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Catherine Bragagnolo – Box Hill Institute

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This information sheet was produced on Friday, 8 August 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of this licence and its pricing without notice.

Titles included...

Microsoft Office 2010 Upgrading

- INF1000 Microsoft Office 2010 - Upgrading
- INF1002 Upgrading to Microsoft Office 2010 - Core Changes
- INF1004 Upgrading to Microsoft Office 2010 - The Applications
- INF1006 Upgrading to Microsoft Office 2010 - Essentials

Microsoft Access 2010

- INF1030 Microsoft Access 2010 - Level 1
- INF1031 Microsoft Access 2010 - Level 2
- INF1032 Microsoft Access 2010 - Level 3
- INF1033 Microsoft Access 2010 - Module 1
- INF1034 Microsoft Access 2010 - Module 2

Microsoft Excel 2010

- INF1015 Microsoft Excel 2010 - Level 1
- INF1016 Microsoft Excel 2010 - Level 2
- INF1017 Microsoft Excel 2010 - Level 3
- INF1018 Microsoft Excel 2010 - Module 1
- INF1019 Microsoft Excel 2010 - Module 2
- INF1055 Microsoft Excel 2010 - Level 1 (with Challenge Exercises)
- INF1056 Microsoft Excel 2010 - Level 2 (with Challenge Exercises)
- INF1057 Microsoft Excel 2010 - Level 3 (with Challenge Exercises)
- INF1087 Microsoft Excel 2010 - Module 1 (with Challenge Exercises)
- INF1088 Microsoft Excel 2010 - Module 2 (with Challenge Exercises)

Microsoft Excel 2010 VBA

- INF1067 Programming in VBA - Using Microsoft Excel 2010

Microsoft OneNote 2010

- INF1140 Microsoft OneNote 2010

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- ✓ Pre- and post-course questionnaires for both teachers and students
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- ✓ A Handy Tips booklet containing all of the hints from the course manual
- ✓ Comprehensive test banks including multiple choice, true-false, and written response questions

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¹ Levels are designed around an 8 hour training program

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- INF1027 *Microsoft Outlook 2010 - All In A Book*
- INF1028 *Microsoft Outlook 2010 - Module 1*

Microsoft PowerPoint 2010

- INF1020 *Microsoft PowerPoint 2010 - Level 1*
- INF1021 *Microsoft PowerPoint 2010 - Level 2*
- INF1023 *Microsoft PowerPoint 2010 - Module 1*
- INF1061 *Microsoft PowerPoint 2010 - Level 1 (with Challenge Exercises)*
- INF1062 *Microsoft PowerPoint 2010 - Level 2 (with Challenge Exercises)*
- INF1063 *Microsoft PowerPoint 2010 - Module 1 (with Challenge Exercises)*

Microsoft Project 2010

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- INF1065 *Microsoft Project 2010 - Level 2*
- INF1066 *Microsoft Project 2010 - Level 3*
- INF1070 *Microsoft Project 2010 - Module 1*
- INF1071 *Microsoft Project 2010 - Module 2*

Microsoft Publisher 2010

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Microsoft SharePoint 2010

- INF1090 *Microsoft SharePoint 2010 - Module 1*

Microsoft Visio 2010

- INF1038 *Microsoft Visio 2010 - Module 1*
- INF1039 *Microsoft Visio 2010 - Module 1 (with Challenge Exercises)*

Microsoft Word 2010

- INF1010 *Microsoft Word 2010 - Level 1*
- INF1011 *Microsoft Word 2010 - Level 2*
- INF1012 *Microsoft Word 2010 - Level 3*
- INF1013 *Microsoft Word 2010 - Module 1*
- INF1014 *Microsoft Word 2010 - Module 2*
- INF1050 *Microsoft Word 2010 - Level 1 (with Challenge Exercises)*
- INF1051 *Microsoft Word 2010 - Level 2 (with Challenge Exercises)*
- INF1052 *Microsoft Word 2010 - Level 3 (with Challenge Exercises)*
- INF1085 *Microsoft Word 2010 - Module 1 (with Challenge Exercises)*
- INF1086 *Microsoft Word 2010 - Module 2 (with Challenge Exercises)*

Microsoft Word 2010 VBA

- INF1068 *Programming in VBA - Using Microsoft Word 2010*