

*The Easy Way Series*

Computer Learning Guides  
For The Way We Learn



*Software  
Learning  
Guides*

International Association of  
Information Technology Trainers, Ltd.  
PMB 616  
6030-M Marshalee Dr  
Elkridge, MD 21075-5987

410.567.5366  
888.290.6200  
fax 801.650.0423  
books@itrain.org  
itrain.org

April 1, 2006

## ***Learning Guides***

ITrain recommends Training Express brand computer learning guides to experienced trainers because these guides are written by ITrain members and they are designed for the way we teach today.

They're a fast way to learn software applications - perfect for both instructor-led and self-study training. Each guide is designed for the way adults want to learn - fast, simple & to the point.

Plenty of screen images and step-by-step instructions make learning new software fast and easy. And, exercise files let the learners practice key skills while you're there to guide them.

Training Express Learning Guides are available as ready-to-use printed books or as annual printing licenses.

New titles are always under development. If you would like more information, email us at [books@itrain.org](mailto:books@itrain.org) or call us at 1.888.290.6200 or 410.290.7000.

## ***Learn With The Training Experts***

ITrain, the IT training association is dedicated to helping you present training classes in the most effective possible manner.

Every Training Express learning guide is created with your needs and the adult learning style in mind.

## ***Benefit From Our Experience***

It's easy to learn using materials designed by professional instructors.

You'll ensure comprehension by practicing and reviewing skills.

Class participants will learn practical skills that apply to *specific* work tasks. And, each learning guide presents the most often requested tips and techniques.

Training Express learning guides include exercises to help your students practice real-life applications.

Be assured of the very best quality; every learning guide is used, evaluated, and reviewed in our own classrooms.

## ***Printing Licenses***

Training Express learning guides are available in both printed and digital formats.

The digital guides are developed using Adobe Acrobat and may be printed to any black or color printer.

Annual printing licenses are an affordable alternative to single-piece materials.

A printing license allows you to prepare the exact number of guides that you need.

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- Windows 98, Level 1
- Windows 95, Level 1
- Windows 3.11, Level 1
- Advanced DOS
- Personal Computing The Easy Way

### **Internet Access**

- Internet for Business & Home
- Website Development, Levels 1 & 2
- Netscape Navigator, Level 1
- Internet Explorer, Level 1

### **Word Processing**

- Word XP, Level 1
- Word 2000, Levels 1, 2 & 3
- Word 97, Levels 1, 2 & 3
- Word 7.0, Levels 1, 2 & 3
- Word 6.0 for Windows, Levels 1, 2 & 3
- Word 2.0 for Windows, Level 1
- WordPerfect 6.1 for Windows, Levels 1 & 2
- WordPerfect 6.0 for Windows, Levels 1, 2 & 3
- WordPerfect 6.0, Levels 1 & 2
- WordPerfect 5.1, Levels 1, 2 & 3

### **Database Management**

- Access 2000, Levels 1 & 2
- Access 97, Levels 1 & 2
- Access 7.0, Levels 1 & 2
- Access 2.0, Levels 1 & 2
- Paradox 3.5, Levels 1, 2 & 3
- dBASE 1.1, Levels 1 & 2

### **Graphics**

- PowerPoint 2000, Levels 1 & 2
- PowerPoint 97, Levels 1 & 2
- PowerPoint 7.0, Levels 1 & 2
- PowerPoint 4.0, Levels 1 & 2

### **Spreadsheets**

- Excel XP, Level 1
- Excel 2000, Levels 1, 2 & 3
- Excel 97, Levels 1, 2 & 3
- Excel 7.0, Levels 1, 2 & 3
- Excel 5.0, Levels 1, 2 & 3
- Excel 4.0, Level 1
- Lotus 1-2-3 5.0 for Windows, Level 1
- Lotus 1-2-3 2.2/3.0, Levels 1, 2 & 3
- Quattro Pro 5.0 for Windows, Level 1
- Quattro Pro, Levels 1 & 2

### **Networking/ Groupware**

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- NetWare 3.1x System Administration
- Microsoft Outlook 98, Level 1



guides are available as printed texts;  
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