

Microsoft Elevate America
Microsoft Office 2007 Getting Started and
Vista and XP Essentials Online Courses
Free and Available to Anyone

Microsoft® Elevate America

Accessing Microsoft Office 2007 Getting Started and Vista and XP Essentials Online Courses:

During the Microsoft Elevate America program in Illinois, beginning now through October 31, 2009, anyone can access free Office 2007 Getting Started, and Microsoft Vista and XP Online Courses. These online courses provide the essential knowledge needed to start using any of these Microsoft products. The online courses are self-paced and presented using an audio visual format that requires a monitor for viewing and headphones or speakers for listening. To begin taking any or all of these courses now, follow the steps below.

Step 1—Go to <http://www.illinoisworknet.com>, follow the link to the Elevate America page, and click on *Take Online Courses*. Click on *(Intermediate Level) Business Worker Online Courses*. Follow the link to the *Microsoft Office 2007 Getting Started and Vista and XP Essentials Online Courses*. Click on the box to agree to the terms of use, enter the access code below, and click enter.

Access Code: 9039-EAWOB-9882

Step 2—Click on the “Sign-in” button and on the next screen, located on the left side, click on *Sign up now* to set up your Windows Live™ ID.

Create a Microsoft Live ID account—To *Sign up now*, enter your e-mail address and create a password that you will use whenever you log on to Microsoft. Follow the security procedures and click “I Accept” in order to continue.

Write account information here:

Email: _____

Password: _____

Step 3—Now you are at the Microsoft Learning registration page. Complete the registration form and click *Continue* at the bottom of the page.

Step 4—You are automatically directed to the

Learning Manager. Click on the *My Learning* button on the top left of this page. A list of all of the courses available to you is now shown. Begin any of the courses by clicking on the course name. You don't have to complete them all in one sitting. Finish what you can and then click *Sign Out* on the top right corner.

Step 5—To return to your courses, follow the link in Step 1. Click on *My Learning* located on the top left side of the page. Under *Returning Users*, click on *Sign in*. Enter your email and password, and then click on *Sign in*. Click on *My Learning* located on the top left side of page.

Course Listing:

Topic/Microsoft Product: Core Word 2007

Estimated Time to Complete: 3 hours

Number of Assessments: 3

Course Collection Includes:

5419: Getting Started with Microsoft Office Word 2007

5420: Editing and Proofreading Documents in Microsoft Office Word 2007

5421: Formatting Documents in Microsoft Office Word 2007

Topic/Microsoft Product: Core Excel 2007

Estimated Time to Complete: 2 hours

Number of Assessments: 2

Course Collection Includes:

5425: Getting Started with Microsoft® Office Excel® 2007

5426: Performing Calculations on Data in Microsoft Office Excel® 2007

Topic/Microsoft Product: Core PowerPoint 2007

Estimated Time to Complete: 2 hours

Number of Assessments: 2

Course Collection Includes:

5431: Getting Started with Microsoft Office PowerPoint 2007

5432: Working with Slides in Microsoft Office PowerPoint 2007

...Course Listing Continued on Page 2.

Topic/Microsoft Product: Core Outlook 2007

Estimated Time to Complete: 2 hours

Number of Assessments: 2

Course Collection Includes:

5437: Getting Started with Microsoft® Office
Outlook® 2007

5438: Working with E-mail Messages in Microsoft
Office Outlook 2007

Topic/Microsoft Product: Windows Vista
Essentials

Estimated Time to Complete: 1 hour,15 minutes

Number of Assessments: 1

Course 6081 Includes:

Starting with Windows Vista

Navigating and Customizing the New Windows
Vista Interface

Working with Files and Folders

Using Windows Vista Programs

Using Internet Explorer 7

Topic/Microsoft Product: Core Training for
Microsoft Windows XP Professional Service Pack 2

Estimated Time to Complete: 6 hours

Number of Assessments: 1

Course 4119 Includes:

Getting Started

Getting Help

Personalizing Your Computer

Installing Hardware and Software

Working with Files and Folders

Adding Printers and Printing Files

Working in a Network Environment

Using the Internet

Working Offline

Communicating by Email and Instant Messaging

Protecting Data

Taking Care of Your Computer



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

<http://www.illinoisworknet.com>