL31: Office 2003 Standard Collection (Word, Excel, PowerPoint)		886422	23 42.54
Course 4110: Core Training for Microsoft Office Professional Enterprise Edition 2003		846618	14 17.01
Course 4116: What's New in Microsoft Office Professional Enterprise Edition 2003		846656	5 17.01
<b>OFFICE 2007</b>			
<b>BEST SELLING TOPIC</b>			
Collection 5262: What's New in the 2007 Microsoft Office System		846660	8 17.01
Collection CBL14: Core Training for Office 2007 Standard Edition (Word, Excel, PowerPoint, Outlook)		868797	24 60.00
Collection CBL17: Office 2007 Library		885699	54 95.00
Collection CBL49: Getting Started with Office 2007 Standard Edition		107872	4 17.01
Course 4697: Introduction to the New Microsoft Office Fluent User Interface		840401	1 FREE
<b>OFFICE GROOVE 2007</b>			
Course 4698: Getting Started with Microsoft Office Groove 2007		840414	2 FREE
<b>OFFICE LIVE MEETING 2005</b>			
Course 2909: Getting Started with Microsoft Office Live Meeting 2005		840471	4 FREE
Course 2910: Microsoft Office Live Meeting 2005: Next Steps for Organisers		840486	4 FREE
Course 2911: Microsoft Office Live Meeting 2005: Next Steps for Presenters		840490	4 FREE
Course 2912: Microsoft Office Live Meeting 2005: Getting Started for Administrators		840503	4 FREE

Many courses are also available in French, German, Spanish, Italian, Czech, Danish, Dutch, Polish, Portuguese and Swedish.



Full Title	Ref	Length (Hours)	RRP £ ex VAT
<b>OFFICE SMALL BUSINESS ACCOUNTING 2006</b>			
Course 3036: Getting Started with Microsoft Small Business Accounting	840518	2	FREE
Course 3037: Managing Customer and Vendor Data with Microsoft Small Business Accounting	840522	2	FREE
Course 3038: Managing Cash Flow with Microsoft Small Business Accounting	840537	2	FREE
Course 3039: Reporting and Administering with Microsoft Small Business Accounting	840541	2	FREE
Course 3040: Managing Business Contacts and Payroll Data with Microsoft Small Business Accounting	840556	2	FREE
<b>OFFICE XP</b>			
Collection 4137: Microsoft Office XP Training Library	840575	75	68.08
Course 4130: Core Training for Microsoft Office XP	840560	10	17.01
<b>ONENOTE 2003</b>			
Course 4109: Core Training for Microsoft Office OneNote 2003	840581	2	17.01
<b>ONENOTE 2007</b>			
Collection 5267: Core Training for Microsoft Office OneNote 2007	849993	4	17.01
Course 5446: What's New in Microsoft Office OneNote 2007	846779	1	6.80
Course 5469: Getting Started with Microsoft Office OneNote 2007	850007	1	6.80
Course 5470: Working with Notes in Microsoft Office OneNote 2007	850011	1	6.80
Course 5471: Using Microsoft Office OneNote 2007 for Research	850026	1	6.80
Course 5472: Sharing Microsoft Office OneNote 2007 Information	850030	1	6.80
<b>OUTLOOK 2002</b>			
Course 4125: Advanced Training for Microsoft Outlook 2002	840607	5	17.01
Course 4131: Core Training for Microsoft Outlook 2002	840611	5	17.01
<b>OUTLOOK 2003</b>			
Collection CBL34: Outlook 2003 Complete Training	889365	9	25.52
Course 4006: Time and Task Management Using Microsoft Office Outlook 2003	840626	3	17.01
Course 4104: Core Training for Microsoft Office Outlook 2003	840630	5	17.01
Course 4107: Advanced Training for Microsoft Office Outlook 2003	840645	4	17.01
<b>OUTLOOK 2007</b>			
Collection 5261: Core Training for Microsoft Outlook 2007	840651	6	21.27
Course 5437: Getting Started with Microsoft Office Outlook 2007	840679	1	6.80
Course 5438: Working with E-mail Messages in Microsoft Office Outlook 2007	840683	1	6.80
Course 5439: Managing Mail and Contact Information in Microsoft Office Outlook 2007	840698	1	6.80
Course 5440: Managing the Calendar in Microsoft Office Outlook 2007	840700	1	6.80
Course 5441: Working with Tasks and Notes in Microsoft Office Outlook 2007	840715	1	6.80
Course 5442: Sharing and Remotely Accessing Data in Microsoft Office Outlook 2007	840721	1	6.80
Course 5447: What's New in Microsoft Office Outlook 2007	846783	1	6.80
<b>POWERPOINT 2002</b>			
Course 4132: Core Training for Microsoft PowerPoint 2002	840734	8	17.01

Need training for your staff?

Full Title	Ref	Length (Hours)	RRP £ ex VAT
<b>POWERPOINT 2003</b>			
Course 4007: Creating Effective Presentations Using Microsoft Office PowerPoint 2003	840749	3	17.01
Course 4103: Core Training for Microsoft Office PowerPoint 2003	840753	5	17.01
<b>POWERPOINT 2007</b>			
Collection 5260: Core Training for Microsoft Office PowerPoint 2007	840768	6	21.27
Course 5431: Getting Started with PowerPoint 2007	840787	1	6.80
Course 5432: Working with Slides in PowerPoint 2007	840791	1	6.80
Course 5433: Working with the Slide Layout and Themes in PowerPoint 2007	840804	1	6.80
Course 5434: Working with Tables, Charts and Diagrams in Microsoft Office PowerPoint 2007	840819	1	6.80
Course 5435: Enhancing the Slides with Multimedia Elements in Microsoft Office PowerPoint 2007	840823	1	6.80
Course 5436: Delivering Presentations Using Microsoft Office PowerPoint 2007	840838	1	6.80
Course 5448: What's New in Microsoft Office PowerPoint 2007	846798	1	6.80
<b>PROJECT 2002</b>			
Course 4133: Core Training for Microsoft Project 2002	840842	6	17.01
<b>PROJECT 2003</b>			
Course 4009: Setting Up Projects for Success Using Microsoft Office Project 2003	840857	3	17.01
Course 4111: Core Training for Microsoft Office Project 2003	840861	6.5	17.01
<b>PROJECT 2007</b>			
Collection 5264: Core Training for Microsoft Office Project 2007	>>> BESTSELLER	849960	4 21.27
Course 5457: Getting Started with Microsoft Office Project 2007		849851	1 6.80
Course 5458: Working with Resources with Microsoft Office Project 2007		849866	1 6.80
Course 5459: Formatting and Printing Your Project Plan with Microsoft Office Project 2007		849870	1 6.80
Course 5460: Tracking Progress on Tasks with Microsoft Office Project 2007		849885	1 6.80
Collection 6353: Using Advanced Features of Microsoft Office Project 2007	>>> NEW	105133	6 21.27
Course 6354: Fine Tuning Task Details in Microsoft Office Project 2007		105148	1 6.80
Course 6355: Fine Tuning Resource and Assignment Details in Microsoft Office Project 2007		105152	1 6.80
Course 6356: Organizing and Printing Project Information in Microsoft Office Project 2007		105167	1 6.80
Course 6357: Tracking and Viewing Project Status in Microsoft Office Project 2007		105172	1 6.80
Course 6358: Integrating Microsoft Office Project 2007 with Other Microsoft Office Programs		105186	1 6.80
Course 6359: Troubleshooting and Fine Tuning a Project Plan in Microsoft Office Project 2007		105191	1 6.80
<b>SHAREPOINT DESIGNER 2007</b>			
Collection 6301: Working with Microsoft SharePoint Designer 2007		896797	4 21.27
Course 6302: Introducing Microsoft SharePoint Designer 2007		896801	1 6.80
Course 6303: Customising a SharePoint Web site Using Microsoft SharePoint Designer 2007		896814	1 6.80
Course 6304: Adding Reports and Data Views Using Microsoft SharePoint Designer 2007		896829	1 6.80
Course 6305: Workflows in Microsoft SharePoint Designer 2007		896833	1 6.80

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Full Title	Ref	Length (Hours)	RRP £ ex VAT
<b>SHAREPOINT SERVER 2007</b>			
Course 6286: Using Enterprise Portal Features of Microsoft Office SharePoint Server 2007	896848	1	6.80
Course 6287: Using Enterprise Content Management Features of Microsoft Office SharePoint Server 2007	896852	1	6.80
<b>SHAREPOINT SERVICES 2.0</b>			
Course 4001: Team Collaboration Using Microsoft Windows SharePoint Services 2.0	841140	3	17.01
Course 4114: Doing More with Microsoft Windows SharePoint Services 2.0	841154	6	17.01
Course 4115: Getting Started with Microsoft Windows SharePoint Services 2.0	841169	6	17.01
<b>SHAREPOINT SERVICES 3.0</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">HOT TOPIC</span>			
Collection 5266: Core Training for Windows SharePoint Services 3.0	857350	4	21.27
Course 5465: Getting Started with Windows SharePoint Services 3.0	854934	1	6.80
Course 5466: Creating and Managing SharePoint Services 3.0 Site	854949	1	6.80
Course 5467: Team Collaboration with Windows SharePoint Services 3.0	854953	1	6.80
Course 5468: Using SharePoint Services 3.0 with Microsoft 2007 Office System Applications	857345	1	6.80
<b>VISIO 2002/2003</b>			
Course 4112: Core Training for Microsoft Office Visio Standard 2003	842354	5	17.01
Course 4134: Core Training for Microsoft Visio Standard 2002	842369	4	17.01
<b>VISIO 2007</b>			
Collection 5265: Core Training for Microsoft Office Visio 2007	849974	4	21.27
Course 5450: What's New in Microsoft Office Visio 2007	846800	1	6.80
Course 5461: Getting Started with Microsoft Office Visio 2007	849990	1	6.80
Course 5462: Working with Shapes and Connectors with Microsoft Office Visio 2007	849902	1	6.80
Course 5463: Creating Special Diagrams with Microsoft Office Visio 2007	849917	1	6.80
Course 5464: Visualising Data in Diagrams with Microsoft Office Visio 2007	849921	1	6.80
<b>WINDOWS 2000 PROFESSIONAL</b>			
Course 4118: Core Training for Microsoft Windows 2000 Professional	843319	5	17.01
<b>WINDOWS 7</b>			
Clinic 10088: What's New in Windows 7 for Information Workers	>>> NEW	112640	1 FREE
Clinic 10125: What's New in Windows 7 for Consumers	>>> NEW	112669	1 FREE
<b>WINDOWS VISTA</b>			
Collection 5257: Core Training for Windows Vista	846622	12	17.01
Course 3392: Working with Windows Vista	843889	1.5	6.80
Course 3404: What's New in Windows Vista	843893	1	FREE
Course 5407: Getting Started with Windows Vista	844190	1	6.80
Course 5408: Working Efficiently in Windows Vista	844203	1	6.80
Course 5409: Working with Folders and Files in Windows Vista	844218	1	6.80
Course 5410: Personalising Windows Vista	844222	1	6.80
Course 5411: Installing and Configuring Devices in Windows Vista	844237	1	6.80

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Full Title	Ref	Length (Hours)	RRP £ ex VAT
Course 5412: Using Windows Internet Explorer 7 in Windows Vista	844241	1	6.80
Course 5413: Working with Programs in Windows Vista	846849	1	6.80
Course 5414: Making Connections with Windows Vista	846726	1	6.80
Course 5415: Working with Digital Media in Windows Vista	846820	1	6.80
Course 5416: Managing Computer Security with Windows Vista	846730	1	6.80
Course 5417: Optimising Your Computer System with Windows Vista	844256	1	6.80
Course 5418: Identifying and Solving Problems with Windows Vista	846680	1	6.80
Course 6081: Windows Vista Essentials	844260	1.5	6.80
Course 6082: Windows Vista Essentials for Power Users	844275	2	6.80

### WINDOWS XP

Course 4119: Core Training for Microsoft Windows XP Professional Service Pack 2	844311	6	17.01
Course 4120: Core Training for Microsoft Windows XP Professional	844326	7	17.01

### WORD 2002

Course 4126: Advanced Training for Microsoft Word 2002	844330	4	17.01
Course 4135: Core Training for Microsoft Word 2002	844345	4	17.01

### WORD 2003

Collection CBL32: Word 2003 Complete Training	889346	9	25.52
Course 4008: Building Better Microsoft Office Word 2003 Documents in Less Time	844350	3	17.01
Course 4102: Advanced Training for Microsoft Office Word 2003	844364	5	17.01
Course 4105: Core Training for Microsoft Office Word 2003	844379	4	17.01

### WORD 2007

Collection 5258: Core Training for Microsoft Office Word 2007	844383	6	21.27	
Course 5419: Getting Started with Microsoft Office Word 2007	844400	1	6.80	
Course 5420: Editing and Proofreading Documents in Microsoft Office Word 2007	844415	1	6.80	
Course 5421: Formatting Documents In Microsoft Office Word 2007	844420	1	6.80	
Course 5422: Working with Columns and Tables in Microsoft Office Word 2007	844434	1	6.80	
Course 5423: Working with Graphical Elements in Microsoft Office Word 2007	844449	1	6.80	
Course 5424: Working with Longer Documents in Microsoft Office Word 2007	839262	1	6.80	
Course 5449: What's New in Microsoft Office Word 2007	846815	1	6.80	
Course 6787: Collaborating with Others and Personalizing Microsoft Office Word 2007	>>> NEW	903473	1	6.80
Course 6788: Working with Advanced Features of Microsoft Office Word 2007	>>> NEW	903488	1	6.80

### Also available:

#### DEVELOPER COURSES

Over 250 courses covering the following:

.NET Framework 2.0/3.5, ADO.NET, ASP.NET, BizTalk, Office 2007 VSTO, SharePoint Server 2007, SharePoint Services 3.0, SQL Server 2005/2008, Virtual Server, Visual Studio 2005/2008, LINQ, WCF, WPF and Windows Workflow Foundation (WF)

#### IT PROFESSIONAL COURSES

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