

Course Catalogue

Microsoft[®]
online learning

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Helping train over 2.8 million people
during the last decade

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Who are we?

C.B.Learning, with its parent company Computer Bookshops Ltd, are an award-winning partner of Microsoft who over the past decade has helped train over 2.8 million people across Europe on Microsoft technologies.

How can C.B.Learning help organisations?

C.B.Learning helps companies successfully deploy online training courses. Training is delivered over an industry-leading Learning Management System (LMS) offering full visibility of the learning process and giving you control over the training both at a user and departmental level.

The Training Solution Roadmap

A successful rollout requires more than having the courses and a delivery platform. The rollout must meet business needs, and crucially the end-users need to understand what is available and be motivated to get the most from it. Our roadmap, illustrated on pages 4 and 5, is designed to address this.



Office 2010 and Windows 7

Microsoft Office 2010 has built upon the substantial changes it made for Microsoft Office 2007. There are refinements to the look and feel along with a host of new features to improve productivity.

Windows 7, Microsoft's new desktop computer operating system, has been receiving great reviews since its release in 2009. Microsoft have taken on board customer feedback and tried to make the operating system work the way people want along with making everyday tasks easier and faster.

C.B.Learning is at the forefront in providing official Microsoft training on the latest Microsoft releases. Fully interactive Office 2010 and Windows 7 courses are all available and contain exercises, tests, games and animations to make learning fun and interesting.

No time to leave the office for training?

“ ... [C.B.Learning] a very professional company who have aided in our staff development ... ”



Desktop Deployment Case Study

Fairpoint, a consumer financial services business, were looking to boost staff productivity in a mixed Microsoft Office environment. They also wanted this to be an opportunity to develop staff and improve their motivation across the company.

“ Since our initial contact with C.B.Learning, the service we have received has always been of a **high customer focus**. The relationship built between the two companies has allowed a **swift and efficient service** to be agreed, and if any issues or questions arise, they are dealt with as a priority.

The online Microsoft training was introduced in March 2009 and we have applied for approximately 100 courses across Microsoft Office 2003 and 2007. Employees completing the courses range across the company with **our managers and directors also benefiting** from the opportunity. The courses have enabled our employees to develop their skills allowing for an **increase in expected staff efficiency**. As a business, Fairpoint has benefited as it has allowed our employees to feel invested in which has resulted in their own **personal motivation towards self development**. The courses also form part of the Employee Personal Development plan, allowing for Team Leaders to monitor and manage their staff development.

An overall **very professional company** who have aided in our staff development through a professional customer service where **no obstacle has been too tall or request not granted**. Thank you for all your help and support. I hope this to be a first stepping stone in a long and professional relationship. ”

Donatella Banks, Trainer | **FAIRPOINT**.

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.



Training Solution Roadmap

The Highway to a successful training rollout

Course Selection



- ▶ Use our **downloadable course brochures** to help choose the courses you need.
- ▶ Recommended courses are highlighted to help improve the training selection process.
- ▶ Microsoft Training 365 subscriptions provide access to **every** course for a minimum of 12 months.

Training Needs Analysis



- ▶ Desktop courses are available in core, intermediate and advanced levels.
- ▶ Use our independent **pre and post course assessments** to test your knowledge on subjects and determine the level of training required.

Delivery: The LMS



- ▶ The LMS provides full progress tracking of the learners during the course. Fully branded and matching your company's organisational structure, individual departmental managers will have access to reports on how their staff are progressing.
- ▶ There are also "behind the firewall" options for desktop courses.

The C.B.Learning LMS at a glance

- ▶ No setup fee.
- ▶ Effortless rollout and quick and easy access via a standard web browser.
- ▶ Industry standard SCORM compliancy.
- ▶ Create and modify the organisational structure and assign user permissions.
- ▶ Ability to add own content.
- ▶ Comprehensive reporting and tracking of enrolled learners.
- ▶ Ability to adjust language and time zone.
- ▶ Organisation branded interface.

Need training across departments?

“ Please ask about our fully branded portal solution ”



Roll out and Promotion

Support



We offer a wide range of support options to help increase course uptake:

- ▶ **eTraining Cards**
These can be branded and are distributed to learners with step-by-step instructions on how to use the online learning.
- ▶ **eVouchers**
Flexible access to a range of courses to suit varied training needs.

- ▶ **Customised video emails**
Emailed to prospective learners within your organisation to promote online learning.
- ▶ **Catalogues**
Our catalogues can be distributed to learners to learn more about the courses available.
- ▶ **Fully branded portal solutions**

Examples available on request

C.B.Learning offers a range of after sales support for all training solutions.

- ▶ **Technical Support**
First tier technical support from staff by telephone, backed up by second tier support from the Microsoft Technical Support team.
- ▶ **Office Training Mentor**
Backs up information learnt on the courses.

“ C.B.Learning has offered us a cost and time effective solution ”

Salina Gani, Learning and Development Manager,
Paul UK Ltd



“ [C.B.Learning] are a highly organised team providing a great quality of training and service ... Nothing is too much to ask ... ”

Debbie Blythe, IT Trainer,
Bridge McFarland



The LMS can mirror your departmental structure,
allowing line managers to monitor their own staff training.

The C.B.Learning LMS



Our Learning Management System is an industry leading and multilingual platform implemented by companies such as HSBC and Cathay Pacific. The LMS offers full user management, comprehensive progress reports, and the ability to add your own training content.

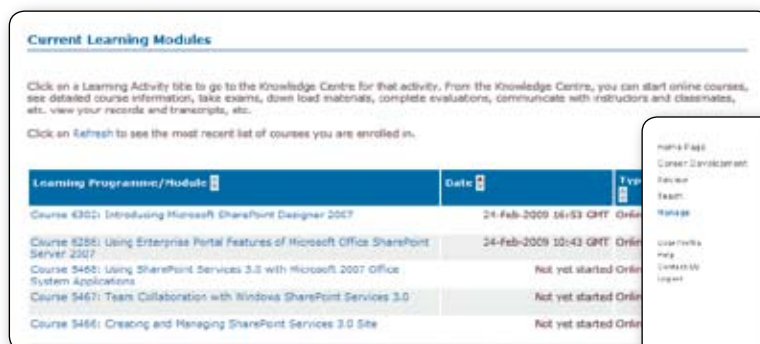
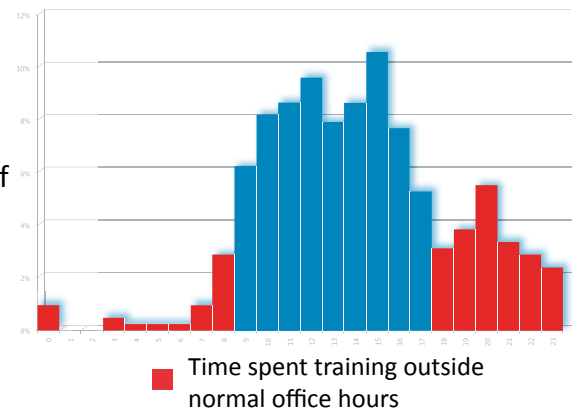
Who needs LMS services?

LMS services are recommended for multiple users so the customer has visibility of learner progress and can mentor and manage through to completion.

What benefits does it offer?

In addition to full reporting, the LMS service gives the customer the ability to recreate their organisational structure, allocate users by department and confer management and user rights. The LMS features:

- ▶ Full visibility of learner progress
- ▶ Mentoring and management of learners through to completion
- ▶ Full reporting
- ▶ Available 24/7 (our data shows that approximately a third of all training happens outside of normal office hours)
- ▶ Career Development Centre
 - including skills gap analysis, competency management and job role profiling
- ▶ Ability to add own content
- ▶ Customer branding
- ▶ Simple set up and use
- ▶ Compatibility with SCORM 2004, AICC and OLSA standards



How much does it cost?

The Learning Management System will cost your business nothing to setup. You don't even have to install the LMS; the Learning Management System is accessible anytime, anywhere in the world via a web browser such as Internet Explorer. Subscription fees are minimal; please speak to one of our sales advisors on the contact number below for more information.

Microsoft® Training 365

From only
£99 + VAT

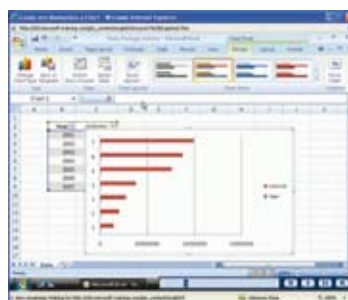
Subscriptions are available covering the full library of Microsoft desktop and technical courses.

- ▶ **Every course**
Over 1,100 official Microsoft IT pro courses, more than 300 developer courses and over 140 Office and Windows courses at your disposal, covering every Microsoft certification path (MCSE, MCITP, MCDST etc.)
- ▶ **Every technology**
Get courses on Microsoft Exchange, SharePoint, Windows Server, .NET, Visual Studio and more. Courses cover all versions, past, present and future, so when the courses on new technologies are released, you get them immediately.
- ▶ **Every day**
Our browser based access means you can use your official online course from any PC; home, office, or on the move. Unlimited access everyday for a full 12 months!
- ▶ **Easy to use**
Our flexible on demand training system allows you to easily find and add courses as you need them, when you need them.

Desktop

Technical

Microsoft® Training 365



Subscription Features

12 month subscription

12 month subscription

Official Microsoft Content

✓

✓

New courses added as available

✓

✓

Over 300 developer courses

✗

✓

Over 1,100 IT pro courses

✗

✓

Over 140 Office & Windows Courses

✓

✗

More subscription options available - please visit speak to a sales advisor or visit www.cblearning.com/microsofttraining365 for more information.

The Course Roadmap



Product Breakdown

Different types of courses are available based on the level of interaction:

Product Type	Description	Duration
Clinic	Content-based courses, usually first-hand information on hot new features of latest technologies.	1-6 hours
Course	Skill building courses that combine concepts and principles with hands-on practice. Usually around 50% practice exercises.	Usually 1-2 hours
Workshops	Developer courses containing around 75% practice labs.	2 hours
Collection	A value for money bundle of courses offering in-depth coverage of an application or technology.	4-6 hours (desktop) 10-24 hours (IT pro & developer)
Microsoft Training 365 subscription	Access to every desktop and technical course for a minimum of 12 months (depending on subscription type)	n/a

Course Type

Desktop courses are further divided based on different levels and focus:

Desktop Course	Description	Duration
What's New	For those upgrading their version of Office, learn about the productivity benefits and get to grips with the ribbon interface.	1 hour
Getting Started / Beginner Skills	For users completely new to Office, these courses ensure you understand the basics.	1 hour
Core / Skills Training	A comprehensive grounding in Microsoft products, these popular courses and collections offer great value, many mapping to MOS/MCAS certifications.	4-6 hours
Intermediate	Introduced for Office 2010 applications, these intermediate courses will take you beyond the basics.	1-2 hours
Advanced	For Word and Excel 2002/2003/2010, these courses map to the Expert MOS exams. Advanced courses for Office 2007 are 1 hour task specific modules.	1-5 hours

Need training for your staff?

We offer great pricing for volume purchases, together with flexible purchase options.

Title	Ref	Length (Hours)	RRP £ ex VAT
ACCESS 2003			
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
ACCESS 2007			
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	903505	1	6.80
ACCESS 2010			
Course 10395: What's New in Microsoft Access 2010	179527	1	6.80
Collection 10349: Skills Training for Microsoft Access 2010	179137	4	21.27
Course 10382: Beginner Skills in Microsoft Access 2010	179142	2	8.50
Course 10383: Intermediate Skills in Microsoft Access 2010	179156	1	6.80
Course 10384: Advanced Skills in Microsoft Access 2010	179161	1	6.80
EXCEL 2003			
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	839915	4	17.01
EXCEL 2007			
Collection 5259: Core Training for Microsoft Office Excel 2007	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 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	903492	1	6.80
EXCEL 2010			
Course 10283: What's New in Microsoft Excel 2010	161971	1	6.80
Collection 10358: Skills Training for Microsoft Excel 2010	179175	6	21.27
Course 10296: Beginner Skills in Microsoft Excel 2010	179180	2	8.50
Course 10393: Intermediate Skills in Microsoft Excel 2010	179194	2	8.50
Course 10394: Advanced Skills in Microsoft Excel 2010	179207	2	8.50

Get access to all Office courses in a desktop or premium 365 subscription

Title	Ref	Length (Hours)	RRP £ ex VAT
FRONTPAGE 2003			
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
INFOPATH 2003			
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
INFOPATH 2007			
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
INFOPATH 2010			
Course 10396: What's New in Microsoft InfoPath 2010	180562	1	6.80
OFFICE 2003			
Collection 4136: Microsoft Office 2003 Training Library	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
OFFICE 2007			
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)	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
OFFICE 2010			
Collection 10359: What's New in Microsoft 2010 Applications	185119	11	21.27
Course 10284: What's New in Microsoft Office 2010	161985	1	6.80
OFFICE GROOVE 2007			
Course 4698: Getting Started with Microsoft Office Groove 2007	840414	2	FREE
OFFICE XP/2002			
Please enquire about our full range of Office XP, Word, Excel, Access, Outlook, PowerPoint and FrontPage 2002 courses.			
ONENOTE 2003			
Course 4109: Core Training for Microsoft Office OneNote 2003	840581	2	17.01
ONENOTE 2007			
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

Get access to all Office courses in a desktop or premium 365 subscription

Title	Ref	Length (Hours)	RRP £ ex VAT
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
ONENOTE 2010			
Course 10397: What's New in Microsoft OneNote 2010	180596	1	6.80
OUTLOOK 2003			
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
OUTLOOK 2007			
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
OUTLOOK 2010			
Course 10280 What's New in Microsoft Outlook 2010	164004	1	6.80
Collection 10350: Skills Training for Microsoft Outlook 2010	179212	4	21.27
Course 10293: Beginner Skills in Microsoft Outlook 2010	179226	2	8.50
Course 10524: Intermediate Skills in Microsoft Outlook 2010	184879	1	6.80
Course 10385: Advanced Skills in Microsoft Outlook 2010	179231	1	6.80
POWERPOINT 2003			
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
POWERPOINT 2007			
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
POWERPOINT 2010			
Course 10282: What's New in Microsoft PowerPoint 2010	161966	1	6.80
Collection 10351: Skills Training for Microsoft PowerPoint 2010	179245	4	21.27
Course 10295: Beginner Skills in Microsoft PowerPoint 2010	179250	2	8.50
Course 10523: Intermediate Skills in Microsoft PowerPoint 2010	184883	1	6.80
Course 10386: Advanced Skills in Microsoft PowerPoint 2010	179264	1	6.80

Recommended Microsoft Office and Windows® Training



Windows® 7 Training

Collection CBL50: Core Training for Windows 7



Core Training for Windows 7 will upgrade your knowledge from previous versions of Windows and introduce you to advanced features. Lessons include:

- Using the New User Interface
- Working with Libraries
- Searching for Programs and Files
- Working with Devices and Printers
- Maintaining Your Computer and Data
- Protecting Your Computer and Data
- Networking and Remote Connectivity

Ref: 146519

Course Length: 7 hours

Word 2010 Training

Collection 10357: Skills Training for Microsoft Word 2010



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

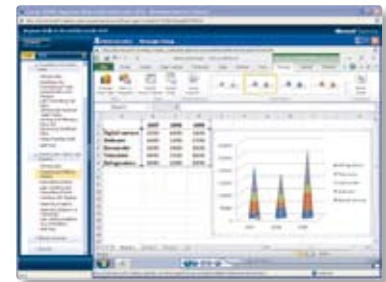
- Applying Quick Styles
- Proofing and language features
- Add tables, captions and equations
- Co-author a document
- Using Word 2010 Mobile
- Create a mail merge
- Use text building blocks

Ref: 179279

Course Length: 5 hours

Excel® 2010 Training

Collection 10358: Skills Training for Microsoft Excel 2010



Skills Training for Microsoft Excel 2010 provides you with the skills to create, customise, enhance and share Excel 2010 workbooks:

- Creating and editing worksheets
- Working with equations and formulas
- Creating and formatting charts
- Filtering and summarising data
- Working with PivotTables® and charts
- Creating, editing and running macros

Ref: 179175

Course Length: 6 hours

All Windows and Office desktop courses are available in the Microsoft Training 365 desktop subscription for just £99 + VAT. See Page 7 for more information.

Also available:

Office 2007

Collection CBL14: Core Training for Office 2007 Standard Edition (Word, Excel, PowerPoint, Outlook) - 24 hours

Collection CBL17: Office 2007 Library - 54 hours

Office 2003

Collection CBL31: Word, Excel and PowerPoint 2003 - 23 hours

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

Need focused training?



**DESIGNED &
DEVELOPED
BY
MICROSOFT**

PowerPoint® 2010 Training

Collection 10351: Skills Training for
Microsoft PowerPoint 2010



Learn the core skills and knowledge to get the most out of Microsoft PowerPoint 2010. Covers:

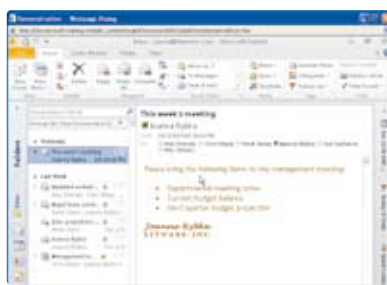
- Customising the ribbon and toolbar
- Working with text boxes and tables
- Inserting and modifying graphics
- Adding and editing charts and animations
- Working with videos
- Creating, editing and sharing slide shows
- Recording and broadcasting slide shows

Ref: 179245

Course Length: 4 hours

Outlook® 2010 Training

Collection 10350: Skills Training for
Microsoft Outlook 2010



Fully interactive with real-world examples, this online course will teach you the core features of Outlook 2010. Lessons cover the following areas:

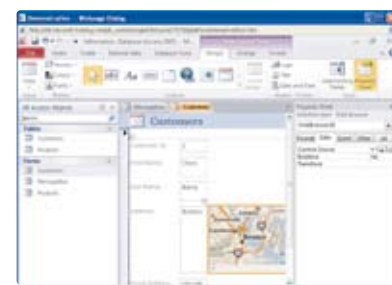
- Introducing Outlook 2010
- Creating and responding to messages
- Creating and managing appointments
- Meeting requests, tasks, notes and journal
- Message settings and properties
- E-mail signature
- Configuring e-mail accounts
- Creating Outlook data files
- Quick steps and quick parts

Ref: 179175

Course Length: 4 hours

Access™ 2010 Training

Collection 10349: Skills Training for
Microsoft Access 2010



Self-paced Skills Training for Microsoft Access 2010 provides detailed information on Access in a highly engaging, interactive online format. Covers:

- Creating a database
- Defining a primary key
- Creating a complex query
- Using lookup fields
- Creating and editing a query in SQL view
- Creating reports and Pivot Objects
- Creating and editing macros
- Packaging and sharing a database

Ref: 179137

Course Length: 4 hours

Office XP/2002

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

Windows Vista®

Collection 5257: Core Training for Microsoft Windows Vista - 12 hours

Windows XP

Course 4119: Core Training for Microsoft Windows® XP - 6 hours

Individual Office 2007/2003/XP/2002 courses are also available. See the listings for further information.

All Windows 7 and Office 2010 courses are available separately as individual 1-2 hour courses. See the listings for more details.

Title	Ref	Length (Hours)	RRP £ ex VAT
PROJECT 2003			
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
PROJECT 2007			
Collection 5264: Core Training for Microsoft Office Project 2007	849960	4	21.27
Collection 6353: Using Advanced Features of Microsoft Office Project 2007	105133	1	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
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: Organising 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
PROJECT 2010			
Course 10398: What's New in Microsoft Project 2010	180609	1	6.80
PUBLISHER 2010			
Course 10399: What's New in Microsoft Publisher 2010	180628	1	6.80
SHAREPOINT DESIGNER 2007			
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
SHAREPOINT SERVER 2007			
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
SHAREPOINT SERVICES 3.0			
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
VISIO 2002/2003			
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

Title	Ref	Length (Hours)	RRP £ ex VAT
VISIO 2007			
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
WINDOWS 2000			
Course 4118: Core Training for Microsoft Windows 2000 Professional	843319	5	17.01
WINDOWS 7			
Clinic 10088: What's New in Windows 7 for Information Workers	112640	2	FREE
Clinic 10125: What's New in Windows 7 for Consumers	112669	1	FREE
Collection CBL50: Core Training for Windows 7	146519	7	10.20
Course 10166: Windows 7 Essentials I	141106	1	6.80
Course 10167: Windows 7 Essentials II	141111	1	6.80
WINDOWS VISTA			
Clinic 3404: What's New in Windows Vista	843893	1	FREE
Collection 5257: Core Training for Windows Vista	846622	12	17.01
Course 3392: Working with Windows Vista	843889	1.5	6.80
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
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
Course 7039: Selling Microsoft Consumer Technology Solutions for Digital Music	875822	2	8.5
Course 7042: Selling Microsoft Consumer Technology Solutions for TV and Movies	875837	2	8.5
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
Course 4121: Running Microsoft Windows XP on Laptops and Tablet PCs	846302	3	17.01

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Title	Ref	Length (Hours)	RRP £ ex VAT
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	903473	1	6.80
Course 6788: Working with Advanced Features of Microsoft Office Word 2007	903488	1	6.80
WORD 2010			
Course 10281: What's New in Microsoft Word 2010	161952	1	6.80
Collection 10357: Skills Training for Microsoft Word 2010	179279	5	21.27
Course 10294: Beginner Skills in Microsoft Word 2010	179283	2	8.50
Course 10391: Intermediate Skills in Microsoft Word 2010	179298	1.5	8.50
Course 10392: Advanced Skills in Microsoft Word 2010	179301	1.5	8.50



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IT Professional Course Listing



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Please enquire about our full range of BizTalk Server courses.

COMMERCE SERVER 2002/CONTENT MANAGEMENT SERVER 2002

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EXCHANGE SERVER 2000/2003

Please enquire about our full range of Exchange Server 2000 and Exchange Server 2003 courses.

EXCHANGE SERVER 2007

Clinic 5091: Introduction to Microsoft Exchange Server 2007 Unified Messaging	840185	2	FREE
Collection 5051: Monitoring and Troubleshooting Microsoft Exchange Server 2007	846904	10	85.10
Collection 5093: Installing and Configuring Microsoft Exchange Server 2007	846887	14	119.14
Collection 5094: Managing Microsoft Exchange Server 2007	840192	16	119.14
Collection 5095: Designing the Microsoft Exchange Server 2007 Infrastructure	846872	12	102.12
Collection 5096: Administering Mailboxes in a Microsoft Exchange Server 2007 Environment	846868	12	102.12
Collection 5097: Upgrading Core Skills to Microsoft Exchange Server 2007	840202	12	119.14
Collection 5098: Deploying the Microsoft Exchange Server 2007 Infrastructure	848971	10	85.10
Collection CBL35: MCTS 70-236: Configuring Exchange Server 2007 Training	900193	40	295.00
Course 5063: Designing Servers and Message Routing in a Microsoft Exchange Server 2007 Environment	846374	2	22.12
Course 5064: Designing Security in a Microsoft Exchange Server 2007 Environment	846360	2	22.12
Course 5065: Designing Microsoft Exchange Server 2007 Coexistence and Upgrade Strategies	846340	2	22.12

Title	Ref	Length (Hours)	RRP £ ex VAT
Course 5066: Designing Microsoft Exchange Server 2007 Policies	846355	2	22.12
Course 5067: Designing a Highly Available Microsoft Exchange Server 2007 Messaging Environment	846336	2	22.12
Course 5068: Designing a Disaster Recovery Strategy for a Microsoft Exchange Server 2007 Environment	846321	2	22.12
Course 5069: Planning a Microsoft Exchange Server 2007 Implementation	849828	2	22.12
Course 5070: Planning for Microsoft Exchange Server 2007 Maintenance	849832	2	22.12
Course 5071: Planning the Implementation of Messaging Security and Compliance in Exchange Server 2007	849847	2	22.12
Course 5072: Examining Active Directory Integration in Microsoft Exchange Server 2007	846389	2	22.12
Course 5073: Installing the Microsoft Exchange Server 2007 Messaging System	846425	2	22.12
Course 5074: Configuring Microsoft Exchange Server 2007 Mailbox Servers	846317	2	22.12
Course 5075: Managing Client Access in a Microsoft Exchange Server 2007 Environment	846444	2	22.12
Course 5076: Managing Microsoft Exchange Server 2007 Recipient Objects	846459	2	22.12
Course 5077: Managing Microsoft Exchange Server 2007 E-mail Addresses and Address Lists	840217	2	22.12
Course 5078: Supporting Office Outlook and Mobile Clients in a Microsoft Exchange Server 2007 Environment	846501	2	22.12
Course 5079: Managing the Microsoft Exchange Server 2007 Message Transport	840221	2	22.12
Course 5080: Managing Microsoft Exchange Server 2007 Messaging Policies and Compliance	840236	2	22.12
Course 5081: Implementing Microsoft Exchange Server 2007 Anti-Spam and Anti-Virus Solutions	840240	2	22.12
Course 5082: Getting Started with Microsoft Exchange Management Shell for Exchange Server 2007	840255	2	22.12
Course 5083: Implementing High Availability and Recovery for Microsoft Exchange Server 2007 Mailbox Servers	840261	2	22.12
Course 5084: Configuring Microsoft Exchange Server 2007 Edge Transport Servers	840274	2	22.12
Course 5085: Monitoring and Troubleshooting Client Performance and Connectivity in Exchange Server 2007	846463	2	22.12
Course 5086: Monitoring and Troubleshooting Microsoft Exchange Server 2007 Message Flow	846482	2	22.12
Course 5087: Monitoring and Troubleshooting Microsoft Exchange Server 2007 Mailbox Servers	846478	2	22.12
Course 5089: Troubleshooting Microsoft Exchange Server 2007 External Services	846514	2	22.12
Course 5090: Identifying Operational Trends in a Microsoft Exchange Server 2007 Messaging System	846406	2	22.12
Course 5092: Implementing Microsoft Exchange Server 2007 Unified Messaging	840289	2	22.12
Course 5990: Planning an Upgrade to Microsoft Exchange Server 2007	849936	2	22.12
Course 5991: Planning the Implementation of a Highly Available Microsoft Exchange Server 2007 Environment	849654	2	22.12

EXCHANGE SERVER 2010

Clinic 6900: Introduction to Exchange Server 2010	113233	1	FREE
Clinic 6901: Exchange Server 2010 in an Enterprise	113248	1	FREE

ISA SERVER 2004

Course 2826: Upgrading to Microsoft Internet Security and Acceleration Server 2004	840359	12	170.20
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OFFICE 2003/2007

Collection 5058: Deploying 2007 Microsoft Office System Client Products	840397	12	102.12
Course 2574: Deploying Microsoft Office 2003 in the Enterprise	840363	12	170.20
Course 5232: Planning for 2007 Microsoft Office System Client Deployment	840429	2	22.12
Course 5233: Customizing the 2007 Microsoft Office System Client Installation	840433	2	22.12
Course 5234: Understanding the 2007 Microsoft Office Setup Architecture	840448	2	22.12
Course 5235: Selecting a 2007 Microsoft Office System Client Deployment Method	840452	2	22.12
Course 5236: Deploying 2007 Microsoft Office System in Multilingual Environments	840467	2	22.12
Course 6838: Preparing to Design a Microsoft Office PerformancePoint System	107637	2	22.12
Course 6839: Designing Microsoft Office PerformancePoint Planning Server 2007	107642	2	22.12
Course 6840: Designing Microsoft Office PerformancePoint Monitoring Server 2007	107656	2	22.12



Title	Ref	Length (Hours)	RRP £ ex VAT
OFFICE COMMUNICATIONS SERVER 2007			
Clinic 10052: Introduction to Enhancements in Microsoft Office Communications Server 2007 R2	107904	1	FREE
Clinic 10053: Implementation Strategies for Microsoft Office Communications Server 2007 R2	107919	1	FREE
Collection 10051: Exploring New Features in Microsoft Office Communications Server 2007 R2	107892	2	FREE
Collection 5125: Introducing Microsoft Office Communications Server 2007	846228	8	76.59
Course 5126: Introducing Enterprise Instant Messaging Using Microsoft Office Communications Server 2007	866012	2	22.12
Course 5127: Introducing On-Premise Conferencing Using Microsoft Office Communications Server 2007	866024	2	22.12
Course 5128: Introducing Enterprise Telephony Using Microsoft Office Communications Server 2007	866039	2	22.12
Course 5129: Customizing Real-Time Communication with Microsoft Office Communications Server 2007	846143	2	22.12
Course 6835: Designing the Microsoft Office Communications Server 2007 R2 Infrastructure	181570	2	22.12
Course 6836: Planning Capacity of Microsoft Office Communications Server 2007 R2	181584	2	22.12
Course 6837: Designing Enterprise Voice Microsoft Office Communications Server 2007 R2	181599	2	22.12
OFFICE GROOVE 2007			
Collection 6452: Implementing Microsoft Office Groove Server 2007	896782	12	102.12
Collection 6757: Designing the Office Groove Server 2007 Deployment	107661	10	85.10
Course 6453: Installing and Deploying Microsoft Office Groove 2007	896725	2	22.12
Course 6454: Configuring and Administering Microsoft Office Groove Server 2007	896730	2	22.12
Course 6455: Managing Microsoft Office Groove 2007 Accounts and Workspaces	896744	2	22.12
Course 6456: Using Advanced Microsoft Office Groove 2007 Workspace Tools	896759	2	22.12
Course 6457: Deploying Microsoft Office Groove 2007 Data Bridge and Disaster Recovery	896763	2	22.12
Course 6458: Securing and Maintaining Microsoft Office Groove 2007	896778	2	22.12
Course 6841: Planning the Microsoft Office Groove Server 2007 Infrastructure	107675	2	22.12
Course 6842: Planning Capacity Needs for Microsoft Office Groove Server 2007	107680	2	22.12
Course 6843: Planning Microsoft Office Groove 2007 Client and Server Manager Deployment	107694	2	22.12
Course 6844: Planning the Microsoft Office Groove Server 2007 Relay Deployment Architecture	107707	2	22.12
Course 6845: Designing the Microsoft Office Groove Server 2007 Data Bridge Deployment	107712	2	22.12
OFFICE LIVE MEETING 2005			
Please enquire about our full range of Office Live Meeting 2005 courses.			
OFFICE SMALL BUSINESS ACCOUNTING 2006			
Please enquire about our full range of Office Small Business Accounting 2006 courses.			
PROJECT SERVER 2007			
Collection 6758: Designing the Deployment of Microsoft Office Project Server 2007	121902	8	76.59
Course 6846: Designing the Microsoft Office Enterprise Project Management Solution	121916	2	22.12
Course 6847: Designing Site Structure and Navigation in Microsoft Office Project Server 2007	121921	2	22.12
Course 6848: Designing Site and Content Security in Microsoft Office Project Server 2007	121935	2	22.12
Course 6849: Designing a Microsoft Office Project Server 2007 Infrastructure	121940	2	22.12
SECURITY			
Please enquire about our full range of security courses.			
SHAREPOINT SERVER 2007			
Collection 3376: Implementing Enterprise Search Using Sharepoint Technologies	840971	8	76.59
Collection 5404: Implementing Microsoft Office SharePoint Server 2007	840984	12	102.12
Collection 6306: Designing a Microsoft Office SharePoint Server 2007 Solution	896867	14	119.14
Course 3377: Implementing Windows Desktop Search in an Enterprise Environment	840999	2	22.12
Course 3378: Implementing Enterprise Search by Using Microsoft Office SharePoint Server 2007	841008	2	22.12

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Title	Ref	Length (Hours)	RRP £ ex VAT
Course 3379: Searching Line-of-Business Data by Using Business Data Catalog	841012	2	22.12
Course 3380: Extending Search in Microsoft Office SharePoint Server 2007	841027	2	22.12
Course 5250: Introduction to Microsoft Office SharePoint Server 2007	841031	2	22.12
Course 5251: Deploying and Configuring Microsoft Office SharePoint Server 2007	841046	2	22.12
Course 5252: Administering Microsoft Office SharePoint Server 2007	841050	2	22.12
Course 5253: Implementing Content Management Solutions by Using Microsoft Office SharePoint Server 2007	841065	2	22.12
Course 5254: Implementing Business Forms by Using Microsoft Office SharePoint Server 2007	841072	2	22.12
Course 5255: Implementing Business Intelligence Solutions in Microsoft Office SharePoint Server 2007	841084	2	22.12
Course 6307: Designing Server Farms and Topologies in Microsoft Office SharePoint Server 2007	896871	2	22.12
Course 6308: Designing Web Site, Search and Document Management Solutions	896887	2	22.12
Course 6309: Designing Business Intelligence Solutions for Microsoft Office SharePoint Server 2007	896890	2	22.12
Course 6310: Designing InfoPath Forms Services in Microsoft Office SharePoint Server 2007	896903	2	22.12
Course 6311: Designing Security and Authentication in Microsoft Office SharePoint Server 2007	896918	2	22.12
Course 6312: Designing Enterprise Search in Microsoft Office SharePoint Server 2007	896922	2	22.12
Course 6313: Designing for Performance and Capacity in Microsoft Office SharePoint Server 2007	896937	2	22.12

SHAREPOINT SERVER 2010

Clinic 10279: What's New in Microsoft SharePoint 2010 for IT Professionals	166194	2	FREE
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SHAREPOINT SERVICES

Course 2286: Implementing Microsoft Windows SharePoint Services	841101	7	76.59
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SHAREPOINT SERVICES 3.0

Collection 5403: Implementing Microsoft Windows SharePoint Services 3.0	841135	12	102.12
Course 5244: Introduction to Microsoft Windows SharePoint Services 3.0	841173	2	22.12
Course 5245: Planning the Microsoft Windows SharePoint Services 3.0 Environment	841188	2	22.12
Course 5246: Deploying Microsoft Windows SharePoint Services 3.0	841192	2	22.12
Course 5247: Administering Microsoft Windows SharePoint Services 3.0	841205	2	22.12
Course 5248: Maintaining and Optimizing Microsoft Windows SharePoint Services 3.0	841210	2	22.12
Course 5249: Customizing and Securing Microsoft Windows SharePoint Services 3.0	841224	2	22.12

SMALL BUSINESS SERVER

Clinic 6956: What's New in Microsoft Windows Small Business Server 2008	111582	1	FREE
Clinic 6957: What's New in Microsoft Windows Essential Business Server 2008	111596	1	FREE
Collection 5974: Designing, Deploying, and Managing a Network Solution for a Small- and Medium-Sized Business	841351	14	119.14
Course 5975: Designing a Network Solution for Small and Medium-Sized Business	841366	2	22.12
Course 5976: Installing and Securing Windows Small Business Server 2003	841370	2	22.12
Course 5977: Configuring Windows Small Business Server 2003 and Managing Messaging and Collaboration	841385	2	22.12
Course 5978: Supporting and Maintaining Windows Small Business Server 2003	841390	2	22.12

SQL SERVER 2000/2005

Please enquire about our full range of SQL Server 2000 and SQL Server 2005 courses.

SQL SERVER 2008

Clinic 10164: Essential SQL Server 2008 for Developers	145268	12	FREE
Clinic 6188: What's New in Microsoft SQL Server 2008 for Enterprise Data Platform	868674	1	FREE
Clinic 6189: What's New in Microsoft SQL Server 2008 for Business Intelligence	868689	1	FREE
Clinic 6190: What's New in Microsoft SQL Server 2008 for Database Development	868693	1	FREE
Clinic 6258: New Features Of Microsoft SQL Server 2008 Reporting Services	886301	1	FREE
Clinic 6339: Database Fundamentals in Microsoft SQL Server 2008	903512	1	FREE
Clinic 6341: Overview of Microsoft SQL Server Data Services	903399	1	FREE

Recommended IT Professional Courses



Windows 7

70-680

Collection 6292: Installing and Configuring Windows 7 Client Training



This series of courses is recommended by Microsoft as training towards the Microsoft Certified Technology Specialist (MCTS) exam 70-680. It offers extensive training on the following areas:

- Installing and migrating to Windows 7
- Configuring disks, device drivers, file access and printers
- Configuring network connectivity and security, mobile computing and remote access
- Maintaining client computers

Ref: 150849

Course length: 18 hours

SharePoint Server 2007

70-630

Collection 5404: Implementing Microsoft Office SharePoint Server 2007 Training



Developed by Microsoft, this fully interactive collection of courses will teach you how to implement SharePoint Server 2007. It is recommended training for exam 70-630 and is split into six 2-hour lessons covering the following:

- Introduction to SharePoint Server 2007
- Deploying and configuring SharePoint Server 2007
- Administering SharePoint Server 2007
- Implementing content management solutions
- Implementing business forms
- Implementing business intelligence

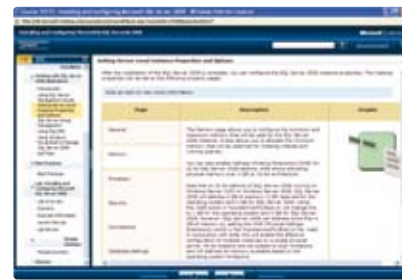
Ref: 840984

Course length: 12 hours

SQL Server 2008

70-432

Collection 6369: Implementing and Maintaining SQL Server 2008 Training



This series of courses will help teach you how to install and configure SQL Server 2008. It is recommended training towards exam 70-432 and offers extensive training on the following:

- Installing and configuring SQL Server
- Creating and managing databases
- Creating and optimising indexes
- Backing up and restoring databases
- Managing security
- Automating administrative tasks
- Monitoring and controlling resources
- Implementing high availability

Ref: 107849

Course length: 16 hours

Also available:

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Title	Ref	Length (Hours)	RRP £ ex VAT
Clinic 6342: Developing an Application for Microsoft SQL Server Data Services	903401	1	FREE
Collection 2778 Querying and Modifying Data in Microsoft SQL Server 2008 with Transact-SQL	100962	18	161.69
Collection 6187: What's New in Microsoft SQL Server 2008	868706	3	FREE
Collection 6233: Implementing and Maintaining Business Intelligence in Microsoft SQL Server 2008: Integration Services, Reporting Services and Analysis Services	107868	24	170.20
Collection 6340: Introducing Microsoft SQL Server Data Services for Developers	903384	2	FREE
Collection 6369: Implementing and Maintaining Microsoft SQL Server 2008	107849	16	136.16
Course 10056: Introducing Business Intelligence in Microsoft SQL Server 2008	166334	2	22.12
Course 10057: Implementing Packages and Control Flow in SQL Server Integration Services 2008	166353	2	22.12
Course 10058: Implementing Data Flow in SQL Server Integration Services 2008	166349	2	22.12
Course 10059: Managing Integration Services Packages in SQL Server 2008	166368	2	22.12
Course 10060: Securing and Deploying SQL Server Integration Services 2008 Packages	166372	2	22.12
Course 10061: Creating a Multidimensional Solution in SQL Server Analysis Services 2008	166387	2	22.12
Course 10062: Customizing Cube Functionality in SQL Server Analysis Services 2008	166392	2	22.12
Course 10063: Deploying, Managing and Maintaining SQL Server 2008 Analysis Services	166404	2	22.12
Course 10064: Implementing Data Mining in SQL Server Analysis Services 2008	166419	2	22.12
Course 10065: Creating Basic Reports in SQL Server Reporting Services 2008	166423	2	22.12
Course 10066: Creating Interactive Reports in SQL Server Reporting Services 2008	166438	2	22.12
Course 10067: Configuring, Deploying and Maintaining SQL Server Reporting Services 2008	166442	2	22.12
Course 10151: Installing and Configuring Microsoft SQL Server 2008	128648	2	22.12
Course 10152: Creating and Managing Databases in Microsoft SQL Server 2008	128652	2	22.12
Course 10153: Planning, Creating, and Optimizing Indexes in Microsoft SQL Server 2008	128667	2	22.12
Course 10154: Backing Up and Restoring Databases in Microsoft SQL Server 2008	128672	2	22.12
Course 10155: Managing Security in Microsoft SQL Server 2008	128686	2	22.12
Course 10156: Automating Administrative Tasks in Microsoft SQL Server 2008	128691	2	22.12
Course 10157: Monitoring and Controlling Resources in Microsoft SQL Server 2008	128703	2	22.12
Course 10158: Implementing High Availability and Replication in Microsoft SQL Server 2008	128718	2	22.12
Course 4326: An Introduction to Transact-SQL in Microsoft SQL Server 2008	100977	2	22.12
Course 4327: Querying and Filtering Data in Microsoft SQL Server 2008	100982	2	22.12
Course 4328: Grouping and Summarizing Data in Microsoft SQL Server 2008	101005	2	22.12
Course 4329: Joining Data from Multiple Tables in Microsoft SQL Server 2008	101024	2	22.12
Course 4330: Working with Subqueries Using Microsoft SQL Server 2008	101039	2	22.12
Course 4331: Modifying Data in Tables with Microsoft SQL Server 2008	101058	2	22.12
Course 4332: Integrated Full Text Search and Returning XML Result Sets in SQL Server 2008	101062	2	22.12
Course 4333: An Introduction to Programming Objects in Microsoft SQL Server 2008	101077	2	22.12
Course 4334: Querying Metadata in Microsoft SQL Server 2008	101082	2	22.12

SYSTEM CENTER

Collection 10112: Implementing Data Protection Manager 2007	140508	12	102.12
Collection 3386: Implementing Microsoft System Center Operations Manager 2007	849955	10	85.10
Collection 6896: Configuring Microsoft System Center Virtual Machine Manager 2008	145272	14	119.14
Course 10068: Installing Microsoft System Center Virtual Machine Manager 2008	145287	2	22.12
Course 10069: Managing Microsoft System Center Virtual Machine Manager 2008 Hosts and Libraries	145292	2	22.12
Course 10070: Managing Virtual Machines from within System Center Virtual Machine Manager 2008	145304	2	22.12
Course 10071: Delegating Microsoft System Center Virtual Machine Manager 2008 Tasks	145319	2	22.12
Course 10072: Implementing High Availability with System Center Virtual Machine Manager 2008	145323	2	22.12
Course 10073: Monitoring and Troubleshooting Microsoft System Center Virtual Machine Manager 2008	145338	2	22.12
Course 10074: Advanced Microsoft System Center Virtual Machine Manager 2008 Integration	145342	2	22.12
Course 10144: Installing and Configuring Microsoft Data Protection Manager 2007	140512	2	22.12
Course 10145: Protecting and Recovering SQL Server Data with DPM 2007	140527	2	22.12
Course 10146: Protecting and Recovering Exchange Server Data with DPM 2007	140532	2	22.12

Title	Ref	Length (Hours)	RRP £ ex VAT
Course 10147: Protecting and Recovering SharePoint Server Data with DPM 2007	140546	2	22.12
Course 10148: Protecting and Recovering Virtualized Environments with DPM 2007	140551	2	22.12
Course 10149: Disaster Recovery and Monitoring using DPM 2007	140565	2	22.12
Course 2952: Deploying and Managing Microsoft System Center Data Protection Manager	842335	3	22.12
Course 3387: Deploying Microsoft System Center Operations Manager 2007	849777	2	22.12
Course 3388: Monitoring Enterprise Systems with Microsoft System Center Operations Manager 2007	849781	2	22.12
Course 3389: Monitoring Exchange Server with Microsoft System Center Operations Manager 2007	849796	2	22.12
Course 3390: Monitoring SQL Server and Distributed Applications with Microsoft System Center Operations Manager 2007	849809	2	22.12
Course 3391: Monitoring Clients with Microsoft System Center Operations Manager 2007	849813	2	22.12

WINDOWS 7

Clinic 10077: What's New in Windows 7 for IT Professionals	112654	2	FREE
Collection 6292: Installing and Configuring Windows 7 Client (70-680)	150849	18	170.20
Collection 6294: Planning and Managing Windows 7 Desktop Deployments and Environments (70-686)	150853	20	170.20
Course 10237: Installing, Upgrading, and Migrating to Windows 7	179315	2	22.12
Course 10238: Configuring Disks and Device Drivers	179320	2	22.12
Course 10239: Configuring File Access and Printers on Windows 7 Client Computers	179334	2	22.12
Course 10240: Configuring Network Connectivity	179349	2	22.12
Course 10241: Configuring Wireless Network Connections	179353	2	22.12
Course 10242: Securing Windows 7 Desktops	179372	2	22.12
Course 10243: Configuring Network Security in Windows 7	179387	2	22.12
Course 10244: Optimizing and Maintaining Windows 7 Client Computers	179392	2	22.12
Course 10245: Configuring Mobile Computing and Remote Access in Windows 7	179404	2	22.12
Course 10247: Preparing to Deploy Windows 7 Business Desktops	179419	2	22.12
Course 10248: Assessing Application Compatibility in Windows 7	179423	2	22.12
Course 10249: Evaluating Windows 7 Deployment Methods	179438	2	22.12
Course 10250: Designing Standard Windows 7 Images	179457	2	22.12
Course 10251: Deploying Windows 7 by Using Windows AIK	179462	2	22.12
Course 10252: Deploying Windows 7 by Using Windows Deployment Services	179476	2	22.12
Course 10253: Deploying Windows 7 by Using Lite Touch Installation and Zero Touch Installation	179481	2	22.12
Course 10254: Migrating User State by Using WET and USMT 4.0	179495	2	22.12
Course 10255: Designing, Configuring, and Managing the Client Environment	179508	2	22.12
Course 10256: Planning and Deploying Applications and Updates to Windows 7 Clients	179512	2	22.12

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WINDOWS SERVER 2008

Clinic 10183: What's New in Windows Server 2008 R2	166739	2	FREE
Clinic 5935: Introducing Server Virtualization in Microsoft Windows Server 2008 (RC0)	868710	2	FREE
Clinic 5936: Introducing Security and Policy Management in Windows Server 2008	846247	2	FREE
Clinic 5937: Introducing Branch Office Management in Windows Server 2008	846158	2	FREE
Clinic 5938: Introducing Terminal Services Presentation Virtualization in Windows Server 2008	846162	2	FREE
Clinic 5939: Introducing Server Management in Windows Server 2008	846251	2	FREE
Clinic 6334: Exploring Microsoft System Center Virtual Machine Manager 2008	903238	2	FREE
Clinic 6335: Exploring Microsoft Application Virtualization	903242	1	FREE
Clinic 6336: Exploring Terminal Services in Windows Server 2008	903257	2	FREE
Collection 5934: Introducing Windows Server 2008	846270	10	FREE
Collection 6319: Configuring Hyper-V in Windows Server 2008	903331	10	85.10
Collection 6333: Exploring Microsoft Virtualization Technologies	903223	7	FREE
Collection 6338: Updating your Windows Server 2003 Design Skills to Windows Server 2008	900189	20	170.20

Title	Ref	Length (Hours)	RRP £ ex VAT
Collection 6417: Updating your Application Infrastructure Technology Skills to Windows Server 2008	885701	20	170.20
Collection 6420: Fundamentals of a Windows Server 2008 Network Infrastructure and Application Platform	900278	20	170.20
Collection 6421: Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	896674	20	170.20
Collection 6424: Fundamentals of Windows Server 2008 Active Directory	900386	18	161.69
Collection 6425: Configuring Windows Server 2008 Active Directory Domain Services	888964	20	170.20
Collection 6426: Configuring Identity and Access Solutions with Windows Server 2008 Active Directory	115070	10	136.16
Collection 6427: Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008	888950	24	170.20
Collection 6428: Configuring Windows Server 2008 Terminal Services	144782	14	119.14
Collection 6435: Designing a Network Infrastructure in Windows Server 2008	896392	14	119.14
Collection 6436: Designing Active Directory Infrastructure and Services in Windows Server 2008	896509	20	170.20
Collection 6437: Designing a Windows Server 2008 Application Infrastructure	896566	10	85.10
Collection 6517: Updating your Active Directory Technology Skills to Windows Server 2008	885716	20	170.20
Collection 6528: Updating your Network Infrastructure Technology Skills to Windows Server 2008	885720	20	170.20
Collection 7245: Updating your Windows Server 2003 Server Administrator Skills to Windows Server 2008	802860	16	136.16
Collection CBL30: MCTS 70-649: Updating your MCSE on Windows Server 2003 to Windows Server 2008 Training	885735	60	399.99
Collection CBL38: MCTS 70-640: Configuring Windows Server 2008 Active Directory Training	900225	38	299.99
Collection CBL39: MCTS 70-642: Configuring Windows Server 2008 Network Infrastructure Training	900231	40	299.99
Collection CBL40: MCTS 70-643: Configuring Windows Server 2008 Applications Infrastructure Training	900244	30	299.99
Collection CBL42: MCITP 70-647: Pro: Windows Server 2008, Enterprise Administrator Training	900263	40	319.99
Collection CBL46: Complete MCITP: Enterprise Administrator Training (70-624, 70-640, 70-642, 70-643 and 70-647)	903100	178	999.99
Collection CBL47: Complete MCITP: Enterprise Administrator Training (70-620, 70-640, 70-642, 70-643 and 70-647)	903115	198	1149.99
Collection CBL48: TS: 70-648 Updating your MCSA on Windows Server 2003 to Windows Server 2008 Training	903469	40	299.99
Collection CBL52: Complete MCITP: Server Administrator Training (70-640, 70-642 and 70-646)	175090	96	699.99
Course 6143: Installing and Configuring Microsoft Internet Information Services 7.0	888998	2	22.12
Course 6144: Configuring Sites and Application Pools on Microsoft Internet Information Services (IIS) 7.0	886140	2	22.12
Course 6145: Deploying Web Applications on Microsoft Internet Information Services (IIS) 7.0	886155	2	22.12
Course 6146: Configuring Security on Microsoft Internet Information Services (IIS) 7.0	886160	2	22.12
Course 6147: Administering Microsoft Internet Information Services (IIS) 7.0	886174	2	22.12
Course 6148: Automating Administration in Microsoft Internet Information Services (IIS) 7.0	886189	2	22.12
Course 6149: Tuning Microsoft Internet Information Services 7.0 for Performance	889007	2	22.12
Course 6150: Enhancing Web Site Availability on Microsoft Internet Information Services (IIS) 7.0	886193	2	22.12
Course 6151: Troubleshooting Microsoft Internet Information Services 7.0	889011	2	22.12
Course 6152: Migrating to Microsoft Internet Information Services (IIS) 7.0	886206	2	22.12
Course 6167: Designing Network Infrastructure Connectivity in Windows Server 2008	893407	2	22.12
Course 6168: Designing Name Resolution in Windows Server 2008	893411	2	22.12
Course 6169: Designing Network Access in Windows Server 2008	893426	2	22.12
Course 6170: Designing Network Access Protection in Windows Server 2008	893430	2	22.12
Course 6171: Designing Operating System Deployment and Maintenance in Windows Server 2008	893445	2	22.12
Course 6172: Designing Shared Resources in Windows Server 2008	893450	2	22.12
Course 6173: Designing High Availability in Windows Server 2008	896388	2	22.12
Course 6174: Designing AD DS Forest Infrastructure in Windows Server 2008	896405	2	22.12
Course 6175: Designing AD DS Domain Infrastructure in Windows Server 2008	896410	2	22.12
Course 6176: Designing AD DS Sites and Replication in Windows Server 2008	896424	2	22.12
Course 6177: Designing AD DS Domain Administrative Structures in Windows Server 2008	896439	2	22.12
Course 6178: Designing AD DS Group Policy in Windows Server 2008	896443	2	22.12
Course 6179: Designing AD DS Security in Windows Server 2008	896458	2	22.12
Course 6180: Designing AD DS Availability and Disaster Recovery in Windows Server 2008	896462	2	22.12
Course 6181: Designing AD DS Migrations in Windows Server 2008	896477	2	22.12
Course 6182: Designing Web Farms on Microsoft Internet Information Services 7.0	896513	2	22.12
Course 6183: Designing Virtualization on Windows Server 2008	896528	2	22.12
Course 6184: Designing Terminal Services on Windows Server 2008	896532	2	22.12

Title	Ref	Length (Hours)	RRP £ ex VAT
Course 6185: Designing Security and Maintenance on Microsoft Internet Information Services 7.0	896547	2	22.12
Course 6186: Designing Windows Media Services and UDDI on Windows Server 2008	896551	2	22.12
Course 6226: Designing Identity and Access Management in Windows Server 2008	896481	2	22.12
Course 6227: Designing Public Key Infrastructure in Windows Server 2008	896496	2	22.12
Course 6266: Configuring FTP on Microsoft Internet Information Services 7.0	889026	2	22.12
Course 6267: Integrating SMTP and UDDI with Microsoft Internet Information Services 7.0	889030	2	22.12
Course 6320: Introducing the Hyper-V Technology	903346	2	22.12
Course 6321: Configuring a Virtual Environment	903350	2	22.12
Course 6322: Deploying Systems in a Virtual Environment	903365	2	22.12
Course 6323: Optimizing a Virtual Environment	903435	2	22.12
Course 6324: Managing a Virtual Environment by using SCVMM	903371	2	22.12
Course 6507: Configuring Terminal Services in Windows Server 2008	886117	2	22.12
Course 6508: Configuring Access to Terminal Services Applications in Windows Server 2008	886121	2	22.12
Course 6509: Configuring Advanced Features for Terminal Services in Windows Server 2008	886136	2	22.12
Course 6518: Configuring Active Directory Domain Services (AD DS) Domain Controllers in Windows Server 2008	885913	2	22.12
Course 6519: Configuring Active Directory Security in Windows Server 2008	885928	2	22.12
Course 6520: Maintaining the Active Directory Infrastructure in Windows Server 2008	885932	2	22.12
Course 6521: Configuring Active Directory Lightweight Directory Services in Windows Server 2008	885947	2	22.12
Course 6522: Implementing Active Directory Rights Management Service in Windows Server 2008	885951	2	22.12
Course 6523: Configuring Active Directory Rights Management Service in Windows Server 2008	885966	2	22.12
Course 6524: Configuring PKI and Active Directory Certificate Services (AD CS) in Windows Server 2008	885970	2	22.12
Course 6525: Administering Certificates by Using Active Directory Certificate Services (AD CS) in Windows Server 2008	885985	2	22.12
Course 6526: Configuring Active Directory Federation Services (AD FS) in Windows Server 2008	885990	2	22.12
Course 6527: Configuring Advanced Features for Active Directory Federation Services (AD FS) in Windows Server 2008	886009	2	22.12
Course 6529: Installing and Maintaining Windows Server 2008	886013	2	22.12
Course 6530: Configuring Domain Name System in Windows Server 2008	886028	2	22.12
Course 6531: Configuring IP Addressing and DHCP in Windows Server 2008	886032	2	22.12
Course 6532: Configuring Routing and Remote Access Services in Windows Server 2008	886047	2	22.12
Course 6533: Configuring Network Access Protection in Windows Server 2008	886051	2	22.12
Course 6534: Configuring Network Access Protection by Using IPsec in Windows Server 2008	886066	2	22.12
Course 6535: Configuring Windows Deployment Services in Windows Server 2008	886070	2	22.12
Course 6536: Implementing Hyper-V in Windows Server 2008	886085	2	22.12
Course 6537: Implementing High Availability in Windows Server 2008	886091	2	22.12
Course 6538: Configuring Storage Technologies in Windows Server 2008	886102	2	22.12
Course 6690: Exploring the Fundamentals of Network Infrastructure in Windows Server 2008	900282	2	22.12
Course 6691: Fundamentals of Implementing TCP/IPv4 in Windows Server 2008	900297	2	22.12
Course 6692: Creating IPv4 Address Spaces in Windows Server 2008	900301	2	22.12
Course 6693: Fundamentals of Implementing IPv6 in Windows Server 2008	900314	2	22.12
Course 6694: Fundamentals of Administering Windows Server 2008	900329	2	22.12
Course 6695: Fundamentals of Implementing Security in Windows Server 2008	900333	2	22.12
Course 6696: Implementing Windows Firewall in Windows Server 2008	900348	2	22.12
Course 6697: Configuring Remote Access and Routing in Windows Server 2008	900352	2	22.12
Course 6698: Fundamentals of Implementing Network Load Balancing and Virtualization	900367	2	22.12
Course 6699: Implementing Printing in Windows Server 2008	900371	2	22.12
Course 6700: Configuring Servers and Server Roles in Windows Server 2008	896570	2	22.12
Course 6701: Configuring a DNS Server in Windows Server 2008	896585	2	22.12
Course 6702: Configuring the DHCP Server Role in Windows Server 2008	896590	2	22.12
Course 6703: Configuring IPv6 TCP/IP in Windows Server 2008	896602	2	22.12
Course 6704: Configuring Routing and Remote Access in Windows Server 2008	896617	2	22.12
Course 6705: Configuring the Network Policy Server Role Service in Windows Server 2008	896621	2	22.12
Course 6706: Configuring NAP for DHCP, VPN, and 802.1x in Windows Server 2008	896636	2	22.12
Course 6707: Configuring IPsec NAP Enforcement in Windows Server 2008	896640	2	22.12

Title	Ref	Length (Hours)	RRP £ ex VAT
Course 6708: Configuring File Services in Windows Server 2008	896655	2	22.12
Course 6709: Configuring Backup and Security in Windows Server 2008	896660	2	22.12
Course 6710: Implementing Active Directory Domain Services in Windows Server 2008	889242	2	22.12
Course 6711: Configuring AD DS and DNS Integration in Windows Server 2008	889257	2	22.12
Course 6712: Configuring Active Directory Objects and Trusts in Windows Server 2008	889261	2	22.12
Course 6713: Configuring Active Directory Sites and Replication in Windows Server 2008	889276	2	22.12
Course 6714: Configuring Group Policy Objects in Windows Server 2008	889280	2	22.12
Course 6715: Configuring User Environments by Using Group Policy in Windows Server 2008	889295	2	22.12
Course 6716: Implementing Security by Using Group Policy in Windows Server 2008	889308	2	22.12
Course 6717: Implementing an AD DS Monitoring and Maintenance Plan in Windows Server 2008	889312	2	22.12
Course 6718: Troubleshooting Active Directory, DNS, and Replication Issues in Windows Server 2008	889327	2	22.12
Course 6719: Troubleshooting Group Policy Issues in Windows Server 2008	889331	2	22.12
Course 6720: Introduction to Windows Server 2008 Active Directory Roles	900390	2	22.12
Course 6721: Exploring Active Directory Domain Services	900403	2	22.12
Course 6722: Exploring Active Directory Lightweight Directory Services	900418	2	22.12
Course 6723: Exploring Active Directory Certificate Services	900422	2	22.12
Course 6724: Exploring Active Directory Rights Management Services	900437	2	22.12
Course 6725: Exploring Active Directory Federation Services	900441	2	22.12
Course 6726: Managing AD DS User and Computer Objects in Windows Server 2008	900456	2	22.12
Course 6727: Creating AD DS Groups and Organizational Units in Windows Server 2008	902841	2	22.12
Course 6728: Managing Access to Resources in Windows Server 2008	802856	2	22.12
Course 6859: Configuring Terminal Services Core Functionality	144797	2	22.12
Course 6860: Configuring and Managing Terminal Services Licensing	144800	2	22.12
Course 6861: Configuring and Troubleshooting Terminal Services Connections	144814	2	22.12
Course 6862: Configuring Terminal Services RemoteApp and Easy Print	144829	2	22.12
Course 6863: Configuring Terminal Services Web Access and Session Broker	144833	2	22.12
Course 6864: Configuring and Troubleshooting Terminal Services Gateway	144848	2	22.12
Course 6865: Managing and Monitoring Terminal Services	144852	2	22.12
Course 6866: Introducing Identity and Access Management Solutions	114908	2	22.12
Course 6867: Configuring and Managing Active Directory Certificate Services	114912	2	22.12
Course 6868: Configuring and Managing Active Directory Lightweight Directory Services	114927	2	22.12
Course 6869: Configuring and Managing Active Directory Federation Services	114932	2	22.12
Course 6870: Configuring and Managing Active Directory Rights Management Services	114946	2	22.12
Course 7246: Planning Windows Server 2008 Server Roles	902875	2	22.12
Course 7247: Creating a Windows Server 2008 Server Deployment Plan	902881	2	22.12
Course 7248: Managing a Windows Server 2008 Server Infrastructure	902894	2	22.12
Course 7249: Monitoring and Maintaining Windows Server 2008 Servers	902907	2	22.12
Course 7250: Managing Applications in a Windows Server 2008 Environment	902911	2	22.12
Course 7251: Maintaining Windows Server 2008 Active Directory Domain Services	902926	2	22.12
Course 7252: Maintaining Security in a Windows Server 2008 Environment	902930	2	22.12
Course 7253: Planning for Windows Server 2008 High Availability and Recovery	902945	2	22.12

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WINDOWS VISTA & WINDOWS XP

Collection CBL29: MCTS 70-620: Configuring Microsoft Windows Vista Client Training	885858	32	245
Course 2261: Supporting Users Running the Microsoft Windows XP Operating System (70-271)	844280	12	170.20
Course 2262: Supporting Users Running Applications on the Microsoft Windows XP Operating System (70-272)	844294	12	170.20

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Title	Ref	Length (Hours)	RRP £ ex VAT
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Developer Course Listing



.NET FRAMEWORK

Please enquire about our full range of .NET Framework courses.

.NET FRAMEWORK 2.0

Collection 5160: Core Development with the Microsoft .NET Framework 2.0 Foundation	839243	14	119.14
Collection 5161: Advanced Development with the Microsoft .NET Framework 2.0 Foundation	839460	16	136.16

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.NET FRAMEWORK 3.5

Clinic 6262: Introducing Windows Workflow Foundation using .NET Framework 3.5 & Visual Studio 2008	875790	2	FREE
Clinic 6263: Introducing Windows Presentation Foundation using .NET Framework 3.5 & Visual Studio 2008	875803	2	FREE
Clinic 6264: Introducing Windows Communication Foundation using .NET Framework 3.5 & Visual Studio 2008	875818	2	FREE
Collection 6261: Developing Rich Experiences using Microsoft .NET Framework 3.5 & Visual Studio 2008	875841	6	FREE

ADO.NET 3.5

Collection 6464: Visual Studio 2008 ADO.NET 3.5	886314	20	170.20
Course 6680: Accessing Databases by Using Microsoft ADO.NET 3.5 Applications	886329	2	22.12
Course 6681: Working with Data by Using Microsoft ADO.NET 3.5 Applications	886333	2	22.12
Course 6682: Retrieving Data by Using Datasets in Microsoft ADO.NET 3.5 Applications	886348	2	22.12
Course 6683: Updating Data in Microsoft ADO.NET 3.5 Applications	886352	2	22.12
Course 6684: Working with XML Data in Microsoft ADO.NET 3.5 Applications	886367	2	22.12
Course 6685: Synchronizing Data in Microsoft ADO.NET Applications	886371	2	22.12
Course 6686: Getting Started with Language Integrated Query in Microsoft Visual Studio 2008	886386	2	22.12
Course 6687: Implementing Data Access Using Language Integrated Query to SQL	886390	2	22.12
Course 6688: Implementing the Entity Framework in Microsoft ADO.NET 3.5 Applications	886403	2	22.12
Course 6689: Implementing Applications by Using Data Services in Microsoft ADO.NET 3.5 Applications	886418	2	22.12

ASP.NET 2.0

Please enquire about our full range of ASP.NET 2.0 courses.

ASP.NET 3.5

Collection 6463: Visual Studio 2008 ASP.NET 3.5	888324	20	170.20
Course 6670: Creating Microsoft ASP.NET 3.5 Applications	888339	2	22.12
Course 6671: Managing Data and Services in ASP.NET 3.5 Applications	888343	2	22.12
Course 6672: Working with Data Binding in Microsoft ASP.NET 3.5 Applications	888358	2	22.12
Course 6673: Implementing Security in Microsoft ASP.NET 3.5 Applications	888362	2	22.12
Course 6674: Working with Microsoft ASP.NET AJAX	888377	2	22.12
Course 6675: Managing State and Caching in Microsoft ASP.NET 3.5 Applications	888381	2	22.12
Course 6676: Creating Controls for Web Applications in Microsoft Visual Studio 2008	888396	2	22.12
Course 6677: Implementing Personalization, Common Layout, and Themes in Microsoft ASP.NET 3.5 Applications	888409	2	22.12
Course 6678: Configuring and Deploying Microsoft ASP.NET 3.5 Applications	888413	2	22.12
Course 6679: Implementing Separation of Concern Using Model-View-Controller in Microsoft ASP.NET 3.5 Applications	888428	2	22.12

OFFICE 2007

Collection 3395: Developing Microsoft Office Client Applications by Using Microsoft Visual Studio 2005 Tools for the 2007 Microsoft Office System Second Edition	868725	2	102.12
Course 3396: Introduction to VSTO 2005 SE	868730	2	22.12
Course 3397: Working with Data in VSTO 2005 SE Solutions	868744	2	22.12

Recommended Developer Courses

**DESIGNED &
DEVELOPED
BY
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Visual Studio 2008: WPF 70-502

**Collection 6460: Visual Studio
2008 Windows Presentation
Foundation Training**



This series of interactive courses will help teach you how to create, configure, manage and deploy Windows Presentation Foundation (WPF) applications. It is recommended by Microsoft as training towards the Microsoft Certified Technology Specialist (MCTS) exam 70-502.

The collection offers extensive training on the following areas:

- Creating an application
- Building user interfaces
- Customising appearance
- Binding data to controls
- Binding data to collections
- Building advanced user interfaces
- Managing documents
- Adding 2-D graphics
- Adding 3-D graphics
- Configuring and deploying WPF applications

Ref: 888979

Course length: 20 hours

Also available:

Hundreds of courses on all the latest Microsoft developer technologies including .NET Framework, LINQ and much more.

ADO.NET 3.5 70-561

**Collection 6464: Visual Studio
2008 ADO.NET 3.5 Training**



Developed by Microsoft, this collection of courses provides you with the knowledge and skills to work with ADO.NET 3.5 in Visual Studio 2008. It also helps you prepare for exam 70-561 TS: Microsoft .NET Framework 3.5 ADO.NET.

The collection includes ten 2-hour courses covering:

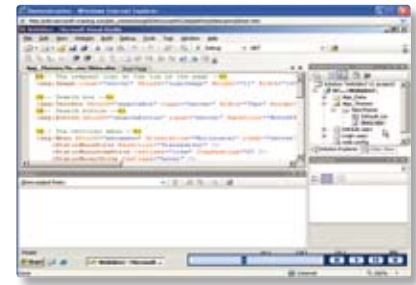
- Accessing databases
- Working with data
- Retrieving data by using datasets
- Updating data
- Working with XML data
- Synchronizing data
- Getting Started with LINQ
- Implementing Data Access Using LINQ to SQL
- Implementing the entity framework
- Implementing applications by using data services

Ref: 886314

Course length: 20 hours

ASP.NET 3.5 70-562

**Collection 6463: Visual Studio
2008 ASP.NET 3.5 Training**



This in-depth collection of courses is fully interactive with extensive scenario-driven technical labs. It includes ten 2-hour courses which are recommended by Microsoft as training for the MCTS exam 70-643. The courses covers the following areas:

- Creating ASP.NET 3.5 applications
- Managing data and services
- Working with data binding
- Implementing security
- Working with ASP.NET AJAX
- Managing state and caching
- Creating controls for Web applications
- Implementing personalisation, common layout and themes
- Configuring and deploying ASP.NET 3.5 applications
- Implementing separation of concern using MVC

Ref: 888324

Course length: 20 hours

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Title	Ref	Length (Hours)	RRP £ ex VAT
Course 3398 : Developing Document-Level Solutions by Using VSTO 2005 SE	868759	2	22.12
Course 3399: Developing Application-Level Add-Ins by Using VSTO 2005 SE	868763	2	22.12
Course 3400: Working with XML Data in Microsoft Office Applications	868778	2	22.12
Course 3401: Deploying VSTO 2005 SE Solutions	868782	2	22.12

SHAREPOINT SERVER 2007

Clinic 5046: Inside Look at Building and Developing Solutions with Microsoft Office SharePoint Server 2007	840965	2	FREE
Collection 6071: Developing Solutions with Microsoft Office SharePoint Server 2007 and Visual Studio 2005	868566	12	102.12
Course 6072: Managing Enterprise Content by using Microsoft Office SharePoint Server 2007	868570	2	22.12
Course 6073: Creating Business Intelligence Solutions by using Office SharePoint Server 2007	868585	2	22.12
Course 6074: Integrating Business Data by using Microsoft Office SharePoint Server 2007	868590	2	22.12
Course 6075: Accessing Application Platform Services by Using Office SharePoint Server 2007	868602	2	22.12
Course 6076: Searching Data by Using Microsoft Office SharePoint Server 2007	868617	2	22.12
Course 6077: Personalizing a Portal by Using Microsoft Office SharePoint Server 2007	868621	2	22.12

SHAREPOINT SERVER 2010

Clinic 10277: What's New in Microsoft SharePoint 2010 for Developers	157956	2	FREE
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SHAREPOINT SERVICES 3.0

Clinic 5045: Inside Look at Developing with Microsoft Windows SharePoint Services 3.0	841099	2	FREE
Collection 5385: Developing Solutions with Microsoft Windows SharePoint Services 3.0 and Visual Studio 2005	841116	12	102.12
Collection 5392: Developing and Extending Microsoft Windows SharePoint Services 3.0 with Visual Studio 2005	841120	12	102.12
Course 5386: Working with Server and Site Objects in Microsoft Windows SharePoint Services 3.0	841239	2	22.12
Course 5387: Programmatically Securing Microsoft Windows SharePoint Services 3.0	841243	2	22.12
Course 5388: Programming Lists and List Events in Microsoft Windows SharePoint Services 3.0	841258	2	22.12
Course 5389: Managing Documents and Libraries in Microsoft Windows SharePoint Services 3.0	841262	2	22.12
Course 5390: Working with List Metadata and Content Types in Microsoft Windows SharePoint Services 3.0	841277	2	22.12
Course 5391: Customizing Navigation and Layout in Microsoft Windows SharePoint Services 3.0	841281	2	22.12
Course 5393: Creating Custom Web Parts in Microsoft Windows SharePoint Services 3.0	841296	2	22.12
Course 5394: Working with Features and Site Definitions in Microsoft Windows SharePoint Services 3.0	841309	2	22.12
Course 5395: Using Events and Event Receivers in Microsoft Windows SharePoint Services 3.0	841313	2	22.12
Course 5396: Implementing Business Processes with Microsoft Windows SharePoint Services 3.0 Workflows	841328	2	22.12
Course 5397: Working with Site Services in Microsoft Windows SharePoint Services 3.0	841332	2	22.12
Course 5398: Deploying Microsoft Windows SharePoint Services 3.0 Solutions	841347	2	22.12

SQL SERVER 2005

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VISUAL STUDIO .NET/2005

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VISUAL STUDIO 2008

See .NET Framework 3.5, ADO.NET 3.5, ASP.NET 3.5, Windows Communication Foundation, Windows Presentation Foundation and Windows Workflow Foundation.

WINDOWS COMMUNICATION FOUNDATION

Collection 6461: Visual Studio 2008: Windows Communication Foundation	888983	20	170.20
Course 6654: Introduction to Windows Communication Foundation	889149	2	22.12
Course 6655: Configuring and Hosting Windows Communication Foundation Services	889153	2	22.12

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Title	Ref	Length (Hours)	RRP £ ex VAT
Course 6656: Managing Endpoints and Behaviors by Using Windows Communication Foundation	889168	2	22.12
Course 6657: Debugging and Diagnostics in Windows Communication Foundation Services	889172	2	22.12
Course 6658: Designing and Defining Contracts for Windows Communication Foundation Services	889187	2	22.12
Course 6659: Handling Errors by Using Windows Communication Foundation	889191	2	22.12
Course 6660: Managing Windows Communication Foundation Service Instances and Concurrency	889204	2	22.12
Course 6661: Improving the Performance of Windows Communication Foundation Services	889219	2	22.12
Course 6662: Implementing Security for Windows Communication Foundation Services	889223	2	22.12
Course 6663: Implementing Transactions in Windows Communication Foundation	889238	2	22.12

WINDOWS PRESENTATION FOUNDATION

Clinic 6375: Introduction to XAML	166743	2	FREE
Collection 6460: Visual Studio 2008: Windows Presentation Foundation	888979	20	170.20
Collection 6890: Microsoft Visual Studio 2008: Transitioning from Windows Forms to WPF with Microsoft .NET Framework 3.5	153033	20	170.20
Course 10001: WPF and Windows Forms Interop for Windows Forms Developers	153048	2	22.12
Course 10002: Introduction to WPF Controls for Windows Forms Developers	153052	2	22.12
Course 10003: Introduction to WPF Layout for Windows Forms Developers	153067	2	22.12
Course 10004: WPF Data Binding for Windows Forms Developers	153072	2	22.12
Course 10005: Introduction to WPF ControlTemplates for Windows Forms Developers	153086	2	22.12
Course 10006: WPF Styles for Windows Forms Developers	153091	2	22.12
Course 10007: Introduction to WPF Animation for Windows Forms Developers	153103	2	22.12
Course 10008: 2-D Graphics for Windows Forms Developers	153118	2	22.12
Course 10009: Introduction to WPF FlowDocuments for Windows Forms Developers	153122	2	22.12
Course 10010: WPF Productivity Enhancements for Windows Forms Developers	153137	2	22.12
Course 6644: Creating an Application by Using Windows Presentation Foundation	889045	2	22.12
Course 6645: Building User Interfaces by Using Windows Presentation Foundation	889051	2	22.12
Course 6646: Customizing Appearance by Using Windows Presentation Foundation	889064	2	22.12
Course 6647: Binding Data to Controls by Using Windows Presentation Foundation	889079	2	22.12
Course 6648: Binding Data to Collections by Using Windows Presentation Foundation	889083	2	22.12
Course 6649: Building Advanced User Interfaces by Using Windows Presentation Foundation	889098	2	22.12
Course 6650: Managing Documents by Using Windows Presentation Foundation	889100	2	22.12
Course 6651: Adding 2-D Graphics by Using Windows Presentation Foundation	889115	2	22.12
Course 6652: Adding 3-D Graphics and Multimedia by Using Windows Presentation Foundation	889120	2	22.12
Course 6653: Configuring and Deploying Windows Presentation Foundation Applications	889134	2	22.12

WINDOWS WORKFLOW FOUNDATION

Collection 6462: Visual Studio 2008: Windows Workflow Foundation	886437	12	102.12
Course 6664: Creating and Hosting Workflows by Using Windows Workflow Foundation	886441	2	22.12
Course 6665: Applying Conditions and Rules to Workflows by Using Windows Workflow Foundation	886456	2	22.12
Course 6666: Communicating with Workflows by Using Windows Workflow Foundation	888288	2	22.12
Course 6667: Creating and Configuring Custom Activities by Using Windows Workflow Foundation	888292	2	22.12
Course 6668: Creating and Managing Runtime Services by Using Windows Workflow Foundation	888305	2	22.12
Course 6669: Managing Faults, Cancellations, Transactions, and Compensations	888310	2	22.12

Title	Ref	Length (Hours)	RRP £ ex VAT
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Dynamics Course Listing



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DYNAMICS AX 2009

Collection 80010: Bill of Materials in Microsoft Dynamics AX 2009	131392	6	136.16
Collection 80011: Development I in Microsoft Dynamics AX 2009	131316	4	136.16
Collection 80012: Development II in Microsoft Dynamics AX 2009	131405	3	136.16
Collection 80015: Enterprise Portal Development in Microsoft Dynamics AX 2009	131513	4	136.16
Collection 80016: Financials I in Microsoft Dynamics AX 2009	131335	10	136.16
Collection 80017: Financials II in Microsoft Dynamics AX 2009	131443	6	136.16
Collection 80018: Fixed Assets in Microsoft Dynamics AX 2009	131458	6	136.16
Collection 80019: Installation and Configuration in Microsoft Dynamics AX 2009	131373	6	136.16
Collection 80020: Introduction to Microsoft Dynamics AX 2009	131369	8	136.16
Collection 80021: Master Planning in Microsoft Dynamics AX 2009	131340	3	136.16
Collection 80022: Production Series I in Microsoft Dynamics AX 2009	131439	7	136.16
Collection 80023: Production Series II in Microsoft Dynamics AX 2009	131477	6	136.16
Collection 80024: Trade and Logistics I in Microsoft Dynamics AX 2009	131321	9	136.16
Collection 80025: Trade and Logistics II in Microsoft Dynamics AX 2009	131410	8	136.16
Collection 80038: What's New - Application in Microsoft Dynamics AX 2009	131354	16	136.16
Collection 80039: What's New - Technical in Microsoft Dynamics AX 2009	131388	5	136.16
Collection 80044: Project Accounting I in Microsoft Dynamics AX 2009	131424	4	136.16
Collection 80045: Project Accounting II in Microsoft Dynamics AX 2009	131462	4	136.16
Collection 80098: Payroll in Microsoft Dynamics AX 2009	131482	12	136.16
Collection 80144: Environmental Sustainability Dashboard in Microsoft Dynamics AX 2009	131302	2	76.59
Collection 80147: Product Builder I in Microsoft Dynamics AX 2009	131509	5	136.16
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Collection 8911: Installation and Deployment in Microsoft Dynamics CRM 4.0	131693	12	136.16
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Collection 80227: Payables Management Microsoft Dynamics GP 2010	182233	6	170.20
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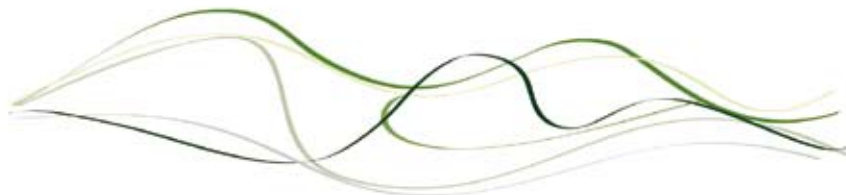
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SharePoint Services 3.0	Collection 5385: Developing Solutions with Microsoft Windows SharePoint Services 3.0	MCTS 70-541
SharePoint Server 2007	Collection 6071: Developing Solutions with Microsoft Office SharePoint Server 2007 and Visual Studio 2005	MCTS 70-542
SharePoint Server 2007	Collection 5404: Implementing Microsoft Office SharePoint Server 2007	MCTS 70-630
SharePoint Services 3.0	Collection 5403: Implementing Microsoft Windows SharePoint Services 3.0	MCTS 70-631
Windows Server 2008	Collection CBL38: MCTS 70-640: Configuring Windows Server 2008 Active Directory Training	MCTS 70-640
Windows Server 2008	Collection CBL39: MCTS 70-642: Configuring Windows Server 2008 Network Infrastructure Training	MCTS 70-642
Windows Server 2008	Collection CBL40: MCTS 70-643: Configuring Windows Server 2008 Applications Infrastructure Training	MCTS 70-643
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Windows Server 2008	Collection CBL42: MCITP 70-647: Pro: Windows Server 2008, Enterprise Administrator Training	MCITP 70-647
Windows Server 2008	Collection CBL48: MCTS: 70-648: Updating your MCSA on Windows Server 2003 to Windows Server 2008 Training	MCTS 70-648
Windows Server 2008	Collection CBL30: MCTS 70-649: Updating your MCSE on Windows Server 2003 to Windows Server 2008 Training	MCTS 70-649
Windows 7	Collection 6292: Installing and Configuring Windows 7 Client	MCTS 70-680
Windows 7	Collection 6294: Planning and Managing Windows 7 Desktop Deployments and Environments	MCITP 70-686

Developer		
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Visual Studio 2008	Collection 6461: Visual Studio 2008 Windows Communication Foundation	MCTS 70-503
Visual Studio 2008	Collection 6462: Visual Studio 2008 Windows Workflow Foundation	MCTS 70-504
.NET Framework 2.0	Collection 5160: Core Development with the Microsoft .NET Framework 2.0 Foundation	MCTS 70-536
.NET Framework 2.0	Collection 5161: Advanced Development with the Microsoft .NET Framework 2.0 Foundation	MCTS 70-536
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