

## Computer Safety

Certificate		
Computer Safety - Protect You, Your Files and Your Computer		
Tutorials		
Email Spam, Phishing and Viruses - Everything You Need to Know!	The Importance of Passwords - Protect Your Information!	Viruses and Spyware - Get Informed!
eBrief		
Computer Safety Software	General Computer Safety	Online Community Safety

## HTML

Tutorials		
How to Write a Web Page - HTML Part 1	How to Write a Web Page - HTML Part 2	How to Write a Web Page - HTML Part 3

## Office 2003

Certificate		
MS Access 2003	MS Outlook 2003	MS Word 2003
MS Excel 2003	MS PowerPoint 2003	
Tutorials		
Creating a Project with MS Office Project	MS PowerPoint - Slide Transitions	
eBrief		
AutoFormat, Tab Order and Background Graphics	AutoSum, Conditional Functions, Formatting and Data Forms	Expressions in Forms and SubForm, Multiple Select and Calculations Queries
Data Validation and Form Modification	Borders, Shading and Tables	Filling Cell and AutoFill
Expressions, Common Buttons, Groups, Events and Conditional Macros	Bullets, Numbering and Tabs	Find and Replace, Copying and Moving Text
Expressions, Totals and Parameters in Reports and SubReports	Calendar, Signatures and Advanced Settings	Finishing Off
Introducing Relationships	Calendars	First Steps
Printing	Cell Alignment and Help Features	First Steps in Word
Understanding Databases	Cell Layouts	First Steps with Access
Advanced Macro Notes	Character Effects	Folders and Advances Searches
Advanced Text Boxed	Charts	Footnotes
Aligning, Spacing and Format Painter	Comments, Tracking Changes, Templates and Macros	Form Design Techniques
Appointments	Composing and Receiving Emails	Form Sections and Controls
Archiving Data	Contracts and Distribution Lists	Formatting and Organising Email Messages
Attachments	Creating Templates	Form, Creating from Wizard
AutoCalculate	Customer Number Formats	Formula Auditing, SpellChecker, Goal Seek and Data Tables
AutoFit and Table AutoFormat	Default Form View, Forms and SubForms	Formulas
AutoFormat, AutoCorrect and Change Case	Editing and Font Styles	Functions
AutoSum	Emails, Faxes and Web Pages	Getting Started

Getting Started with Outlook	Moving Slides, Transferring Slides and Applying Headers and Footers	Shapes, AutoShapes and Formatting of Text Boxes
Graphics, Drawing Objects and Watermarks	Navigating through documents	Slide Transitions, Timings and the use of pens
Headers and Footers	Navigating, Printing and Multiple Presentations	Smart Tags
Hidden Slides, Bullets, Tabs and Indents	Navigation, Editing and Deleting of Forms	Sorting Data and Using Find and Replace
Importing Data	Numbering, Date and Time Insertion and Change Slide Size	Sorting Options, Columns, Pictures and Images
Importing Data Continued	Office Assistant	Styles and Reveal Formatting
Importing Text Files	Organisation, View and Alerts	Tables and Charts
Indents	Outlining	Tables and Field Properties
Introduction to Reports	Paragraph Alignment and Inserting Charts/Pictures	Text Boxes, Importing and Heading Styles
Letter Wizard and Printing	Paragraph and Line Spacing/Find and Replace	Text Editing
Line Spacing, The Format Painter and the Undo, Redo and Repeat Function	Paragraphs and Special Characters	The Microsoft Office Address List
Linking Workbooks	Parameter and Crosstab Queries	The SpellChecker and Creating Text Boxes
Lists, AutoComplete and Pick from List	Printing	Using Database Wizard
Logical Functions	Receipts, Flags, Attachments and Rules	Using Date, Financial and Conditional Functions
Macros and the Creation of Toolbar Buttons	References	Using Tables and AutoFit
Mail Merge and Data Sources	Relationships with Table Wizard and Labels	Using WorkSheets and WorkBooks
Make Table, Append, Update and Delete Queries/Report Design	Reveal Tool, Hyphenation and Document Properties	Using Workspace Files
Managing, Searching and Securing Files and Documents	Saving as Web Pages	Views, Presentations and Slides
Match, Lookup and Worksheet Security	Scenarios, Subtotals and Pivot Tables	Widows, Orphans and Paragraph Styles
Microsoft Excel 2007 Advanced - Key Changes From 2003	Sections	Workbooks
Microsoft Excel 2007 Beginners - Key Changes from 2003	Selecting Text, Font Styles and Colours	Working with Text
Microsoft Excel 2007 Intermediate - Key Changes from 2003	Series	

## Office 2007

Tutorials		
Logical Functions	MS Excel 2007 - Scenarios	MS Powerpoint - Slide Transitions
MS Excel 2007 - Autosum and Conditional Formulas	MS Excel 2007 - Sorting and Filtering	MS Word 2007 - Find and Replace
MS Excel 2007 - Formulas	MS Excel 2007 - Using Conditional IT Statements	MS Word 2007 - Pictures and Images
MS Excel 2007 - Goal Seek	MS Outlook 2007 - Adding a Signature	MS Word 2007 - Tables and Autofit
MS Excel 2007 - Importing Text Files	MS Outlook 2007 - Appointments	MS Word 2007 - Using Macros
MS Excel 2007 - Nested IF Statements	MS Outlook 2007 - Rules	
MS Excel 2007 - Pivot Tables	MS Outlook 2007 - References	

# Office 2010

Certificate		
Microsoft Excel 2010 - Beginners	Microsoft Outlook 2010 - Intermediate	Microsoft Word 2010 - Beginners
Microsoft Excel 2010 - Intermediate	Microsoft PowerPoint 2010 - Beginners	Microsoft Word 2010 - Intermediate
Microsoft Outlook 2010 - Beginners	Microsoft PowerPoint 2010 - Intermediate	
Tutorials		
Microsoft Excel 2010 (Beginners) - AutoFill	Microsoft Excel 2010 (Intermediate) - Sparklines	Microsoft PowerPoint 2010 (Beginners) - Text Boxes
Microsoft Excel 2010 (Beginners) - AutoSum	Microsoft Excel 2010 (Intermediate) - Using the Ribbon	Microsoft PowerPoint 2010 (Beginners) - Undo, Redo and Repeat
Microsoft Excel 2010 (Beginners) - Formatting Cells	Microsoft Outlook 2010 (Beginners) - Attachments	Microsoft PowerPoint 2010 (Intermediate) - Animating Screen Elements
Microsoft Excel 2010 (Beginners) - Formatting Numbers	Microsoft Outlook 2010 (Beginners) - Calendar	Microsoft PowerPoint 2010 (Intermediate) - Charts
Microsoft Excel 2010 (Beginners) - Headers & Footers	Microsoft Outlook 2010 (Beginners) - Composing a Message	Microsoft PowerPoint 2010 (Intermediate) - Clips, Images and Pictures
Microsoft Excel 2010 (Beginners) - Introduction to Formulas	Microsoft Outlook 2010 (Beginners) - Contacts & Distribution Lists	Microsoft PowerPoint 2010 (Intermediate) - Format Text Boxes
Microsoft Excel 2010 (Beginners) - Printing	Microsoft Outlook 2010 (Beginners) - Organising email Messages	Microsoft PowerPoint 2010 (Intermediate) - Notes & Handouts
Microsoft Excel 2010 (Beginners) - Rows & Columns	Microsoft Outlook 2010 (Beginners) - Receiving & Replying to emails	Microsoft PowerPoint 2010 (Intermediate) - Shapes
Microsoft Excel 2010 (Beginners) - Using the Ribbon	Microsoft Outlook 2010 (Beginners) - Setting Up an Account	Microsoft PowerPoint 2010 (Intermediate) - Tables
Microsoft Excel 2010 (Beginners) - Workbooks and Worksheets	Microsoft Outlook 2010 (Intermediate) - Advanced Settings	Microsoft PowerPoint 2010 (Intermediate) - Templates
Microsoft Excel 2010 (Intermediate) - Charts	Microsoft Outlook 2010 (Intermediate) - Appointments and Scheduling Meetings	Microsoft PowerPoint 2010 (Intermediate) - Themes
Microsoft Excel 2010 (Intermediate) - Goal Seek	Microsoft Outlook 2010 (Intermediate) - Archiving Data	Microsoft PowerPoint 2010 (Intermediate) - Working with Multimedia and the Internet
Microsoft Excel 2010 (Intermediate) - IF Statements	Microsoft Outlook 2010 (Intermediate) - Instant Search	Microsoft Word 2010 (Beginners) - Find & Replace
Microsoft Excel 2010 (Intermediate) - Importing CSV Files	Microsoft Outlook 2010 (Intermediate) - Quick Steps	Microsoft Word 2010 (Beginners) - Formatting Font
Microsoft Excel 2010 (Intermediate) - Linking Workbooks	Microsoft Outlook 2010 (Intermediate) - Rules and Alerts	Microsoft Word 2010 (Beginners) - Getting Started
Microsoft Excel 2010 (Intermediate) - Logical Functions	Microsoft Outlook 2010 (Intermediate) - Signatures	Microsoft Word 2010 (Beginners) - Headers & Footers
Microsoft Excel 2010 (Intermediate) - Nested IF Statements	Microsoft Outlook 2010 (Intermediate) - Tasks and Task Reminders	Microsoft Word 2010 (Beginners) - Paragraphs
Microsoft Excel 2010 (Intermediate) - PivotTables	Microsoft Outlook 2010 (Intermediate) - Views	Microsoft Word 2010 (Beginners) - Save & Printing
Microsoft Excel 2010 (Intermediate) - Popular Functions	Microsoft PowerPoint 2010 (Beginners) - Font Styles and Colours	Microsoft Word 2010 (Beginners) - Spelling & Grammar
Microsoft Excel 2010 (Intermediate) - References	Microsoft PowerPoint 2010 (Beginners) - Line Spacing and Paragraph Alignment	Microsoft Word 2010 (Intermediate) - Borders & Shading
Microsoft Excel 2010 (Intermediate) - Scenarios	Microsoft PowerPoint 2010 (Beginners) - Navigation	Microsoft Word 2010 (Intermediate) - Document Themes
Microsoft Excel 2010 (Intermediate) - Slicers	Microsoft PowerPoint 2010 (Beginners) - Presentation & Slides	Microsoft Word 2010 (Intermediate) - Mail Merge
Microsoft Excel 2010 (Intermediate) - Sorting & Filtering	Microsoft PowerPoint 2010 (Beginners) - Slide Transitions	Microsoft Word 2010 (Intermediate) - Navigation Pane

Microsoft Word 2010 (Intermediate) - Pictures & Images	Microsoft Word 2010 (Intermediate) - Sorting	Microsoft Word 2010 (Intermediate) - Templates
Microsoft Word 2010 (Intermediate) - SmartArt	Microsoft Word 2010 (Intermediate) - Tables and Autofit	Microsoft Word 2010 (Intermediate) - Track Changes

## Office 2013

Certificate		
Microsoft Excel 2013 - Beginners	Microsoft PowerPoint 2013 - Beginners	Microsoft Word 2013 - Beginners
Microsoft Excel 2013 - Intermediate	Microsoft PowerPoint 2013 - Intermediate	Microsoft Word 2013 - Intermediate
Tutorials		
Microsoft Excel 2013 (Beginners) - AutoFill	Microsoft Excel 2013 (Intermediate) - Sorting & Filtering	Microsoft Word 2013 (Beginners) - Find & Replace
Microsoft Excel 2013 (Beginners) - Formatting Cells	Microsoft PowerPoint 2013 (Beginners) - Font Styles and Colours	Microsoft Word 2013 (Beginners) - Formatting Fonts
Microsoft Excel 2013 (Beginners) - Formatting Numbers	Microsoft PowerPoint 2013 (Beginners) - Line Spacing and Paragraph Alignment	Microsoft Word 2013 (Beginners) - Getting Started
Microsoft Excel 2013 (Beginners) - Headers & Footers	Microsoft PowerPoint 2013 (Beginners) - Navigation	Microsoft Word 2013 (Beginners) - Headers & Footers
Microsoft Excel 2013 (Beginners) - Introduction to Formulas	Microsoft PowerPoint 2013 (Beginners) - Presentations & Slides	Microsoft Word 2013 (Beginners) - Paragraphs
Microsoft Excel 2013 (Beginners) - Printing	Microsoft PowerPoint 2013 (Beginners) - Slide Transitions	Microsoft Word 2013 (Beginners) - Save & Printing
Microsoft Excel 2013 (Beginners) - Using the Ribbon	Microsoft PowerPoint 2013 (Beginners) - Text Boxes	Microsoft Word 2013 (Beginners) - Spelling & Grammar
Microsoft Excel 2013 (Beginners) - Workbooks and Worksheets	Microsoft PowerPoint 2013 (Beginners) - Undo, Redo and Repeat	Microsoft Word 2013 (Intermediate) - Borders & Shading
Microsoft Excel 2013 (Intermediate) - Charts	Microsoft PowerPoint 2013 (Intermediate) - Animating Screen Elements	Microsoft Word 2013 (Intermediate) - Document Themes
Microsoft Excel 2013 (Intermediate) - Goal Seek	Microsoft PowerPoint 2013 (Intermediate) - Charts	Microsoft Word 2013 (Intermediate) - Mail Merge
Microsoft Excel 2013 (Intermediate) - IF Statements - Excel 2013	Microsoft PowerPoint 2013 (Intermediate) - Clips, Images and Pictures	Microsoft Word 2013 (Intermediate) - Navigation Pane
Microsoft Excel 2013 (Intermediate) - Importing CSV Files	Microsoft PowerPoint 2013 (Intermediate) - Format Text Boxes	Microsoft Word 2013 (Intermediate) - Pictures & Images
Microsoft Excel 2013 (Intermediate) - Linking Workbooks	Microsoft PowerPoint 2013 (Intermediate) - Multiple Presentations	Microsoft Word 2013 (Intermediate) - SmartArt
Microsoft Excel 2013 (Intermediate) - Logical Functions	Microsoft PowerPoint 2013 (Intermediate) - Notes & Handouts	Microsoft Word 2013 (Intermediate) - Sorting
Microsoft Excel 2013 (Intermediate) - Nested IF Statements	Microsoft PowerPoint 2013 (Intermediate) - Shapes	Microsoft Word 2013 (Intermediate) - Sparklines
Microsoft Excel 2013 (Intermediate) - PivotTables	Microsoft PowerPoint 2013 (Intermediate) - Tables	Microsoft Word 2013 (Intermediate) - Tables and Autofit
Microsoft Excel 2013 (Intermediate) - Popular Functions	Microsoft PowerPoint 2013 (Intermediate) - Templates	Microsoft Word 2013 (Intermediate) - Templates
Microsoft Excel 2013 (Intermediate) - References	Microsoft PowerPoint 2013 (Intermediate) - Themes	Microsoft Word 2013 (Intermediate) - Track Changes
Microsoft Excel 2013 (Intermediate) - Scenarios	Microsoft PowerPoint 2013 (Intermediate) - Working with Multimedia and the Internet	
Microsoft Excel 2013 (Intermediate) - Slicers	Microsoft Word 2013 (Beginners) - AutoSum	

# Programming and Coding

## Certificate

Learn and Understand Programming (Universal Concepts)		
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