



Office 2013 Series

Designed for 6-9 Hours of Instruction

- Access 2013 Basics (3451Win8)
- Access 2013 Intermediate (3467Win8)
- Excel 2013 Basics (3444Win8)
- Excel 2013 Intermediate (3453Win8)
- Excel 2013 Advanced (3455Win8)
- PowerPoint 2013 Basics (3464Win8)
- PowerPoint 2013 Intermediate (3465Win8)
- Word 2013 Basics (3459Win8)
- Word 2013 Intermediate (3460Win8)
- Word 2013 Advanced (3461Win8)

Designed for 12-18 Hours of Instruction

- Learning to Use Computers with Windows 8.1 & Office 2013 (3462Win8)
- Intro to Office 2013 with Windows 8.1 (3458Win8)

Office 2010 Series

Designed for 6-9 Hours of Instruction

- Access 2010 Basics (3421Win7R2)
- Access 2010 Intermediate (3422Win7)
- Word 2010 Basics (3412Win7R)
- Word 2010 Intermediate (3420Win7R)
- Word 2010 Advanced (3426Win7R)
- Excel 2010 Basics (3414Win7R)
- Excel 2010 Intermediate (3415Win7R2)
- Excel 2010 Advanced (3417Win7R3)
- Learning to Use Outlook 2010 (3430Win7NC)
- PowerPoint 2010 Basics (3416Win7)
- PowerPoint 2010 Intermediate (3419Win7)

Designed for 12-18 Hours of Instruction

- Learning to Use Computers with Office 2010 (3410Win7R)
- Introduction to Office 2010 (3411Win7R)

Mini-Series Office 2013

Designed for 3-6 Hours of Instruction

- Mini-Access 2013 Basics (3445Win8)
- Mini-Access 2013 Tables (3446Win8)
- Mini-Access 2013 Queries (3447Win8)
- Mini-Access 2013 Forms & Reports (3450Win8)
- Mini-Excel 2013 Basics (3452Win8)
- Mini-Excel 2013 PivotTables & Charts (3454Win8R)

Mini-Series Office 2010

Designed for 3-6 Hours of Instruction

- Mini-Word 2010 Basics (3413Win7)
- Mini-Word 2010 Formatting Essentials (3427Win7)
- Mini-Word 2010 Advanced Features (3426Win7)
- Mini-Excel 2010 Basics (3418Win7)
- Mini-Excel 2010 Formatting and Lists (3423Win7)
- Mini-Excel 2010 Charts & PivotTables (3424Win7)
- Mini-Excel 2010 Simple Formulas (3425Win7)
- Mini-Access 2010 Basics (3431Win7)
- Mini-Access 2010 Tables (3432Win7)
- Mini-Access 2010 Forms and Reports (3434Win7)
- Mini-Access 2010 Queries (3433Win7)

Windows 8.1 Series

Designed for 6-18 Hours of Instruction

- Learning to Use Computers with Windows 8.1 & Office 2010 (3440Win8)
- Introduction to Office 2010 with Windows 8.1 (3443Win8)
- Windows 8.1 Basics (3442Win8)

See these titles in the Office 2013 section above:
Learning to Use Computers with Windows 8.1 & Office 2013 and
Intro to Office 2013 with Windows 8.1

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