

Nome do Curso	Descrição
Clinic 10279: What's New in Microsoft SharePoint 2010 for IT Professionals	This two-hour clinic describes the various benefits that Microsoft SharePoint 2010 offers IT Pros. It describes improvements to the user interface, including the ribbon and enhanced Central Administration console. It also describes features that help you monitor your SharePoint site, such as large list resource throttling, Unattached Content Database Recovery, and the SharePoint Health Analyzer. This clinic covers the following topics: Introduction to SharePoint 2010; Managing Data in SharePoint 2010; Monitoring Data in SharePoint 2010. IT Pros completing this clinic should have a strong understanding of Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007 administration and terminology.
Clinic 10332: Introduction to Microsoft SQL Azure	This two-hour clinic explores the capabilities of Introduction to Microsoft SQL Azure. This clinic covers the following topics: Understanding the SQL Azure Platform; Designing Applications for SQL Azure; Migrating Applications to SQL Azure; Achieving Scale with SQL Azure. Users completing this collection should have a basic understanding of SQL Server and relational database systems.
Clinic 2263: Exam Preparation for the MCDST Certification	The most efficient Windows XP training solution for help desk professionals currently supporting a Windows XP or Windows 2000 environment. This exam preparation clinic provides an overview of the knowledge and skills necessary to achieve the Microsoft Certified Desktop Support Technician credential. This course prepares individuals for MCP exam 70-271 and 70-272
Clinic 2955: First Look: Microsoft® BizTalk® Server 2006 for IT Professionals	This online clinic provides IT professionals with an introduction to BizTalk Server 2006 and how to deploy and manage applications in a BizTalk environment. This clinic will highlight features and functionality through demonstrations of common BizTalk administration tasks.
Clinic 5045: Inside Look at Developing with Microsoft® Windows® SharePoint® Services 3.0	This 2-hour premium clinic teaches developers about how to develop solutions using Windows SharePoint Services 3.0. It covers WSS platform features, how to build and extend SharePoint Sites, and deployment options
Clinic 5046: Inside Look at Building and Developing Solutions with Microsoft® Office SharePoint® Server 2007	This 2-hour premium clinic teaches developers about how to develop solutions using Microsoft Office SharePoint Server 2007. It covers platform features and how to build, extend and assemble SharePoint Server solutions. It also talks about the enterprise services that developers can harness within their MOSS solutions
Clinic 5939: Introducing Server Management in Windows Server®2008	In this online clinic, you learn the new tools and improved features for server management and administration of Windows Server 2008. This includes PowerShell task automation, remote administration, performance, and diagnostic tools. This online clinic is composed of a rich multimedia experience. It is intended for IT Professionals who are interested in the new features and functionality in Windows Server 2008. To get the most out of this clinic it is recommended that you have experience implementing Windows Server 2000 or Windows Server 2003. This is one of five clinics in collection 5934.
Clinic 6078: Deploying Microsoft® Forefront™ Client Security	This online clinic will provide the knowledge necessary to understand the key features of Microsoft Forefront Client Security, as well as the considerations for deploying Forefront Client Security in a network environment. In addition to providing an overview of the Forefront Security products, the clinic will cover different deployment scenarios, such as installing Forefront Client Security in both single and multiple server environments, and transitioning from existing client security products. The clinic will also cover the process of deploying Forefront Client Security policies.
Clinic 6079: Managing and Troubleshooting Operations in Microsoft® Forefront™ Client Security	This online clinic will provide the knowledge necessary to manage operations in Microsoft Forefront Client Security in a networked environment. The clinic focuses on using the reporting features in Forefront Client Security to better manage the security environment, using alerts and setting alert parameters to detect security risks, and performing scanning operations using Forefront Client Security. The clinic also covers troubleshooting issues that may occur in a Forefront Client Security deployment.
Clinic 6080: Deploying Microsoft® Forefront™ Server Security Products	This online clinic will provide the knowledge necessary to understand the key features of Microsoft Forefront Server Security for Exchange and Microsoft Forefront Server Security for SharePoint. In addition to an overview of the Forefront Server Security products, this clinic will also cover how to install Forefront Server Security in an enterprise network environment. This clinic will also cover the knowledge you will need to manage a Forefront Server Security deployment, such as configuration, reporting and maintaining Forefront Server Security product deployments.
Clinic 6900: Introduction to Exchange Server 2010	This one-hour clinic describes Exchange Server 2010 features, deployment scenarios, and development platform options. This clinic covers the following topics: Exchange Server 2010 features; Storage, compliance, and development platform enhancements; How RBAC works; Management tools such as EMC, Windows PowerShell, and ECP. Users completing this collection should have three or more years of experience working with previous versions of Exchange Server, including the implementation of Exchange Server 2007. They should be familiar with the concepts of Active Directory, Exchange messaging, and SharePoint, and fundamentals of Microsoft Office 2003, Microsoft Office 2007, Windows Server 2003, and Windows Server 2008. It is beneficial if they have experience with a Windows or command-line scripting language.
Clinic 6901: Exchange Server 2010 in an Enterprise	This one-hour clinic describes Exchange Server 2010 features that are useful in an enterprise. This clinic covers the following topics: Features of a Mailbox Server; How Unified Messaging works in 2010; Mailbox Availability in Exchange Server 2010; Data Protection in Exchange Server 2010. Users completing this collection should have three or more years of experience working with previous versions of Exchange Server, including the implementation of Exchange Server 2007. They should be familiar with the concepts of Active Directory, Exchange messaging, and SharePoint, and fundamentals of Microsoft Office 2003, Microsoft Office 2007, Windows Server 2003, and Windows Server 2008. It is beneficial if they have experience with a Windows or command-line scripting language.

Nome do Curso	Descrição
Colección 10424: Novedades de las aplicaciones de Microsoft 2010	Esta colección de diez horas de duración proporciona las habilidades y conocimientos necesarios para familiarizarse con las características nuevas y mejoradas de Microsoft Office 2010. Los temas que se tratan en esta colección son, entre otros: Novedades de Microsoft Outlook 2010; Novedades de Microsoft Word 2010; Novedades de Microsoft PowerPoint 2010; Novedades de Microsoft Excel 2010; Novedades de Microsoft Office 2010; Novedades de Microsoft Access 2010; Novedades de Microsoft OneNote 2010; Novedades de Microsoft Project 2010; Novedades de Microsoft Publisher 2010; Novedades de Microsoft Visio 2010. Requisitos previos del alumno: Para sacar el máximo provecho del curso, al alumno debe estar familiarizado con los programas de Microsoft Office 2003 o Microsoft Office 2007.
Coleção 5316: O que há de novo no 2007 Microsoft Office System	Esta coleção de cursos online aborda os novos recursos e a funcionalidade da versão 2007 do Microsoft Office. Selecione esta coleção para se familiarizar rapidamente com a versão mais recente do Microsoft Office
Collection 10186: Configuring and Managing Microsoft Exchange Server 2010	This 20-hour collection describes the deployment, configuration, and management of Microsoft Exchange Server 2010. The courses in the collection cover the following topics: Deploying Exchange Server 2010; Managing Mailbox Servers and Recipients; Managing Client Access; Managing Message Transport and Security; Implementing High Availability and Disaster Recovery; Configuring Messaging Policy and Compliance. This course prepares you for the following certification exam: 70-662: TS: Microsoft Exchange Server 2010, Configuring. Student Prerequisites: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist Skills.
Collection 10197: Upgrading Core Skills to Microsoft Exchange Server 2010	This collection of six 2-hour courses describes the deployment, configuration, and management of Microsoft Exchange Server 2010. The courses in the collection cover the following topics: Deploying Exchange Server 2010; Managing Mailbox Servers and Recipients; Managing Client Access; Managing Message Transport and Security; Implementing High Availability and Disaster Recovery; Configuring Messaging Policy and Compliance. This collection helps you prepare for the following exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. Student Prerequisites: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist Skills
Collection 10204: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010	This 20-hour collection provides you with the knowledge and skills to design and deploy messaging solutions with Microsoft Exchange Server 2010. The courses within the collection cover the following topics: Deploying Exchange Server 2010; Securing and managing Exchange Server 2010; Upgrading to Exchange Server 2010. This collection helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this collection are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Collection 10268: MCTS (Exam 70-642): Configuring Windows Server 2008 Network Infrastructure	The courses in this 20-hour premium collection map to exam objectives of MCTS exam 70-642.. Please use the following Learning Plan to guide your exam preparation using this collection: Learning Plan for Configuring Windows Server 2008 Network Infrastructure (Exam 70-642) by Using Microsoft E-Learning. To help you maximize knowledge and skills gain, the courses provide virtual labs that give you hands-on practice with real-world scenarios. The courses also provide assessments that help you gauge your progress and assess your knowledge before and after training.
Collection 10271: MCITP (Exam 70-647): Configuring Windows Server 2008 Network Infrastructure	The courses included in this 26-hour premium collection map to exam objectives of MCTS exam 70-647. Please use the following Learning Plan to guide your exam preparation using this collection: Learning Plan for Administering a Windows Server 2008 Enterprise (Exam 70-647) by Using Microsoft E-Learning. To help you maximize knowledge and skills gain, the courses provide virtual labs that give you hands-on practice with real-world scenarios. The courses also provide assessments that help you gauge your progress and assess your knowledge before and after training.
Collection 10272: MCTS (Exam 70-640): Configuring Windows Server 2008 Active Directory	The courses included in this 28-hour premium collection map to exam objectives of MCTS exam 70-640. Please use the following Learning Plan to guide your exam preparation using this collection: Learning Plan for Configuring Windows Server 2008 Active Directory (Exam 70-640) by Using Microsoft E-Learning. To help you maximize knowledge and skills gain, the courses provide virtual labs that give you hands-on practice with real-world scenarios. The courses also provide assessments that help you gauge your progress and assess your knowledge before and after training.
Collection 10273: MCTS (Exam 70-649): Upgrading Your MCSE on Windows Server 2003 to Windows Server 2008	The courses included in this 44-hour premium collection map to exam objectives of MCTS exam 70-649. Please use the following Learning Plan to guide your exam preparation using this collection: Learning Plan for Upgrading your MCSE on Windows Server 2003 to Windows Server 2008 (Exam 70-649) by Using Microsoft E-Learning. To help you maximize knowledge and skills gain, the courses provide virtual labs that give you hands-on practice with real-world scenarios. The courses also provide assessments that help you gauge your progress and assess your knowledge before and after training.
Collection 10274: MCITP (Exam 70-646): Windows Server 2008, Server Administrator	The courses included in this 20-hour premium collection map to exam objectives of MCTS exam 70-646. Please use the following Learning Plan to guide your exam preparation using this collection: Learning Plan for Administering Windows Server 2008 Servers (Exam 70-646) by Using Microsoft E-Learning. To help you maximize knowledge and skills gain, the courses provide virtual labs that give you hands-on practice with real-world scenarios. The courses also provide assessments that help you gauge your progress and assess your knowledge before and after training.

Nome do Curso	Descrição
Collection 10278: Microsoft SharePoint 2010, Configuring	This 16-hour collection provides you with the knowledge and skills to configure and manage Microsoft SharePoint 2010. The courses within the collection cover the following topics: Installing and Configuring a SharePoint Environment; Managing a SharePoint Environment; Deploying and Managing Applications; Maintaining a SharePoint Environment. This collection helps you prepare for the Exam 70-667 TS: Microsoft SharePoint 2010, Configuring. The prerequisites for this course are as follows: An experience of at least 12 months in deployment and management of SharePoint solutions. An experience of at least 12 months in working with Windows Server 2008 Server, Internet Information Services (IIS) and networking infrastructure services, such as DNS and Active Directory. An experience of working with Windows PowerShell.
Collection 10342: MCTS (Exam 70-294): Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	The courses included in this 24-hour premium collection map to exam objectives of MCTS exam 70-431. Please use the following Learning Plan to guide your exam preparation using this collection: Learning Plan for Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure (Exam 70-294) by Using Microsoft E-Learning. To help you maximize knowledge and skills gain, the courses provide virtual labs that give you hands-on practice with real-world scenarios. The courses also provide assessments that help you gauge your progress and assess your knowledge before and after training.
Collection 10346: MCTS (Exam 70-293): Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	The courses included in this 22-hour premium collection map to exam objectives of MCTS exam 70-293. Please use the following Learning Plan to guide your exam preparation using this collection: Learning Plan for Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (Exam 70-293) by Using Microsoft E-Learning. To help you maximize knowledge and skills gain, the courses provide virtual labs that give you hands-on practice with real-world scenarios. The courses also provide assessments that help you gauge your progress and assess your knowledge before and after training.
Collection 10348: Skills Training in Microsoft Project 2010	This four-hour online collection provides you with the skills and knowledge required to set up projects, build project schedules, track and manage projects, and customize and share projects in Project 2010. Topics covered in this collection include: Creating a Project Plan; Adding Resources; Scheduling Tasks; Resolving Common Scheduling Issues; Tracking Project Progress; Creating Reports; Customizing Project Information; Sharing Project Information. Student prerequisites: Learners taking this course must be familiar with basic project-management tasks. They must have experience working with earlier versions of Microsoft Project or other project-management applications. Learners familiar with Project 2003 and Project 2007 must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Collection 10349: Skills Training in Microsoft Access 2010	This four-hour online collection provides you with the skills and knowledge required to create, customize, use, and share Access 2010 databases. Topics covered in this collection include: Database Basics; Creating a Database; Defining a Primary Key; Creating Datasheet Relationships; Creating a Complex Query; Using Lookup Fields; Creating and Editing a Query in SQL View; Creating a Report; Creating Pivot Objects; Creating and Editing a Macro; Handling Errors in a Macro; Creating and Editing a Module; Packaging a Database; Sharing a Database. Student prerequisites: Learners taking this course should already be familiar with Microsoft Office Access 2003, Microsoft Office Access 2007, or some other database application. Learners who are familiar with Access 2003 and unfamiliar with the ribbon must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface.
Collection 10350: Skills Training in Microsoft Outlook 2010	This four-hour collection provides you with the skills and knowledge required to create, customize, and manage e-mail messaging and scheduling tasks in Outlook 2010. Topics covered in this collection include: Introducing Outlook 2010; Create and Respond to Messages; Create and Manage Appointments, Meeting Requests, Tasks, Notes, and Journal; Message Settings and Properties; E-mail Signature; Configure E-mail Accounts; Create Outlook Data File; Quick Steps and Quick Parts. To make the most of this learning experience, you should belong to one or more of the following groups: Outlook 2003 users who are new to the Microsoft Office Ribbon interface but have completed the Fluent Interface course (4697); Outlook 2007 users who would like to explore Outlook 2010 and practice common tasks; Users who are migrating from other message applications.
Collection 10351: Skills Training in Microsoft PowerPoint 2010	This four-hour collection provides you with the skills and knowledge required to create, enhance, customize, and share PowerPoint 2010 presentations. Topics covered in this collection include: Managing the PowerPoint 2010 User Interface; Customizing the Ribbon and Quick Access Toolbar; Working with Text Boxes; Working with Tables; Inserting and Modifying Graphics and Illustrations; Adding and Editing Animations; Inserting and Editing Charts; Working with Videos; Creating, Editing, and Sharing Slide Shows; Recording and Broadcasting Slide Shows. Student prerequisites: Home and Office users taking this course should already be familiar with Microsoft Office PowerPoint 2003, Microsoft Office PowerPoint 2007, or some other presentation application. Learners familiar with PowerPoint 2003 should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface.
Collection 10359: What's New in Microsoft 2010 Applications	This twelve-hour collection provides you with the skills and knowledge required to familiarize yourself with the new and improved features in Microsoft Office 2010. Topics covered in this collection include: What's New in Microsoft Outlook 2010; What's New in Microsoft Word 2010; What's New in Microsoft PowerPoint 2010; What's New in Microsoft Excel 2010; What's New in Microsoft Office 2010; What's New in Microsoft Access 2010; What's New in Microsoft InfoPath 2010; What's New in Microsoft OneNote 2010; What's New in Microsoft Project 2010; What's New in Microsoft Publisher 2010; What's New in Microsoft SharePoint Designer 2010; What's New in Microsoft Visio 2010. Student prerequisites: To get the most benefit the learner must be familiar with Microsoft Office 2003 or Microsoft Office 2007 programs.

Nome do Curso	Descrição
Collection 10414: Nouveautés des applications Microsoft 2010	Cette collection de cinq heures vous permet d'acquérir les compétences et les connaissances nécessaires pour vous familiariser avec les fonctionnalités nouvelles et améliorées de Microsoft Office 2010. Cette collection aborde les thèmes suivants: Nouveautés de Microsoft Outlook 2010; Nouveautés de Microsoft Word 2010; Nouveautés de Microsoft PowerPoint 2010; Nouveautés de Microsoft Excel 2010; Nouveautés de Microsoft Office 2010. Connaissances préalables requises: Pour tirer le meilleur parti de ce cours, le stagiaire doit connaître les programmes Microsoft Office 2003 ou 2007.
Collection 2278: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	In this online collection composed of eleven courses, you will be able to plan the Microsoft® Windows Server™ 2003 network infrastructure; optimize a TCP/IP physical and logical network; troubleshoot routing and switching; and plan, optimize, and troubleshoot DHCP. You will be able to plan a Domain Name System (DNS) implementation, optimize and troubleshoot your DNS server, and plan and optimize Microsoft® Windows® Internet Name Service (WINS). You will also be able to troubleshoot IPsec and network access, and you will be able to examine the correct methods of planning network access and Windows Server 2003 network infrastructure. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs.
Collection 2279: Planning, Implementing, and Maintaining a Microsoft® Windows Server® 2003 Active Directory® Infrastructure	In this online collection composed of ten courses, you are provided with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft® Windows Server™ 2003 Active Directory® directory service infrastructure. The collection focuses on a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs
Collection 2541: Core Data Access Development with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains a series of workshops on core data access with Microsoft® Visual Studio® 2005 that provides you with hands-on experience accessing and editing data using ADO.NET and XML. Features covered within these workshops: Data Retrieval and Storage. Disconnected data management. Transaction Management. Reading and Writing XML documents. These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this workshop: Experience (1 to 3 months) as a full-time developer using Visual Studio .NET 2005 Experience in developing applications in one or more of the following fields: Web Applications Windows Forms Application Server Component XML Web Services.
Collection 2542: Advanced Data Access Development with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains six advanced workshops that deal with Data and XML integration into your applications using Microsoft® Visual Studio® 2005. Each workshop provides you with hands-on experience on different aspects of advanced Data and XML integration. Covered within these workshops: Handling database operation conflicts Working with Large Binary Objects Enhancing database performance Creating managed code objects for SQL Server 2005 Querying XML by using Xpath Transforming XML by using XSLT These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this workshop: Experience (1 year or more) as a full-time developer using Visual Studio .NET 2005 Experience in developing applications in one or more of the following fields: Web Application Windows Forms Application Server Component XML Web Services
Collection 2543: Core Web Client Programming with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains a series of workshops on core Web client programming with Microsoft® Visual Studio® 2005 that provides you with hands-on experience Designing Web applications. Features covered within these workshops: Creating and programming a Web application Building Web pages using server controls and master pages State management Access Control Deployment Mobile development. These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this course: Experience (1 year) as a full-time developer using Visual Studio .NET 2002/2003/2005. Experience in developing applications in one or more of the following fields: Web Application Windows Forms Application Server Component XML Web Services
Collection 2544: Advanced Web Client Programming with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains five advanced workshops that deal with Web Application development using Microsoft® Visual Studio® 2005. Each workshop provides you with hands-on experience on different aspects of advanced Web application development. Covered within these workshops: Building Dynamic Web Applications Creating controls for Web applications Optimizing Web Application performance Implementing Personalization and Themes Building Web Parts and Web Part Pages These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this workshop: Experience (1 year or more) as a full-time developer using Visual Studio .NET 2005. Experience in developing Web applications.

Nome do Curso	Descrição
Collection 2546: Core Windows® Client Development with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains nine workshops on core Windows Forms application development with Microsoft® Visual Studio® 2005. Each workshop provides you with hands-on experience on different aspects of Windows Forms based application development. Features covered within these workshops: Building Forms Adding controls and setting their properties Localization and Globalization Printing Displaying Data Using the BackgroundWorker control Deployment using ClickOnce Dialogboxes and Forms inheritance These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this workshop: Experience (1 to 3 months) as a full-time developer using Visual Studio .NET 2005 Experience in developing applications in one or more of the following fields: Web Application Windows Forms Application Server Component XML Web Services
Collection 2547: Advanced Windows® Client Development with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains a series of six workshops on advanced Windows® client development with Microsoft® Visual Studio® 2005 that provides you with hands-on experience designing sophisticated Windows applications. Topics covered within these workshops: Building MDI Applications Using the GDI to customize Windows applications Creating Print Components Performing Drag and Drop Performing Asynchronous Windows tasks Enhancing the Windows UI These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this workshop: Experience (1 year or more) as a full-time developer using Visual Studio .NET 2005 / .NET 2003 / .NET 2002 designing Windows Forms applications.
Collection 2548: Core Distributed Application Development with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains a series of workshops on core distributed application development with Microsoft® Visual Studio® 2005 that provides you with hands-on experience designing distributed applications. Topics covered within these workshops: Building and Consuming Web Services Building Remoting Clients and Servers Message Queuing COM+ Serviced components These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this workshop: Experience (1 year or more) as a full-time developer using Visual Studio .NET 2005 / .NET 2003 / .NET 2002
Collection 2549: Advanced Distributed Application Development with Microsoft® Visual Studio® 2005	Each workshop in this collection contains: Extensive scenario driven technical labs Access to the Microsoft® Visual Studio® 2005 Workshop Forums This collection contains a series of seven workshops on advanced distributed application development with Microsoft® Visual Studio® 2005 that provides you with hands-on experience designing distributed applications. Topics covered within these workshops: Enhanced Message Queuing. Implementing security and policy with WSE 3.0. SOAP Headers, Extensions and Messaging. WSE 3.0 Routing and Large Data Transfer. These online learning workshops are comprised of a rich multimedia experience coupled with comprehensive technical labs. You should meet the following requirements before taking this workshop: Experience (1 year or more) as a full-time developer using Visual Studio .NET 2005 / .NET 2003 / .NET 2002 to design distributed application
Collection 2778: Querying and Modifying Data in Microsoft SQL Server 2008 with Transact-SQL	In this collection of nine 2-hour courses students will be able to query and modify data in Microsoft SQL Server 2008 using Transact-SQL. Topics covered in the courses within the collection include: Introduction to Transact-SQL in Microsoft SQL Server 2008; Querying and Filtering Data in Microsoft SQL Server 2008; Grouping and Summarizing Data in Microsoft SQL Server 2008; Joining Data from Multiple Tables in Microsoft SQL Server 2008; Working with Subqueries in Microsoft SQL Server 2008; Modifying Data in Tables in Microsoft SQL Server 2008; Querying XML and Full-Text Indexes in Microsoft SQL Server 2008; Using Programming Objects for Data Retrieval in Microsoft SQL Server 2008; Querying Metadata in Microsoft SQL Server 2008. This course also helps prepare you for exam: 70-432: Microsoft SQL Server 2008, Implementation and Maintenance and 70-433: Microsoft SQL Server 2008, Database Development.
Collection 2778: Writing Queries Using Microsoft® SQL Server™ 2005 Transact-SQL	This 18-hour, 9-course online collection is comprised of a rich multimedia experience coupled with comprehensive technical labs. This collection introduces you to Transact-SQL starting with basic SELECT queries, then advancing to grouping, joins, subqueries, data modification, transactions, and heterogeneous data sources. This collection is intended for IT Professionals who must access and manipulate data in SQL Server 2005 databases and other data sources. After completing this collection, you will be able to: Get started with databases and Transact-SQL. Perform basic queries. Group and summarize data. Join data from multiple tables. Work with subqueries. Modify data. Query metadata, XML, and full-text indexes. Use programming objects for data retrieval. Use advanced querying techniques. To get the most out of this collection, you should: Be familiar with a programming or scripting language. Understand relational databases and the concept of data normalization This collection also helps prepare you for certification exam 70-431
Collection 2781: Designing Microsoft® SQL Server™ 2005 Server-Side Solutions	These eight courses will teach database developers working in enterprise environments to design server-side database solutions that utilize SQL Server 2005 services. Students will also learn to consider the solution from a system-wide view instead of from a single database or server perspective. Topics covered within the collection: Database Services Strategy Security Strategy Data Model Strategy Transaction Strategy Notification Services Service Broker Source Control, Unit Testing and Deployment Advanced Query Techniques These courses will also prepare for exam 70-441 PRO: Designing Database Solutions by Using Microsoft SQL Server 2005 and 70-442 PRO: Designing and Optimizing Data Access by Using Microsoft SQL Server 2005.

Nome do Curso	Descrição
Collection 2782 : Designing Microsoft® SQL Server™ 2005 Databases	These six courses will teach database developers working in enterprise environments how to design database solutions that meet organizational needs. Topics covered within the collection include: Systematic database design Logical /Physical database design. Designing for performance. Database access strategy. Database dependencies. These courses will also prepare you for exam 70-441 PRO: Designing Database Solutions by Using Microsoft® SQL Server™ 2005.
Collection 2783: Designing the Data Tier for Microsoft® SQL Server™ 2005	These six courses will teach database developers working in enterprise environments how to design databases solutions that meet organizational data access needs. Topics covered within the collection include: Data Access Technologies. Exception handling strategy. Query and Cursor strategy Caching and Scalability. These courses will also prepare you for exam 70-442 PRO: Designing and Optimizing Data Access by Using Microsoft® SQL Server™ 2005
Collection 2784: Tuning and Optimizing Queries Using Microsoft® SQL Server™ 2005	These six workshops will teach database developers working in enterprise environments how to analyze and address performance bottlenecks that occur within their Microsoft® SQL Server™ 2005 database solutions. Topics covered within the collection include: Measuring database performance Optimization through physical design. Query optimization. Refactoring cursors in queries. Index optimization. Managing concurrency and locking. These courses will also prepare you for exam 70-442 PRO: Designing and Optimizing Data Access by Using Microsoft® SQL Server™ 2005.
Collection 2786: Designing a Microsoft® SQL Server™ 2005 Infrastructure	This online learning collection of seven 2-hour courses focus on the knowledge and skills to design a Microsoft® SQL Server™ 2005 database infrastructure. It is intended for database administrators working in enterprise environments who would like to design their database infrastructure. This collection will also help prepare you for certification exam 70-443.
Collection 2787: Designing Security for Microsoft® SQL Server™ 2005	This 12-hour, 6-course online collection is comprised of a rich multimedia experience coupled with comprehensive technical labs. This collection provides you with the knowledge and skills to design security for database systems. It emphasizes that you think about your whole environment —business needs; regulatory requirements; and network, systems, and database considerations — during design. This collection is intended for current professional database administrators who have three or more years of on-the-job experience administering SQL Server database solutions in an enterprise environment. After completing this collection, you will be able to: Design SQL Server security to integrate with systems infrastructure Design security policies for databases Integrate data encryption into a design Design a SQL Server security exceptions policy Design a response strategy for threats and attacks To get the most out of this collection, you should: Have basic knowledge of security protocols and how they work. Have basic knowledge of public key infrastructure (PKI) systems. Have working knowledge of network architectures and technologies. Have working knowledge of Active Directory directory service.
Collection 2788: Designing High-Availability Database Solutions Using Microsoft® SQL Server™ 2005	With this collection of eight 2-hour courses, you gain the knowledge and skills to design high availability database solutions using Microsoft SQL Server 2005. The collection focuses on teaching experienced database administrators working in enterprise environments to design database solutions that meet the availability needs of their organization. It emphasizes that you should think broadly about high availability, which includes thinking about the database itself and about your entire environment, including business needs; regulatory requirements; and network, systems, and database considerations during design. You also learn how to document and test the high availability database solution. In addition, it is recommended, but not required, that you have completed collection 2778, Writing Queries Using Microsoft SQL Server 2005 Transact-SQL. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs. This collection also helps prepare you for certification exam 70-444: PRO: Optimizing and Maintaining a Database Administration Solution by Using Microsoft SQL Server 2005
Collection 2788: Designing High-Availability Database Solutions Using Microsoft® SQL Server™ 2005 (1)	With this collection of eight 2-hour courses, you gain the knowledge and skills to design high availability database solutions using Microsoft SQL Server 2005. The collection focuses on teaching experienced database administrators working in enterprise environments to design database solutions that meet the availability needs of their organization. It emphasizes that you should think broadly about high availability, which includes thinking about the database itself and about your entire environment, including business needs; regulatory requirements; and network, systems, and database considerations during design. You also learn how to document and test the high availability database solution. In addition, it is recommended, but not required, that you have completed collection 2778, Writing Queries Using Microsoft SQL Server 2005 Transact-SQL. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs. This collection also helps prepare you for certification exam 70-444: PRO: Optimizing and Maintaining a Database Administration Solution by Using Microsoft SQL Server 2005
Collection 2789: Administering and Automating Microsoft® SQL Server™ 2005 Databases and Servers	These two courses are comprised of a rich multimedia experience coupled with comprehensive technical labs. These courses provide you with the knowledge and skills to administer and automate Microsoft® SQL Server™ 2005 databases and servers. These courses emphasize that you should think about the whole environment, including business needs; and network, systems, and database considerations during design. These courses are intended for current professional database administrators who have three or more years of on-the-job experience administering SQL Server database solutions in an enterprise environment. After completing these courses, you will be able to: Manage and automate databases and servers. Manage supporting services. To get the most out of these courses, you should: Understand how replication works and how replication is implemented. Have working knowledge of source control software. Have working knowledge of networking. Have basic working knowledge of security infrastructures. Have some experience with database design. Have basic monitoring and troubleshooting skills.

<b>Nome do Curso</b>	<b>Descrição</b>
Collection 2790: Troubleshooting and Optimizing Database Servers Using Microsoft® SQL Server™ 2005	This workshop is part of a collection of workshops that teaches IT Professionals working in enterprise environments to troubleshoot and optimize database servers. This includes monitoring, troubleshooting, and optimizing databases and database servers. This online learning workshop is comprised of a rich multimedia experience coupled with comprehensive technical labs
Collection 2826: Upgrading to Microsoft® Internet Security and Acceleration Server 2004	This online learning collection is for IT professionals who are proficient with Microsoft Internet Security and Acceleration (ISA) Server 2000 and provides the knowledge and skills necessary to upgrade existing installations to ISA Server 2004. The collection will discuss differences in how tasks are performed between the product versions and it will also highlight the new features offered by ISA Server 2004.
Collection 3201: Developing Microsoft® ASP.NET 2.0 Web Applications	This collection is intended for .NET Developers who have experience working with ASP.NET 1.0 and would like to start taking advantage of the new features in ASP.NET 2.0. You should meet the following requirements before taking this course: Experience developing .NET Web applications using ASP.NET 1.0/1.1 HTML XML ADO.NET (1.0/1.1) This course covers such new features as Master Pages, Configuration, Forms based security, the data source model, application services, state management, Web parts, and personalization
Collection 3386: Implementing Microsoft System Center Operations Manager 2007	In this online learning collection composed of five courses, you will learn how to deploy, secure, and use Operations Manager 2007 to identify, and resolve IT health issues that will result in improved efficiency in your environment. In the collection, you will configure and manage a MOM deployment that provides a distributed operations management solution. You will perform an installation according to specified configurations and prerequisites. You will also install and configure agents. Finally, you will plan and configure MOM for standard deployment scenarios. To get the most out of this learning product, you should have: 3+ years of experience managing and monitoring a Microsoft Windows-based network using any earlier version of MOM; A Microsoft Certified Systems Engineer (MCSE) on Windows Server 2003 credential or equivalent knowledge; Familiarity with Microsoft Operations Framework (MOF) or Information Technology Infrastructure Library (ITIL).
Collection 5051: Monitoring and Troubleshooting Microsoft Exchange Server 2007	In this collection, comprised of 5 online courses, you monitor and troubleshoot several aspects of Microsoft Exchange Server 2007. These include client performance and connectivity issues, messaging flow, mailbox servers, and external and additional services. You also identify the operational trends to determine an appropriate troubleshooting or upgrading solution for your organization. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who monitor and troubleshoot Microsoft Exchange Server 2007. This course helps prepare you for certification exam 70-236. This course also helps you prepare to become a Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP).
Collection 5058: Deploying 2007 Microsoft® Office System Client Products	These 6 2-hour courses are part of a collection of courses that teaches about deploying and installing 2007 Microsoft Office System client applications. These courses are for both Desktop Specialists who deploy and configure Office, as well as Technical Decision Makers who are responsible for purchasing and adoption decisions. Topics covered in the collection include: Windows® Imaging Format and ImageX Planning and Customizing Client Deployment Deploying in multilingual environments These courses help you prepare for exam 70-624. Student prerequisites: Experience deploying, managing, and supporting either Windows client systems or Office System technologies. Familiarity with standard client and application deployment methods, such as RIS, imaging, and SMS. Familiarity with networking fundamentals. Familiarity with Active Directory® directory service. Familiarity with the 2007 Office System and Windows Vista™.
Collection 5093: Installing and Configuring Microsoft Exchange Server 2007	In this collection, composed of seven online courses, you install Microsoft Exchange Server 2007, examine Active Directory integration, and configure mailbox servers, Outlook and mobile clients, recipient objects, and unified messaging. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who implement Microsoft Exchange Server 2007. To get the most out of this collection, it is recommended that you have completed clinic 5091 or have basic knowledge of Unified Messaging. This collection is one of three collections (5093, 5094, 5051) that constitute the core of the Microsoft Exchange Server 2007 technology series. This collection helps prepare you for certification exam 70-236. This collection also helps you prepare to become a Microsoft Certified Technology Specialist (MCTS)
Collection 5094: Managing Microsoft Exchange Server 2007	In this online learning collection composed of eight courses, you will learn to manage Microsoft Exchange Server 2007. You will learn about e-mail addresses, address lists, message transport, messaging policies, anti-spam, management shell, mailbox recovery, and edge transport servers. This course also helps prepare you for certification exam 70-236. This online learning collection is composed of rich multimedia content coupled with comprehensive technical labs. It is intended for IT Professionals who need to implement or support Microsoft Exchange Server 2007. To get the most out of this collection it is recommended that you have a general understanding of Exchange Server 2007. This collection is one of three collections designed together to form the core of the Microsoft Exchange Server 2007 technology series. The three collections are: 5093, 5094, and 5051.
Collection 5095: Designing the Microsoft Exchange Server 2007 Infrastructure	In this collection comprised of six online courses, you explore the factors involved in designing a Microsoft Exchange Server 2007 infrastructure. This includes server and message routing, security, and coexistence and upgrade scenarios. You also explore designing a disaster recovery strategy, Exchange server policies, and a highly-available Exchange server solution. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who design Microsoft Exchange Server 2007 infrastructures. This helps prepare you for certification exam 70-237.

Nome do Curso	Descrição
Collection 5097: Upgrading Core Skills to Microsoft® Exchange Server 2007	In this online learning collection composed of six courses, you build upon your knowledge of Exchange Server 2003 to implement Microsoft Exchange Server 2007. This also helps prepare you for certification exam 70-236. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who currently support Exchange Server 2007 and must implement or support Microsoft Exchange Server 2007. To get the most out of this collection, you should have a deep understanding of Exchange Server 2003 and a general understanding of Exchange Server 2007. This collection is a select subset of three collections designed together to comprise the core of the Microsoft Exchange Server 2007 technology series. The three collections are: 5093, 5094, and 5051. This collection also helps you prepare to become a Microsoft® Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP). To get the most out of this collection it is recommended that you have completed clinic 5091 or have basic knowledge of Unified Messaging
Collection 5098: Deploying the Microsoft Exchange Server 2007 Infrastructure	In this collection of five online courses, you examine the planning requirements for the deployment of a Microsoft Exchange Server 2007 infrastructure. This includes planning for a messaging solution, for maintaining operational procedures and guidelines for managing the messaging environment, and for implementing a messaging security and compliance solution. You also examine various scenarios for upgrading to Microsoft Exchange Server 2007 from an existing messaging solution and the considerations involved in planning a highly available implementation. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who deploy Microsoft Exchange Server 2007 infrastructures. This collection helps prepare you for certification exam 70-238.
Collection 5103: Upgrade Skills to Configure Windows Vista	In this online collection composed of eight courses, you build upon your knowledge of Windows XP to configure Windows Vista client settings, Windows Vista networking, and security. This collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista. This is a select subset of three collections designed to comprise the core of the Windows Vista technology series. The three collections are: 5347, 5354, and 5360. This collection helps prepare you for certification exams 70-620, 70-621, and 70-623. This collection also helps you prepare to become a Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP)
Collection 5104: Upgrade Skills to Support Windows Vista Consumers	In this online collection composed of six courses, you build upon your knowledge of Windows XP to upgrade your professional skills to support Windows Vista consumers. This includes troubleshooting of Windows Vista, applications and security issues. This also helps prepare you for certification exam 70-623. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista in a home environment. To get the most out of this collection, you should have Windows XP support experience and a technical understanding of Windows Vista provided in collection 5103. This collection is a select subset of collections 5366 and 5379 designed together to comprise the Windows Vista professional consumer track. This collection also helps you prepare to become a Microsoft Certified IT Professional (MCITP).
Collection 5106: Upgrading Enterprise Desktop Support Skills to Windows Vista	In this online collection composed of six courses, you upgrade your existing enterprise desktop support skills from Windows XP to Windows Vista. This includes supporting and troubleshooting Windows Vista applications, security issues, and desktop deployment. This also helps prepare you for certification exam 70-621. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista in an enterprise environment. To get the most out of this collection, you should have Windows XP support experience and a technical understanding of Windows Vista provided in collection 5103. This collection is a select subset of collections 5366 and 5372 designed together to comprise the Windows Vista professional enterprise track. This collection also helps you prepare to become a Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP).
Collection 5125: Introducing Microsoft Office Communications Server 2007	This collection of 2-hour courses explains the enterprise capabilities provided by Microsoft Office Communications Server 2007. These courses are for infrastructure specialists working within organizations that are looking to deploy Office Communications Server within their solutions. Topics covered within the collection include: Enterprise Instant Messaging On-Premise Conferencing and Telephony Student prerequisites Familiarity with the following: Active Directory concepts Exchange messaging concepts SharePoint concepts Microsoft Office 2003 or 2007 fundamentals Fundamental concepts of Windows Server 2003 Fundamental networking knowledge and experience
Collection 5148: Implementing a Microsoft® Exchange Server 2003 Messaging Environment	This is a collection of courses that teaches IT Professionals working in enterprise environments to implement Exchange Server 2003. This includes installing, securing, and configuring Exchange servers. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs
Collection 5149: Managing a Microsoft® Exchange Server 2003 Messaging Environment	This is a collection of courses that teaches IT Professionals working in enterprise environments to manage Exchange Server 2003. This includes managing recipients, public folders, address lists, Microsoft Outlook® Web Access, client configuration and connectivity, and mobile devices. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs
Collection 5160: Core Development with the Microsoft® .NET Framework 2.0 Foundation (formerly part of Collection 2956)	This course contains: Access to a virtual machine lab Access to the Microsoft® .NET Framework Version 2.0 Foundation Forums These 7 2-hour courses cover the core foundation of the Microsoft® .NET Framework 2.0. These courses are for experienced developers who want to incorporate the core functionality of the framework within their applications. This collection also helps you prepare for Exam 70-536 TS: Microsoft .NET Framework 2.0—Application Development Foundation. Topics covered: System Types Collections and Generics Configuration and Installation Monitoring and Debugging File IO Globalization Delegates and Events Requirements: Experience (1 to 3 months) as a full-time developer using Visual Studio .NET 2005 Experience developing one or more of the following: Web Applications Windows Forms Applications Server Components XML Web Services

Nome do Curso	Descrição
Collection 5161: Advanced Development with the Microsoft® .NET Framework 2.0 Foundation (formerly part of Collection 2956)	Each course in this collection contains: Access to a virtual machine lab Access to the Microsoft® .NET Framework Version 2.0 Foundation Forums These 8 2-hour courses cover the advanced foundation of the Microsoft® .NET Framework 2.0. These courses are for experienced developers who want to incorporate the advanced functionality of the framework within their applications. This collection also helps you prepare for Exam 70-536 TS: Microsoft .NET Framework 2.0—Application Development Foundation. Topics covered: Serialization GDI+ Code Access Security Cryptography Interoperability Service Applications and Email Type Metadata Multithreading and AppDomains Requirements: Experience (1 year) as a full-time developer using Visual Studio .NET 2005 Experience developing one or more of the following: Web Applications Windows Forms Applications Server Components XML Web Service
Collection 5257: Core Training for Windows Vista	This collection of online courses covers the core skills and knowledge you will need to get the most out of the Windows Vista operating system
Collection 5258: Core Training for Microsoft Office Word 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft Office Word 2007.
Collection 5259: Core Training for Microsoft® Excel® 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft® Office Excel 2007
Collection 5260: Core Training for Microsoft Office PowerPoint 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft Office PowerPoint 2007
Collection 5261: Core Training for Microsoft Outlook 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft® Office Outlook® 2007
Collection 5262: What's New in the 2007 Microsoft Office System	This collection of online courses covers the new features and functionality in the 2007 Microsoft Office release. Select this collection to get up to speed quickly with the latest release of Microsoft Office.
Collection 5263: Core Training for Microsoft Office Access 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft Office Access 2007.
Collection 5264: Core Training for Microsoft Office Project 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft® Office Project 2007.
Collection 5265: Core Training for Microsoft Office Visio 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft Office Visio 2007.
Collection 5266: Core Training for Windows SharePoint Services 3	This collection of online courses covers the core skills and knowledge you will need to get the most out of Windows SharePoint Services 3
Collection 5267: Core Training for Microsoft Office OneNote 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft Office OneNote 2007
Collection 5268: Core Training for Microsoft Office InfoPath 2007	This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft Office InfoPath 2007
Collection 5347: Installing and Configuring Windows Vista	In this online collection composed of six courses, you gain the knowledge and skills to install and configure Windows Vista. You also get in-depth information about the Windows Vista startup process and file systems. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista. This collection helps prepare you for certification exams 70-620, 70-621, and 70-623. This collection also helps you prepare to become a Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP). This is one of three collections designed as the core of the Windows Vista technology series. The three collections are: 5347, 5354, and 5360
Collection 5354: Configuring Windows Vista Networking and Security	In this online collection composed of five courses, you gain the knowledge and skills to configure Windows Vista Networking and Security with in-depth coverage of the Windows Vista TCP/IP stack, network services, and security implementation. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista. This is one of three collections that comprise the core of the Windows Vista technology series. The three collections are: 5347, 5354, and 5360. This collection helps prepare you for certification exams 70-620, 70-621, 70-622, and 70-623. This collection also helps you prepare to become a Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP).
Collection 5360: Configuring Windows Vista Applications and Devices	In this online collection composed of five courses, you gain the knowledge and skills to configure and troubleshoot Windows Vista applications and devices including Internet Explorer, Media Center, and Mobile devices. In addition, there is in-depth coverage of printing, scanning, and faxing. This also helps prepare you for certification exams 70-620, 70-621, 70-622, and 70-623. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista. This is one of three collections designed together to comprise the core of the Windows Vista technology series. The three collections are: 5347, 5354, and 5360. This collection also helps you prepare to become a Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP).
Collection 5366: Maintaining and Troubleshooting Computers Running Windows Vista	In this online learning collection composed of six courses, you gain the knowledge and skills to troubleshoot Windows Vista. This includes hardware, authentication, Office applications, and the use of Sysinternals tools. This also helps prepare you for certification exams 70-622, and 70-623. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista. To get the most out of this collection it is recommended that you have strong Windows Vista technical skills. This is the first of three collections (5366, 5372, 5379) designed together to comprise the Windows Vista Professional series. This collection also helps you prepare to become a Microsoft Certified IT Professional (MCITP).

Nome do Curso	Descrição
Collection 5372: Deploying Windows Vista Desktop Images and Applications	In this online learning collection composed of seven courses, you will create and deploy Windows Vista desktop images and applications using Windows Imaging Format, ImageX, Windows PE, and USMT. In addition, you troubleshoot applications and enterprise support issues. This also helps prepare you for certification exam 70-622. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows Vista in an enterprise environment. To get the most out of this collection it is recommended that you have strong Windows Vista technical skills. This is one of three collections (5366, 5372, 5379) designed together to comprise the Windows Vista Professional series. This collection also helps you prepare to become a Microsoft Certified IT Professional (MCITP)
Collection 5379: Supporting Windows Vista for the Consumer Support Technician	In this online collection composed of five courses, you gain the knowledge and skills to support Windows Vista in a home environment. This includes troubleshooting consumer related issues such as user data migration, applications, networking, security attacks, and viruses. This also helps prepare you for certification exam 70-623. This online collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who support Windows Vista in a home environment. To get the most out of this collection it is recommended that you have strong Windows Vista technical skills. This is one of three collections (5366, 5372, 5379) designed together to comprise the Windows Vista Professional series. This collection also helps you prepare to become a Microsoft Certified IT Professional (MCITP)
Collection 5385: Developing Solutions with Microsoft Windows SharePoint Services 3.0 and Visual Studio 2005	This online learning collection, which is composed of six courses, helps you gain the knowledge and skills to develop and customize a Windows SharePoint Services 3.0 solution. The topics within the collection include: Server and Site Objects Security Lists and List Events Documents and Libraries List Metadata and Content Types Navigation and Layout This course helps prepare you for certification exam, 70-541. This online learning collection provides a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who need to implement or support Windows SharePoint Services 3.0. This collection also helps you prepare to become a Microsoft® Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP). Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Collection 5392: Developing and Extending Microsoft Windows SharePoint Services 3.0 with Visual Studio 2005	In this online learning collection composed of six courses, you build on your existing knowledge of WSS and learn how to further extend Windows SharePoint Services 3.0 solutions. Topics covered within the collection include: Creating Custom Web Parts in WSS 3.0 Working with Features and Site Definitions in WSS 3.0 Using Events and Event Receivers in WSS 3.0 Implementing Business Processes with WSS 3.0 Workflows Working with Site Services in WSS 3.0 Deploying WSS 3.0 Solutions Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Collection 5403: Implementing Microsoft® Windows® SharePoint® Services 3.0	In this online learning collection composed of six courses, you will gain the knowledge and skills to deploy a Windows SharePoint Services (WSS) 3.0 solution. Topics covered within the collection include: Introduction to WSS 3.0 Administration Deployment Customizing WSS 3.0 and Security Site Maintenance and Optimization The courses in this collection also help prepare you for certification exam 70-631. This online learning collection is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for IT Professionals who must implement or support Windows SharePoint Services 3.0. This collection also helps you prepare to become a Microsoft® Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP). Student Prerequisites: Have on-the-job experience implementing, managing, and supporting Microsoft Windows Server 2003, including Internet Information Services (IIS). Have working knowledge of networking, for example, TCP/IP and Domain Name System (DNS). Recommended on-the-job experience implementing, managing, and supporting Windows SharePoint Services 2.0.
Collection 5404: Implementing Microsoft® Office SharePoint® Server 2007	In this online learning collection composed of six courses, you will gain the knowledge and skills to deploy a Microsoft Office SharePoint Server 2007 solution. Topics covered in the courses within the collection include: Introduction to MOSS 2007 Administration Content Management InfoPath Forms Business Intelligence Solutions These courses in the collection also help prepare you for certification exam 70-630. Student Prerequisites: Have completed (or equivalent knowledge / experience): 5403AE - Implementing Microsoft Windows SharePoint Services 3.0. Have on-the-job experience implementing, managing, and supporting Microsoft Windows Server 2003, including Internet Information Services (IIS). Have working knowledge of networking, for example, TCP/IP and Domain Name System (DNS). Have basic knowledge of key benefits of Microsoft Office SharePoint Server (MOSS), new features and functionality of MOSS, and WSS 3.0 acting as a platform for MOSS.
Collection 6071: Developing Solutions with Microsoft Office SharePoint Server 2007 and Visual Studio 2005	In this online collection composed of six courses, you will learn how to develop customized Microsoft Office SharePoint Server 2007 solutions. Topics covered within the collection include Enterprise Content Management, Single-Sign On, and InfoPath and Excel services. Additionally, the courses will cover the Business Data Catalog, and Search and Audience Targeting features. These courses will help you prepare for the 70-542 TS: Microsoft Office SharePoint Server 2007 exam

Nome do Curso	Descrição
Collection 6233: Implementing and Maintaining Business Intelligence in Microsoft SQL Server 2008: Integration Services, Reporting Services and Analysis Services	This 24-hour collection provides you with the skills and knowledge required to implement and maintain business intelligence solutions on SQL Server 2008. You will learn about SQL Server technologies, such as Integration Services, Analysis Services, and Reporting Services. This collection should help students to prepare for Exam 70-448. Topics covered in this collection include: Introducing BI in SQL Server 2008; Configuring, deploying, and maintaining SSIS, SSAS, and SSRS; Implementing Packages, Data Flow and Control Flow in SSIS; Customizing Cube Functionality, creating a multidimensional solution, and implementing data mining in SSAS; Creating reports in SSRS. Student prerequisites: To benefit from this course, the learner must be familiar with database concepts, server management concepts, and programming concepts. The learner must have experience working with Microsoft Windows.
Collection 6292: Installing and Configuring Windows 7 Client	This collection of nine 2-hour courses describes the installation and configuration of Windows 7. The courses in the collection cover the following topics: 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. This collection helps you prepare for the exam 70-680: TS: Windows 7, Configuring. Student Prerequisites: Ability to install PC hardware, devices, and applications from media, configure BIOS, map network file shares, and work from the command prompt; Knowledge of scripts, batch files, support logs, TCP/IP and networking, applications, security concepts, and principles of using printers; Knowledge of Windows and Active Directory, including domain user accounts, domain versus local user accounts, user profiles, and group membership.
Collection 6294: Planning and Managing Windows 7 Desktop Deployments and Environments	This 20-hour collection provides you with the knowledge and skills required to plan and manage Windows 7 desktop environments. The courses within the collection cover the following topics: Tools for Desktop Deployment; Assessing Compatibility Issues; Evaluating Deployment Scenarios; Determining Image Strategy; Servicing a Windows 7 Image; Configuring WDS; Implementing MDT 2010; Migrating Using USMT 4.0; Configuring Security Settings; Deploying Office 2007. This collection helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.
Collection 6306: Designing a Microsoft Office SharePoint Server 2007 Solution	This 14-hour online collection provides IT Professionals with the knowledge and skills required to plan and design a Microsoft Office SharePoint Server 2007 solution. Topics covered in the courses within the collection include: Design of server farms and topologies. Design of Web site, search, and document management solutions. Design of business intelligence solutions and InfoPath Forms Services. Design of security, authentication, and Enterprise Search. Design for performance and capacity. Student Prerequisites Experience working with Windows Server operating system, Windows client operating system, and SQL Server (2000 and or 2005) Experience planning, deploying, maintaining, and troubleshooting Office SharePoint Server 2007 and WSS 3.0 Fundamental experience and knowledge of Active Directory concepts and networking concepts Good knowledge of Microsoft Office 2003/2007 Office System.
Collection 6319: Configuring Hyper-V in Windows Server 2008	This collection of five 2-hour courses helps you develop the skills necessary to implement and manage Hyper-V in an IT environment, and create and manage virtual machines and hosts in a virtual environment. The courses in the collection include the following topics: - Overview of the Hyper-V technology; - Creating a virtual environment; - Deploying systems in a virtual environment; - Configuring high availability in a virtual environment. This collection helps you prepare for exam 70-652 TS: Windows Server Virtualization, Configuring This collection requires that students meet the following prerequisites: At least a year and a half of experience working in Windows Server 2003 or Windows Server 2008 environments as system administrators; Familiarity with virtualization products and technologies; This collection has the same content as the previous version in an updated viewer with a new look and feel.
Collection 6338: Updating your Windows Server 2003 Design Skills to Windows Server 2008	This 20-hour online collection provides you with the knowledge and skills to upgrade your Windows Server 2003 designing skills to Windows Server 2008. Topics covered in the courses within the collection include: Planning Network and Application Services; Designing Core Identity and Access Management Components; Designing Support Identity and Access Management Components; Designing for Business Continuity and Data Availability. This collection helps you prepare for exam 70-647:100 Pro: Windows Server 2008, Enterprise Administrator. Student Prerequisites: Technology Specialist knowledge of Windows Server 2008; Intermediate understanding of networking such as how TCP/IP functions; addressing, including Dynamic Host Configuration Protocol (DHCP); Domain Name System (DNS) or Windows Internet Name Service (WINS) name resolution; connection methods; and NET+ or equivalent knowledge.
Collection 6353: Using Advanced Features of Microsoft Office Project 2007	This collection of six one-hour courses provides the skills and knowledge required to work with advanced features of Microsoft Office Project 2007. In Project 2007, you can fine-tune task and assignment details, organize and print project data, and track variances in project data. Topics covered in the courses in the collection include: - Fine-Tuning Resource, and Assignment details; - Organizing and Printing Project Information; - Tracking and Viewing Project Status; - Integrating Project 2007 with Microsoft Office Programs; - Troubleshooting and Fine-Tuning a Project Plan. Student prerequisites: To get the most benefit, learners must have managed basic projects for at least a period of 6 months. They must have gone through the ELRN courses 5457 to 5460 or must possess equivalent skills. This collection has the same content as the previous version in an updated viewer with a new look and feel.

Nome do Curso	Descrição
Collection 6369: Implementing and Maintaining Microsoft SQL Server 2008	This 16-hour collection provides you with the skills and knowledge required for implementing and maintaining Microsoft SQL Server 2008. Topics covered in this course include: - Installing and Configuring SQL Server 2008; - Creating and Managing Databases; - Planning, Creating, and Optimizing Indexes; - Backing Up and Restoring Databases; - Managing Security; - Automating Administrative Tasks; - Monitoring and Controlling Resources; - Implementing High Availability and Replication. Student prerequisites: To get the most benefit, the learner must be familiar with using Microsoft Windows. They must have knowledge of basic relational database concepts and querying data by using Transact-SQL. They must be familiar with the role of a database administrator.
Collection 6420: Fundamentals of a Windows Server 2008 Network Infrastructure and Application Platform	This collection of ten 2-hour courses provides IT Professionals with an overview of network infrastructure and application platform in Windows Server 2008. This collection also provides IT Professionals with the knowledge and skills required to implement basic networking features and functionalities in Windows Server 2008. Topics covered in the courses within the collection include: Introduction to implementing TCP/IPv4 and IPv6 Creating IPv4 address spaces Introduction to administering Windows Server 2008 Introduction to implementing security Configuration of remote access and routing Introduction to implementing network load balancing and virtualization Implementation of printing Student prerequisites A+, Server+, hardware piece of Net+ familiar with Windows (client side) Working knowledge of Windows Server 2003 environment Working knowledge of networking technologies
Collection 6421: Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure	This 20-hour collection provides you with the knowledge and skills to implement and configure secure network access and to implement fault tolerant storage technologies with FSRM2 and DFS. Topics covered in the courses within the collection include: Configuration of server roles, DNS, DHCP, NPS, NAP, IPsec NAP Enforcement, and file services IPv6 TCP/IP and RRAS configuration Backup and security configuration This collection helps you prepare for exam 70-642: TS: Windows Server 2008 Network Infrastructure, Configuring. Student Prerequisites Working experience with Windows Server 2003 or Windows Server 2008 Completion of the online collection 6420: Fundamentals of a Windows Server 2008 Network Infrastructure and Application Platform or equivalent knowledge Understanding of security concepts and methodologies (for example, corporate policies) Basic knowledge of DHCP and IPsec
Collection 6424: Fundamentals of Windows Server 2008 Active Directory	This 18-hour collection provides you with an overview of Active Directory services in Windows Server 2008. Topics covered in the courses within the collection include: Introduction to Active Directory roles Introduction to AD DS, AD LDS, AD CS, AD RMS, and AD FS Management of access to resources Student prerequisites Knowledge of networking concepts such as TCP/IP functions; NET+ or equivalent knowledge Intermediate knowledge of network operating systems Basic knowledge of server hardware with A+ or equivalent knowledge Completion of collection 6420: Fundamentals of a Windows Server 2008 Network Infrastructure and Application Platform and collection 6421: Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure, or Exam 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring
Collection 6425: Configuring Windows Server 2008 Active Directory Domain Services	This 20-hour collection provides IT Professionals with the knowledge and skills to configure Active Directory Domain Services (AD DS) in Windows Server 2008. Topics covered in the courses within the collection include: AD DS and DNS integration Group policy object configuration Security implementation by using group policies AD DS monitoring and maintenance plan implementation This collection helps you prepare for exam 70-640 TS: Windows Server 2008 Active Directory, Configuring. Student Prerequisites Basic knowledge of networking concepts such as TCP/IP functions: IP addressing, including DHCP addressing; DNS name resolution, including WINS; and connection methods such as wired, wireless, and VPN; and .NET+ or equivalent knowledge Completion of online collection 6424: Fundamentals of Windows Server 2008 Active Directory or equivalent knowledge.
Collection 6426: Configuring Identity and Access Solutions with Windows Server 2008 Active Directory	This 10-hour collection provides you with the knowledge and skills required to configure and manage IDA solutions in Windows Server 2008. The courses in the collection cover the following topics: Concepts of IDA Management; AD CS; AD LDS. This course requires that students meet the following prerequisites: Networking courses 6420 and 6421 or TS exam 70-642 or equivalent knowledge; Basic understanding of networking concepts; Intermediate understanding of server and client operating systems; Basic knowledge of server hardware, including A+ certification or equivalent knowledge; Some experience in creating objects in Active Directory; Foundation course 6424 or 6425 or equivalent knowledge. Basic concepts of backup and recovery in a Windows Server environment. This collection has the same content as the previous version in an updated viewer with a new look and feel.
Collection 6426: Distance Learning Collection for Collection 6517: Updating your Active Directory Technology Skills to Windows Server 2008	Collection 6426: Distance Learning Collection for Collection 6517: Updating your Active Directory Technology Skills to Windows Server 2008
Collection 6427: Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008	This collection of twelve 2-hour premium courses teaches IT Professionals how to plan, implement, and support Internet Information Server 7.0. Topics covered in the courses in this collection include: Installing, configuring and deploying Microsoft Internet Information Services 7.0 Tuning and troubleshooting Microsoft Internet Information Services 7.0 Administering and securing Microsoft Internet Information Services 7.0 Migration to Microsoft Internet Information Services 7.0 Configuring FTP on Microsoft Internet Information Services 7.0 Integrating SMTP and UDDI with Microsoft Internet Information Services 7.0 The content in this course supports the following certification exam(s): Exam 70-649 TS: Transition from Windows Server 2003 MCSE to Windows Server 2008 Technology Specialist Exam 70-643 TS: Configuring Windows Server 2008 Application Services Audience Prerequisites: Practical knowledge of Windows Server 2008 administration Experience of setting security properties on network resources Experience with security certificates Knowledge of the HTTP and TCP/IP protocols

Nome do Curso	Descrição
Collection 6428: Configuring Windows Server 2008 Terminal Services	This 14-hour collection provides the knowledge and skills required to deploy a remote access solution by using the Terminal Services server role of Windows Server 2008. The courses in the collection cover the following topics: - Terminal server deployment; - TS Licensing; - RDP-Tcp connection configuration; - RemoteApp programs; - TS Web Access. This collection helps you prepare for exam 70-643: TS: Windows Server 2008 Applications Infrastructure, Configuring. The prerequisites for this collection are as follows: - Basic understanding of networking concepts. - Networking collections 6420 and 6421, or TS exam 70-642, or equivalent knowledge. - Basic understanding of network operating systems. - Basic knowledge of server hardware. A+ or equivalent knowledge is expected but not required. This collection has the same content as the previous version in an updated viewer with a new look and feel.
Collection 6435: Designing Network Infrastructure in Windows Server 2008	This 14-hour online collection provides you with the knowledge and skills required to design Windows Server 2008 network infrastructure. Topics covered in the courses within the collection include: Network infrastructure connectivity design in Windows Server 2008 Design of Name resolution and NAP Network access design Operating system deployment Design of Shared resources and High availability solution This collection helps you prepare for exam 70-647 Pro: Windows Server 2008, Enterprise Administrator. Student Prerequisites Technology Specialist knowledge of Windows Server 2008 Intermediate understanding of networking such as how TCP/IP functions; addressing, including Dynamic Host Configuration Protocol (DHCP); Domain Name System (DNS) or Windows Internet Name Service (WINS) name resolution; connection methods; and NET+ or equivalent knowledge
Collection 6436: Designing Active Directory Infrastructure and Services in Windows Server 2008	This 20-hour online collection provides you with the knowledge and skills required to design Windows Server 2008 Active Directory infrastructure and services. Topics covered in the courses within the collection include: AD DS forest infrastructure design AD DS domain infrastructure and administrative structures design AD DS Group Policy and security design AD DS availability, disaster recovery, and migrations design Design of identity and access management Public key infrastructure design This collection helps you prepare for exam 70-647 Pro: Windows Server 2008, Enterprise Administrator. Student Prerequisites Windows Server 2008 Technology Specialist-level knowledge Advanced understanding of networking concepts such as TCP/IP functions; addressing; name resolution; DNS name resolution including WINS; connection methods such as wired, wireless, and VPN; and NET+ or equivalent knowledge
Collection 6437: Designing a Windows Server 2008 Applications Infrastructure	This 10 hour on-line collection provides IT professionals with the knowledge & skills required to design services by using Windows Server 2008. Topics covered in this collection include: Designing Web Farms Virtualization Debugging & Diagnostics Terminal services Security & maintenance Media services The content in this collection supports the following certification exam: 70-647, Pro: Windows Server 2008, Enterprise Administrator Student prerequisites: Practical knowledge of Windows Server 2008 administration. Experience of supporting Windows Server 2008 or Windows Server 2003 as an application platform. To get the most out of this collection you should have the following certifications or equivalent knowledge: 70-642: TS: Windows Server 2008 Network Infrastructure, Configuring 70-640: TS: Windows Server 2008 Active Directory, Configuring 70-643: TS: Windows Server 2008 Applications, Configuring
Collection 6460: Visual Studio 2008: Windows Presentation Foundation	In this 20-hour online collection, developers will learn how to create, configure, manage, and deploy Windows Presentation Foundation (WPF) applications. Topics covered within these courses include: Creating a WPF application Building user interfaces Customizing the appearance of a WPF application Binding data to controls Binding data to collections Creating new controls Managing documents Adding 2-D graphics Adding 3-D graphics and multimedia Configuring and deploying WPF applications This course will also prepare you for exam 70-502 TS: Microsoft .NET Framework 3.5 - Windows Presentation Foundation. Student prerequisites To get the most out of this collection, the target audience should have previous experience with developing applications by using earlier versions of Microsoft Visual Studio.
Collection 6461: Visual Studio 2008: Windows Communication Foundation	In this 20-hour on-line collection application developers will learn how to design and implement services using Windows Communication Foundation. Topics covered within these courses include: Introduction to Windows Communication Foundation Configuring and Hosting WCF Services Managing Endpoints and Behaviors by Using WCF Debugging and Diagnostics in WCF Services Designing and Defining Contracts by Using WCF Handling Errors by Using WCF Managing WCF Service Instances and Concurrency Improving the Performance of WCF Services Implementing Security for WCF Implementing Transactions in WCF This collection will also prepare you for exam 70-503 TS: Microsoft .NET Framework 3.5 - Windows Communication Foundation. Student prerequisites To get the most out of this collection the target audience should have previous experience with Windows Visual Studio development system.
Collection 6462: Visual Studio 2008: Windows Workflow Foundation	In this 12-hour on-line collection, application developers will learn how to build and configure a Microsoft Windows Workflow Foundation solution. Topics covered within these courses include: Creating and Hosting Workflows Applying Conditions and Rules to Workflows by Using Windows Workflow Foundation Communicating with Workflows by Using Windows Workflow Foundation Creating and Configuring Custom Activities by Using Windows Workflow Foundation Creating and Managing Runtime Services by Using Windows Workflow Foundation Managing Faults, Cancellations, Transactions, and Compensations This collection will also prepare you for exam 70-504 TS: Microsoft .NET Framework 3.5 - Windows Workflow Foundation. Student prerequisites To get the most out of this collection, the target audience should have previous experience developing applications by using earlier versions of Microsoft Visual Studio.

Nome do Curso	Descrição
Collection 6463: Visual Studio 2008 ASP.NET	This 20-hour collection provides you with the knowledge and skills to work with ASP.NET 3.5 in Visual Studio 2008. Topics covered in the courses within the collection include: ASP.NET 3.5 application creation and deployment Data binding Security implementation ASP.NET AJAX State and caching management This collection helps you prepare for exam 70-562 TS: Microsoft .NET Framework 3.5 - ASP.NET. Student Prerequisites Three years of experience in developing, monitoring, and debugging Web applications by using ASP.NET 1.1 or ASP.NET 2.0 Knowledge of programming in C# or Microsoft Visual Basic .NET (VB.NET) Knowledge of security concepts such as forms authentication At least one year of experience in working with Internet Information Services (IIS) Experience in working with Visual Studio 2005 or later Knowledge of ADO.NET Experience in working with Microsoft .NET Framework classes that are related to ASP.NET and ADO.NET
Collection 6464: Visual Studio 2008 ADO.NET	This 20-hour collection provides you with the knowledge and skills to work with ADO.NET 3.5 in Visual Studio 2008. Topics covered in the collection include: Database access by using ADO.NET 3.5 applications Data access by using ADO.NET 3.5 applications Data retrieval by using DataSets in ADO.NET 3.5 applications Data updates in ADO.NET 3.5 applications XML data access in ADO.NET 3.5 applications Data synchronization in ADO.NET 3.5 applications Language Integrated Query Data access implementation by using Language Integrated Query to Microsoft SQL Designer Implementation of the entity framework in ADO.NET 3.5 applications Application implementation by using data services This collection helps you prepare for exam 70-561 TS: Microsoft .NET Framework 3.5 ADO.NET. Student Prerequisites Three years of experience in developing Web applications, Windowsbased applications, or distributed applications by using Microsoft .NET Framework 1.1 or 2.0 Knowledge of programming in C# or Microsoft Visual Basic .NET (VB.NET) At least one year of experience in using Microsoft SQL Server and other relational database management systems such as Oracle, DB2, and MySQL Knowledge of Web services and XML .
Collection 6756: Designing the Deployment of Microsoft Office PerformancePoint Server 2007	In this 6-hour collection, you will learn about the fundamentals of designing the deployment of Microsoft Office PerformancePoint Server 2007. Topics covered in the courses within the collection include: - Preparations required for the designing a Microsoft PerformancePoint System - Introduction to designing Microsoft Office PerformancePoint Planning Server 2007 and Microsoft Office PerformancePoint Monitoring Server 2007. Student prerequisites: - Experience planning, deploying, maintaining and troubleshooting infrastructure for an Enterprise level Organization that uses Windows Server operating system, Windows Client operating system, and SQL Server (2000 and or 2005) - Fundamental experience/knowledge of SharePoint concepts - Fundamental understanding of database concepts and SQL Server. This collection has the same content as the previous version in an updated viewer with a new look and feel.
Collection 6757: Designing the Office Groove Server 2007 Deployment	In this 10-hour collection, you will learn the fundamentals of designing the Office Groove Server 2008 deployment. Topics covered in the courses within the collection include: - Planning the deployment architecture of Office Groove 2007 client and Server Manager, Office Groove Server 2007 Relay, and Office Groove Server 2007 Data Bridge. Student prerequisites: - At least 6 months experience in working with Office Groove Server 2007;- Experience in planning, deploying, maintaining, and troubleshooting infrastructure; Windows-based client and server operating systems; and SQL Server 2000, SQL Server 2005 for an Enterprise-level organization; Basic knowledge of Active Directory, Microsoft Office SharePoint Services, Exchange messaging, networking, database concepts, and Microsoft Office 2003 or 2007. This collection has the same content as the previous version in an updated viewer with a new look and feel.
Collection 6758: Designing the Deployment of Microsoft Office Project Server 2007	In this 8-hour collection, IT professionals will learn about the fundamentals of deploying Microsoft Office Project Server 2007. Topics covered in the courses within the collection include: Introduction to designing the Microsoft Office Enterprise Project Management solution and Microsoft Office Project Server 2007 infrastructure; Introduction to designing site structure, navigation, and site and content security in Microsoft Office Project Server 2007. Student prerequisites: Experience planning, deploying, maintaining and troubleshooting in infrastructure for an Enterprise level Organization, Windows Server operating system, Windows Client operating system, and MOSS 3.0; Fundamental experience/knowledge of SharePoint concepts; Fundamental understanding of database concepts and SQL Server; Fundamental understanding of Microsoft Office 2003/2007 Office System, Office Project Server 2003 and Project Management.
Collection 6893: Configuring, Implementing, and Managing Windows® Essential Business Server 2008	This 10-hour collection provides you with the knowledge and skills required to install and administer Windows Essential Business Server (EBS) 2008. The courses within the collection cover the following topics: Installing Windows EBS; Administering Windows EBS; Working with the Windows EBS Messaging Server; Configuring remote access in Windows EBS; Securing a Windows EBS network. This collection helps you prepare for the 70-654: TS: Windows Essential Business Server 2008, Configuring certification exam. The prerequisites for this course are as follows: Microsoft Exchange Server 2003 or later; Microsoft SQL Server 2000 or later; Microsoft Internet Security and Acceleration (ISA) Server 2004 or later; Windows Server 2003 or later, including Active Directory, DNS, and Dynamic Host; Configuration Protocol (DHCP); Windows SharePoint Services; Microsoft Forefront Security for Exchange Server (FSE).
Collection 6896: Configuring Microsoft System Center Virtual Machine Manager 2008	This 14-hour collection provides you with the knowledge and skills required to install, configure, and manage VMM. The courses within the collection cover the following topics: Hyper-V; - PRO; - VMM Administrator Console; - Virtual network; - Library server; - Library share; - Resources; - Virtual machine disks and checkpoints; - System Center Operations Manager; - PRO-initiated migration; - Delegating administration; - P2V and V2V conversion. This course helps you prepare for exam 70-403: TS: System Center Virtual Machine Manager 2008, Configuring. The prerequisites for this course are as follows: More than 1 year of experience with Windows Server infrastructures.; At least 6 months to 1 year of experience using virtualization.; Microsoft course 6422: Implementing and Managing Windows Server 2008 Hyper-V, or equivalent knowledge.

Nome do Curso	Descrição
Collection 7245: Updating Your Windows Server 2003 Server Administrator Skills to Windows Server 2008	This 16-hour online collection provides IT Professionals with the knowledge and skills to update their Windows Server 2003 server administration skills to Windows Server 2008. Topics covered in the courses within the collection include: - Server roles; - Server deployment; - Server infrastructure; - Server monitoring; - Application management; - Active Directory Domain Services (AD DS); - Network security; - High availability and recovery. This course helps you prepare for the following certification exam: 70-646: Pro: Windows Server 2008, Server Administrator To get the most out of this collection, you should have the following certifications or equivalent knowledge: - Windows Server 2003 MCSE or MCSA; - 70-642: TS: Windows Server 2008 Network Infrastructure, Configuring; 70-640: TS: Windows Server 2008 Active Directory, Configuring
Collection 80016: Financials I in Microsoft Dynamics AX 2009	This training material covers the basic financial functionality available in Microsoft Dynamics AX. An individual will learn how to set up the General Ledger, Accounts Payable, Accounts Receivable, and Bank Modules of Microsoft Dynamics AX, as well as how to create transactions. Labs encompassing the information covered allow an individual practice in setting up financials in Microsoft Dynamics AX By actively participating, this collection will help you acquire a basic understanding of the General Ledger, Accounts Payable, Accounts Receivable, and Bank Modules This training material is intended for individuals who are on the implementation team, administering or using the financial management modules in Microsoft Dynamics AX. This audience typically includes individuals who are tasked with assessing a customers business needs and advising them on the use, configuration and customization of the application. Additionally, individuals responsible for training or supporting Microsoft Dynamics AX benefit from this training material.
Collection 80017: Financials II in Microsoft Dynamics AX 2009	This two-day instructor-led course explores the advanced financial functionality. Some topics that are covered include the setup and usage of budgeting, cash flow management, multicurrency, intercompany, and consolidated accounting. Additionally, students learn the multiple advanced payment options, XBRL taxonomy, customer account statements, collection letters, interest, year-end close functionality, and financial statements. This course is an extension of the Financials I collection Students can do the following: Set up and maintain budgets Understand cash flow functionality Setup and maintain multicurrency Understand advanced payment functionality Set up and process intercompany accounting Setup and process company consolidations Set up and process customer account statements, collection letters, and interest Create and use dimension hierarchies Import and use XBRL taxonomy Perform a year-end close Set up and print financial statements This collection is for people on the implementation, training, or support teams or those who administer or use the financial management modules.
Collection 80018: Fixed Assets in Microsoft Dynamics AX 2009	This training material provides students with the knowledge and skills to use the Fixed Assets functions in Microsoft Dynamics AX 2009. The course focuses on the various setup requirements for Fixed Assets, transactions, and reports and inquiries. By actively participating, this collection will help you: Set up the Fixed asset system, including Parameters and Number sequences. Set up the necessary components for Fixed assets, such as Value models, Fixed asset groups, Depreciation methods, Depreciation profiles, and Depreciation conventions. Create and update Fixed asset records and transactions, including acquisitions, depreciation, disposal and adjustment transactions. Inquire into and run reports on Fixed asset transactions. This collection is intended for individuals on the implementation team, who assess a customer's business needs and advise them on the use, configuration and customization of Fixed Assets.
Collection 80020: Introduction to Microsoft Dynamics AX 2009	This training provides information about the basics of Microsoft Dynamics AX 2009 including the system architecture, key features of the application core modules, navigation and configuration tools, and differentiating features By actively participating, this collection will help you to acquire a basic understanding of how to maneuvering in Microsoft Dynamics AX 2009 as well as personalizing the application using configuration tools and command menus This course is intended for novice users of Microsoft Dynamics AX. Students must have basic Microsoft® Windows® navigation skills.
Collection 80041: Finance in Microsoft Dynamics NAV 2009	This course provides the necessary tools for students to create postings, process cash management, journal development and follow transactions. Process receivables and payables management and the management of VAT The course completion objectives are for students to: Maintain and work with the General Ledger. Process a bank reconciliation. Use journals and batches. Understand receivables management. Understand payables management. Setup and work with multicurrency. Perform standard end of year financial closing operations. The intended audience for this course includes individuals administrating or using the financial management functions. Individuals responsible for training or supporting.
Collection 80043: Introduction to Microsoft Dynamics NAV 2009	The basic functionality and personal customization options regarding Microsoft Dynamics 2009 are demonstrated Provide an overview of ERP and Microsoft Dynamics® NAV 2009. Navigate in the Role Center. Use function keys and basic keyboard shortcuts. Able to Customize Microsoft Dynamics NAV 2009 UI (User Interface). Navigate and customize the List Places. Change the look of windows in the program. Enter and edit information. Obtain selected information from the program. Look up a business partner's location on a map. This course is intended for Information worker and IT professionals.

Nome do Curso	Descrição
Collection 80049: Applications Setup in Microsoft Dynamics NAV 2009	This training content provides students with the tools to implement and maintain cross-application setup data after the system components are installed. The focus is on the application-oriented work involved in setting up and maintaining company-wide rules, data, and users After completing this course, students will be able to: Initiate a new Microsoft Dynamics NAV company using the RIM toolkit. Set up companywide number series. Create general journal templates and batches. Set up posting groups and recognize how posting groups direct posting transactions. Set up the various aspects of dimensions. Manage user rights (including logins and permissions) and set up RoleTailored profiles. Set up the document approval system. This course is intended for Microsoft Dynamics NAV partners and administrators who are responsible for implementing and maintaining application setup data in Microsoft Dynamics NAV installations.
Collection 80050: Business Intelligence for Information Workers in Microsoft Dynamics NAV 2009	This training content provides an overview of Business Intelligence and describes how to generate reports out of the Chart of Accounts, from determining the data to include in the reports, to designing the layout. After completing this course, students will be able to: Explain business intelligence concepts; Explain terminology associated with XBRL; Import and update taxonomies; Enter XBRL line definitions; Set up analysis views; Generate and print dimension analysis reports; Describe Business Analytics and related terminology; Describe the data warehouse and the elements of the data warehouse; View Business Analytics cubes in Office Excel 2007. This course is intended for Microsoft Dynamics NAV customer and partner financial analysts who are responsible for creating business intelligence solutions for Microsoft Dynamics NAV installations.
Collection 8671: Bank Reconciliation in Microsoft Dynamics GP 10.0	This collection helps develops knowledge of the accounting functionality available in Bank Reconciliation. The setups encountered when setting up the system are discussed. You will also be introduced to tasks such as creating and setting up checkbooks, handling daily procedures, checkbook reconciliation and maintaining records in Bank Reconciliation By actively participating you should learn: The setup options available in Bank Reconciliation to customize the system to better fit an organizations needs How to setup key records such as checking accounts How and where transactions can be entered within Bank Reconciliation Posting options and information flow within Bank Reconciliation Using reports and inquiries to access needed information Key issues and steps to complete period-end procedures and checkbook reconciliation Partners, Customers & Employees who plan to use and support Microsoft Dynamics GP Bank Reconciliation.
Collection 8691: Fixed Assets in Microsoft Dynamics GP 10.0	This online course is specifically designed for Microsoft Dynamics GP partners & customers. As a participant, you should gain an understanding of the Fixed Assets module. You will be introduced to the setup steps required to prepare the Fixed Assets module for data entry. During this course, we will create and maintain asset records as well as perform tasks such as assets transfers, depreciation and retirements. You will be asked to complete Fixed Assets tasks to help familiarize you with the product. An overview of asset inquiries, reports and year end processes is also presented The general setups that need to be completed before entering assets How to set up a fixed asset Processes to depreciate, retire, and transfer assets Ability to project depreciation over a period of time without affecting current depreciation amounts Steps to complete year end in Fixed Assets Inquiries and reports that are available to access data Customers, Partners, and Employees who plan to sell, support, or work with the Microsoft Dynamics GP Fixed Assets module, and those who wish to take the Microsoft Dynamics GP Financials exam.
Collection 8811: Foundation in Microsoft Dynamics GP 10.0	This collection focuses on the System Manager module, which is the foundation of the Microsoft Dynamics GP application. It also provides information on basic navigation and elements used and found throughout the application. This collection better prepares you to handle tasks such as setting up the Microsoft Dynamics GP system, creating and setting up companies and customizing the system Complete the setup options in System Manager to customize the system to fit an organizations needs Set up key records used throughout the different modules; such as company, posting, credit cards, payment terms, report options, taxes, etc. Learn about basic elements and navigation tips that are used throughout the application Identify how installation options affect the system and affect the Microsoft Dynamics GP application. Customers, Partners, and Employees who plan to sell, support, or work with the Microsoft Dynamics GP system and especially those who wish to take the Microsoft Dynamics GP Financials exam.
Collection 8812: General Ledger in Microsoft Dynamics GP 10.0	This course is designed to provide students with training on the features and functionality relating to Microsoft Dynamics GP General Ledger. Students will learn the setup procedures required to use this module effectively, as well as how to enter and post transactions, perform inquiries and print reports, and complete period and year-end processing efficiently. By actively participating in this training, you should learn: - the basic setup of General Ledger - how to create new posting accounts, unit accounts, and allocation accounts - how to enter budget information - the function and setup of Quick Journals - how to enter and post transactions - how to set up inter-company relationships, and enter and post inter-company transactions - how to define the components of an organization using Organizational Structures - how to use Multidimensional Analysis - how to correct transactions that have been posted incorrectly - how to change and delete account records - how to inquire on transactions, and print General Ledger reports and financial statements - steps to complete a period-end and year-end close Customers, Partners or Employees who need to learn the features of General Ledger to support, sell or use the General Ledger module. This course also helps in preparation for a part of the Microsoft Dynamics GP Financials exam.

Nome do Curso	Descrição
Collection 8816: Inventory Control in Microsoft Dynamics GP 10.0	In this course, you see all the setups and how they enable you to track comprehensive information about your inventory. Different types of transactions and the windows used to enter and post items are discussed. The Stock Count Feature allows you to easily create and maintain a schedule for counting, which insures an accurate inventory. Inquiry windows and reports help you retrieve existing information for Inventory Control. Period-End and Year-End Closing procedures are also presented after completing this course, students should be able to: Process receipts, make adjustments to inventory, and transfer transactions. Use inquiry screens and reports to extract and analyze information Process physical inventory transactions and record the results Document month end processes and close the Inventory module Define setup options for the Inventory module that allow you to customize your system to better fit your organization's unique needs Customers and Partners wanting to learn detailed features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Dynamics GP Inventory Control. Inventory Control training is recommended for anyone who plans to implement, use, maintain, consult, or support Microsoft Dynamics GP. The class is targeted toward users who need to understand the technical aspects of Inventory Control and gain foundational knowledge of the application functionality.
Collection 8819: Payables Management in Microsoft Dynamics GP 10.	This course helps develops knowledge of the accounting functionality available in the Payables Management module. You will be simulating some of the setups encountered when setting up Payables Management. You will be introduced to tasks such as creating and setting up vendor records, handling daily and period-end procedures such as entering invoices and credit memos, and printing vendor checks Complete the setup necessary to start using Payables Management Setup vendor records Enter invoices, credits, and payments to vendors Generate computer checks for vendors Identify Posting options and information flow within Payables Management Use reports and inquiries to access needed payables information Complete period-end and year-end procedures Partners, Customers and Employees who want to learn how to use the Payables Management module in Microsoft Dynamics GP and candidates who plan to take the Microsoft Dynamics GP Financials exam.
Collection 8822: Purchase Order Processing in Microsoft Dynamics GP 10.0	Offer Description " The Purchase Order Processing in Microsoft Dynamics GP course explores the details for the purchasing module from how to enter simple purchase orders with minimal to very detailed information based on your own business rules. You learn how to enter receipts, track open orders, override unit costs, and receive quantities larger than original purchase orders After completing this course, students should be able to: Enter Purchase Orders, Receipts, and Returns Enter Drop-Ship and Standard Blanket Purchase Orders Copy item details from an existing Purchase Order Use inquiry screens and reports to extract and analyze appropriate information to maintain and improve business processes Enter Landed Costs at the time you enter the receipt of inventory Customers and Partners wanting to learn detailed features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Dynamics GP Purchase Order Processing. This training is recommended for anyone who plans to implement, use, maintain, consult, or support Purchase Order Processing.
Collection 8823: Receivables Management in Microsoft Dynamics GP 10.0	This collection shows you how to perform additional functions such as credit memos, prepayments, small balance write off, print customer statements, enter and void scheduled payments, and month-end closing procedures. Learn to set terms for calculating document discount dates and due dates, use balance forward and open-item statements, and apply any mix of the comprehensive service and finance charges available By actively participating, this collection will help you: Set up and maintain customer records Print statements and other reports Create and print invoices for customers Apply payments to customer accounts Complete period-end procedures Customers wanting to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Dynamics GP Receivables Management.
Collection 8824: Sales Order Processing in Microsoft Dynamics GP 10.0	The Sales Order Processing in Microsoft Dynamics GP collection explores the accounting cycle and the processes required to enter and ship sales orders. This course shows you how to easily manage the life-cycle of your customer's order from the initial quote to the shipment documentation and final invoicing. You learn how to perform additional functions
Collection 8913: Applications in Microsoft Dynamics CRM 4.0	This collection provides an overview of the sales, marketing, and service applications in Microsoft Dynamics CRM 4.0 Examine the business applications in Microsoft Dynamics CRM 4.0 Identify the functionality of the sales, marketing, and service applications This course is intended primarily for Microsoft partners. It is also appropriate for Microsoft Dynamics CRM users.
Collection 8940: Brugen af Microsoft Dynamics C5 2008 (GERMANY)	Kurset er delt op i følgende 5 lektioner: Balancer; Dokumentstyring og brevfløtning; Kassekladder; Periode- og årsafslutning; Print2Office. Gennemgangen af de 5 lektioner giver detaljerne et indblik i hvordan der arbejdes med de 5 funktioner i Microsoft Dynamics C5 2008 og de opgaver der er tilknyttet hertil. Kurset vil gøre deltagerne i stand til at: Arbejde med og bruge balanceskabeloner; Danne breve og brevfløtninger, samt anden dokumentstyring; Oprette Kassekladder og få et indblik i arbejdsgangen med kassekladderne; Kende arbejdsgangene der skal udføres i forbindelse med periode- og årsafslutninger i Finansmodulet, herunde moms- og bankafstemning, samt eksportere/importere informationer til revisor; Overføre informationer til fakturaer og udskrifter fra C5 til MS Word og MS Excel. Indholdet er tiltænkt flere målgrupper; bogholder, superbruger, systemkonsulent og supporter. Det er en fordel at have kendskab til C5, men forudsættes ikke, at man tidligere har arbejdet i C5.

Nome do Curso	Descrição
Collection PP003: Dashboard Design and Distribution using Microsoft Office PerformancePoint Server 2007	This collection walks through the setup of a dashboard and all of the related elements using Microsoft® Office PerformancePoint™ Server 2007. Company and business requirements are presented with assumptions, providing information on how to prepare for an implementation. A data source is created on an existing cube, key performance indicators (KPIs) and a related scorecard are built, and reports are designed. The completed dashboard is viewed through Microsoft® Office SharePoint® Server 2007. Create a data source; Define indicators. - Build key performance indicators (KPIs); Create a scorecard; Design reports; Build a dashboard; discuss administration and security; Explore navigation and end user interface. Recommended for all professionals who will be administering or implementing a dashboard solution in PerformancePoint Server 2007.
Course 10151: Installing and Configuring Microsoft SQL Server 2008	This two-hour course provides you with the skills and knowledge required for preparing for an installation of SQL Server 2008 and its components. In this course, you will learn about the pre-installation checks that you should perform before installing SQL Server 2008. You will also learn how to verify the installation and configure SQL Server 2008. Topics covered in this course include: Preparing to Install Microsoft SQL Server 2008; Installing SQL Server 2008; Managing an SQL Server 2008 Installation; Working with SQL Server 2008 Applications. Student prerequisites: To benefit from this course, the learner must be familiar with using Microsoft Windows. They must have knowledge of basic relational database concepts and querying data by using Transact-SQL. They must be familiar with the role of a database administrator.
Course 10152: Creating and Managing Databases in Microsoft SQL Server 2008	This two-hour course provides you with the skills and knowledge required to create and manage databases in SQL Server 2008. In this course, you will learn how to manage a database after the database is operational. You will also learn how schemas are used in SQL Server 2008. Topics covered in this course include: Overview of SQL Server 2008 Databases; Filegroups in SQL Server 2008; Creating a SQL Server 2008 Database; Managing a SQL Server 2008 Database; Using Schemas in SQL Server 2008. Student prerequisites: To benefit from this course, the learner must be familiar with using Microsoft Windows. They must have knowledge of basic relational database concepts and querying data by using Transact-SQL. They must be familiar with the role of a database administrator.
Course 10153: Planning, Creating, and Optimizing Indexes in Microsoft SQL Server 2008	This two-hour course provides you with the skills and knowledge required to plan, create and optimise indexes. In this course, you will learn about the different types of indexes that can be implemented in SQL Server 2008 and how each type of index can improve the way you retrieve data. You will learn how to create indexes and how to optimise indexes to get the best performance from them. Topics covered in this course include: Overview of Indexes; Creating Indexes; Optimising Indexes; Managing a SQL Server 2008 Database. Student prerequisites: To benefit from this course, the learner must be familiar with using Microsoft Windows. They must have knowledge of basic relational database concepts and querying data by using Transact-SQL. They must be familiar with the role of a database administrator.
Course 10154: Backing Up and Restoring Databases in Microsoft SQL Server 2008	This two-hour course provides you with the skills and knowledge required to plan and implement a backup strategy in SQL Server 2008. In this course, you will explore the different backup types and learn how to use them to formulate a backup strategy that meets your requirements. You will also learn how to create different types of backups and use the backup compression feature introduced in SQL Server 2008. Topics covered in this course include: Backup Strategies in Microsoft SQL Server 2008; Backing Up User Databases; Restoring User Databases; Implementing Database Snapshots; System Databases and Disaster Recovery. Student prerequisites: To benefit from this course, the learner must be familiar with using Microsoft Windows. They must have knowledge of basic relational database concepts and querying data by using Transact-SQL. They must be familiar with the role of a database administrator.
Course 10155: Managing Security in Microsoft SQL Server 2008	This two-hour course provides you with the skills and knowledge required to manage security in SQL Server 2008. In this course, you will explore the SQL Server 2008 security model. You will also learn how to create SQL logins and database users and use existing or new roles to facilitate security at a user level or role level. Topics covered in this course include: Overview of the SQL Server 2008 Security Model; Securing SQL Server 2008; Securing SQL Server Databases; Using Data Encryption to Protect Data; Auditing in SQL Server 2008. Student prerequisites: To benefit from this course, the learner must be familiar with using Microsoft Windows. They must have knowledge of basic relational database concepts and querying data by using Transact-SQL. They must be familiar with the role of a database administrator.
Course 10156: Automating Administrative Tasks in Microsoft SQL Server 2008	This two-hour course provides you with the skills and knowledge required to automate administrative tasks in SQL Server 2008. You will learn how to configure SQL Server Agent and use the maintenance wizard and plans to create jobs. You will also learn how to automate tasks in a multi-server environment and configure SQL Server security. Topics covered in this course include: Automating Administrative Tasks; Configuring SQL Server Agent; Creating Jobs and Operators; Creating Alerts; Managing Multiple Servers. Student prerequisites: To benefit from this course, the learner must be familiar with using Microsoft Windows. They must have knowledge of basic relational database concepts and querying data by using Transact-SQL. They must be familiar with the role of a database administrator.
Course 10166: Windows 7 Essentials I	This one-hour course provides you with an overview of the new features in Windows 7. It describes how you can get started working with Windows 7. It also describes how Windows 7 helps you become more organized and productive, with improvements in the user interface, enhanced search capabilities, and new features such as Libraries and Jump Lists. This course covers the following topics. Getting Started with Windows 7. Using the New User Interface Working with Libraries. Searching for Programs and Files. Home and office workers completing this course should have working knowledge of a Windows operating system. They should also have experience working with files and folders in a Windows environment.

Nome do Curso	Descrição
Course 10167: Windows 7 Essentials II	This one-hour course provides you with an overview of advanced features in Windows 7. It describes the enhancements that help you manage your devices and printers, maintain and troubleshoot problems with your computer, and protect your computer and data. It also describes how Windows 7 helps you easily manage local and remote network connections. This course covers the following topics. Working with Devices and Printers. Maintaining Your Computer and Data. Protecting Your Computer and Data. Networking and Remote Connectivity. Home and office workers taking this course should have a basic working knowledge of how to use the Windows 7 operating system. Preferably, they should also complete Course 10166 Windows 7 Essentials before taking this course.
Course 10188: Mailbox Servers in Microsoft Exchange Server 2010	This two-hour course describes the procedures for configuring and managing the Mailbox server role in the Microsoft Exchange Server 2010. It also includes the configuration of mailbox databases, storage quotas, and public folders. This course covers the following topics. Overview of Exchange Server 2010 Administrative Tools; Configuring Mailbox Server Roles; Planning Mailbox Server Storage; Configuring Public Folders. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10189: Managing Recipient Objects in Microsoft Exchange Server 2010	This two-hour course describes how to configure and manage recipient objects in Microsoft Exchange Server 2010. This course covers the following topics. Managing Exchange Server Recipients; Configuring E-Mail Address Policies; Configuring Address Lists; Managing Multiple Recipients; Managing Exchange Server Permissions. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10190: Managing Client Access in Microsoft Exchange Server 2010	This two-hour course describes how to configure and manage the Client Access server role and services in Exchange Server 2010. It also describes how to configure Outlook Web App and Mobile Messaging. This course covers the following topics. Configuring the Client Access Server Role; Configuring Client Access Services for Outlook Clients; Configuring Outlook Web App and Mobile Messaging. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10191: Managing Message Transport in Microsoft Exchange Server 2010	This two-hour course describes how to configure and manage Message Transport servers and Edge Transport servers in Microsoft Exchange Server 2010. This course covers the following topics. Overview of Message Transport. Configuring Message Transport; Configuring Edge Transport Servers. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10192: Implementing Messaging Security in Microsoft Exchange Server 2010	This two-hour course describes how to configure and implement messaging security in Exchange Server 2010. This course covers the following topics. Deploying an Antivirus Solution; Deploying an Anti-Spam Solution; Configuring Secure SMTP Messaging; Configuring Federated Security. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10193: Implementing High Availability in Microsoft Exchange Server 2010	This two-hour course describes how to configure high availability for mailbox servers and non-mailbox servers in Exchange Server 2010. This course covers the following topics. Describe high-availability options; Configure highly available mailbox databases; Deploy highly available non-mailbox servers. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10194: Implementing Backup and Recovery in Microsoft Exchange Server 2010	This two-hour course describes how to implement backup and recovery options to secure data in Exchange Server 2010. This course covers the following topics. Planning Backup and Recovery; Backing Up Exchange Server 2010; Restoring Exchange Server 2010. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10195: Configuring Messaging Policy and Compliance in Microsoft Exchange Server 2010	This two-hour course describes how to configure Exchange Server 2010 messaging policy and compliance features to cope with legal, regulatory, and internal policy requirements. This course covers the following topics. Configuring Message Compliance with Transport Rules; Configuring Journaling and Discovery; Configuring Messaging Records Management. This course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10196: Maintaining Microsoft Exchange Server 2010	This two-hour course describes how to configure procedures to maintain an Exchange Server 2010 messaging environment and troubleshoot performance-related issues using built-in tools. This course covers the following topics. Monitoring Exchange Server 2010; Managing Exchange Server 2010; Troubleshooting Exchange Server 2010. This Course prepares you for the following certification exam. 70-662: TS: Microsoft Exchange Server 2010, Configuring. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.

Nome do Curso	Descrição
Course 10198: Deploying Microsoft Exchange Server 2010	This two hour course describes how to deploy Microsoft Exchange Server 2010. It also describes the installation process, and upgrading from previous versions. This course covers the following topics: Overview of Exchange Server 2010 Requirements and Roles; Installing Exchange Server 2010; Upgrading to Exchange Server 2010. This course helps you prepare for the following exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10199: Managing Mailbox Servers and Recipients	This two hour course describes how to manage Mailbox servers and Recipients, and configure Role Based Access Control in Exchange Server 2010 servers. This course covers the following topics: Managing Mailbox Servers; Managing Recipients; Managing E-Mail Address Policies and Address Lists; Configuring RBAC. This course helps you prepare for the following exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10200: Managing Client Access in Microsoft Exchange Server 2010	This two hour course provides you with skills to manage client access in Exchange Server 2010. The course explains in detail the various features and functionalities of the Client Access server role. The course also describes the procedures for configuring the Client Access server to support different types of clients. This course covers the following topics: Configuring the Client Access Server Role; Configuring Client Access Services for Outlook Clients; Configuring Outlook Web App and Mobile Messaging. These courses will prepare you for exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. Student Prerequisites: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist Skills.
Course 10198: Deploying Microsoft Exchange Server 2010	This two hour course describes how to deploy Microsoft Exchange Server 2010. It also describes the installation process, and upgrading from previous versions. This course covers the following topics: Overview of Exchange Server 2010 Requirements and Roles; Installing Exchange Server 2010; Upgrading to Exchange Server 2010. This course helps you prepare for the following exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10199: Managing Mailbox Servers and Recipients in Microsoft Exchange Server 2010	This two hour course describes how to manage Mailbox servers and Recipients, and configure Role Based Access Control in Exchange Server 2010 servers. This course covers the following topics: Managing Mailbox Servers; Managing Recipients; Managing E-Mail Address Policies and Address Lists; Configuring RBAC. This course helps you prepare for the following exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: Exchange Server 2003 or Exchange Server 2007 messaging administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10201: Managing Message Transport and Security in Microsoft Exchange Server 2010	This two hour course provides you with the knowledge and skills required to manage message transport and security in Microsoft Exchange Server 2010. This course covers the following topics: Overview of Message Transport; Configuring Message Transport; Deploying Edge Transport Servers; Securing Message Transport. These courses will prepare you for exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. Student Prerequisites: Exchange Server 2003 or Exchange Server 2007 messaging and administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10202: Implementing High Availability and Disaster Recovery	This two hour course describes the implementation of high availability and disaster recovery for Exchange Server 2010. This course covers the following topics: Configuring Highly Available Mailbox Databases; Deploying Highly Available Nonmailbox Servers; Preparing for Disaster Recovery; Restoring Exchange Server 2010. This course helps you prepare for the following certification exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. Student Prerequisites: Basic understanding of messaging administrator skills for Exchange Server 2003 or Exchange Server 2007; Basic understanding of Core Windows Server 2008 Technology Specialist skills.
Course 10203: Configuring Messaging Policy and Compliance in Microsoft Exchange Server 2010	This two hour course provides you with the knowledge and skills required to configure messaging policy and compliance. This course covers the following topics: Configuring Transport Rules; Configuring Journaling and Discovery; Configuring Messaging Records Management and Mailbox Archiving. These courses will prepare you for exams: 70-662: TS: Microsoft Exchange Server 2010, Configuring; 70-663: MCITP: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. Student Prerequisites: Exchange Server 2003 or Exchange Server 2007 messaging and administrator skills; Core Windows Server 2008 Technology Specialist skills.
Course 10205: Introduction to Designing Microsoft Exchange Server 2010 Deployment	This two-hour course helps you design an Exchange Server 2010 deployment in your organization. This course covers the following topics: Gathering business requirements; Analyzing the current messaging environment; Designing the network and Active Directory infrastructure and DNS. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.

Nome do Curso	Descrição
Course 10206: Planning and Deploying Mailbox Services in Microsoft Exchange Server 2010	This two-hour course helps you plan and deploy mailbox services in an Exchange Server 2010 environment. This course covers the following topics: Overview of mailbox services in Exchange Server 2010; Designing mailbox services, recipient management, and public folder architecture. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10207: Planning and Deploying Client Access Services in Exchange Server 2010	This two-hour course provides you with the knowledge to deploy client access services in an Exchange Server 2010 environment. This course covers the following topics: Designing access to Client Access servers; Designing Client Access server deployment; Designing Client Access; Designing Client Access policies. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10208: Planning and Deploying Message Transport in Exchange Server 2010	This two-hour course provides you with the knowledge to plan and deploy message transport in an Exchange Server 2010 environment. This course covers the following topics: Designing message routing for Exchange Server 2010; Designing Hub Transport servers; Designing Internet message routing. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10209: Planning and Deploying Messaging Security in Microsoft Exchange Server 2010	This two-hour course provides you with the knowledge to plan and deploy messaging security in an Exchange Server 2010 environment. This course covers the following topics: Designing message security; Designing antivirus and anti-spam solutions; Designing integration with partners by using federated sharing. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10210: Planning and Deploying Messaging Compliance in Microsoft Exchange Server 2010	This two-hour course provides you with the knowledge to plan and deploy messaging compliance in an Exchange Server 2010 environment. This course covers the following topics: Designing transport compliance; Designing message journaling and discovery; Designing messaging records management (MRM). This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10211: Planning and Deploying High Availability in Microsoft Exchange Server 2010	This two-hour course provides you with the knowledge to plan and deploy various high availability options in an Exchange Server 2010 environment. This course covers the following topics: High availability in Exchange Server 2010; Designing high availability for Mailbox databases and non-Mailbox server roles; Designing site resilience. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying; Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10212: Planning and Implementing Disaster Recovery in Microsoft Exchange Server 2010	This two-hour course provides you with the knowledge to plan and deploy disaster recovery solutions in an Exchange Server 2010 organization. This course covers the following topics: Planning for disaster mitigation; Planning for Exchange Server 2010 backup; Planning for Exchange Server 2010 recovery. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying; Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.

Nome do Curso	Descrição
Course 10213: Planning Exchange Server 2010 Management in Microsoft Exchange Server 2010	This two-hour course provides you with the knowledge to plan Exchange Server 2010 Management in an organization. This course covers the following topics: Planning Exchange Server 2010 administration; Planning Exchange Server 2010 monitoring; Planning Exchange Server 2010 troubleshooting. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10214: Upgrading to Exchange Server 2010	This two-hour course provides you with the knowledge to upgrade from previous versions of Exchange Server to Exchange Server 2010. This course covers the following topics: Planning the Upgrade from previous versions to Exchange Server 2010; Coexistence of Exchange Server 2010 with Other Messaging Systems. This course helps you prepare for the Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010. The prerequisites for this course are as follows: At least two years experience with Exchange Server, including six months experience with Exchange Server 2007 or Exchange Server 2010, and administering Windows networks; Experience with public key infrastructure, certificates, and Windows PowerShell; Technical knowledge equivalent to course 10135A: Configuring, Managing, and Troubleshooting Microsoft Exchange Server 2010.
Course 10237: Installing, Upgrading, and Migrating to Windows 7	This two-hour course covers the skills required to prepare to install, upgrade, and migrate to Windows 7. The course covers the following topics: Preparing to Install Windows 7; Performing a Clean Installation of Windows 7; Upgrading and Migrating to Windows 7; Performing an Image-based Installation of Windows 7; Configuring Application Compatibility. This course helps you prepare for the certification exam 70-680: TS: Windows 7, Configuring. Student Prerequisites: Ability to install PC hardware, devices, and applications from media, configure BIOS, map network file shares, and work from the command prompt; Knowledge of scripts, batch files, support logs, TCP/IP and networking, applications, security concepts, and principles of using printers; Knowledge of Windows and Active Directory, including domain user accounts, domain versus local user accounts, user profiles, and group membership.
Course 10239: Configuring File Access and Printers on Windows 7 Client Computers	This two-hour course provides the information and tools needed to help you manage access to shared folders and printers on a computer running Windows 7. The course covers the following topics: Overview of Authentication and Authorization; Managing File Access in Windows 7; Managing Shared Folders; Configuring File Compression; Managing Printing. This course helps you prepare for the certification exam 70-680: TS: Windows 7, Configuring. Student Prerequisites: Ability to install PC hardware, devices, and applications from media, configure BIOS, map network file shares, and work from the command prompt; Knowledge of scripts, batch files, support logs, TCP/IP and networking, applications, security concepts, and principles of using printers; Knowledge of Windows and Active Directory, including domain user accounts, domain versus local user accounts, user profiles, and group membership.
Course 10242: Securing Windows 7 Desktops	This two-hour course describes how to configure Windows 7 security management tools. The course covers the following topics: Overview of Security Management in Windows 7; Securing a Windows 7 Client Computer by Using Local Security Policy Settings; Securing data by using EFS and BitLocker; Configuring Application Restrictions; Configure User Account Control. This course prepares you for the exam 70-680: TS: Windows 7, Configuring. Student Prerequisites: Ability to install PC hardware, devices, and applications from media, configure BIOS, map network file shares, and work from the command prompt; Knowledge of scripts, batch files, support logs, TCP/IP and networking, applications, security concepts, and principles of using printers; Knowledge of Windows and Active Directory, including domain user accounts, domain versus local user accounts, user profiles, and group membership.
Course 10244: Optimizing and Maintaining Windows 7 Client Computers	This two-hour course describes how to use Windows 7 performance management tools. The course covers the following topics: Maintaining Reliability by Using Windows 7 Performance Tools; Maintaining Reliability by Using Windows 7 Diagnostic Tools; Backing Up and Restoring Data Using Windows Backup; Restoring Windows 7 System by Using System Restore Points; Configuring Windows Update. This course prepares you for the exam 70-680: TS: Windows 7, Configuring. Student Prerequisites: Ability to install PC hardware, devices, and applications from media, configure BIOS, map network file shares, and work from the command prompt; Knowledge of scripts, batch files, support logs, TCP/IP and networking applications, security concepts, and principles of using printers; Knowledge of Windows and Active Directory, including domain user accounts, domain versus local user accounts, user profiles, and group membership.
Course 10245: Configuring Mobile Computing and Remote Access in Windows 7	This two-hour course describes the configuration of mobile computers and remote access for Windows 7. The course covers the following topics: Configuring Mobile Computer and Device Settings; Configuring Remote Desktop and Remote Assistance for Remote Access; Configuring DirectAccess for Remote Access; Configuring BranchCache on a Branch Office Client Computer. This course helps you prepare for the certification exam 70-680: TS: Windows 7, Configuring. Student Prerequisites: Ability to install PC hardware, devices, and applications from media, configure BIOS, map network file shares, and work from the command prompt; Knowledge of scripts, batch files, support logs, TCP/IP and networking, applications, security concepts, and principles of using printers; Knowledge of Windows and Active Directory, including domain user accounts, domain versus local user accounts, user profiles, and group membership.

Nome do Curso	Descrição
Course 10247: Preparing to Deploy Windows 7 Business Desktops	This two-hour course helps you plan and perform effective preparation tasks for deploying Windows 7 on client computers. It also covers the volume activation options available for Windows 7. This course covers the following topics: Overview of the Desktop Life Cycle; Desktop Deployments: Challenges and Considerations; Tools and Technologies Used in the Desktop Deployment Life Cycle; Assessing the Current Computing Environment for Deploying Windows 7; Designing Licensing and Activation. This course helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.
Course 10248: Assessing Application Compatibility in Windows 7	This two-hour course describes how you can assess and resolve application compatibility issues in Windows 7 by using ACT 5.5. This course covers the following topics: Overview of Application Compatibility; Resolving Application Compatibility Issues; Assessing Compatibility Issues by Using ACT 5.5; Resolving Application Compatibility Issues by Using ACT 5.5. This course helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.
Course 10249: Evaluating Windows 7 Deployment Methods	This two-hour course covers the different deployment scenarios and methods available for deploying Windows 7. It also describes the tools, technologies, and principles that you need to use in different scenarios. This course covers the following topics: Evaluating In-Place Deployment; Evaluating Side-by-Side Deployment; Evaluating Lite-Touch Deployment; Evaluating Zero-Touch Deployment. This course helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.
Course 10251: Deploying Windows 7 by Using Windows AIK	This two-hour course covers the underlying computer imaging architecture of Windows AIK for Windows 7. This course also covers the deployment phase and scenarios supported by Windows AIK. This course covers the following topics: Overview of Windows AIK for Windows 7; Building a Reference Windows 7 Image by Using Windows SIM and Sysprep; Managing the Windows Preinstallation Environment; Capturing, Applying, and Servicing a Windows 7 Image. This course helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.
Course 10252: Deploying Windows 7 by Using Windows Deployment Services	This two-hour course describes how you can configure and use WDS to deploy Windows 7 images. This course covers the following topics: Overview of WDS; Designing WDS for Windows 7 Deployment; Configuring WDS for Windows 7 Deployment; Guidelines for Deploying Windows 7 using WDS. This course helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.
Course 10253: Deploying Windows 7 by Using Lite Touch Installation and Zero Touch Installation	This two-hour course describes the necessary prerequisites and procedures for deploying the Windows 7 operating system using Lite-Touch and Zero-Touch installations. This course covers the following topics: Designing the Installation Environment; Implementing MDT 2010 for Deploying Windows 7; Performing Zero-Touch Installation of Windows 7 by using MDT 2010 and Configuration Manager 2007. This course helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.
Course 10256: Planning and Deploying Applications and Updates to Windows 7 Clients	This two-hour course describes how you can determine an appropriate method for application deployment. It also covers how you can plan and deploy applications and updates to Windows 7 client computers. This course covers the following topics: Determining the Application Deployment Method; Deploying Office 2007; Planning and Configuring Desktop Updates by Using WSUS. This course helps you prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator. The prerequisites for this course are as follows: Ability to install and configure Windows 7 clients; Solid knowledge of TCP/IP, networking concepts, and Active Directory; Familiarity with administration, management, deployment, packaging, and imaging tools; Ability to work in a team, create proposals, and make budget recommendations.

Nome do Curso	Descrição
Course 10280: What's New in Microsoft Outlook 2010	This one-hour course provides you with the skills and knowledge required to efficiently communicate with others, organize and locate information, schedule meetings, and manage calendar, contacts, and task list by using the new and improved features in Outlook 2010. Topics covered in this course include: Exploring Office 2010 Programs and Interface; New and Improved Features in Office 2010 Programs; Connecting to Accounts; Working with the Quick Access Toolbar; Locating Information and Processing Messages; Communicating with Contacts; Managing and Sharing Schedules; Accessing from Anywhere; Receiving Voice Mail and Fax Messages. Student prerequisites: To get the most benefit the learner must be familiar with Outlook 2003 or Outlook 2007. Learners familiar with Outlook 2003 should complete the Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before viewing this course.
Course 10281: What's New in Microsoft Office Word 2010	This one-hour course provides you with the skills and knowledge required for creating, accessing, enhancing, and sharing your documents by using the new and improved features in Word 2010. Topics covered in this course include: Exploring Office 2010 Programs and Interface; New and Improved Features in Office 2010 Programs; Customize the Ribbon; Managing Files in the Backstage View; Navigating Your Document; Adding and Enhancing Illustrations; Checking Spelling and Grammar; Creating Inspiring Content; Co-authoring and Sharing Documents; Translating Your Text; Working with the Word 2010 Web App; Using Word Mobile 2010. Student prerequisites: This course has no prerequisites, but learners may find it helpful to have some experience with a previous version of Microsoft Word.
Course 10282: What's New in Microsoft Office PowerPoint 2010	This one-hour course provides you with the skills and knowledge required for creating, accessing, enhancing, and sharing your presentations efficiently by using the new and improved features in PowerPoint 2010. Topics covered in this course include: Exploring Office 2010 Programs and Interface ;New and Improved Features in Office 2010 Programs; Customize the Ribbon; Working Behind the Scenes; Entering Content; Insert Graphics and Screenshots; Adding Animations and Transitions; Capturing, Editing, and Formatting Videos; Co-authoring Presentations; Sharing Presentations; Merge Multiple Versions; Working on a Mobile Device. Student prerequisites: To get the most benefit the learner must be familiar with PowerPoint 2003 or PowerPoint 2007. Learners familiar with PowerPoint 2003 should complete the Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before viewing this course.
Course 10283: What's New in Microsoft Office Excel 2010	This one-hour course provides you with the skills and knowledge required for managing files effectively and controlling the data within the files in Excel 2010. Topics covered in this course include: Introduction to Office 2010 Applications and Suites; Enabling Teams to Work Together More Effectively; Getting Almost Anywhere Access to Your Work; Visualizing Data Using Improved Charting Capabilities; Managing Files in Backstage View; Collaborating in Excel 2010; Analyzing Data Using PivotTables; Summarizing Large Data Sets; Adding Mathematical Equations; Accessing Excel 2010 Data Over the Web; Accessing Excel 2010 Data Using a Mobile Device. Student prerequisites: To get the most benefit the learner must have intermediate-level skills and at least two years of experience using Microsoft Excel in an enterprise environment.
Course 10284: What's New in Microsoft Office 2010	This one-hour course provides you with the skills and knowledge required to familiarize yourself with the new and improved features in Microsoft Office 2010. Topics covered in this course include: Work with Files in Backstage View; Improving the Look of Your Work; Coauthoring and Sharing Your Files; Accessing Your Work Anywhere with Office Web Apps; Create and Share Professional Documents in Word 2010; Showcase Your Data in Excel 2010; Organize Your E-mail and Calendar in Outlook 2010; Add and Edit Video in PowerPoint 2010; Collect and Share Notes in OneNote 2010; Create Marketing Materials with Publisher 2010; Take Files Offline with SharePoint Workspace 2010; Manage and Share Data with Access 2010; Design Forms with InfoPath 2010. Student prerequisites: This course has no prerequisites but the learner may find it helpful to have some familiarity with word processing and spreadsheet applications.
Course 10293: Beginner Skills in Microsoft Outlook 2010	This two-hour course describes how to use basic features of Microsoft Outlook 2010 for e-mail messaging and scheduling. Topics covered in this course include: Customize User Interface and Program Elements; Arrange Outlook Items; Create and Respond to Messages; View Messages and Attachments; E-mail Signature; Contact Records; Create and Manage Appointments, Meeting Requests, Tasks, Notes, and Journal. Student prerequisites: To make the most of this learning experience, you should belong to one or more of the following groups: Outlook 2003 users who are familiar with the Microsoft Office ribbon interface; Outlook 2003 users who are new to the Microsoft Office Ribbon interface but have completed the Fluent Interface course (4697); Outlook 2007 users who would like to explore Outlook 2010 and practice common tasks; Users who are migrating from other message applications.
Course 10294: Beginner Skills in Microsoft Word 2010	This two-hour online course is designed to help you use the Microsoft Word 2010 interface, commands, and features to create, enhance, and share documents. Topics covered in this course include: Introducing Word 2010; Creating a Document; Viewing a Document; The Formatting Options; Browsing a Document; The Page Setup Options; Inserting Page Numbers and Page Breaks; Applying Quick Styles to a Document; Applying Themes to a Document; Enhancing Images; Using the Proofing Features; The Language Features; Printing and Sharing a Document. Student prerequisites: Home and Office users taking this course should already be familiar with Microsoft Office Word 2003, Microsoft Office Word 2007, or some other word processing application. Learners familiar with Word 2003 should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface.

Nome do Curso	Descrição
Course 10295: Beginner Skills in Microsoft PowerPoint 2010	This two-hour online course is designed to help you use the Microsoft PowerPoint 2010 interface, commands, and features to create, enhance, and deliver presentations. Topics covered in this course include: Manage the PowerPoint Environment; Use Presentation Views; Work with the PowerPoint Windows; Create and Save Presentations; Work with Text Boxes; Work with WordArt; Insert and Format a Table; Work with Custom Animation; Insert and Modify a Picture, Shape, SmartArt Graphic, and Chart; Add Video Clips, Images, and Illustrations; Send a Slide Show for Review; Work with Comments; Prepare a Slide Show for Delivery. Student prerequisites: Home and Office users taking this course must have the basic skills of using Microsoft Windows. This includes basic tasks such as opening, editing, and saving a file. Learners should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface.
Course 10296: Beginner Skills in Microsoft Excel 2010	This online course is designed to help you use the Microsoft Excel 2010 interface, commands, and features to present, analyze, and manipulate various types of data. Topics covered in this course include: Setting Excel Options; Creating a New Workbook; Adding and Moving Data in a Worksheet; Formatting Cells and Using Borders and Margins; Sorting and Filtering Data Lists; Reviewing a Workbook and Using the Proofing Tools; Creating and Editing Charts; Inserting Shapes, Pictures, Clip Art, SmartArt Graphics, WordArt, Screen Shots, and Signature Lines. Student prerequisites: Learners taking this course must have experience working with Microsoft Windows. They must be familiar with performing basic tasks such as opening a file, formatting text, and saving a file. It is recommended that the learners complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10353: Beginner Skills Training in Microsoft OneNote 2010	This one-and-a-half-hour course is designed to help you use the features of OneNote 2010 to create, edit, organize, and share a notebook. Topics covered in this course include: Explore the OneNote 2010 User Interface; Create a Notebook; Create Pages, Sections, and Section Groups; Save a Page, Section, and a Notebook; Add Media Elements to a page; Insert Links, Files, Time Stamps and Symbols to a Page; Use the Pen option to Write and Draw on a Page; View different Versions of a Notebook; View and Edit the Page Display in a Notebook; Print a Notebook; Share a Page and a Notebook. Student prerequisites: Home and Office users taking this course should already be familiar with Microsoft Office OneNote 2003 or Microsoft Office OneNote 2007. Learners familiar with OneNote 2003 should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10354: Beginner Skills Training in Microsoft Publisher 2010	This one-hour course is designed to help you use the basic features of Publisher 2010 to create, customize, and publish a publication. Topics covered in this course include: Create and Save a Publication; Add Text in a Publication; Arrange a Text Box; Insert and Arrange Pictures in a Publication; Edit and Apply Effects to a Picture; View a Publication; Modify the Page Settings of a Publication; Edit the Settings of a Publication; Print and Share a Publication. Student prerequisites: Learners taking this course must be familiar with word processing and editing techniques, such as cut and paste. They must have experience working with Microsoft Office Publisher 2003, Microsoft Office Publisher 2007, or other desktop publishing applications. Learners familiar with Publisher 2003 must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10356: Beginner Skills Training in Microsoft Visio 2010	This one-hour online course is designed to help you create, edit, enhance, and publish diagrams by using Visio 2010. Topics covered in this course include: The Visio 2010 User Interface; The Visio 2010 Templates; Exploring Other Ways to Create Diagrams; The Shapes Window; Creating Custom Stencils; Creating a Basic Diagram; Editing a Basic Diagram; Enhancing a Diagram; Adding Pages to a Diagram; Adding Subprocesses to a Diagram; Working with Containers; Connecting to Data Sources; Publishing Diagrams. Student prerequisites: Learners must have the basic skills of using Microsoft Windows. This includes basic tasks such as opening, editing, and saving a file. Learners should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10378: Setting Up Projects in Microsoft Project 2010	This one-hour online course is designed to give you the skills and knowledge required to use the features of Microsoft Project 2010 to build your project plan effectively and with ease. Topics covered in this course include: Creating a Project Plan; User-Controlled Scheduling; Adding Tasks; Adding Work Resources; Adding Material and Cost Resources; Defining a Calendar; Viewing Project Information. Student prerequisites: Learners taking this course must be familiar with basic project management tasks. They must have experience working with Microsoft Office Project 2003, Microsoft Office Project 2007, or other project management applications. Learners familiar with Project 2003 and Project 2007 must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10379: Building a Project Schedule in Microsoft Project 2010	This one-hour online course is designed to give you the skills and knowledge required to use the various scheduling features in Project 2010. Topics covered in this course include: Task Relationship; Adding Constraints and Deadlines; Assigning Resources to Tasks; Saving a Baseline; Resolving Scheduling Issues by Using the Task Inspector; Modifying Assignments with the Team Planner View; Modifying Assignments of Autoscheduled Tasks; Adding and Removing Resources. Student prerequisites: Learners taking this course must be familiar with basic project management tasks. They must have experience working with Microsoft Office Project 2003, Microsoft Office Project 2007, or other project management applications. Learners familiar with Project 2003 and Project 2007 must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.

Nome do Curso	Descrição
Course 10380: Tracking and Managing Projects in Microsoft Project 2010	This one-hour online course is designed to give you the skills and knowledge required to use the features in Project 2010 to track project progress and generate project reports that contain key project information. Topics covered in this course include: Entering Actual Values; Updating a Project Plan; Viewing Project Variances; Using Text-Based Reports; Creating Earned Value Reports; Creating Visual Reports. Student prerequisites: Learners taking this course must be familiar with basic project management tasks. They must have experience working with Microsoft Office Project 2003, Microsoft Office Project 2007, or other project management applications. Learners familiar with Project 2003 and Project 2007 must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10381: Customizing and Sharing Projects in Microsoft Project 2010	This one-hour online course is designed to give you the skills and knowledge required to use Project 2010 to display key project data, and share project information between projects and other Microsoft Office programs. Topics covered in this course include: Customizing Project Views; Defining a Custom View; Creating a Custom Field; Working with Multiple Project Plans; Creating a Master Project Plan; The Global Template; Sharing Project Information with Microsoft Office Programs; Integrating Project 2010 with SharePoint. Student prerequisites: Learners taking this course must be familiar with basic project-management tasks. They must have experience working with earlier versions of Microsoft Project or other project management applications. Learners familiar with Project 2003 and Project 2007 must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10382: Beginner Skills in Microsoft Access 2010	This two-hour online course explains how to create and work with a database and its objects by using the new and improved features in Microsoft Access 2010. Topics covered in this course include: Database Basics; Creating a Database; Importing and Exporting Data; Creating and Managing Indexes; Creating a Query by Using Query Wizard; Creating an Expression by Using Expression Builder; Creating a Report; Grouping and Sorting Data in a Report; Creating a Form by Using Form Wizard. Student prerequisites: Learners taking this course may have limited experience working with any database application, especially Access 2010. They may have used either Microsoft Office Access 2003 or Microsoft Office Access 2007. Learners who are familiar with Access 2003 and unfamiliar with the ribbon must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10383: Intermediate Skills in Microsoft Access 2010	This one-hour online course explains how to create, modify, and locate information in a Microsoft Access 2010 database. Topics covered in this course include: Creating a Table; Defining a Primary Key; Creating Datasheet Relationships; Using Lookup Fields; Compacting a Database; Creating a Complex Query; Creating and Editing a Query in SQL View; Creating Pivot Objects. Student prerequisites: Learners taking this course must have either used Microsoft Office Access 2003 or Microsoft Office Access 2007. Learners who are familiar with previous versions of Access or are migrating from other database applications must complete Course 10382AE: Beginner Skills in Microsoft® Access® 2010 before taking this course.
Course 10384: Advanced Skills in Microsoft Access 2010	This one-hour online course explains how to create programmable elements in Microsoft Access 2010 and how to share and distribute database information by using Access 2010. Topics covered in this course include: Creating and Editing a Macro; Handling Errors in a Macro; Creating and Editing a Module; Creating an Execute-Only Database; Encrypting a Database; Importing Data from and Exporting Data to SharePoint Lists; Packaging a Database; Using the Microsoft Access Runtime Program. Student prerequisites: Learners taking this course must have a good working knowledge of databases. They should be familiar with Microsoft Office Access 2003 or Microsoft Office Access 2007. They should also complete Course 10383AE: Intermediate Skills in Microsoft® Access® 2010 before taking this course.
Course 10385: Advanced Skills in Microsoft Outlook 2010	This one-hour course describes how to use advanced features of Microsoft Outlook 2010 to optimize communication, planning, and coordination. Topics covered in this course include: Configuring a Microsoft Exchange E-mail Account; Modifying E-Mail Account Settings; Using Outlook Web Access; Creating an Outlook Data File; Managing Microsoft Add-ins and Trust Center Settings; Managing Send/Receive Operations; Message Settings and Properties; Defining Print Styles; Working with Quick Steps. Student prerequisites: To make the most of this learning experience, you should belong to one or more of the following groups: Outlook 2003 or Outlook 2007 users who have intermediate skills and who also have some experience with Outlook 2010; Users who have already completed the Intermediate Skills in Microsoft Outlook 2010 course (10524) or have the equivalent skills taught in that course.
Course 10386: Advanced Skills in Microsoft PowerPoint 2010	This one-hour online course is designed to help you use advanced features of PowerPoint 2010 to create, customize, and deliver presentations that are rich in multimedia elements. Topics covered in this course include: Customize the Quick Access Toolbar and Ribbon; Customize Master Views and Create Slide Layout; Customize Slide Master and Creating New Layout; Incorporate Existing Content; Work with Videos, Clip Art, Images, and Illustrations; Save and Print a Slide Show; Broadcast and Record a Slide Show; Collaborate by using PowerPoint 2010. Student prerequisites: Learners must be well versed with the basic skills of using Microsoft Office PowerPoint 2007 (or previous versions) and also have some experience with the interface of PowerPoint 2010. It is recommended that the learners complete the beginner and intermediate courses or have the equivalent skills taught in those courses.

Nome do Curso	Descrição
Course 10391: Intermediate Skills in Microsoft Word 2010	This one-and-half hour course provides you with the skills and knowledge required to enhance, share, and customize Word 2010 documents. Topics covered in this course include: Customizing Word Options; Customizing the Quick Access Toolbar; Customizing the Saving Options; Setting up the Pages in a Document; Reorganizing a Document; Inserting Section Breaks in a Document; Adding Tables and Captions; Inserting Graphical Elements; Reviewing a Document; Co-authoring a Document; Viewing Documents on the Web; Working with Documents by Using Word Mobile 2010; Protecting a Document; Inserting Table of Contents and Footnotes; Creating a Mail Merge. Student prerequisites: Learners must be well versed with the basic skills of using Microsoft Office Word 2007, or previous versions. Learners familiar with Word 2003 should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface.
Course 10392: Advanced Skills in Microsoft Word 2010	This one-and-half hour course provides you with the skills and knowledge required to create complex documents and publish them by using Word 2010. Topics covered in this course include: Customizing the Ribbon; Introduction to Text Building Blocks; Embed Objects in a Document; Add References and Citations; Insert an Equation; Compare and Combine a Document; Combine Different Versions of a Document; Checking for Issues in a Document; Editing Documents on the Web and a Mobile Device; Publishing a Document with Word Mobile 2010; Create a Master Document; Insert an Index; Add Content Controls; Use XML Tools. Student prerequisites: Learners must be well versed with the basic skills of using Word 2007 (or previous versions) and also have some experience with the interface of Word 2010. It is recommended that the learners complete the beginner and intermediate courses or have the equivalent skills.
Course 10393: Intermediate Skills in Microsoft Excel 2010	This online course is designed to help manage workbooks in Excel 2010. Topics covered in this course include: Editing Worksheets; Adding Headers, Footers, and Hyperlinks; Formatting and Editing Cells; Conditional Formatting; Analyzing Data Lists; Using What-If Analysis; Performing Calculations; Creating, Editing, and Formatting PivotTables; Creating and Editing Charts; Setting Excel 201 Options and Workbook Properties; Linking and Embedding Objects; Sharing Workbooks. Student Prerequisites: Learners must have the basic skills of using Excel 2003. These include basic tasks such as opening a workbook, formatting text, and saving a workbook. It is recommended that the learners complete the course 4697 that introduces the Fluent Interface (ribbon).
Course 10394: Advanced Skills in Microsoft Excel 2010	This online course is designed to help you customize and manage the Excel 2010 interface as well as know how to manage, manipulate, and format data. Topics covered in this course include: Setting Excel 2010 Options; Manipulating Worksheet Data; Creating and Editing Named Ranges; Working with Solver and PowerPivot Add-Ins; Working with External Data; Creating and Editing Web Queries; Creating Sparklines and Trendlines; Analyzing PivotTable Data; Creating and Editing Macros; Running a Macro; Workbook Protection Levels. Student Prerequisites: Learners must have the basic skills of using Excel 2003. These include basic tasks such as opening a workbook, formatting text, and saving a workbook. It is recommended that the learners complete the course 4697 that introduces the Fluent Interface (ribbon).
Course 10395: What's New in Microsoft Access 2010	This one-hour course describes the new and improved features in Microsoft Access 2010 that help you easily create and share databases. Topics covered in this course include: Work Behind the Scenes; Customize the Ribbon; Explore the New Templates, Themes, and Navigation Form Feature; Use Application Parts; Work with Quick Start Fields; Enhanced Expression Builder and Conditional Formatting; The Improved Macro Environment; Explore Table Macros; Access Services 2010; Create and Publish a Web Database to a SharePoint Site. Student prerequisites: Learners taking this course must be familiar with database concepts and must have used a database application; They should be familiar with either Microsoft Office Access 2003 or Microsoft Office Access 2007; Learners familiar with Access 2003 must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10396: What's New in Microsoft InfoPath 2010	This one-hour course describes the new and improved features of Microsoft InfoPath 2010 that help you design and share effective electronic forms. Topics covered in this course include: Introduction to InfoPath Designer 2010 and InfoPath Filler 2010; Customizing the Ribbon and Working Behind the Scenes; Introduction to New Controls; Using Page Layouts and Controls; Adding Rules to a Form; Publishing and Filling Out a Form; Creating a Form for a SharePoint List; Using the Filtering Functionality in Browser Forms. Student prerequisites: Home and office users taking this course are familiar with electronic form design concepts and have used an electronic form design application; Learners have used either Microsoft Office InfoPath 2003 or Microsoft Office InfoPath 2007; Students who have used a previous version of InfoPath must complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface.
Course 10398: What's New in Microsoft Project 2010	This one-hour online course is designed to give you an overview of the new and improved features of Project 2010. Topics covered in this course include: Introduction to the New User Interface of Project 2010; Customizing the Ribbon and Working Behind the Scenes; Formatting the Project Plan and Customizing the View; Using the New Scheduling Features; Using the New Resource-Leveling Options and Managing Resources; Synchronizing a Project Plan with a SharePoint Task List; Publishing Project Plans. Student prerequisites: Learners taking this course must have managed projects for at least six months; They must also have an understanding of project management tasks; They should already be familiar with Microsoft Office Project 2003 or Microsoft Office Project 2007; Learners familiar with Project 2003 should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.

Nome do Curso	Descrição
Course 10399: What's New in Microsoft Publisher 2010	This one-hour course describes the new and improved features in Publisher 2010 that help you create, print, and distribute high-quality publications. Topics covered in this course include: The Ribbon and Quick Access Toolbar; Working Behind the Scenes; Customizing the Ribbon; The Mini Toolbar, Live Preview, Print Preview Pane, and Zoom Controls; The Page Navigation, Visual Layout Guidance, and Typography Features; Using the New and Improved Picture-Editing Features; Customizing and Sharing a Publication; Reusing Content. Student prerequisites: Home and Office users taking this course must be familiar with publishing concepts and must have used a desktop publishing application; They should be familiar with Microsoft Office Publisher 2003 or Microsoft Office Publisher 2007; Learners should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10400: What's New in Microsoft SharePoint Designer 2010	This one-hour online course is designed to give you an overview of the new and improved features of SharePoint Designer 2010. Topics covered in this course include: Introduction to the New User Interface of SharePoint Designer 2010; Customizing the Ribbon and Working Behind the Scenes; Using the New and Improved Site Editing Features; Restricting Site Modifications; Using the New Workflow Features; Creating External Content Type and External Lists. Student prerequisites: Learners taking this course must be familiar with document management concepts and must have worked with document management systems and/or SharePoint before; They should have a experience working with SharePoint and SharePoint Designer; Learners familiar with SharePoint Designer 2007 should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10402: What's New in Microsoft Visio 2010	This one-hour course describes the new and improved features in Microsoft Visio 2010 that help you easily create and manage diagrams. Topics covered in this course include: The Ribbon, Backstage View, and Status Bar; Customize the Ribbon; New and Improved Templates; Interactive Enhancements; The Shapes Window; Improved Tools and Features; Insert Pages and Define Setup; Create Subprocesses; Containers and Lists; Enhance and Validate Diagrams; Connect to Data Sources; Data Graphics; View Data Linked to Shape or Diagram; Save and Publish Diagrams; Publish Diagrams on the Web; Visual Mash-ups in SharePoint. Student prerequisites: Home and Office users taking this course should be familiar with Microsoft Office Visio 2003 or Microsoft Office Visio 2007; Learners should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10403: Beginner Skills Training in Microsoft InfoPath 2010	This one-and-a-half-hour course describes how to use basic features of InfoPath 2010 to create, customize, print, publish, and fill a form. Topics covered in this course include: InfoPath 2010 User Interface; Create a Form; Add and Customize a Layout Table, Text, and Illustrations; Save and Open a Form; Add and Customize Controls; Set Actions and Validation Rules; Preview, Print, and Publish a Form; Connect Form to Data Source; Define Action, Rules, and Roles; Fill a Form. Student prerequisites: Students must have the basic skills of using Microsoft Windows. This includes basic tasks such as opening, editing, and saving a file. Students should complete Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface before taking this course.
Course 10517: Introduction to the Microsoft SharePoint 2010 Development Platform	This course introduces existing ASP.NET developers to the SharePoint 2010 development platform. The courses in the collection cover the following topics: SharePoint 2010 as a Development Platform; Introducing SharePoint 2010 Object Hierarchy; Developing SharePoint Solutions by Using Visual Studio 2010; Packaging and Deploying SharePoint 2010 Solutions. This course prepares you for the exam 70-573: TS: Microsoft SharePoint 2010, Application Development. Students should meet the following pre-requisites: 12 months' experience developing solutions with ASP.NET; 6 months' experience developing solutions for Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007.
Course 10518: Developing Web Parts for Accessing Microsoft SharePoint 2010 Data	This course teaches developer how to develop Web Parts that access SharePoint data by using the server-side object model. The courses in the collection cover the following topics: Creating Standard Web Parts; Creating Connected Web Parts; Creating Visual Web Parts; Working with SharePoint Sites Programmatically. This course prepares you for the exam 70-573: TS: Microsoft SharePoint 2010, Application Development. Students should meet the following pre-requisites: 12 months' experience developing solutions with ASP.NET; 6 months' experience developing solutions for Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007.
Course 10519: Creating Event Receivers and Workflows	This course teaches developers how to create business processes in SharePoint 2010 by using workflows and SharePoint events. The courses in the collection cover the following topics: Event Receivers in SharePoint 2010; Feature Receivers in SharePoint 2010; Developing SharePoint Workflows by Using SharePoint Designer; Developing SharePoint Workflows by Using Visual Studio 2010. This course prepares you for the exam 70-573: TS: Microsoft SharePoint 2010, Application Development. Students should meet the following pre-requisites: 12 months' experience developing solutions with ASP.NET; 6 months' experience developing solutions for Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007.
Course 10520: Creating Business Connectivity Services Solutions in Microsoft SharePoint 2010	This course teaches developers how to expose data from external line-of-business systems in SharePoint by using Business Connectivity Services. The courses in the collection cover the following topics: Business Connectivity Services Overview; Creating External Content Types and Lists by Using SharePoint Designer; Business Data Catalog Models in Visual Studio 2010; Developing Business Data Catalog Models. This course prepares you for the exam 70-573: TS: Microsoft SharePoint 2010, Application Development. Students should meet the following pre-requisites: 12 months' experience developing solutions with ASP.NET; 6 months' experience developing solutions for Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007

Nome do Curso	Descrição
Course 10521: Developing Solutions Using the Microsoft SharePoint 2010 Client Object Model	This course teaches developers how to develop solutions that use the new client object model provided by SharePoint 2010. The courses in the collection cover the following topics: Overview of the SharePoint 2010 Client Object Model; Types of Solutions that Can Use the SharePoint 2010 Client Object Model; Remote Client Types; Working with the Client Object Model for .NET Applications. This course prepares you for the exam 70-573: TS: Microsoft SharePoint 2010, Application Development. Students should meet the following pre-requisites: 12 months' experience developing solutions with ASP.NET; 6 months' experience developing solutions for Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007.
Course 10522: Developing Rich User Interfaces for Microsoft SharePoint 2010	This course teaches developers how to develop solutions that use the new user interface platforms for SharePoint 2010. The courses in the collection cover the following topics: Building Ribbon Controls and Custom Actions; Developing on the Dialog Platform; Developing Silverlight Applications by Using the Client Object Model; Deploying and Debugging Silverlight Applications for SharePoint 2010. This course prepares you for the exam 70-573: TS: Microsoft SharePoint 2010, Application Development. Students should meet the following pre-requisites: 12 months' experience developing solutions with ASP.NET; 6 months' experience developing solutions for Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007.
Course 10530: Introduction to Microsoft Visual Studio Test Professional 2010	This two-hour course provides an overview of the features and tools that are part of Visual Studio Test Professional 2010. Topics covered in this course include: Overview of Visual Studio Test Professional 2010; Overview of Test Planning; Introduction to Microsoft Test Manager 2010; Activities of Microsoft Test Manager - Testing Center; Starting Microsoft Test Manager and Selecting a Test Plan; Creation of Test Case; Test Plan Contents; Creating Test Suites in the Test Plan; Introduction to Test Execution by using MTM 2010; Actionable Bug; Executing a Test Manually and Filing a Bug; View Test Run Results; Using Shared Steps; Test Plan Manager; Diagnostic Data Adapters; Non-default Test Settings and Test Run with Options; Verifying Bugs; Performing Exploratory Testing. Student prerequisites: Learners taking this course must be familiar with Microsoft Visual Studio.
Course 2208: Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows Server 2003	Learn the knowledge and skills you need to implement Windows-based host computers on a TCP/IP-based network. This is the third course in the core Windows Server 2003 Systems Administrator/Systems Engineer curriculum, the most effective and relevant skills path for students new to Windows Server.
Course 2261: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System	In this course, you will learn to support users running the Microsoft Windows® XP operating system. You'll learn about the job duties of the Desktop Support Technician (DST), and you'll resolve a variety of common desktop operating system issues, including issues related to installation, desktop management, file and folder access, hardware, printing, and network connectivity.
Course 2262: Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System	In this course, you will learn to support users running applications on the Microsoft Windows® XP operating system. You'll learn about the job duties of the Desktop Support Technician (DST) for applications, and you'll support and troubleshoot Microsoft® Internet Explorer, Microsoft® Outlook® Express, Microsoft® Office, and Microsoft® Outlook®.
Course 2274: Managing a Microsoft Windows Server 2003 Environment	The first step in the core Windows Server 2003 Systems Administrator/Systems Engineer curriculum, the most effective and relevant skills path for students new to Windows Server. The successor to the #1 best-selling instructor-led course in the world (Course 2152, Implementing Microsoft Windows 2000 Professional and Server), and the ideal way to introduce entry-level students to careers supporting Microsoft products and technologies.
Course 2275: Maintaining a Microsoft Windows Server 2003 Environment	Learn the knowledge and skills you need to keep your Windows Server 2003-based computers in fine working order. This is the second course in the core Windows Server 2003 Systems Administrator/Systems Engineer curriculum, the most effective and relevant skills path for students new to Windows Server.
Course 2276: Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts	Learn the knowledge and skills you need to implement Windows-based host computers on a TCP/IP-based network. This is the third course in the core Windows Server 2003 Systems Administrator/Systems Engineer curriculum, the most effective and relevant skills path for students new to Windows Server.
Course 2277: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services	Learn the knowledge and skills you need to implement a Windows Server 2003 network infrastructure. This is the fourth course in the core Windows Server 2003 Systems Administrator/Systems Engineer curriculum, the most effective and relevant skills path for students new to Windows Server.
Course 2278: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	Learn the knowledge and skills you need to plan and maintain a Windows Server 2003 network infrastructure. This is the fifth course in the core Windows Server 2003 Systems Engineer curriculum, the most effective and relevant skills path for systems engineers supporting networks based on Windows Server 2003.
Course 2279: Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	Learn the knowledge and skills you need to plan, implement, and maintain a Windows Server 2003 Active Directory infrastructure. This is the sixth and final course in the core Windows Server 2003 Systems Engineer curriculum, the most effective and relevant skills path for systems engineers who support networks based on Windows Server 2003
Course 2282: Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	The capstone to the Windows Server 2003 Systems Engineer curriculum, the most effective and relevant skills path for systems engineers who support networks based on Windows Server 2003. Learn the skills and knowledge you need to ensure your organization gets the highest return from its investment in Windows Server 2003

Nome do Curso	Descrição
Course 2285: Installing, Configuring, and Administering Microsoft Windows XP Professional ITA	The most efficient Windows XP Professional training solution for students in the Windows Server 2003 curriculum. Students who do not support Windows Server as part of their job should take Course 2272.
Course 2310: Developing Microsoft ASP.NET Web Applications Using Visual Studio .NET	This course is designed for developers who have component and Web application development skills, and who have experience with a .NET language such as Microsoft Visual Basic® .NET, Microsoft Visual C#™, or Microsoft Visual C++®; an understanding of object-oriented concepts and terminology; experience developing distributed applications; and experience developing Web-based applications hosted on Internet Information Server. Prepares students to take MCAD.NET and MCSD.NET exams 70-305; 70-306; 70-315; and 70-316
Course 2389: Programming ADO.NET	This course is designed for programmers who have written code for at least three months using a procedural language (such as Fortran, Pascal, C, or Cobol) or an object-oriented programming language (such as Java, C++, Delphi, or Powerbuilder). Further, it is designed for programmers who have used Visual Studio .NET to create .NET projects
Course 2524: Developing XML Web Services using Microsoft ASP.NET	This course is ideal for anyone who wants to learn about developing XML Web Services with Visual Studio .NET. This course can also be used to prepare for exams: <a href="http://www.microsoft.com/learning/exams/70-310.asp">http://www.microsoft.com/learning/exams/70-310.asp</a> "Exam 70-310": Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework <a href="http://www.microsoft.com/learning/exams/70-320.asp">http://www.microsoft.com/learning/exams/70-320.asp</a> "Exam 70-320": Developing XML Web Services and Server Components with Microsoft Visual C# .NET and the Microsoft .NET Framework
Course 2555: Developing Microsoft .NET Applications for Windows (Visual C# .NET)	This course is ideal for the Visual C# developer wanting to learn about Windows client development. This course can also be used to prepare for exam: <a href="http://www.microsoft.com/learning/exams/70-316.asp">http://www.microsoft.com/learning/exams/70-316.asp</a> "Exam 70-316": Developing and Implementing Windows-based Applications with Microsoft® Visual C# .NET and Microsoft® Visual Studio® .NET
Course 2565: Developing Microsoft® .NET Applications for Windows® (Visual Basic® .NET)	This course is ideal for anyone who wants to learn about building Microsoft® Windows® Forms applications by using the Microsoft .NET Framework and Microsoft Visual Basic .NET. This course can also be used to prepare for exam: <a href="http://www.microsoft.com/learning/exams/70-306.asp">http://www.microsoft.com/learning/exams/70-306.asp</a> "Exam 70-306": Developing and Implementing Windows-based Applications with Microsoft Visual Basic .NET and Microsoft Visual Studio® .NET
Course 2830: Designing Security for Microsoft Networks (ITA)	ITA Learn the knowledge and skills you need to design a secure network infrastructure. The most effective and relevant way to prepare MCSEs for MCP Exams 70-220 Designing Security for a Microsoft Windows 2000 Network and 70-298: Designing Security for a Microsoft Windows Server 2003 Network.
Course 2830: Designing Security for Microsoft® Networks	Learn the knowledge and skills you need to design a secure network infrastructure. The most effective and relevant way to prepare MCSEs for MCP Exams 70-220 Designing Security for a Microsoft Windows 2000 Network and 70-298: Designing Security for a Microsoft Windows Server 2003 Network.
Course 2936: Installing and Securing Microsoft® SQL Server™ 2005	This course is ideal for architects, systems engineers, systems administrators, solution developers, or application developers installing and securing Microsoft® SQL Server™ 2005. The course will cover the planning/design phase of technology adoption, and the implementation issues specific to the build, deployment, and management phases. The course provides detailed reference content and in-depth practical and hands-on activities.
Course 2937: Administering and Monitoring Microsoft® SQL Server™ 2005	This course is ideal for architects, systems engineers, systems administrators, solution developers, or application developers installing and securing Microsoft® SQL Server™ 2005. The course will cover the planning/design phase of technology adoption, and the implementation issues specific to the build, deployment, and management phases. The course provides detailed reference content and in-depth practical and hands-on activities
Course 2938: Data Availability Features in Microsoft® SQL Server™ 2005	This course is ideal for architects, systems engineers, systems administrators, solution developers, or application developers installing and securing Microsoft® SQL Server™ 2005. The course will cover the planning/design phase of technology adoption, and the implementation issues specific to the build, deployment, and management phases. The course provides detailed reference content and in-depth practical and hands-on activities
Course 3377: Implementing Windows Desktop Search in an Enterprise Environment	In this online learning course, you learn how to enable searching local and network files and folders using Windows Desktop Search. Topics covered within the course include an overview of Search technologies, installing and configuring WDS, as well as WDS integration with Outlook, enterprise solutions, and Windows Vista. This online learning course is composed of a rich multimedia experience coupled with comprehensive technical labs. To get the most out of this course it is recommended that you have: Experience configuring Windows Administrative Tools.
Course 3378: Implementing Enterprise Search by Using Microsoft Office SharePoint Server 2007	In this online learning course, you learn how to configure an enterprise search solution using Microsoft Office SharePoint Server 2007. Topics covered within the course include components of enterprise search, search components in MOSS 2007, and how to configure search in MOSS 2007. This online learning course is composed of a rich multimedia experience coupled with comprehensive technical labs. To get the most out of this course it is recommended that you have: Experience in implementing, managing, and supporting a Microsoft Windows SharePoint Services (WSS) 3.0 environment; Experience in implementing, managing, and supporting a MOSS 2007 environment; At least 2 years of experience implementing, managing, and supporting Internet Information Services 6 (IIS); Taken the 5403AE courses: Implementing Microsoft Windows SharePoint Services 3.0; Taken the 5404AE courses: Implementing Microsoft Office SharePoint Server 2007.

Nome do Curso	Descrição
Course 3379: Searching Line-of-Business Data by Using Business Data Catalog	In this online learning course, you learn how to enable searching of Line Of Business application data through the use of the MOSS 2007 Business Data Catalog. Topics covered include exposing LOB data through the BDC and building custom BDC query applications. This online learning course is composed of a rich multimedia experience coupled with comprehensive technical labs. To get the most out of this course it is recommended that you have: Experience in implementing, managing, and supporting a Microsoft Windows SharePoint Services (WSS) 3.0 environment; Experience in implementing, managing, and supporting a MOSS 2007 environment; At least 2 years of experience implementing, managing, and supporting Internet Information Services 6 (IIS); Taken the 5403AE courses: Implementing Microsoft Windows SharePoint Services 3.0; Taken the 5404AE courses: Implementing Microsoft Office SharePoint Server 2007.
Course 3380: Extending Search in Microsoft Office SharePoint Server 2007	In this online learning course, you will explore the architecture and key search features of MOSS 2007. You will also learn how to customize and extend MOSS search. This online learning course is composed of a rich multimedia experience coupled with comprehensive technical labs. To get the most out of this course it is recommended that you have: Experience in implementing, managing, and supporting a Microsoft Windows SharePoint Services (WSS) 3.0 environment; Experience in implementing, managing, and supporting a MOSS 2007 environment; At least 2 years of experience implementing, managing, and supporting Internet Information Services 6 (IIS); Taken the 5403AE courses: Implementing Microsoft Windows SharePoint Services 3.0; Taken the 5404AE courses: Implementing Microsoft Office SharePoint Server 2007.
Course 3392: Working with Windows Vista	This online course introduces the features of Windows Vista. It will familiarize you with the Windows Vista user interface, so that you can confidently start using Windows Vista right away. This course also covers customizing the Windows Vista interface to suit your requirements. The course has interactive simulations that provide hands-on practice to master specific tasks. It also includes skills assessments to reinforce the learning. In addition, this course can be downloaded for offline use for the length of your subscription so that you can learn even when you're not connected to the Internet. So, get up-to-speed quickly with this interactive Windows Vista course.
Course 3396: Introduction to VSTO 2005 SE	After completing this 2 hour online course for developers, students will be able to: Create simple document-level customizations and application-level add-ins by using Visual Studio Tools for Office. Topics covered in this course include: Explain how Visual Studio Tools for Office solutions can extend the functionality of Microsoft Office to meet your business requirements; Create simple document-level customizations by using Visual Studio Tools for Office 2005; Create simple application-level add-ins by using Visual Studio Tools for Office 2005 SE. Student Prerequisites: This course requires that students meet the following prerequisites: 2 years experience with the .NET Framework 1.1 / 2.0; 2 years experience with C# or Visual Basic .NET; 2 years experience with Visual Studio 2003 / 2005; 6 months experience with VBA/VSTO/Office Object Libraries.
Course 3397: Working with Data in VSTO 2005 SE Solutions	After completing this 2 hour online course for developers, students will be able to: Create data-driven Office Business Applications by using Visual Studio Tools for Office. Other topics covered in this course include: Connect to different types of data sources in a Visual Studio Tools for Office solution; Bind host controls to data in a Visual Studio Tools for Office solution; Cache data in Visual Studio Tools for Office solutions. Student Prerequisites: This course requires that students meet the following prerequisites: 2 years experience with the .NET Framework 1.1 / 2.0; 2 years experience with C# or Visual Basic .NET; 2 years experience with Visual Studio 2003 / 2005; 6 months experience with VBA/VSTO/Office Object Libraries.
Course 3398: Developing Document-Level Solutions by Using VSTO 2005 SE	After completing this 2 hour online course for developers, students will be able to: Create document-level solutions by using Visual Studio Tools for Office. Other topics covered in this course include: Add context-sensitive features to documents by using actions panes; Interact with the user by using controls; Attach smart tags to specific words or phrases in a document. Student Prerequisites: This course requires that students meet the following prerequisites: 2 years experience with the .NET Framework 1.1 / 2.0; 2 years experience with C# or Visual Basic .NET; 2 years experience with Visual Studio 2003 / 2005; 6 months experience with VBA/VSTO/Office Object Libraries.
Course 3399: Developing Application-Level Add-Ins by Using VSTO 2005 SE	After completing this 2 hour online course for developers, students will be able to: Develop application-level solutions. Other topics covered in this course include: Create custom user interfaces by using task panes and Ribbons; Use Outlook and Excel features in Visual Studio Tools for Office solutions; Resolve errors and handle exceptions in Visual Studio Tools for Office application-level add-ins. Student Prerequisites: This course requires that students meet the following prerequisites: 2 years experience with the .NET Framework 1.1 / 2.0; 2 years experience with C# or Visual Basic .NET; 2 years experience with Visual Studio 2003 / 2005; 6 months experience with VBA/VSTO/Office Object Libraries.
Course 3400: Working with XML Data in Microsoft® Office Applications	After completing this 2 hour online course for developers, students will be able to: Access and manipulate XML data in Office applications. Other topics covered in this course include: Manipulate XML data in 2007 Office System documents by using XML document parts; Store and validate XML data in Word 2003 documents; Import XML data into Excel 2003 spreadsheets. Student Prerequisites: This course requires that students meet the following prerequisites: 2 years experience with the .NET Framework 1.1 / 2.0; 2 years experience with C# or Visual Basic .NET; 2 years experience with Visual Studio 2003 / 2005; 6 months experience with VBA/VSTO/Office Object Libraries.

Nome do Curso	Descrição
Course 3401: Deploying VSTO 2005 SE Solutions	After completing this 2 hour online course for developers, students will be able to: Deploy Visual Studio Tools for Office solutions. Other topics covered in this course include: Configure a client computer to run Visual Studio Tools for Office solutions; Deploy a Visual Studio Tools for Office document-level customization; Describe how to deploy a Visual Studio Tools for Office application-level add-in. Student Prerequisites: This course requires that students meet the following prerequisites: 2 years experience with the .NET Framework 1.1 / 2.0; 2 years experience with C# or Visual Basic .NET; 2 years experience with Visual Studio 2003 / 2005; 6 months experience with VBA/VSTO/Office Object Libraries.
Course 4100: Core Training for Microsoft Access 2003 Fundamentals	This course introduces the basic features and tools off Microsoft® Office Access 2003, including the following: getting to know Access, creating a new database, importing and exporting information, simplifying data entry with forms, locating specific information, keeping information accurate, working with reports, making it easy for others to use the database, and keeping information secured
Course 4101: Advanced Training for Microsoft Excel 2003	This course provides an overview of the advanced capabilities of Microsoft® Office Excel 2003, including the following: working with Excel and other Office programs, organizing data, performing calculations on data, analyzing data, working with pivot tables, working with graphics and charts, working with database data and macros, publishing on the Web and using XML, and collaborating in Excel.
Course 4102: Advanced Training for Microsoft Word 2003	This course provides an overview of the advanced capabilities of Microsoft® Office Word 2003, including the following: working with existing documents, presenting information in tables and columns, working with graphics and charts, collaborating with others, creating documents for the web, creating forms and form letters, making information in longer documents accessible, and customizing and automating Word
Course 4103: Core Training for Microsoft PowerPoint 2003	This course introduces the basic features and tools of Microsoft® Office PowerPoint® 2003, including the following: creating presentations, working with slides, making presentations look consistent, working with shapes, working with graphics, working with tables, charts, and diagrams, creating multimedia presentations, reviewing and sharing presentations, preparing a presentation for printing or web publication, and setting up and delivering slide shows.
Course 4104: Core Training for Microsoft Outlook 2003	This course introduces the basic features and tools of Microsoft® Office Outlook® 2003, including the following: managing e-mail messages, finding and organizing e-mail messages, managing your calendar, scheduling and managing meetings, creating and organizing a list of contacts, and keeping track of information
Course 4105: Core Training for Microsoft Word 2003	This course introduces the basic features and tools of Microsoft® Office Word 2003, including the following: working with documents, editing and proofreading documents, changing the appearance of documents, presenting information in tables and columns, working with graphics and charts, collaborating with others, previewing and printing a document, and previewing and creating web pages.
Course 4106: Core Training for Microsoft Excel 2003	This course introduces the basic features and tools of Microsoft® Office Excel 2003, including the following: getting to know Excel, setting up a workbook, performing calculations on data, changing document appearance, filtering and reordering data, combining data from multiple sources, creating charts, printing, and collaborating in Excel.
Course 4107: Advanced Training for Microsoft Outlook 2003	This course provides an overview of the advanced capabilities of Microsoft® Office Outlook® 2003, including the following: managing e-mail messages, working with calendars, contacts, and public folders, customizing and configuring Outlook, using Outlook with other programs, working from multiple locations, and accessing Outlook on the web.
Course 4119: Core Training for Microsoft Windows XP SP2	ITA Office XP Specialist course.
Course 4120: Core Training for Microsoft® Windows® XP Professional	ITA - This offer is used by ITA only. This offer is not available in the MSL catalog (The MSL catalog contains an offer for courses 4120 and 4122, along with a Microsoft online book.)
Course 4123: Advanced Training for Microsoft Access 2002	This course builds upon the concepts covered in "Core Training for Microsoft Access 2002." It includes lessons on: exporting and importing data; using forms to simplify data entry; locating specific information; how to keep data accurate; working with reports; keeping data secure; and how to make the database easier for others to use.
Course 4124: Advanced Training for Microsoft Excel 2002	This course provides an overview of the advanced capabilities of Microsoft® Excel 2002, including the following: performing calculations and formatting data, combining and organizing data, analyzing alternative sets of data, creating charts and pivot tables, automating repetitive tasks with macros, publishing data to the web, and collaborating with others. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards.
Course 4125: Advanced Training for Microsoft Outlook 2002	This course provides an overview of the advanced capabilities of Microsoft® Outlook® 2002, including the following: organizing and managing e-mail, using the calendar, using the task list to enhance time and information management, using the journal, using Outlook with other programs, sharing folders and working offline, sending newsgroup and instant messages, configuring and customizing Outlook, and accessing messages on the web. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards.
Course 4126: Advanced Training for Microsoft Word 2002	This course provides an overview of the advanced capabilities of Microsoft® Word 2002, including the following: using tables, charts, and graphics, creating form letters and labels, creating forms and templates, collaborating with others, working with footnotes and bookmarks, creating tables of contents and indexes, and customizing Word. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards.

Nome do Curso	Descrição
Course 4127: Core Training for Microsoft Access 2002	This course introduces the basic features and tools of Microsoft® Access 2002, including the following: viewing tables, exploring queries, forms, and reports, using the help feature, creating a new database, importing and exporting information, simplifying data entry with forms, locating specific information, keeping your information accurate, and working with reports and pages. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards.
Course 4128: Core Training for Microsoft Excel 2002	This course introduces the basic features and tools of Microsoft® Excel 2002, including the following: getting to know Excel, setting up a workbook, performing calculations on data, changing document appearance, combining, sorting, and summarizing data, working with charts and printing, working with other Microsoft® Office® programs, and publishing information on the web. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards.
Course 4131: Core Training for Microsoft Outlook 2002	This course introduces the basic features and tools of Microsoft® Outlook® 2002, including the following: working with e-mail, managing e-mail messages, customizing and organizing messages, managing your calendar, scheduling and managing meetings, managing contact information, and using tasks and notes to enhance time and information management. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards
Course 4132: Core Training for Microsoft PowerPoint 2002	This course introduces the basic features and tools of Microsoft® PowerPoint® 2002, including the following: creating a PowerPoint presentation, working with a presentation, adding and modifying slide text, printing a presentation, outlining your ideas, adding and modifying design templates, working with objects and colors, inserting information into PowerPoint, inserting pictures into PowerPoint, producing a slide show, creating a web presentation, and reviewing and sharing a presentation. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards
Course 4135: Core Training for Microsoft Word 2002	This course introduces the basic features and tools of Microsoft® Word 2002, including the following: creating and editing a document, changing the look of a document, presenting information in tables and columns, proofreading and printing a document, working with graphics, working with charts, and collaborating with others. This course has been certified as Microsoft Office Specialist Approved Courseware, and covers all exam skill standards.
Course 5231: Fundamentals of Windows Imaging Format and ImageX	In this online course, you gain the fundamental knowledge and skills of Windows Imaging Format and ImageX technology. In addition, you build and deploy the 2007 Office System to clients. This also helps prepare you for certification exam 70-624. This online course is composed of a rich multimedia experience coupled with comprehensive technical labs. It is intended for Desktop Specialists and IT Professionals who must deploy operating systems or applications in an enterprise environment. To get the most out of this course it is recommended that you have experience deploying, managing, and supporting Windows client systems or Office System technologies. This course also helps you prepare to become Microsoft Certified.
Course 5232: Planning for 2007 Microsoft® Office System Client Deployment	This 2-hour course is part of a collection of courses on deploying 2007 Microsoft Office System client applications. These courses are for Desktop Specialists and Technical Decision Makers within organizations that are deploying or considering deploying the 2007 Office System. This course helps you prepare for exam 70-624.
Course 5233: Customizing the 2007 Microsoft® Office System Client Installation	This 2-hour course is part of a collection of courses on deploying 2007 Microsoft Office System client applications. These courses are for Desktop Specialists and Technical Decision Makers within organizations that are deploying or considering deploying the 2007 Office System. This course helps you prepare for exam 70-624.
Course 5234: Understanding the 2007 Microsoft® Office Setup Architecture	This 2-hour course is part of a collection of courses on deploying 2007 Microsoft Office System client applications. These courses are for Desktop Specialists and Technical Decision Makers within organizations that are deploying or considering deploying the 2007 Office System. This course helps you prepare for exam 70-624.
Course 5235: Selecting a 2007 Microsoft® Office System Client Deployment Method	This 2-hour course is part of a collection of courses on deploying 2007 Microsoft Office System client applications. These courses are for Desktop Specialists and Technical Decision Makers within organizations that are deploying or considering deploying the 2007 Office System. This course helps you prepare for exam 70-624.
Course 5236: Deploying 2007 Microsoft® Office System in Multilingual Environments	This 2-hour course is part of a collection of courses on deploying 2007 Microsoft Office System client applications. These courses are for Desktop Specialists and Technical Decision Makers within organizations that are deploying or considering deploying the 2007 Office System. This course helps you prepare for exam 70-624.
Course 5386: Working with Server and Site Objects in Microsoft Windows SharePoint Services 3.	In this online learning course, you will explore the logical architecture of Windows SharePoint Services 3.0 solutions. You will also learn how to programmatically navigate and work with Sites and Site Collections. This course helps prepare you for certification exam, 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5387: Programmatically Securing Microsoft Windows SharePoint Services 3.0 Sites	In this online learning course, you learn to develop using the users, groups and roles functionality exposed by Windows SharePoint Services 3.0. You will also learn how to handle security exceptions and how to run tasks with elevated permissions, where necessary. This course helps prepare you for certification exam, 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5388: Programming Lists and List Events in Microsoft Windows SharePoint Services 3	In this online learning course, you will learn how to program lists in Windows SharePoint Services 3.0. You will also learn how to programmatically read and manipulate list data and modify the list structure. In addition, you will learn how to work with specific list types including Tasks, Events, Discussions, and Alerts. This also helps prepare you for certification exam, 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages

<b>Nome do Curso</b>	<b>Descrição</b>
Course 5389: Managing Documents and Libraries in Microsoft Windows SharePoint Services 3.	In this online learning course, you will learn how to programatically manipulate libraries and documents in Windows SharePoint Services 3.0 solutions. You will also learn how to programatically work with document templates and source control. This course helps prepare you for certification exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5390: Working with List Metadata and Content Types in Microsoft Windows SharePoint Services 3.0	In this online learning course, you will learn how to program list metadata within Windows SharePoint Services 3.0 solutions including retrieving, updating and creating. You will also learn how to create content types and derivative content types. This course helps prepare you for certification exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5391: Customizing Navigation and Layout in Microsoft Windows SharePoint Services 3	In this online learning course, you will learn how to develop user interfaces for Windows SharePoint Services 3.0 solutions in your organization's or your customer's environments. The topics that are covered in this course are customizing and programming site navigation, controlling layout via master pages, and creating web parts. This course helps prepare you for certification exam, 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5393: Creating Custom Web Parts in Microsoft Windows SharePoint Services 3.0	In this two-hour online course, you will learn how to develop custom Web Parts in Windows SharePoint Services 3.0. Topics covered include creating and upgrading Web Parts, implementing caching and Web Part exception handling. This course will help you prepare for exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5394: Working with Features and Site Definitions in Microsoft Windows SharePoint Services 3.0	In this two-hour online course, you will learn how to use the Feature framework in Windows SharePoint Services 3.0. Topics covered include creating features and site definitions and adding options to the Site Settings menu. This course will help you prepare for exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5395: Using Events and Event Receivers in Microsoft Windows SharePoint Services 3.	In this two-hour online course, you will learn how to work with Events in Windows SharePoint Services 3.0. Topics covered include working with event types, event receivers, and handling different kinds of events. This course will help you prepare for exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5396: Implementing Business Processes with Microsoft Windows SharePoint Services 3.0 Workflows	In this two-hour online course, you will learn how to leverage Windows Workflow Foundation for executing business processes in Windows SharePoint Services 3.0. Topics covered include creating workflows within SharePoint, in the SharePoint Designer, and by using Visual Studio 2005. This course will help you prepare for exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5397: Working with Site Services in Microsoft Windows SharePoint Services 3.0	In this two-hour online course, you will learn how to work with site services in Windows SharePoint Services 3.0. Topics covered include jobs and tasks, using the SharePoint Search Service and creating custom SharePoint query objects. This course will help you prepare for exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 5398: Deploying Microsoft Windows SharePoint Services 3.0 Solutions	In this two-hour online course, you will learn how to deploy a Windows SharePoint Services 3.0 solution. Topics covered include creating deployment packages and handling deployment issues with Web Parts, site definitions, features, and Web services. This course will help you prepare for exam 70-541. Student Prerequisites: Visual Studio 2005 / .NET 2.0 Framework (1 year) Working knowledge of building WSS 3.0 Sites WebParts / WebPartZones Security Providers MasterPages / ContentPages
Course 6072: Managing Enterprise Content by using Microsoft® Office SharePoint® Server 2007	This course introduces you to the features and functionalities in Office SharePoint Server 2007 that can be used to manage enterprise content. The course covers the code required to implement business rules and content management features in both Microsoft Visual Basic 2005 and Microsoft Visual C# 2005. This will also help you prepare for exam 70-542.
Course 6073: Creating Business Intelligence Solutions by using Office SharePoint® Server 2007	This course will introduce you to the features and functionalities in Office SharePoint Server 2007 that you can use to create business intelligence solutions. The course will cover the Visual Basic 2005 and Visual C# 2005 code required to display data from Excel Services workbooks and data sources. In addition, the course will help you explore the code required to create, run, and troubleshoot an Excel Services UDF. This will also help you prepare for exam 70-542
Course 6074: Integrating Business Data by using Microsoft® Office SharePoint® Server 2007	This course will introduce you to the features and functionalities in Office SharePoint Server 2007 that you can use to integrate business data. The course will provide an overview of the features and functionalities of the Business Data Catalog. You can use the application definition files to make business data searchable and to display data from external data sources. This will also help you prepare for exam 70-542.
Course 6075: Accessing Application Platform Services by Using Office SharePoint® Server 2007	This course will introduce you to the features and functionalities available in Office InfoPath 2007 and Office InfoPath Forms Services that can be used to access application platform services. You can process and display business data by using Office InfoPath Forms Services. You can also manage credentials by using custom SSO stores. The course will cover the procedures required to manage business data and to implement a custom SSO solution. This will also help you prepare for exam 70-542.

Nome do Curso	Descrição
Course 6076: Searching Data by using Microsoft® Office SharePoint® Server 2007	This course covers the procedures for searching data by using Enterprise Search service in Office SharePoint Server 2007. The course will also introduce how you can use Microsoft Visual Basic 2005 and Microsoft Visual C# code to administer the Enterprise Search service in Office SharePoint Server 2007. You can customize the search UI and create a custom security trimmer to manage search results. In addition, the course introduces the methods by which you can display search results. This will also help you prepare for exam 70-542.
Course 6077: Personalizing a Portal by Using Microsoft® Office SharePoint® Server 2007	This course will introduce you to the features and functionalities available in Office SharePoint Server 2007 that you can use to personalize a portal. You can manage content distribution to users by organizing users into audiences. You can also create user profiles to manage user information. The course covers the code required to configure audiences and user profiles. This will also help you prepare for exam 70-542.
Course 6081: Windows Vista Essentials	This online course presents the essential knowledge you need to start getting the most out of your Windows Vista computer right away. From turning on your Vista PC for the first time, through launching your applications and managing your files, this interactive online course will get you up to speed quickly. Become the Vista guru in your office, without leaving your desk
Course 6286: Using Enterprise Portal Features of Microsoft Office SharePoint Server 2007	This 1 hour online course provides Information Workers with the knowledge and skills required to use the portal features of SharePoint Server 2007. Topics covered in this course include: Update a User Profile Using MySite; Target Content to Specific Audiences; What are Web Parts?; Access Documents and Tasks in a Single Site; Locate People by Using Web Parts; Enable RSS at SharePoint Site and List; Subscribe to an RSS Feed. Student prerequisites: Completed the following courses in the collection, 5266 or possess equivalent knowledge and skills: Course 5465: Getting Started with Windows SharePoint Services 3.0; Course 5466: Creating and Managing Windows SharePoint Services 3.0 Site; Course 5467: Team Collaboration with Windows SharePoint Services 3.0; Course 5468: Using Windows SharePoint Services 3.0 with Microsoft 2007 Office System Applications
Course 6287: Using Enterprise Content Management Features of SharePoint Server 2007	This 1 hour online course provides Information Workers with the knowledge and skills required to use the Enterprise Content Management features of Microsoft Office SharePoint Server 2007. Topics covered in this course include: Dashboards; Add an existing KPI to the dashboard; Add a built-In workflow to a library; Creation of presentations from shared slides; IRM for lists and libraries; Creation of content pages. Student prerequisites: Completed the following courses in the collection, 5266 or possess equivalent knowledge and skills. Course 5465: Getting Started with Windows SharePoint Services 3.0. Course 5466: Creating and Managing Windows SharePoint Services 3.0 Site. Course 5467: Team Collaboration with Windows SharePoint Services 3.0. Course 5468: Using Windows SharePoint Services 3.0 with Microsoft 2007 Office System Applications.
Course 6302: Introducing Microsoft SharePoint Designer 2007	This one-hour course describes how you can use SharePoint Designer 2007 to create, customize, and manage SharePoint Web sites. This knowledge helps you begin exploring the key benefits of SharePoint Designer 2007 as a tool to design and develop the content for SharePoint Web sites. This course covers the following topics: SharePoint Designer workspace; Site definition; Site templates; Master Pages; Web Parts; Workflows; Check in and Check out; Backup and Restore; Contributor mode. This course requires that students meet the following prerequisites: Proficiency in performing basic tasks of Office applications such as Word, Excel, PowerPoint, and Outlook; Proficiency in using SharePoint sites by using a browser; Proficiency in Microsoft FrontPage (optional); Basic HTML skills (optional)
Course 6303: Customizing a SharePoint Web site Using Microsoft SharePoint Designer 2007	This one-hour course describes how you can use SharePoint Designer 2007 to create interactive Web pages using ASP.NET controls. It also describes how to customize your Web site by using master pages, Web Parts, and cascading style sheets. This knowledge helps you create customized, interactive Web pages and Web sites. The course covers the following topics: ASP.NET controls; Master pages; Web parts; Cascading style sheets. Rollback methods. This course requires that students meet the following prerequisites: Proficiency in performing basic tasks of Office applications such as Word, Excel, PowerPoint, and Outlook; Proficiency in using SharePoint sites by using a browser; Proficiency in Microsoft FrontPage (optional); Basic HTML skills (optional).
Course 6305: Workflows in Microsoft SharePoint Designer 2007	This one-hour course describes the various features of workflow designer. This knowledge helps you create workflows that combine with your business logic. The course covers the following SharePoint Designer features: Workflows; Secondary Workflows; Customary Workflows. This course requires that students meet the following prerequisites: Proficiency in basic tasks of Office applications such as Word, Excel, PowerPoint, and Outlook; Proficiency in using SharePoint sites by using a browser; Proficiency in Microsoft FrontPage (optional); Basic HTML skills (optional).
Course 6453: Installing and Deploying Microsoft® Office Groove® 2007	In this 2 hour on-line course IT Professionals will learn how to Install and Deploy Microsoft Office Groove 2007. Topics covered in this course include: Introduction to Microsoft Office Groove 2007; Deploying Groove 2007 Clients; Installing Microsoft Office Groove Server 2007; Student prerequisites. To get the most out of this course the target audience should have previous experience with Windows Server technologies, such as: SQL Server; SharePoint Services; Windows Server 2003
Course 6454: Configuring and Administering Microsoft® Office Groove® Server 2007	In this 2 hour on-line course IT Professionals will learn how to Configure and Administer Microsoft Groove Server 2007. Topics covered in this course include: Configuring Directory Integration with Groove Server; Managing Groove Server 2007 Administrative Roles; Managing Groove Server 2007 Domains; Configuring Groove Server 2007 Members and Policies. Student prerequisites To get the most out of this course the target audience should have previous experience with Windows Server technologies, such as: SQL Server; SharePoint Services; Windows Server 2003.

Nome do Curso	Descrição
Course 6455: Managing Microsoft® Office Groove® 2007 Accounts and Workspaces	In this 2 hour on-line course IT Professionals will learn how to manage Groove Accounts and Workspaces. Topics covered in this course include: Managing Groove Accounts and Workspaces; Managing Groove Workspaces and Tools; Managing Groove Contacts; Managing Workspace Members. Student prerequisites: To get the most out of this course the target audience should have previous experience with Windows Server technologies, such as: SQL Server; SharePoint Services; Windows Server 2003
Course 6456: Using Advanced Microsoft® Office Groove® 2007 Workspace Tools	In this 2 hour on-line course IT Professionals will learn how to use Advanced Workspace Tools. Topics covered in this course include: Using Advanced Microsoft Groove Workspace Tools; Working with Documents in Groove 2007 Workspaces; Overview of Meeting and Messaging Tools in Groove. Student prerequisites: To get the most out of this course the target audience should have previous experience with Windows Server technologies, such as: SQL Server; SharePoint Services; Windows Server 2003
Course 6457: Deploying Microsoft® Office Groove® 2007 Data Bridge and Disaster Recovery	In this 2 hour on-line course IT Professionals will learn how to Implement Microsoft Groove 2007 Disaster Recovery and Groove Data Bridge. Topics covered in this course include: Implementing Groove 2007 Data Bridge; Working with Groove Data Bridge; Implementing Groove 2007 Disaster Recovery; Implementing Disaster Recovery for Groove Servers. Student prerequisites. To get the most out of this course the target audience should have previous experience with Windows Server technologies, such as: SQL Server; SharePoint Services; Windows Server 2003
Course 6458: Securing and Maintaining Microsoft® Office Groove® 2007	In this 2 hour on-line course IT Professionals will learn how to Secure and Maintain Microsoft Groove 2007. Topics covered in this course include: Securing and Maintaining Microsoft Groove 2007; Monitoring Groove 2007; Troubleshooting Groove 2007 Communications; Optimizing Groove 2007. Student prerequisites: To get the most out of this course the target audience should have previous experience with Windows Server technologies, such as: SQL Server; SharePoint Services; Windows Server 2003.
Course 6838: Preparing to Design a Microsoft PerformancePoint System	In this 2-hour online course, IT professionals will learn how to prepare for the design of a Microsoft PerformancePoint System. Topics covered in the course include: Introduction to the features and functionalities of Office PerformancePoint Server 2007 solution: Software requirements for installing Office PerformancePoint Server 2007; Analysis of the capacity needs for Office PerformancePoint Server 2007. Student prerequisites: Experience planning, deploying, maintaining, and troubleshooting infrastructure for an Enterprise level Organization that uses Windows Server operating system, Windows Client operating system, and SQL Server (2000 and or 2005); Fundamental experience/knowledge of SharePoint concepts; Fundamental understanding of database concepts and SQL Server. This course has the same content as the previous version in an updated viewer with a new look and feel.
Course 6840: Designing Microsoft Office PerformancePoint Monitoring Server 2007	In this 2-hour online course, IT professionals will learn how to design Microsoft Office PerformancePoint Monitoring Server 2007. Topics covered in the course include: Introduction to choosing a PerformancePoint Monitoring Server topology; Introduction to designing PerformancePoint Monitoring Server components, security, and roles; Introduction to designing the integration of data into PerformancePoint Monitoring Server. Student prerequisites: Experience in planning, deploying, maintaining, and troubleshooting infrastructure for an Enterprise level Organization that uses Windows Server operating system, Windows Client operating system, and SQL Server (2000 and or 2005); Fundamental experience/knowledge of SharePoint concepts; Fundamental understanding of database concepts and SQL Server. This course has the same content as the previous version in an updated viewer with a new look and feel.
Course 6841: Planning the Microsoft Office Groove Server 2007 Infrastructure	In this 2-hour course, you will learn how to plan the Microsoft Office Groove Server 2007 infrastructure. Topics covered in the course include: Introduction to the features, and architecture of Office Groove Server 2007 components; Security and network considerations for planning the infrastructure for Office Groove Server 2007 components. Student prerequisites: At least 6 months experience in working with Office Groove Server 2007; Experience in planning, deploying, maintaining, and troubleshooting infrastructure; Windows-based client and server operating systems; and SQL Server 2000, SQL Server 2005 for an Enterprise-level organization; Basic knowledge of Active Directory, Microsoft Office SharePoint Services, Exchange messaging, networking, database concepts, and Microsoft Office 2003 or 2007. This course has the same content as the previous version in an updated viewer with a new look and feel.
Course 6842: Planning Capacity Needs for Microsoft Office Groove Server 2007	In this 2 hour on-line course, IT professionals will learn how to plan capacity needs for Office Groove Server 2007. Topics covered in the course include: Determining the capacity needs for Office Groove Server 2007 components; Planning failure contingencies and disaster recovery or Office Groove Server 2007 components. Student prerequisites: At least 6 months experience in working with Office Groove Server 2007; Experience in planning, deploying, maintaining, and troubleshooting infrastructure; Windows-based client and server operating systems; and SQL Server 2000, SQL Server 2005 for an Enterprise-level organization; Basic knowledge of Active Directory, Microsoft Office SharePoint Services, Exchange messaging, networking, and database concepts, and Microsoft Office 2003 or 2007.
Course 6843: Planning Microsoft Office Groove 2007 Client and Server Manager Deployment	In this 2 hour on-line course, IT professionals will learn how to plan capacity needs for Office Groove Server 2007. Topics covered in the course include: Determining the capacity needs for Office Groove Server 2007 components; Planning failure contingencies and disaster recovery or Office Groove Server 2007 components. Student prerequisites: At least 6 months experience in working with Office Groove Server 2007; Experience in planning, deploying, maintaining, and troubleshooting infrastructure; Windows-based client and server operating systems; and SQL Server 2000, SQL Server 2005 for an Enterprise-level organization; Basic knowledge of Active Directory, Microsoft Office SharePoint Services, Exchange messaging, networking, and database concepts, and Microsoft Office 2003 or 2007. This course has the same content as the previous version in an updated viewer with a new look and feel.

Nome do Curso	Descrição
Course 6844: Planning the Microsoft Office Groove Server 2007 Relay Deployment Architecture	In this 2 hour on-line course, you will learn how to plan the Office Groove Server 2007 Relay deployment architecture. Topics covered in the course include: Introduction to the Office Groove Server 2007 Relay protocols; Selecting the appropriate Office Groove Server 2007 database management utilities. Student prerequisites: At least 6 months experience in working with Office Groove Server 2007; Experience in planning, deploying, maintaining, and troubleshooting infrastructure; Windows-based client and server operating systems; and SQL Server 2000, SQL Server 2005 for an Enterprise-level organization; Basic knowledge of Active Directory, Microsoft Office SharePoint Services, Exchange messaging, networking, and database concepts, and Microsoft Office 2003 or 2007. This course has the same content as the previous version in an updated viewer with a new look and feel.
Course 6845: Designing the Microsoft Office Groove Server 2007 Data Bridge Deployment	In this 2 hour course, you will learn how to design the Office Groove Server 2007 Data Bridge deployment. Topics covered in the course include: Designing an Office Groove Server 2007 Data Bridge third-party application solution; Defining Office Groove Server 2007 Data Bridge protocol support, and account usage. Student prerequisites: At least 6 months experience in working with Office Groove Server 2007; Experience in planning, deploying, maintaining, and troubleshooting infrastructure; Windows-based client and server operating systems; and SQL Server 2000, SQL Server 2005 for an Enterprise-level organization; Basic knowledge of Active Directory, Microsoft Office SharePoint Services, Exchange messaging, networking, and database concepts, and Microsoft Office 2003 or 2007; This course has the same content as the previous version in an updated viewer with a new look and feel.
Course 6846: Designing the Microsoft Office Enterprise Project Management Solution	In this 2-hour online course, IT professionals will learn how to design the Microsoft Office Enterprise Project Management Solution. Topics covered in the course include: Introduction to the EPM solution: Introduction to designing client tier, Web tier, application tier, database tier, and high availability in Office Project Server 2007. Student prerequisites: Experience planning, deploying, maintaining and troubleshooting in infrastructure for an Enterprise level Organization, Windows Server operating system, Windows Client operating system, and MOSS 3.0: Fundamental experience/knowledge of SharePoint concepts; Fundamental understanding of database concepts and SQL Server; Fundamental understanding of Microsoft Office 2003/2007 Office System, Office Project Server 2003 and Project Management.
Course 6847: Designing Site Structure and Navigation in Microsoft Office Project Server 2007	In this 2 hour on-line course, IT professionals will learn how to design site structure and navigation in Microsoft Office Project server 2007. Topics covered in the course include: Identification of paths for sites based on business needs; Introduction to designing Project Workspace, Sites, Subsites, and Site Navigation in Office Project Server 2007. Student prerequisites: Experience planning, deploying, maintaining and troubleshooting in infrastructure for an Enterprise level Organization, Windows Server operating system, Windows Client operating system, and MOSS 3.0; Fundamental experience/knowledge of SharePoint concepts; Fundamental understanding of database concepts and SQL Server; Fundamental understanding of Microsoft Office 2003/2007 Office System, Office Project Server 2003 and Project Management.
Course 6848: Designing Site and Content Security in Microsoft Office Project Server 2007	In this 2 hour on-line course, IT professionals will learn how to design site and content security in Microsoft Office Project server 2007. Topics covered in the course include: Determination of an authentication method and an encryption method; Introduction to designing information rights management, security, and resource breakdown structure in Office Project Server 2007; Creation of administrative accounts and service accounts. Student prerequisites: Experience planning, deploying, maintaining and troubleshooting in infrastructure for an Enterprise level Organization, Windows Server operating system, Windows Client operating system, and MOSS 3.0; Fundamental experience/knowledge of SharePoint concepts; Fundamental understanding of database concepts and SQL Server; Fundamental understanding of Microsoft Office 2003/2007 Office System, Office Project Server 2003 and Project Management.
Course 6849: Designing a Microsoft Office Project Server 2007 Infrastructure	In this 2 hour on-line course, IT professionals will learn how to design site and content security in Microsoft Office Project server 2007. Topics covered in the course include: Preparation for the design of the Office Project Server 2007 infrastructure; Introduction to designing for the configuration, performance, and capacity of Office Project Server 2007; Determination of software boundaries for Office Project Server 2007. Student prerequisites: Experience planning, deploying, maintaining and troubleshooting in infrastructure for an Enterprise level Organization, Windows Server operating system, Windows Client operating system, and MOSS 3.0; Fundamental experience/knowledge of SharePoint concepts; Fundamental understanding of database concepts and SQL Server; Fundamental understanding of Microsoft Office 2003/2007 Office System, Office Project Server 2003 and Project Management.
Curso 10427: Novedades de Microsoft OneNote 2010 (ESPAÑOL)	En este curso de 1 hora se describen características nuevas y mejoradas de Microsoft OneNote 2010 para crear, organizar y compartir notas. Los temas tratados son, entre otros: Elementos de la interfaz de usuario de OneNote 2010; Trabajo en segundo plano; Personalización de la cinta; Trabajo con la barra de herramientas de acceso rápido; Desplazamiento por el bloc de notas; Características de toma de notas mejoradas; Uso de características de edición y formato mejoradas; Nuevas características táctiles mejoradas; Co-autoría de blocs de notas; Visualización de nueva información de un bloc de notas; Acceso a blocs de notas a través de Internet; Acceso a blocs de notas en un dispositivo móvil. Requisitos previos: Los usuarios particulares y de oficina que realicen este curso deben conocer Microsoft Office OneNote 2003 o Microsoft Office OneNote 2007 y deberían realizar antes el curso 4697: Introducción a la nueva interfaz de usuario de Microsoft® Office Fluent™.

Nome do Curso	Descrição
Curso 10432: Novedades de Microsoft Visio 2010 (ESPAÑHOL)	En este curso de una hora se describen las características nuevas y mejoradas de Microsoft Visio 2010 que le permiten crear y administrar fácilmente diagramas. En este curso se tratan los siguientes temas: La vista Backstage de la cinta y la barra de estado; Personalización de la cinta; Plantillas nuevas y mejoradas; Mejoras interactivas; La ventana Formas; Herramientas y características mejoradas; Inserción de páginas y definición de la configuración; Creación de subprocesos; Contenedores y listas; Mejora y validación de los diagramas; Conexión con orígenes de datos; Gráficos de datos; Ver los datos vinculados a formas o diagramas; Almacenamiento y publicación de diagramas; Publicación de diagramas en Internet ;Aplicaciones web mixtas visuales en SharePoint. Requisitos previos de los alumnos: Los usuarios particulares y de oficina que realicen este curso deben estar familiarizados con Microsoft Office Visio 2003 o Microsoft Office Visio 2007. Los alumnos deben realizar el curso 4697: Introducción a la nueva interfaz de usuario de Microsoft® Office Fluent™ antes de realizar este.
Curso 10567: Habilidades Básicas no Microsoft Excel 2010	Este curso online foi desenvolvido para ajudá-lo a usar a interface, os comandos e os recursos do Microsoft Excel 2010 para apresentar, analisar e manipular vários tipos de dados. Os tópicos abrangidos neste curso incluem: Definindo opções do Excel; Criando uma nova pasta de trabalho; Acionando e movendo dados em uma planilha; Formatando células e usando bordas e margens; Classificando e filtrando listas de dados; Revisando uma pasta de trabalho e usando os revisores de texto; Criando e editando gráficos; Inserindo formas, imagens, clip-arts, elementos gráficos SmartArt, WordArt, capturas de telas e linhas de assinaturas. Pré-requisitos do aluno: Para participar deste curso, os alunos devem ter experiência no Microsoft Windows. Eles devem estar familiarizados com a execução de tarefas básicas, como abrir arquivos, formatar textos e salvar arquivos.
Curso 10578: Habilidades Básicas no Microsoft Word 2010	Este curso on-line de duas horas foi desenvolvido para ajudá-lo a usar a interface, os comandos e os recursos do Microsoft Word 2010 para criar, aprimorar e compartilhar documentos. Entre os tópicos abordados neste curso estão: Apresentando o Word 2010; Criando um documento; Visualizando um documento; As opções de formatação; Procurando um documento; As opções de Configurar página; Inserindo números de página e quebras de página; Aplicando estilos rápidos a um documento; Aplicando temas a um documento; Aprimorando imagens; Usando os recursos de proofing; Os recursos de idioma; Imprimindo e compartilhando um documento. Pré-requisitos: Usuários domésticos e empresariais realizando este curso já devem estar familiarizados com o Microsoft Office Word 2003, o Microsoft Office Word 2007 ou algum outro aplicativo de processamento de texto.
Curso 10589: Habilidades Básicas no Microsoft PowerPoint 2010	Este curso online de duas horas ajudará você a usar interface, comandos e recursos do Microsoft PowerPoint 2010 para criar e exibir apresentações. Tópicos abordados: Gerenciamento do ambiente PowerPoint; Uso de modos de exibição de Apresentação; Uso de janelas no PowerPoint; Criação e gravação de apresentações; Uso de caixas de texto; Uso do WordArt; Inserção e formatação de tabelas; Uso de animação personalizada; Inserção e modificação de imagens, formas, elem. gráficos SmartArt e gráficos; Adição de clipes de vídeo, imagens e ilustrações; Envio de apres. de slide para análise; Uso de comentários; Preparação de apres. de slide para exibição; Exibição de uma apresentação. Pré-requisitos: Os usuários interessados no curso devem saber realizar tarefas comuns (ex.: abertura, edição e gravação de arquivos) no Microsoft Windows.
Curso 10598: Habilidades Básicas no Microsoft Outlook 2010	Este curso online de duas horas descreve como usar os recursos básicos do Microsoft Outlook 2010 para enviar mensagens de email e fazer agendamentos. Estes são alguns dos tópicos abordados neste curso: Personalização de elementos da interface do usuário; Organização de itens do Outlook; Criação e resposta de mensagens; Exibição de mensagens e anexos; Assinatura de email; Registros de contatos. Criação e gerenciamento de compromissos, solicitações de reuniões, tarefas, anotações e diários. Pré-requisitos do aluno: Para aproveitar ao máximo esta experiência de aprendizado, você deve pertencer a pelo menos um dos seguintes grupos: Usuários do Outlook 2003 que estão familiarizados com a interface de faixa de opções do Microsoft Office; Usuários do Outlook 2003 que ainda não conhecem a interface de faixa de opções do Microsoft Office mas que concluíram o curso sobre a interface Fluent (4697); Usuários do Outlook 2007 que desejam explorar o Outlook 2010 e executar tarefas comuns; Usuários que estão migrando de outros aplicativos de mensagens.
Curso 4511: Treinamento básico para o Microsoft® Office Access 2003	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Office Access 2003 e inclui informações sobre os seguintes tópicos: apresentação do Access, criação de um novo banco de dados, importação e exportação de informações, entrada de dados simplificada com formulários, localização de informações específicas, manutenção de informações precisas, como trabalhar com relatórios, uso simplificado do banco de dados por outros usuários e segurança das informações. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4512: Treinamento avançado para o Microsoft® Office Excel 2003	Este curso fornece uma visão geral dos recursos avançados do Microsoft® Office Excel 2003 e inclui informações sobre os seguintes tópicos: como trabalhar com o Excel e outros programas do Office, organização de dados, execução de cálculos com os dados, análise de dados, como trabalhar com tabelas dinâmicas, como trabalhar com imagens e gráficos, como trabalhar com dados e macros de bancos de dados, publicação na Web e uso de XML e colaboração no Excel. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4513: Treinamento avançado para o Microsoft® Office Word 2003	Este curso fornece uma visão geral dos recursos avançados do Microsoft® Office Word 2003 e inclui informações sobre os seguintes tópicos: como trabalhar com documentos existentes, apresentação de informações em tabelas e colunas, como trabalhar com imagens e gráficos, colaboração com outras pessoas, criação de documentos para a Web, criação de formulários e cartas modelo, como tornar acessíveis as informações em documentos grandes e personalização e automação do Word. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.

Nome do Curso	Descrição
Curso 4514: Treinamento básico para o Microsoft® Office PowerPoint® 2003	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Office PowerPoint® 2003 e inclui informações sobre os seguintes tópicos: criação de apresentações, como trabalhar com slides, como tornar consistente a aparência das apresentações, como trabalhar com formas, como trabalhar com elementos gráficos, como trabalhar com tabelas, gráficos e diagramas, criação de apresentações de multimídia, revisão e compartilhamento de apresentações, preparação de uma apresentação para impressão ou publicação na Web e configuração e distribuição de apresentações de slides. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4515: Treinamento básico para o Microsoft® Office Outlook 2003	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Office Outlook® 2003 e inclui informações sobre os seguintes tópicos: gerenciamento de emails, localização e organização de emails, gerenciamento do calendário, agendamento e gerenciamento de reuniões, criação e organização de uma lista de contatos e controle das informações. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4516: Treinamento básico para o Microsoft® Office Word 2003	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Office Word 2003 e inclui informações sobre os seguintes tópicos: como trabalhar com documentos, edição e revisão do texto de documentos, alteração da aparência de documentos, apresentação de informações em tabelas e colunas, como trabalhar com imagens e gráficos, colaboração com outras pessoas, visualização e impressão de um documento, visualização e criação de páginas da Web. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4517: Treinamento básico para o Microsoft® Office Excel 2003	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Office Excel 2003 e inclui informações sobre os seguintes tópicos: apresentação do Excel, configuração de uma pasta de trabalho, execução de cálculos com os dados, alteração da aparência de documentos, filtragem e reordenação dos dados, combinação de dados de várias fontes, criação de gráficos, impressão e colaboração no Excel. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4518: Treinamento avançado para o Microsoft® Office Outlook® 2003	Este curso fornece uma visão geral dos recursos avançados do Microsoft® Office e inclui informações sobre os seguintes tópicos: gerenciamento de emails, como trabalhar com calendários, contatos e pastas públicas, personalização e configuração do Outlook, uso do Outlook com outros programas, como trabalhar a partir de vários locais e acesso ao Outlook pela Web. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame
Curso 4519: Treinamento básico para o Microsoft® Access 2002	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Access 2002 e inclui informações sobre os seguintes tópicos: exibição de tabelas, exploração de consultas, formulários e relatórios, uso do recurso Ajuda, criação de um novo banco de dados, importação e exportação de informações, entrada de dados simplificada com formulários, localização de informações específicas, manutenção de informações precisas e como trabalhar com relatórios e páginas. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4520: Treinamento básico para o Microsoft® Excel 2002	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Excel 2002 e inclui informações sobre os seguintes tópicos: apresentação do Excel, configuração de uma pasta de trabalho, execução de cálculos com os dados, alteração da aparência de documentos, combinação, classificação e resumo dos dados, como trabalhar com gráficos e impressão, como trabalhar com outros programas do Microsoft® Office® e publicação de informações na Web. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame
Curso 4521: Treinamento básico para o Microsoft® Outlook® 2002	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Outlook® 2002 e inclui informações sobre os seguintes tópicos: como trabalhar com emails, gerenciamento de emails, personalização e organização de mensagens, gerenciamento do calendário, agendamento e gerenciamento de reuniões, gerenciamento das informações de contato e uso de tarefas e notas para aprimorar o gerenciamento do tempo e das informações. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4522: Treinamento básico para o Microsoft® PowerPoint® 2002	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® PowerPoint® 2002 e inclui informações sobre os seguintes tópicos: criação de uma apresentação do PowerPoint, como trabalhar com uma apresentação, como adicionar e modificar texto de slides, impressão de uma apresentação, organização de idéias em tópicos, como adicionar e modificar modelos de design, como trabalhar com objetos e cores, inserção de informações no PowerPoint, inserção de imagens no PowerPoint, produção de uma apresentação de slides, criação de uma apresentação na Web e revisão e compartilhamento de uma apresentação. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.
Curso 4523: Treinamento básico para o Microsoft® Word 2002	Este curso apresenta os recursos e as ferramentas básicas do Microsoft® Word 2002 e inclui informações sobre os seguintes tópicos: criação e edição de um documento, alteração da aparência de um documento, apresentação de informações em tabelas e colunas, revisão do texto e impressão de um documento, como trabalhar com elementos gráficos, como trabalhar com gráficos e colaboração com outras pessoas. Este curso foi certificado como um Curso Microsoft Office Specialist Aprovado e abrange todas as habilidades necessárias para o exame.

Nome do Curso	Descrição
Curso 4524: Treinamento básico para o Microsoft® Windows® XP Professional SP2	O objetivo deste curso é fornecer aos usuários de computadores as habilidades e o conhecimento necessários para organizar, gerenciar e utilizar os recursos de um computador com o Windows XP, com ênfase especial nos recursos de segurança incluídos no Service Pack 2. Os tópicos abordados são: personalização das configurações do computador; instalação de hardware e software; como trabalhar com arquivos e pastas; adição de impressoras e impressão de arquivos; como trabalhar em um ambiente conectado em rede ou offline; uso da Internet e comunicação via email e sistema de mensagens instantâneas; e proteção dos dados.
Curso 5828: O que há de novo no Microsoft Office Visio 2007	Neste curso online, você aprenderá sobre os novos recursos e a funcionalidade da versão mais recente do Microsoft Office Visio. Dúzias de modelos de diagramas internos facilitam o seu trabalho neste programa de diagramação comercial e técnica, e este curso poderá ajudá-lo a se familiarizar rapidamente. Este curso aborda os novos recursos que permitem criar fluxogramas, diagramas de processos e organogramas rapidamente, bem como analisar dados de inteligência comercial com os Diagramas Dinâmicos.
Curso 6564: Introdução ao Microsoft Office Word 2007	Este curso online aborda as habilidades e conhecimentos básicos que você precisará para começar a usar o Microsoft Office Word 2007. Isso inclui trabalhar no ambiente do Word 2007, os comandos básicos de arquivo dentro de um documento e a visualização de um documento em diferentes modos de exibição. Este curso também aborda como criar, salvar, visualizar e imprimir documentos.
Curso 6565: Editando e revisando documentos no Microsoft Office Word 2007	Este curso online aborda as habilidades e conhecimentos básicos que você precisará para criar e editar documentos de alta qualidade do Microsoft Office Word 2007. Isso inclui fazer alterações em documentos, inserir texto salvo em um documento e trabalhar com estruturas de tópicos no ambiente do Word 2007. Este curso também aborda como localizar e substituir texto, corrigir erros de ortografia e gramática, finalizar documentos para envio por email, impressão e publicação em um local na rede.
Curso 6566: Formatando documentos no Microsoft Office Word 2007	Este curso online aborda as habilidades e conhecimentos básicos que você precisará para formatar documentos no Microsoft Office Word 2007. Isso inclui alterar manualmente a aparência de caracteres e parágrafos, formatar rapidamente texto e parágrafos, além de criar e modificar listas no ambiente do Word 2007. Este curso também abordará alterações no tema e plano de fundo de documentos, como adicionar cabeçalhos e rodapés e como trabalhar com modelos.
Curso 6604: Introdução ao Microsoft Office Outlook 2007	Este curso online aborda os conhecimentos e as habilidades básicas necessárias para você iniciar a utilização do Microsoft® Office Outlook® 2007. Incluindo a configuração de sua conta de email do Outlook, bem como a resolução de problemas relacionados à configuração da conta. Ele também aborda como personalizar seu espaço de trabalho e definir as opções avançadas de configuração
Curso 6605: Trabalhando com emails no Microsoft Office Outlook 2007	Este curso online aborda os conhecimentos e as habilidades básicas necessárias para você criar e enviar emails no Microsoft® Office Outlook® 2007. Incluindo como anexar arquivos aos emails, adicionar assinaturas às mensagens automaticamente e personalizar a aparência das mensagens. Além disso, abordará como visualizar e processar emails; por exemplo, responder e encaminhar mensagens, e ainda como imprimir e excluir mensagens.
Curso 6606: Gerenciando informações de Email e Contato no Microsoft® Office Outlook™ 2007	Este curso online aborda os conhecimentos e as habilidades necessárias para gerenciar sua caixa de entrada de emails e lista de contatos no Microsoft® Office Outlook® 2007. Incluindo como usar a pesquisa e pesquisar pastas, e ainda como armazenar e arquivar mensagens recebidas. Também abordará como organizar e exibir informações dos contatos, e a personalização de um cartão de visita eletrônico.
Curso 6607: Gerenciando o Calendário no Microsoft Office Outlook 2007	Este curso online aborda os conhecimentos e as habilidades necessárias para gerenciar seu calendário no Microsoft® Office Outlook® 2007. Incluindo como criar novos itens de Calendário, tais como eventos, compromissos e convites, bem como alterar itens de Calendário. Também aborda como agendar, atualizar e cancelar reuniões, e ainda como gerenciar um espaço de trabalho de reunião e responder aos pedidos de reunião
Curso 7254: Introdução ao Microsoft Office Excel 2007	Este curso online aborda vários dos novos recursos e funcionalidades do Microsoft Office Excel 2007, incluindo a nova interface de usuário, os recursos de formatação aprimorados pelas galerias e mini barra de ferramentas, os novos recursos oferecidos pelas tabelas de dados, o novo esquema de gerenciamento de cores e o aprimorado mecanismo de criação de gráficos. Também aborda habilidades importantes, como a criação e a modificação de pastas de trabalho, movimentação de dados dentro de uma pasta de trabalho e organização de dados usando tabelas.
Curso 7255: Realizando cálculos com dados no Microsoft Office Excel 2007	Este curso online aborda as habilidades e os conhecimentos necessários para você realizar cálculos com dados usando o Microsoft® Office Excel® 2007. Isso inclui nomeação de intervalo de dados e criação de tabelas, criação de fórmulas para cálculo de valores e criação de fórmulas condicionais. Também aborda as ferramentas disponíveis para identificação de erros de cálculos, bem como auditoria de planilhas.
Curso 7256: Formatando e imprimindo planilhas no Microsoft Office Excel 2007	Este curso online aborda os conhecimentos e as habilidades necessárias para você formatar e imprimir planilhas com o Microsoft® Office Excel® 2007. Isso inclui a definição de estilos, aplicação de temas a uma pasta de trabalho e facilitação de leitura de pasta de trabalho. Também ensina a modificar a aparência dos dados com base no seu valor e a adicionar elementos gráficos a um documento do Excel. Além disso, este curso aborda a impressão de pastas de trabalho do Excel.
Curso 7310: Introdução ao Microsoft® Office PowerPoint 2007	Este curso online aborda as habilidades e conhecimentos básicos que você precisará para começar a usar o Microsoft Office PowerPoint 2007. Isso inclui trabalhar no ambiente do PowerPoint 2007, criar uma apresentação e personalizar o PowerPoint 2007.
Curso 7311: Trabalhando com slides no Microsoft Office PowerPoint 2007	Este curso online aborda as habilidades e conhecimentos básicos que você precisará para trabalhar com apresentações de slides no Microsoft Office PowerPoint 2007. Isso inclui trabalhar com texto de slides, revisão de texto, bem como alteração da aparência do texto

Nome do Curso	Descrição
Kurs 10418: Neues in Microsoft OneNote 2010 (GERMANY)	In diesem einstündigen Kurs werden die neuen und verbesserten Funktionen in OneNote 2010 vorgestellt, mit denen Sie Notizen mühelos erstellen, organisieren und freigeben. Die in diesem Kurs behandelten Themen: Elemente der OneNote 2010-Benutzeroberfläche; Hinter den Kulissen; Anpassen des Menübands; Arbeiten mit der Symbolleiste für den Schnellzugriff; Navigieren im Notizbuch; Verbesserte Notizerstellungsfunktionen; Verwenden der verbesserten Bearbeitungs- und Formatierungsfunktionen; Die neuen Fingereingabefunktionen; Gemeinsame Notizbucherstellung; Anzeigen neuer Informationen in einem Notizbuch; Zugreifen auf Notizbücher über das Internet; Zugreifen auf Notizbücher von einem Mobilgerät aus. Voraussetzungen für die Kursteilnehmer: Heim- und Büroanwender sollten für diesen Kurs bereits Erfahrung mit Microsoft Office OneNote 2003 oder Microsoft Office OneNote 2007 mitbringen. Die Teilnehmer sollten die Einführung in die neue Microsoft® Office Fluent™-Benutzeroberfläche (Kurs 4697) abgeschlossen haben, bevor sie mit diesem Kurs beginnen.
Microsoft SQL Server 2000 Database Design	In this course you will explore how to identify the features of Microsoft SQL Server 2000. You will use Transact-SQL, create databases and tables, implement data integrity techniques and indexes, and query multiple tables using joins. You will also design subqueries, use aggregate functions in queries and create user-defined functions.
Microsoft SQL Server 2000 Querying with Transcat -SQL	In this course, you will explore the features of Transact-SQL and the Transact SQL statement types and elements that enable you to design flexible programs. You will explore the techniques for modifying data in tables and the different types of functions in SQL that you can use to summarize data. After completing this course, you will be able to use the Transact-SQL utilities to query a SQL server, retrieve data by using the SELECT statement, modify data by using the INSERT, UPDATE, and DELETE statements, and summarize data by using the TOP, GROUP BY, COMPUTE, and COMPUTE BY clauses. You will also be able to query multiple tables through the use of joins, use subqueries, work with full-text indexes, and other types of programming objects in Transact-SQL
Microsoft SQL Server 2000 System Administration	In this course, you will explore the features of Microsoft SQL Server 2000, including how to install Microsoft SQL Server 2000, create and administer databases, configure security on SQL Server, transfer data between SQL servers, configure XML support, backup and restore databases, manage replication between SQL servers, and optimize the performance of SQL Server.
Raccolta 10433: Novità delle applicazioni di Microsoft 2010 (FRANCES)	Con questa raccolta di cinque ore sarà possibile acquisire le competenze necessarie per familiarizzare con le caratteristiche nuove e migliorate di Microsoft Office 2010. Gli argomenti trattati in questa raccolta includono: Novità di Microsoft Outlook 2010 ; Novità di Microsoft Word 2010 ; Novità di Microsoft PowerPoint 2010; Novità di Microsoft Excel 2010; Novità di Microsoft Office 2010. Prerequisiti per gli studenti: familiarità con i programmi Microsoft Office 2003 o Microsoft Office 2007.