



Μαθήματα Δεξιοτήτων Πληροφορικής

Μαθήματα		Levels	Αναλυτικά Μαθήματα IT
1.	Word	Level 1a	Word 2003: Creating Basic Documents
		Level 1b	Word 2003: Formatting Documents
		Level 2a	Word 2003: Working with Tables and Data
		Level 2b	Word 2003: Graphic Elements in Documents
		Level 2c	Word 2003: Creating Document Templates
		Level 3a	Word 2003: Making Documents More Readable
		Level 3b	Word 2003: Making Information Accessible
2.	Excel	Level 1a	Excel 2003: Working with Existing Workbooks
		Level 1b	Excel 2003: Writing Formulas
		Level 2a	Excel 2003: Analyzing and Managing Data
		Level 2b	Excel 2003: Formatting Excel
		Level 3a	Excel 2003: Collaborating with Workbooks
		Level 3b	Excel 2003: Manipulating Workbooks
3.	Power Point	Level 1a	PowerPoint 2003: Working with Tables, Charts, and Diagrams
		Level 1b	PowerPoint 2003: Creating a Basic Presentation
		Level 2a	PowerPoint 2003: Modifying Presentations
		Level 2b	PowerPoint 2003: Delivering Presentations
4.	Access	Level 1a	Access 2003: Maintaining Existing Databases
		Level 1b	Access 2003: Working with Forms
		Level 2a	Access 2003: Designing a Database
		Level 2b	Access 2003: Creating Queries
		Level 2c	Access 2003: Working with Reports
		Level 3a	Access 2003: Structure and Analyze Data with Advanced Queries
		Level 3b	Access 2003: Improving the Effectiveness of an Access Database
		Level 3c	Access 2003: Improving Usability with Access Macros
		Level 4a	Access 2003: Optimizing and Securing Access Database Applications
		Level 4b	Access 2003: Integrating Access with the Web, XML, and Office Applications
5.	Outlook	Level 1a	Outlook 2003: Working with Messages
		Level 1b	Outlook 2003: Organizing your Work
		Level 1c	Outlook 2003: Working with Mail
		Level 2a	Outlook 2003: Optimizing Outlook
		Level 2b	Outlook 2003: Managing your Schedule
		Level 2c	Outlook 2003: Personalizing and managing Outlook items
		Level 3a	Outlook 2003: Communicating, Customizing and Organizing
		Level 3b	Outlook 2003: Working Offline and with Items
		Level 3c	Outlook 2003: Customizing and organizing
6.	Internet		Internet Explorer 6.0: Introduction





7.	MS Project		Microsoft Project 2003: Creating and Modifying a Project Plan
8.	MS Project		Microsoft Project 2003: Professional
9.	MS Project		Microsoft Project 2003: Web Access
10.	Front Page	Level 1a	FrontPage 2003: Creating a Basic Web Page
11.	Front Page	Level 1b	FrontPage 2003: Enhancing Webpages
12.	Front Page	Level 1c	FrontPage 2003: Structuring and Publishing a Web Page
13.	Front Page	Level 2a	FrontPage 2003: Creating an Interactive Web Page
14.	Front Page	Level 2b	FrontPage 2003: Managing a Web Page
15.	Photoshop	Level 3	Photoshop 7.0: Artistic Effects
16.	Photoshop	Level 1	Photoshop 7.0: Level 1
17.	Photoshop	Level 2	Photoshop 7.0: Level 2
18.	Photoshop	Level 3	Photoshop 7.0: Color Correction and Printing
19.	Photoshop	Level 3	Photoshop 7.0: Web Production
20.	Dreamweaver	Level 1	Dreamweaver MX 2004: Creating a Basic Web Site
21.	Dreamweaver	Level 2	Dreamweaver MX 2004: Altering the Look and Feel of Web Pages
22.	Dreamweaver	Level 3	Dreamweaver MX 2004: Enhancing Site Usability
23.	Dreamweaver	Level 4	Dreamweaver MX 2004: Improve Workflow, Interact with Users, and Upload a Site
24.	HTML	Level 1	HTML 4.01 Web Authoring: Level 1 (Second Edition)
25.	HTML	Level 2	HTML 4.01 Web Authoring: Level 2 (Second Edition)
26.	HTML	Level 3	HTML 4.01 Web Authoring: Level 3 (Second Edition)
27.	Crystal Reports	Level 1	Crystal Reports 10: Level 1
28.	Crystal Reports	Level 2	Crystal Reports 10: Level 2
29.	Java		Java 2: Programming Language - Third Edition
30.	XML		XML: An Introduction (Third Edition)
31.	Relational Database Design		Relational Database Design: A Practical Approach
32.	VBScript		VBScript: Introduction
33.	Visual Basic .NET		Visual Basic .NET: Introduction
34.	Visual Studio .NET		Visual Studio .NET: Introduction
35.	Web Design and Usability Techniques		Web Design and Usability Techniques
36.	Windows XP		Windows XP Professional Installation and Administration (Revised)