



[Click Here to Suggest a Topic & Give Feedback](#)

Complete Class List

[Computers 101](#) | [100 Things](#) | [ACT!](#) | [Word 2003](#) | [Excel 2003](#) | [Outlook 2003](#) | [PowerPoint 2003](#) | [Word 2007](#) | [Excel 2007](#) | [Outlook 2007](#) | [PowerPoint 2007](#) | [QuickBooks](#) | [Web Design](#)

Computers 101

Getting Started

- 1 [Tip: Watching our Recordings \(4:00\) NEW](#)
- 2 [A Quick Overview \(19:00\)](#)
- 3 [Tip: Learn Microsoft Word \(2:00\) NEW](#)
- 4 [Turning your computer on \(1:00\)](#)
- 5 [The Desktop \(3:00\)](#)
- 6 [Turning your computer off \(3:00\)](#)
- 7 [The Mouse \(2:00\)](#)
- 8 [Keyboard: Part 1 \(6:00\)](#)
- 9 [Keyboard: Part 2 \(6:00\)](#)
- 10 [Keyboard: Part 3 \(4:00\)](#)
- 11 [Two compelling reasons to use a computer \(3:00\)](#)
- 12 [How to open a software program \(9:00\)](#)
- 13 [Develop your computer skills with solitaire \(11:00\)](#)
- 14 [Solitaire: starting a new game \(1:00\)](#)

Having Fun on the Internet

- 15 [Your Internet connection \(3:00\)](#)
- 16 [Double Clicking \(3:00\) NEW](#)
- 17 [The Pointing Finger \(1:00\) NEW](#)
- 18 [Internet Explorer: Discovering the Web \(20:00\)](#)
- 19 [Google \(4:00\) NEW](#)
- 20 [Internet Search Part 1 \(5:00\) NEW](#)

Classes and Tutorials

Basic Skills

- [Computer Basics 101](#)
- [100 Things](#)

Contact Management

- [ACT!](#)

Microsoft Office 2003

- [Word 2003](#)
- [Excel 2003](#)
- [Outlook 2003](#)
- [PowerPoint 2003](#)

Microsoft Office 2007

- [Word 2007](#)
- [Excel 2007](#)
- [Outlook 2007](#)
- [PowerPoint 2007](#)

Web Design

- [Featuring FrontPage](#)

Financial

- [QuickBooks](#)

- 21 Internet Search Part 2 (12:00) **NEW**
- 22 The Internet: As Big as Your Imagination (6:00) **NEW**

100 Things [Back to the Top](#)

The Main Screen

- 1 The Computer Desktop (1:00)
- 2 Desktop Icon (3:00)
- 3 Finding the Desktop Icon (3:00)
- 4 Managing the Quick Launch Toolbar (2:00)
- 5 Locking | Unlocking the Quick Launch Toolbar (2:00)
- 6 What is the Date? (1:00)
- 7 The Taskbar is Missing or Moved (2:00)
- 8 Organizing the Desktop Icons: Part 1 (2:00)
- 9 Organizing the Desktop Icons: Part 2 (1:00)
- 10 Hiding the Desktop Icons (1:00)

Understanding Your Computer

- 11 My Computer: Just a Big Filing Cabinet (4:00)
- 12 Creating a New Folder (2:00)
- 13 Renaming a Folder (1:00)
- 14 Working with Folders: Part 1 (4:00)
- 15 Working with Folders: Part 2 (10:00)
- 16 Problem: Two Folders with the Same Name (3:00)
- 17 Saving a Document in a Specific Folder (3:00)
- 18 Opening a File or Document in a Folder (2:00)
- 19 Creating a Shortcut to a File or Folder (5:00)
- 20 Folder Properties (1:00)
- 21 Screen (Monitor) Resolution (5:00)

The Internet: Internet Explorer

- 22 Setting Your Home Page (3:00)
- 23 Locking the Toolbars (3:00)
- 24 Working with the Shortcut Menu (6:00)
- 25 My Favorite Tip: Control Enter (3:00)
- 26 The F11 Key (2:00)
- 27 Changing Text Size (2:00)

- 28 Internet Explorer: Send Link (2:00) **NEW**
- 29 Internet Explorer: Putting a Shortcut on the Desktop (2:00) **NEW**
- 30 Bookmarks Part 1 (8:00) **NEW**
- 31 Bookmarks Part 2 (1:00) **NEW**
- 32 Bookmarks: putting a shortcut on the links toolbar (4:00) **NEW**

Business Tips & Insights

- 33 The Accidental Salesperson (15:00) **NEW**

ACT! by Sage [Back to the Top](#)

ACT! 1 (105:00)

- 1 Our Approach: Introduction and Overview (26:00)
- 2 Creating a New Database (6:00)
- 3 The My Record (4:00)
- 4 Entering Your First Contact Into ACT! (10:00)
- 5 ID Status: The Most Important Field in ACT! (6:00)
- 6 Lookup a Contact in ACT! (9:00)
- 7 Modifying a Lookup: Narrowing and Adding (4:00)
- 8 Getting Around the ACT! Screen (14:00)
- 9 A Quick Review and Next Steps (6:00)
- 10 Scheduling Calls Meetings & To-Dos (16:00)
- 10A Scheduling Issue: The ACT! 150 Problem (4:00) **NEW**

ACT! 2 (71:00)

- 11 Introduction: What to Expect (21:00)
- 12 Getting to Know Your Database: Auditing, Planning and Scheduling Your Database for the Future (31:00)
- 13 Getting to Know Your Database: Review & Key Points (6:00)
- 14 Monday Morning Rehearsal: Things to Consider Before You Make Your First Call (10:00)
- 15 Customizing the Tasklist (3:00)

ACT! 3: Selling With ACT! (106:00)

- 16 Monday Morning: Get My ACT Together (19:00)
- 17 MSGTag: Did they get my email? (7:00)
- 18 Word:2003 AutoText & AutoCorrect (7:00)

- 19 [Word 2007: Quick Parts](#) (3:00)
- 20 [Sales Opportunities](#) (12:00)
- 21 [Options: Sales Opportunities](#) (2:00)
- 22 [Managing Sales Opportunities](#) (5:00)
- 23 [Simplifying Follow-up with an Activity Series](#) (9:00)
- 24 [Working with ACT! Reports](#) (17:00)
- 25 [Research Assistant](#) (13:00) **NEW**
- 26 [Importing Data Into ACT Part 1](#) (12:00) **NEW**

ACT! 4: Preferences & Customization (51:00)

- 27 [Customizing the ACT! Layout: Simple](#) (12:00) **NEW**
- 28 [Customizing the ACT! Layout: Complex](#) (9:00) **NEW**
- 29A [ACT Preferences: General Tab](#) (5:00) **NEW**
- 29B [ACT Preferences: Colors Fonts](#) (0:00) **Coming Soon**
- 29C [ACT Preferences: Scheduling Calendar](#) (12:00) **NEW**
- 29D [ACT Preferences: Email](#) (7:00) **NEW**
- 29E [ACT Preferences: Communication](#) (4:00) **NEW**
- 29F [ACT Preferences: Startup](#) (3:00) **NEW**

ACT! Resources, Suggested Products & More

Our ACT Blog: www.getmyacttogether.com

[Egrabber](#): Address Grabber, List Grabber & more

[Durkin Computing](#): Task List Plus, Contact List Plus, Research Assistant

[SwiftPage Email](#)

[MSGTag](#)

Microsoft Word 2003 [Back to the Top](#)

Word 1 (72 Minutes)

- 1 [Word 2003: An Introduction & Overview](#) (16:00)
- 2 [Opening a File & Formatting Text](#) (9:00)
- 3 [Selecting & Moving Text](#) (8:00)
- 4 [Cut, Copy & Paste](#) (7:00)
- 5 [Spelling & Grammar](#) (8:00)
- 6 [Zoom & Default Font](#) (3:00)
- 7 [Format Painter](#) (4:00)
- 8 [AutoText & AutoCorrect](#) (7:00)

- 9 [Justify & Columns](#) (3:00)
- 10 [Undo & Redo](#) (3:00)
- 11 [Word's Thesaurus](#) (2:00)
- 12 [Printing & Print Preview](#) (2:00)

Word 2 (120 Minutes)

- 13 [Document Recovery & Introduction to Tables](#) (19:00)
- 14 [Part 2](#) (18:00)
Discusses: [Save As](#) | [Toolbar Shortcuts and Options](#) | [Customize Toolbar](#) | [Find and Replace](#) | [Thesaurus](#) | [Text Box](#) | [Justify](#) | [Columns](#)
- 15 **Inserting Images & Artwork**
 - [Part 1](#) (8:00)
 - [Part 2](#) (3:00)
 - [Part 3](#) (8:00)
 - [Part 4](#) (6:00)
 - [Part 5](#) (6:00)
 - [Part 6](#) (7:00)
- 16 **Word Options Reviewed**
 - [A Quick Overview](#) (2:00)
 - [Adjusting the File List Number](#) (2:00)
 - [Overtyping Mode](#) (3:00)
 - [Saved Files Location Option](#) (3:00)
 - [Word Count Toolbar](#) (2:00)
- 17 **Bullets & Numbering**
 - [Part 1](#) (2:00) **NEW**
 - [Part 2](#) (3:00) **NEW**
 - [Part 3](#) (2:00) **NEW**
- 18 **Inserting**
 - [Creating a Hyperlink](#) (5:00) **NEW**
 - [WordArt Revisited](#) (3:00) **NEW**
 - [Symbols](#) (2:00) **NEW**
 - [Bookmarks](#) (5:00) **NEW**
 - [Date & Time](#) (1:00) **NEW**
 - [Diagrams](#) (3:00) **NEW**
 - [A File](#) (1:00) **NEW**
- 19 **The Outlook Connection**
 - [Making Word Outlook's Word Processor](#) (3:00) **NEW**

COMING SOON:

- Templates
- Headers & Footers
- Protecting Files
- Inserting Excel Data
- Word Options
- Make it a PDF
- Send To
- Right Click
- Tracking
- Linking to a file

Microsoft Excel 2003

[Back to the Top](#)

[Excel 1](#) (58:00)
[Excel 2](#) (55:00)

Excel 2003 Quick Tutorials

Part 1: Creating Formulas (8:00)

Part 2: Filtering Data (6:00)

Part 3: PivotTables 1 (6:00)

Part 4: PivotTables 2 (7:00)

Microsoft Outlook 2003

[Back to the Top](#)

Outlook 1

Part 1 of 2 (24:00)

Part 2 of 2 (32:00)

Outlook 2

Outlook 2: Part (1 of 1) (42:00)

Suggested Tools to Make Outlook Better

> [MSGTag](#) (7:00) **NEW**

Microsoft PowerPoint 2003

[Back to the Top](#)

PowerPoint 1

PowerPoint 1 (52:00)

PowerPoint 2

Working with Shapes (18:00) **NEW**

Working with Excel in PowerPoint Part 1 (5:00) **NEW**

Working with Excel in PowerPoint Part 2 (4:00) **NEW**

Microsoft Word 2007

[Back to the Top](#)

Introduction to Microsoft Office 2007

The Ribbon (8:00)

Classic Menu for Office 2007 (3:00) (suggested add-on)

Word 2007

Part 1 of 2 (32:00)

Part 2 of 2 (24:00)

Microsoft Excel 2007

[Back to the Top](#)

Introduction to Microsoft Office 2007

The Ribbon (8:00)

Classic Menu for Office 2007 (3:00) (suggested add-on)

Excel 2007 1 (55:00)

Microsoft Outlook 2007

[Back to the Top](#)

Introduction to Microsoft Office 2007

The Ribbon (8:00)

Classic Menu for Office 2007 (3:00) (suggested add-on)

Outlook 1 (51:00)

Microsoft PowerPoint 2007

[Back to the Top](#)

Introduction to Microsoft Office 2007

The Ribbon (8:00)

[The Ribbon \(0:00\)](#)

[Classic Menu for Office 2007 \(3:00\)](#) (suggested add-on)

[PowerPoint 1 \(50:00\)](#)

QuickBooks [Back to the Top](#)

[QuickBooks: Part 1 \(29:00\)](#)

[QuickBooks: Part 2 \(21:00\)](#)

[QuickBooks: Part 3 \(22:00\)](#)

Web Design Featuring FrontPage [Back to the Top](#)

[Part 1: Introduction \(16:00\)](#)

[Part 2: Web Design \(90:00\)](#) 

IF NEEDED:



[Download Windows Media Player](#)

[Windows Media Player Codec](#)

(for windows media player if needed)