

**Λίστα Μαθημάτων σε Δεξιότητες Πληροφορικής  
(Διάρκεια μελέτης μαθήματος: ~ 4 ώρες)**

Μαθήματα		Levels	Αναλυτικά Μαθήματα IT
1.	Word	Level 1a	Word 2003: Creating Basic Documents
2.	Word	Level 1b	Word 2003: Formatting Documents
3.	Word	Level 2a	Word 2003: Working with Tables and Data
4.	Word	Level 2b	Word 2003: Graphic Elements in Documents
5.	Word	Level 2c	Word 2003: Creating Document Templates
6.	Word	Level 3a	Word 2003: Making Documents More Readable
7.	Word	Level 3b	Word 2003: Making Information Accessible
8.	Word	Level 3c	Word 2003: Controlling Document Information
9.	Excel	Level 1a	Excel 2003: Working with Existing Workbooks
10.	Excel	Level 1b	Excel 2003: Writing Formulas
11.	Excel	Level 2a	Excel 2003: Analyzing and Managing Data
12.	Excel	Level 2b	Excel 2003: Formatting Excel
13.	Excel	Level 3a	Excel 2003: Collaborating with Workbooks
14.	Excel	Level 3b	Excel 2003: Manipulating Workbooks
15.	Power Point	Level 1a	PowerPoint 2003: Working with Tables, Charts, and Diagrams
16.	Power Point	Level 1b	PowerPoint 2003: Creating a Basic Presentation
17.	Power Point	Level 2a	PowerPoint 2003: Modifying Presentations
18.	Power Point	Level 2b	PowerPoint 2003: Delivering Presentations
19.	Access	Level 1a	Access 2003: Maintaining Existing Databases
20.	Access	Level 1b	Access 2003: Working with Forms
21.	Access	Level 2a	Access 2003: Designing a Database
22.	Access	Level 2b	Access 2003: Creating Queries
23.	Access	Level 2c	Access 2003: Working with Reports
24.	Access	Level 3a	Access 2003: Structure and Analyze Data with Advanced Queries
25.	Access	Level 3b	Access 2003: Improving the Effectiveness of an Access Database
26.	Access	Level 3c	Access 2003: Improving Usability with Access Macros
27.	Access	Level 4a	Access 2003: Optimizing and Securing Access Database Applications
28.	Access	Level 4b	Access 2003: Integrating Access with the Web, XML, and Office Applications
29.	Outlook	Level 1a	Outlook 2003: Working with Messages
30.	Outlook	Level 1b	Outlook 2003: Organizing your Work
31.	Outlook	Level 1c	Outlook 2003: Working with Mail
32.	Outlook	Level 2a	Outlook 2003: Optimizing Outlook
33.	Outlook	Level 2b	Outlook 2003: Managing your Schedule
34.	Outlook	Level 2c	Outlook 2003: Personalizing and managing Outlook items
35.	Outlook	Level 3a	Outlook 2003: Communicating, Customizing and Organizing
36.	Outlook	Level 3b	Outlook 2003: Working Offline and with Items
37.	Outlook	Level 3c	Outlook 2003: Customizing and organizing
38.	Internet		Internet Explorer 6.0: Introduction
39.	MS Project		Microsoft Project 2003: Creating and Modifying a Project Plan
40.	MS Project		Microsoft Project 2003: Professional
41.	MS Project		Microsoft Project 2003: Web Access
42.	Front Page	Level 1a	FrontPage 2003: Creating a Basic Web Page
43.	Front Page	Level 1b	FrontPage 2003: Enhancing Webpages
44.	Front Page	Level 1c	FrontPage 2003: Structuring and Publishing a Web Page
45.	Front Page	Level 2a	FrontPage 2003: Creating an Interactive Web Page
46.	Front Page	Level 2b	FrontPage 2003: Managing a Web Page
47.	Photoshop	Level 3	Photoshop 7.0: Artistic Effects

48.	Photoshop	Level 1	Photoshop 7.0: Level 1
49.	Photoshop	Level 2	Photoshop 7.0: Level 2
50.	Photoshop	Level 3	Photoshop 7.0: Color Correction and Printing
51.	Photoshop	Level 3	Photoshop 7.0: Web Production
52.	Dreamweaver	Level 1	Dreamweaver MX 2004: Creating a Basic Web Site
53.	Dreamweaver	Level 2	Dreamweaver MX 2004: Altering the Look and Feel of Web Pages
54.	Dreamweaver	Level 3	Dreamweaver MX 2004: Enhancing Site Usability
55.	Dreamweaver	Level 4	Dreamweaver MX 2004: Improve Workflow, Interact with Users, and Upload a Site
56.	HTML	Level 1	HTML 4.01 Web Authoring: Level 1 (Second Edition)
57.	HTML	Level 2	HTML 4.01 Web Authoring: Level 2 (Second Edition)
58.	HTML	Level 3	HTML 4.01 Web Authoring: Level 3 (Second Edition)
59.	Crystal Reports	Level 1	Crystal Reports 10: Level 1
60.	Crystal Reports	Level 2	Crystal Reports 10: Level 2
61.	Java		Java 2: Programming Language - Third Edition
62.	XML		XML: An Introduction (Third Edition)
63.	Relational Database Design		Relational Database Design: A Practical Approach
64.	VBScript		VBScript: Introduction
65.	Visual Basic .NET		Visual Basic .NET: Introduction
66.	Visual Studio .NET		Visual Studio .NET: Introduction
67.	Web Design and Usability Techniques		Web Design and Usability Techniques
68.	Windows XP		Windows XP Professional Installation and Administration (Revised)