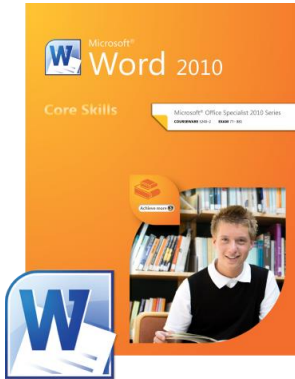


# CCI Learning e-Books

## Microsoft Office Specialist

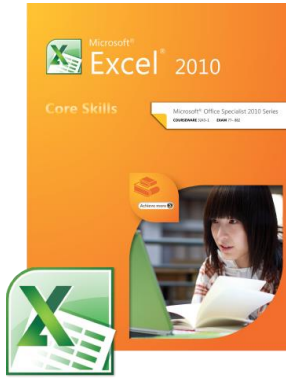
Microsoft Office is the industry-standard desktop application. These guides, available for both Office 2010 and Office 2013, use real-world scenarios, instructor-led discussions and built-in assessments and hands-on exercises, to prepare you to pass the Microsoft Office Specialist exams.

### Microsoft Word 2010 Core - Exam 77-881



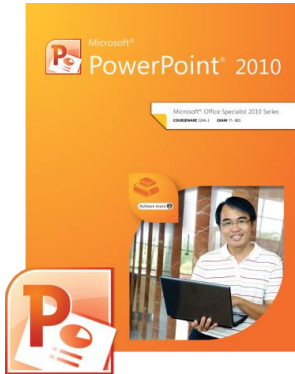
Create reports, forms, letters and press releases, and ensure your documents are compatible with previous versions of software. Use tabs, indents, bullets and lists. Add shapes, text boxes, graphics, columns and more. Learn to create professional-looking documents that grab your reader's attention and comply with copyright laws.

### Microsoft Excel 2010 Core - Exam 77-882



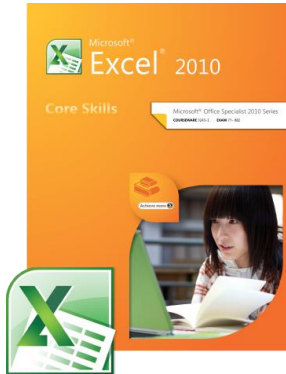
Create and edit professional-looking spreadsheets for a variety of purposes and situations. Hide information, add hyperlinks, and insert functions and formulas to analyse your data. Create and format charts to visually represent your statistics.

### Microsoft PowerPoint 2010 - Exam 77-883



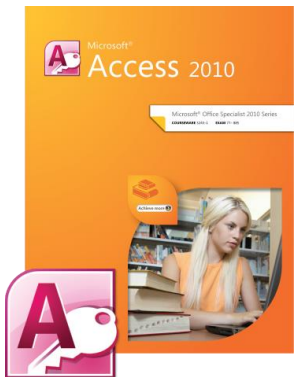
Learn how to use PowerPoint to create stunning presentations complete with formatted text, illustrations, charts, shapes, audio and video. Learn to use transitions and animations to keep audience interest, and even create self-running presentations.

### Microsoft Outlook 2010 - Exam 77-884



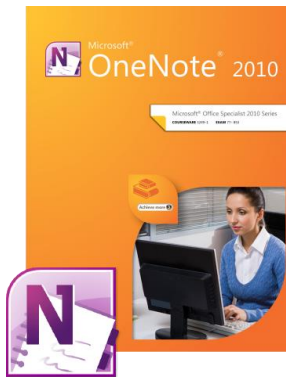
Use Mail, Calendar, Contacts, Tasks, and Notes to streamline communications and to collaborate with your colleagues. Create distribution lists, manage junk mail, and control the size of your Outlook data file.

### Microsoft Access 2010 - Exam 77-885



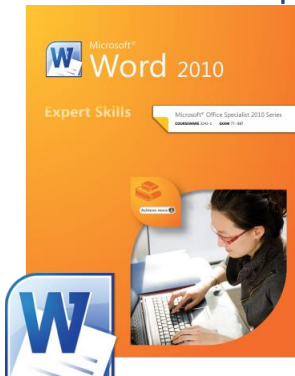
Learn how to design data tables, select appropriate data types and relate tables logically. Create and modify objects including tables, forms, reports, queries and macros, then apply your skills to streamline data entry, ensure data integrity, automate tasks and analyse data. Use the Expression Builder, advanced form controls, and set form properties to events.

### Microsoft OneNote 2010 - Exam 77-853



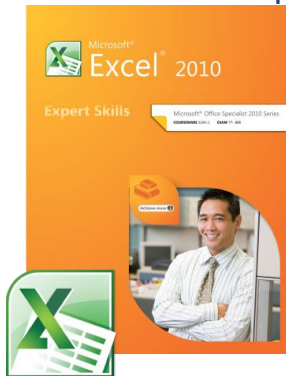
This guide explains how to use OneNote to organize, locate and share information. Learn how to collect and organize notes, insert files, capture screens, and enhance your notes for all types of projects. Additionally, you will collaborate with others, organize research ideas, integrate them with other Office applications, and access information with a shared notebook.

### Microsoft Word 2010 Expert - Exam 77-887



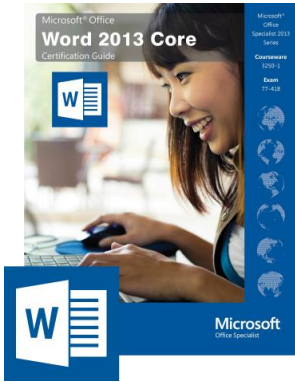
Create and format business documents, online forms, and personalized mailings. Cite your sources and create tables of authorities and indexes. Collaborate with your colleagues, track your changes and add comments. Use macros and mail merge to make your work easier.

### Microsoft Excel 2010 Expert - Exam 77-888



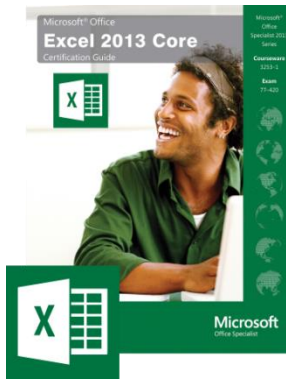
This guide builds on the Excel 2010 Core guide to enable you to develop the skills necessary to pass the Excel 32010 Expert exam. Merge workbooks, perform data analysis, and audit formulas in your spreadsheets. Use summary functions, create Pivot Tables and Pivot Charts, and work with macros, form controls and form properties.

### Microsoft Word 2013 Core - Exam 77-418



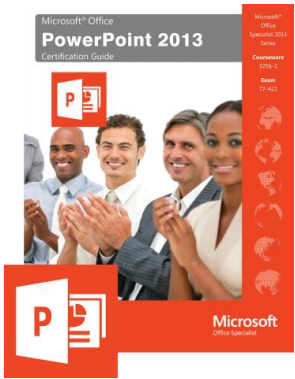
Create reports, forms, letters and press releases, and ensure your documents are compatible with previous versions of software. Use tabs, indents, bullets and lists. Add shapes, text boxes, graphics, columns and more. Learn to create professional-looking documents that grab your reader's attention and comply with copyright laws.

### Microsoft Excel 2013 Core - Exam 77-420



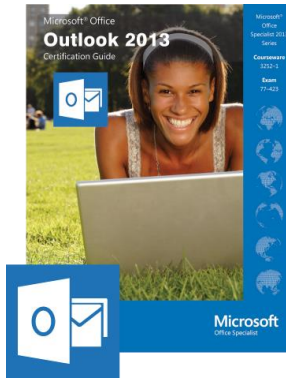
Prepare for the Microsoft Excel 2013 Core Exam 77-420. Create and edit professional-looking spreadsheets for a variety of purposes and situations. Hide information, add hyperlinks, and insert functions and formulas to analyse your data. Create and format charts to visually represent your statistics.

### Microsoft PowerPoint 2013 - Exam 77-422



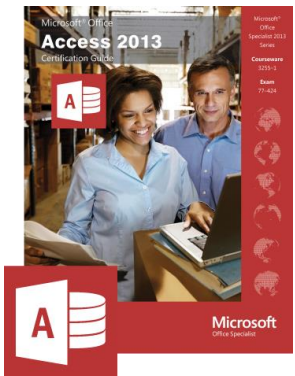
Learn how to create stunning presentations complete with formatted text, illustrations, charts, shapes, audio and video. Learn to use transitions and animations to keep audience interest or create self-running presentations, as well as create speaker notes or meeting notes. You will also learn how to collaborate with others before sharing the presentation.

### Microsoft Outlook 2010 - Exam 77-423



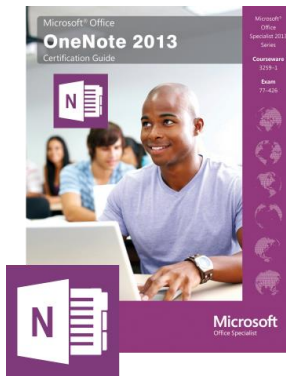
Explains how to use the Outlook modules in preparation for the Microsoft Outlook 2013 Exam 77-423. Use Mail, Calendar, Contacts, Tasks, and Notes to streamline communications and to collaborate with your colleagues. Create distribution lists, manage junk mail, and control the size of your Outlook data file.

### Microsoft Access 2013 - Exam 77-424



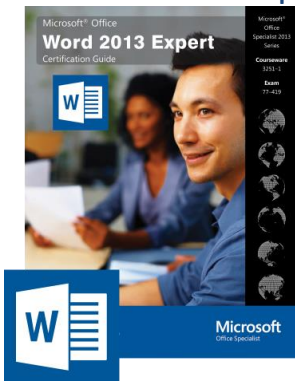
Learn how to design tables, select appropriate data types and relate tables logically, how to create and modify tables, queries, forms and reports. Apply your skills to streamline data entry, import and export data, constrain user input, and create expressions. Create action and parameter queries, group and summarize data, add calculations and totals and split and merge databases.

### Microsoft OneNote 2013 - Exam 77-426



Coming soon.

### Microsoft Word 2013 Expert - Exam 77-419



Coming soon.

### Microsoft Excel 2013 Expert - Exam 77-421



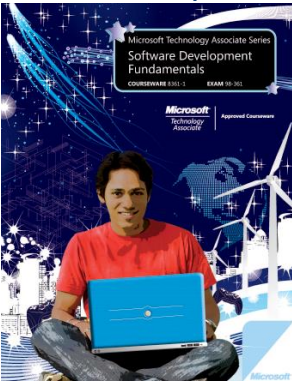
Coming soon.

## Microsoft Technology Associate

Microsoft Technology Associate (MTA) is a recommended entry point into IT certification and job preparation. Pass just one exam and you'll earn a certification, taking your first step toward a career in technology. If you are just starting your IT career path or are looking to enhance your understanding of IT fundamentals, MTA will validate your core knowledge. MTA is an optional industry-recognized certification for those pursuing a career path in IT infrastructure, database design, or software development using Microsoft technologies. MTA certifications also serve as a stepping stone to the Microsoft Certified Technology Specialist exams.

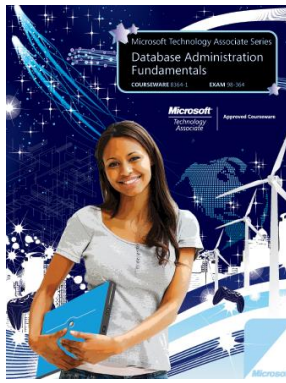
These guides cover in detail all the objectives of the related exams.

### Software Development Fundamentals - Exam 98-361



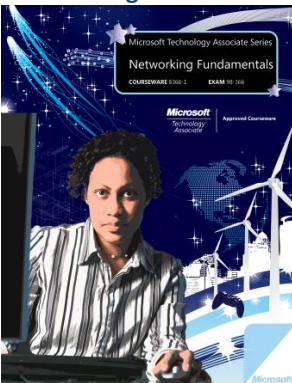
Software Development Fundamentals provides students with fundamental software development concepts. The exam tests understanding of core and object-oriented programming, general software development, web applications, desktop applications and databases.

### Database Administration Fundamentals - Exam 98-364



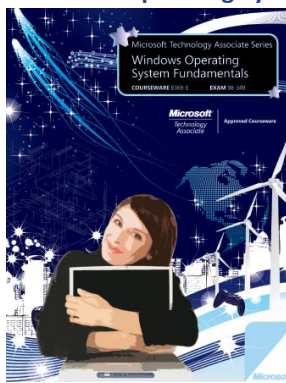
Database Administration Fundamentals provides students with fundamental database development and administration concepts. It covers: core database concepts; relational database concepts; security requirements; database objects; graphical tools and T-SQL scripts; database queries; and stored procedures.

### Networking Fundamentals - Exam 98-366



The exam tests understanding of network infrastructures, network hardware and protocols and services. Candidates should have some experience with Windows Server, Windows-based networking, network management tools, DNS, TCP/IP, names resolution process, and network protocols and topologies.

### Windows Operating System Fundamentals - Exam 98-349



Exam 98-349 tests understanding of fundamental operating system configuration and administration concepts. It covers: operating system configurations; installing and upgrading client systems; managing applications; managing files and folders; managing devices; and understanding operating system maintenance.