

Microsoft Office Online Courses are free to any individuals who want to enhance their knowledge of Microsoft Office software.

The goal of the free online courses is to teach computer concepts and skills so that people can stay competitive at work. There are 27 courses and each takes between 30 and 280 minutes to complete.

Office 2007 Training Courses and estimated time to complete each course

1. **Access 2007:** 30-40 minutes
2. **Communicator 2007:** 30-40 minutes
3. **Excel 2007:** 30-40 minutes
4. **Live Meeting 2007:** 40– 50 minutes
5. **OneNote 2007:** 30-40 minutes
6. **Outlook 2007:** 45-55 minutes
7. **PerformancePoint Server 2007
(Dashboard):** 15-20 minutes
8. **PowerPoint 2007:** 40-50 minutes
9. **Project 2007:** 65-75 minutes
10. **Publisher 2007:** 120-130 minutes
11. **SharePoint Server 2007:** 40-50 minutes
12. **Visio 2007:** 30-40 minutes
13. **Word 2007:** 20-30 minutes

Prerequisites: None

Description: These free self-paced courses offer training for Microsoft programs. Microsoft Office is a software suite for individuals and businesses, and is used to create documents, spreadsheets and presentations. Microsoft software is also used to take notes, manage e-mail, databases, computer servers and online meetings.

Office 2003 Training Courses and estimated time to complete each course

1. **Access 2003:** 35-45 minutes
2. **Excel 2003:** 30-40 minutes
3. **FrontPage 2003:** 40-50 minutes
4. **InfoPath 2003:** 160-170 minutes
5. **OneNote 2003:** 30-40 minutes
6. **Outlook 2003:** 40-50 minutes
7. **PowerPoint 2003:** 40-50 minutes
8. **Project 2003:** 125-135 minutes
9. **Publisher 2003:** 270-280 minutes
10. **Visio 2003:** 20-30 minutes
11. **Word 2003:** 40-50 minutes

Prerequisites: None

Description: These free self-paced courses offer training for Microsoft programs. Microsoft Office is a software suite for individuals and businesses, and is used to create documents, spreadsheets and presentations. Microsoft software is also used to create web pages, take notes, manage e-mail, databases, computer servers and online meetings.

To access these courses, visit the Illinois workNet Microsoft Elevate America web page:
<http://www.illinoisworknet.com>.



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