

### [Course 4697: Introduction to the New Microsoft® Office Fluent™ User Interface](#)

**Summary:** Several applications in the latest version of Microsoft Office feature a new user interface, making the most frequently-used commands just a single click away. This online course explains how the different elements of this interface are organized, and how to use them to accomplish your everyday tasks.

**Audience:** Home and Office User

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 90 days

### [Course 4698: Getting Started with Microsoft® Office Groove® 2007](#)

**Summary:** In this online course, you will learn how to create and manage Workspaces with Office Groove 2007. You will also learn how to share files and project information using the Workspace, as well as enabling effective team communication and collecting information using forms.

**Audience:** Home and Office User

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 90 days

### [Course 3036: Getting Started with Microsoft® Small Business Accounting](#)

**Summary:** In this course, you will learn the skills and knowledge necessary to install and setup your company's accounting data in Microsoft Office Small Business Accounting. Upon completion of this course, you will be able to install Small Business Accounting, setup a new company financial data store, prepare to work with customers and vendors, and to work with items.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Course 3037: Managing Customer and Vendor Data with Microsoft® Small Business Accounting](#)

**Summary:** In this course, you will learn the skills and knowledge necessary to manage customer and vendor data with Microsoft Small Business Accounting. You will learn how to record credit purchase data. You will also learn how to create quotes, invoices, credit memos. For working with inventory, you will learn how to create purchase and sales orders.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Course 3038: Managing Cash Flow with Microsoft® Small Business Accounting](#)

**Summary:** In this course, you will learn the skills and knowledge necessary to manage cash flow with Microsoft Small Business Accounting. You will learn how to record cash transactions, make and receive cash payments, and create cash flow forecasts. You will also learn how to use online banking features within Small Business Accounting.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Course 3039: Reporting and Administering with Microsoft® Small Business Accounting](#)

**Summary:** In this course, you will learn the skills and knowledge necessary to manage reporting and administration in Microsoft Office Small Business Accounting. Upon completion of this course, you will be able to run the primary financial reports, administer Small Business Accounting data, and manage tax reporting. You will also learn to administer multiple users in the Small Business Accounting environment.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Course 3040: Managing Business Contacts and Payroll Data with Microsoft® Small Business Accounting](#)

**Summary:** In this course, you will learn the skills and knowledge necessary to manage business contacts using Business Contact Manager Update, as well as manage payroll data in Microsoft Office Small Business Accounting. Upon completion of this course, you will be able to integrate Small Business Accounting with Outlook® 2003 with Business Contact Manager Update. You will also learn how to record and submit billable time in Business Contact Manager Update, and how to manage payroll using the ADP online payroll tools.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Course 2909: Getting Started with Microsoft® Office Live Meeting 2005](#)

**Summary:** This course gives users the basic skills they need to log into, schedule, and present a meeting with Live Meeting 2005. The course is structured into three lessons:

**Scheduling a Meeting:** Overviews the major tools and product features for scheduling a meeting, such as meeting roles, Conference Center, My Home Page, and meeting types and options.

**Participating in a Meeting:** Covers how to join a meeting and how to ask and respond to questions.

**Working with Resources:** Covers importing resources, including types of resources and Resources Panel; adding and modifying annotations; and inserting slides.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Course 2910: Microsoft® Office Live Meeting 2005: Next Steps for Organizers](#)

**Summary:** This course builds upon the *Getting Started with Microsoft Live Meeting 2005* course to teach users the skills they need to successfully organize a web conference using Microsoft Live Meeting 2005 thoroughly yet rapidly. The course is structured into two lessons:

**Scheduling and Modifying Meetings:** Covers the scheduling of a meeting with the Address Book and Advanced Options functions, as well as editing meetings.

**Advanced Options for Organizers:** Covers the various capabilities in Advanced Options in depth, including viewing a recording, meeting list and recording reports, and user preferences.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

[Course 2911: Microsoft® Office Live Meeting 2005: Next Steps for Presenters](#)

**Summary:** This course builds upon the *Getting Started with Microsoft Live Meeting 2005* course to teach users the skills they need to make effective and successful presentations using Microsoft Live Meeting 2005. The course is structured into two lessons:

**Managing a Meeting:** Covers the features for joining a meeting, using viewing panels, responding to questions, and working with the attendees panel.

**Advanced Options for Presenters:** Covers presenter options (file options, view options, tools options, attendees options), managing resources via Manage Resources panel, and managing audio.

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

[Course 2912: Microsoft® Office Live Meeting 2005: Getting Started for Administrators](#)

**Summary:** This course builds upon the *Getting Started with Microsoft Live Meeting 2005* course to teach Live Meeting 2005 administrators the skills they need to effectively administer their group's Microsoft Live Meeting 2005 meetings. The course is structured into four lessons:

**Managing Memberships:** Provides in-depth coverage of Live Meeting 2005 roles, and such key features and functions as Conference Center, My Home Page, Account Administration Home Page, membership, and password requirements; and techniques for modifying membership.

**Managing Groups:** Covers how to create and edit a group.

**Managing Roles and Policies:** Covers editing of roles and policies.

**Setting Account Preferences**

**Audience:** Home and Office Users

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

[Clinic 3404 – What's New in Windows Vista™](#)

**Summary:** Learn about the new features of Windows Vista™ in this short online course.

**Audience:** Home and Office User

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

## *Developers*

### [Collection 5134: Developing Rich Experiences with Microsoft® .NET Framework 3.0 and Visual Studio® 2005](#)

**Summary:** This collection of 3 2-hour premium clinics teaches Enterprise Developers and Software Architects about the new capabilities provided by the .NET Framework 3.0.

**Audience:** Developer

**Available Offline:** No

**Price:** FREE

**Subscription:** 3 years

### [Clinic 3402: ASP.NET for PHP Developers: Introduction to ASP.NET](#)

**Summary:** In this clinic, you learn about ASP.NET as a Web development platform and how it compares to PHP. You will explore features including Server Controls, Master Pages, and Profiles. Additionally you will also learn about Visual Web Developer Express, a powerful free tool for authoring ASP.NET Web sites.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Clinic 5230 : Developing Enhanced Web Experiences with Microsoft® ASP.NET AJAX Extensions](#)

**Summary:** In this 2-hour clinic you will learn about the rich functionality that ASP.NET AJAX Extensions provides for building highly responsive and enhanced web applications.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Clinic 5045: Inside Look at Developing with Microsoft® Windows® SharePoint® Services 3.0](#)

**Summary:** In this 2-hour premium clinic you will learn about the rich capabilities that Windows SharePoint Services 3.0 offers to developers. The clinic will focus on Architecture and List Management, Building and Extending Windows SharePoint Sites, and Packaging and Deploying Windows SharePoint services solutions.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

### [Clinic 5046: Inside Look at Building and Developing Solutions with Microsoft® Office SharePoint® Server 2007](#)

**Summary:** In this 2-hour premium clinic you will learn about the rich capabilities that Office SharePoint Server 2007 offers to developers. The clinic will focus on Fundamentals of Building Solutions with Office SharePoint Server 2007, Building Business Solutions with Office SharePoint Server 2007 and how to Incorporate Office SharePoint Services into Business solutions.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

[Clinic 5136 : Introduction to Developing with Windows® Workflow Foundation and Visual Studio® 2005](#)

**Summary:** This 2 hour premium clinic teaches Enterprise Developers and Software Architects about the functionality Windows Workflow Foundation provides for enabling business processes within applications.

**Audience:** Developer

**Available Offline:** No

**Price:** FREE

**Subscription:** 1 year

[Clinic 5137: Introduction to Developing with Windows® Communication Foundation and Visual Studio® 2005](#)

**Summary:** This 2 hour premium clinic teaches Enterprise Developers and Software Architects about the functionality Windows Communication Foundation provides for service oriented development.

**Audience:** Developer

**Available Offline:** No

**Price:** FREE

**Subscription:** 1 year

[Clinic 2806: Microsoft® Security Guidance Training for Developers](#)

**Summary:** This online clinic provides students with knowledge and skills essential for the creation of applications with enhanced security. Students will learn about the need for implementing security at every stage of the development process and best practices for applying security principles. Students will also learn how to use established threat modeling methodologies and tools with other best practices to minimize vulnerabilities and limit damage from attacks. Finally, students will learn how to implement security features to enhance security for Web applications and Web services that are built by using Microsoft ASP.NET.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

[Clinic 2807: Microsoft® Security Guidance Training for Developers II](#)

**Summary:** This clinic discusses best practices for building security into the design, development, testing, and deployment phases of the software development life cycle. It is targeted towards individual with at least one to two years of programming experience. The course will provide developers with the skills and knowledge to design and develop more secure Microsoft solutions.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

[Clinic 2954: First Look: Microsoft® BizTalk® Server 2006 for Developers](#)

**Summary:** This clinic provides developers with an introduction to BizTalk Server 2006.

**Audience:** Developer

**Available Offline:** Yes

Downloaded from [ElaineGiles.co.uk](http://ElaineGiles.co.uk)

**Price:** FREE

**Subscription:** 1 year

[Clinic 5045: Inside Look at Developing with Microsoft® Windows® SharePoint® Services 3.0](#)

**Summary:** In this 2-hour premium clinic you will learn about the rich capabilities that Windows SharePoint Services 3.0 offers to developers. The clinic will focus on Architecture and List Management, Building and Extending Windows SharePoint Sites, and Packaging and Deploying Windows SharePoint services solutions.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year

[Clinic 5046: Inside Look at Building and Developing Solutions with Microsoft® Office SharePoint® Server 2007](#)

**Summary:** In this 2-hour premium clinic you will learn about the rich capabilities that Office SharePoint Server 2007 offers to developers. The clinic will focus on Fundamentals of Building Solutions with Office SharePoint Server 2007, Building Business Solutions with Office SharePoint Server 2007 and how to Incorporate Office SharePoint Services into Business solutions.

**Audience:** Developer

**Available Offline:** Yes

**Price:** FREE

**Subscription:** 1 year