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LearnKey™

CD-ROM • VIDEO • ONLINE

LEADING THE WAY WITH TRAINING SOLUTIONS
FOR COMPUTER USERS & IT PROFESSIONALS

Microsoft Certified
Professional

Approved Study Guide

Exchange Server 5.5

Internet Info Server 4.0

PROVEN METHODS

LearnKey's proven method of training utilizes innovative technology and in-depth instructional content, while maintaining the human touch. In our pursuit to help individuals elevate their lives, we open new doors for understanding and we provide exciting opportunities.

LearnKey's instructional model is successful because it emphasizes personal value for the student. We understand that there is more to technical training than just teaching about the software. Our courseware trains you to use the tools in a professional manner. Our training process energizes individuals and facilitates defining moments where students recognize their potential and experience true understanding and growth.

"The LearnKey instructors are obviously pros, they've been through the exams and they know where to focus. That's why we chose LearnKey."
Clearwater, Florida

Come
Learn From
The Experts,[™]
at LearnKey.



VIDEO TRAINING A PROVEN MEDIA

Video-based instruction is a natural format for technical training. With the guidance of an expert, complex information is communicated in a customary sequence where concepts build upon each other. The educational sessions are effective and rewarding.

COMFORTABLE
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ALONG WITH

CONVENIENT &
EASY TO USE

PERFECT FOR
TRAINING
ROOMS

IDEAL FOR
LEARNING AT
HOME

CD-ROM TRAINING A REALM OF POSSIBILITIES

LearnKey CD-ROMs integrate the expert instruction of our videos with comprehensive hands-on exercises and challenging tests. Because our CDs utilize digital video, the personality of the instructor is not lost in the format. You get the advantage of interactivity and the flavor of a live presentation from a nationally recognized expert who brings the training concepts to life.



INSTANT
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TUTORIALS

DEFINITIONS
& ANSWERS

INTERACTIVE
TRAINING

DIGITAL
VIDEO

SKILL
ASSESSMENT

INSTRUCTION
ON DEMAND

LAB
EXERCISES

IMMEDIATE
FEEDBACK

call to order **1.800.865.0165**

ONLINE TRAINING A VIRTUAL REALITY

The technology of tomorrow is available today with LearnKey's online training. Only at LearnKey can you get the combined elements of our video and CD-ROM training streamed to your desktop computer over the Internet, or directly from your corporate Intranet. Using LearnKey's RealCBT™ plug-in, thousands of people have discovered the beauty of online training, lab exercises, testing, and reporting at our OnlineExpert.com website. Our online library features our popular Microsoft MCSE, Cisco CCNA and ACRC, and A+ certification training as well as a host of training sessions for office and business applications. Log on and select a free sample from more than 65 training sessions at OnlineExpert.com.



CORPORATE INTRANET SOLUTIONS

Online training can be enhanced even more with a customized intranet solution from LearnKey. Corporate solutions come complete with *The LearnKey Management System (LKMS)*, which enables administrators to create and track student accounts, make course assignments, and monitor student progress.

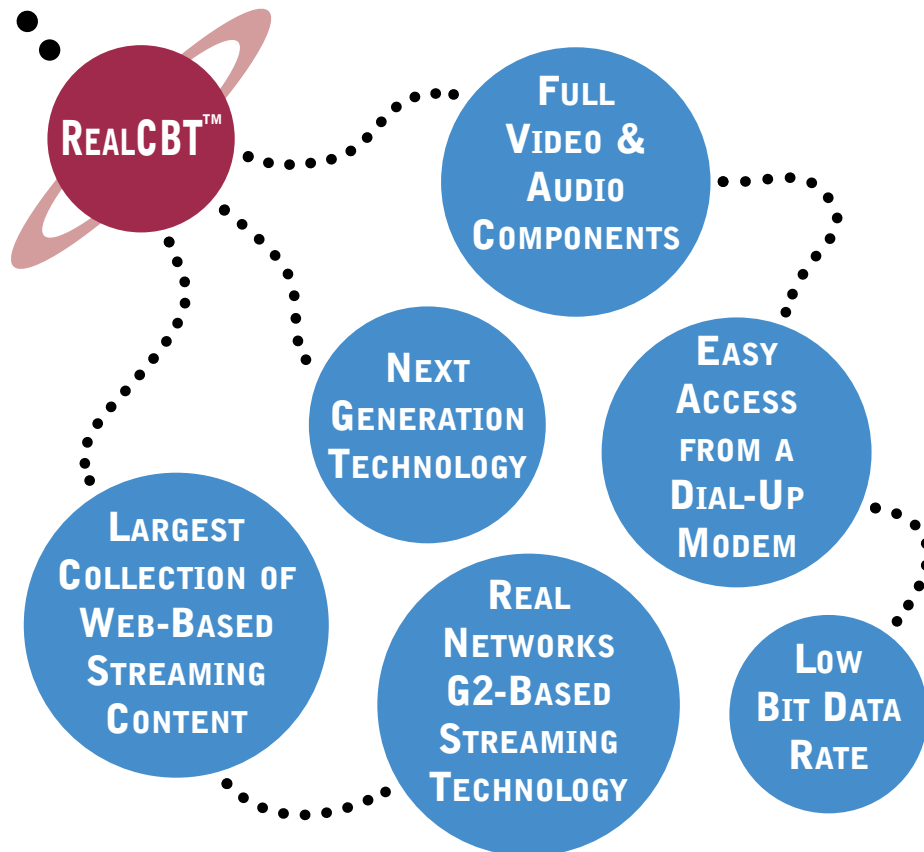


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EXERCISE CD-ROM

LearnKey's Exercise CDs are the litmus test for determining your comprehension of the objectives taught. Each Exercise question is mapped to a specific course objective so you can assess your knowledge and solidify your understanding.

A FUNDAMENTAL ELEMENT in LearnKey's training process is the ability to evaluate whether the training objectives have been met. In addition to our standard Challenge and Testing Modules, LearnKey has developed two additional forms of practical assessment.



- Windows 98
- Networking Essentials
- NT 4.0 Workstation
- A+ Certification
- Cisco CCNA

MASTER EXAM

LearnKey's MasterExam™ is a powerful skill assessment tool, which helps students focus on specific certification objectives, identify areas of strength and weakness, and adjust study habits to ensure optimal performance when taking certification tests. MasterExam questions are as close as you'll get to the real thing before entering the testing center. Questions follow the same format used in real certification exams. Our unique and proven approach to test preparation enables you to build the knowledge and confidence to succeed when taking the final test.

- Networking Essentials
- NT 4.0 Server
- Internet Info Server 4.0
- CNX Ethernet
- NT 4.0 Workstation
- NT 4.0 ServerEnterprise
- Exchange Server 5.5
- Network+
- TCP/IP for NT 4.0
- A+ Certification



MasterExam™
Test Prep Software

1 Bookmarks
Mark questions and review them later.

2 Sample Questions
The MasterExam simulates the content and environment of real MCSE exams.

3 Forward/Back Function
Skip questions and return to them later.

4 Helpful Hints
Open book quizzes provide hints on difficult questions.



5 Timed Tests
Closed book quizzes and MasterExams are timed tests.

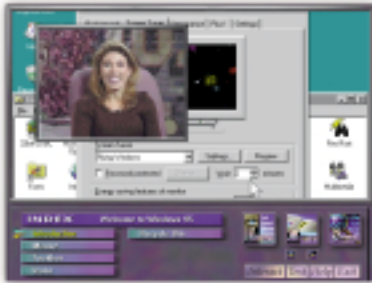
6 Performance Report
Details and quantifies your progress.

7 Study References
Open book quizzes provide a list of recommended study topics from Sybex and other Microsoft approved material.

8 System Requirements
486/100 MHz, (minimum) Double Spin CD-ROM 8MB RAM, Available Hard Disk Space 3MB, 640x480 (256 color) and Windows 95 or Windows NT™ 3.51 or later. Optional: Sound Blaster sound card.

call to order **1.800.865.0165**

TRAINING MODULE



• • • The Training Module begins with instruction from our nationally known experts in a digital movie window. The instructor demonstrates several levels of usability of the application through interactive software simulations. Each CD-ROM contains approximately four hours of training and simulations.

CHALLENGE MODULE



• • • Each Challenge Module demonstrates the procedures learned in the Training Module and allows you to perform them. If you make an incorrect move, the challenge banner appears giving you the option to try again or get help from a coach. If you are uncertain about a particular step, you can click on the "Steps" button to get a written description of the steps to take. The "Coach Me" feature simulates the step-by-step procedure on screen, so that you can see exactly how it is done.

TESTING MODULE



• • • The Testing Module determines your proficiency with the software application being taught. Testing formats include Simulations, True and False, Fill in the Blank, Multiple Choice and Keyboard Shortcuts. Comprehensive test results chart and reference the progress of individual or multiple users.

"The Master Exam CD is wonderful. I have taken exams from [others], but none compare to LearnKey's."

Austin, TX

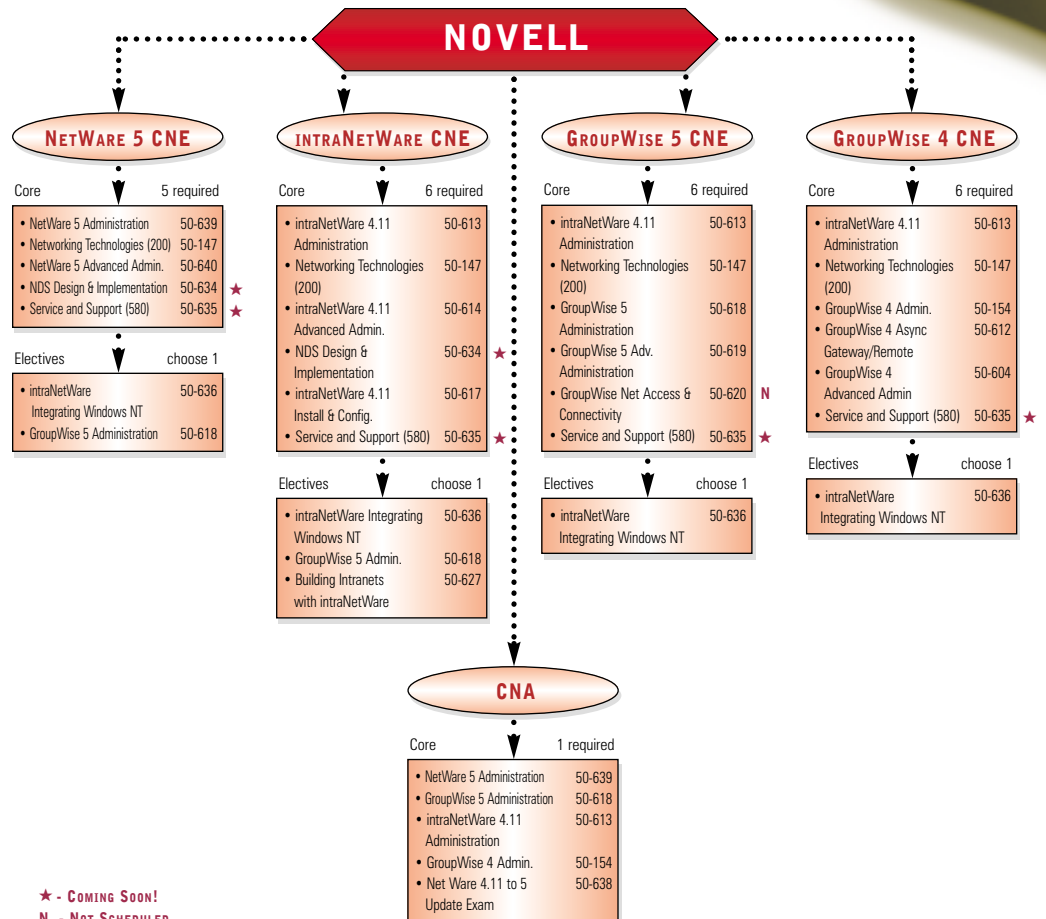
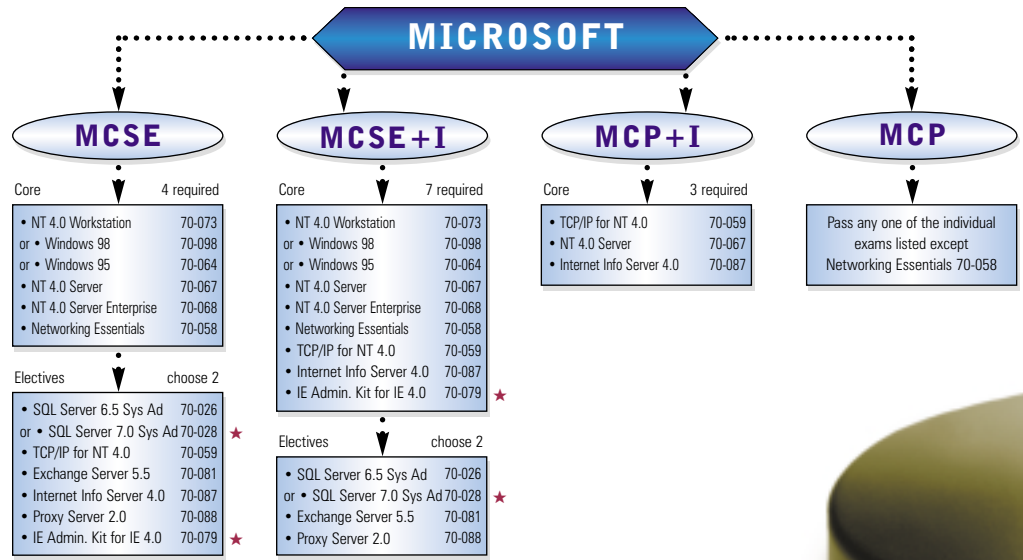
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at LearnKey.

CERTIFICATION: IS IT WORTH IT?

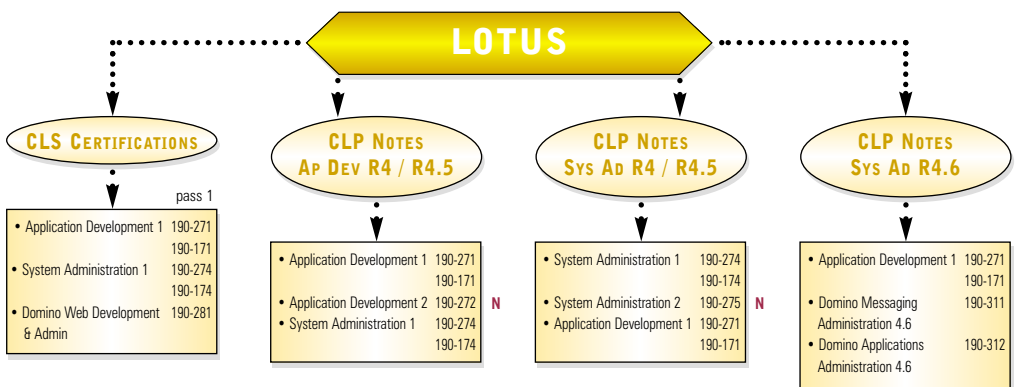
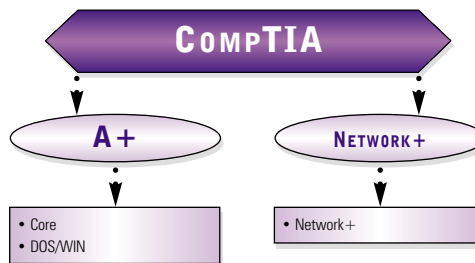
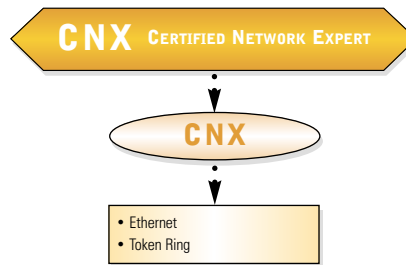
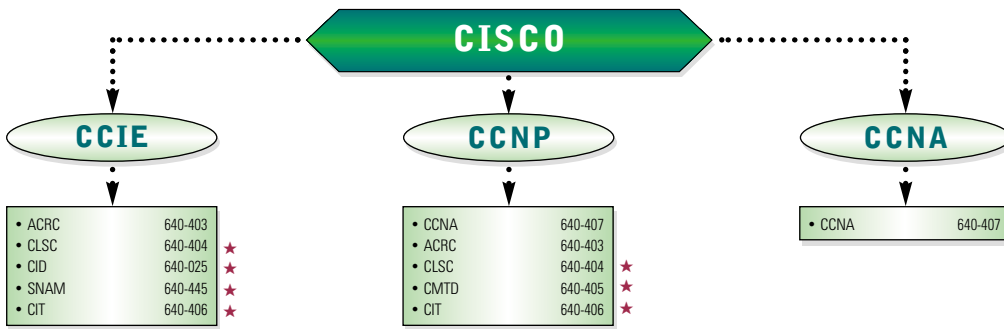
Certification has become the standard in the IT world. Organizations depend on certified professionals to increase productivity and enhance performance. Demand for trained experts continues to rise, and with that demand, salaries and bonuses continue to climb.

CAN YOU HANDLE THE SALARY?

According to Microsoft Certified Professional Magazine's 1999 Salary Survey, Microsoft Certified Systems Engineers earn an incredible \$76,800 annually, up 12% from the previous year. MCSEs are the most sought-after professionals in the industry, but the demand for other certifications is nearly equivalent.



call to order **1.800.865.0165**



ALREADY HAVE CREDENTIALS?

If you currently hold IT certifications, adding additional areas of technical expertise is a proven method to raise your income another notch. The average salary for an MCSE is more than \$6000 higher with Cisco certification than MCSE alone, while MCSE+I professionals average over \$9000 more per year.

HOW DO I PREPARE?

Self-paced training is overwhelmingly the preferred method to prepare for certification exams, according to Microsoft Certified Professional Magazine. LearnKey's self-paced training is the best in the industry. Our training provides the information needed to pass the certification exams and teaches the practical application of that knowledge.



MasterExam
Test Prep Software

Core MCSE Training Series with MasterExam

The MCSE Self-Paced Study Kit prepares you to pass the Core MCSE exams, and teaches you important steps to administer and support Windows NT networks. Included is the MCSE MasterExam exam-prep software package.

- NT 4.0 Workstation
- NT 4.0 Server
- NT 4.0 Server Enterprise
- Networking Essentials
- MCSE MasterExam

15 Sessions • 4 MasterExams

- ▶ CDs • \$1,549
- ▶ Videos • \$1,449
- ▶ Online • CALL



MasterExam
Test Prep Software

Complete MCSE Training Series Pass MCSE Exams.....Fast!

The Complete MCSE Self-Paced Study Kit completely prepares you to pass 6 MCSE exams. You'll develop skills in administrating and supporting Windows NT networks and BackOffice products. Included is MasterExam, the premier exam-prep software package.

- NT 4.0 Workstation
- NT 4.0 Server
- NT 4.0 Server Enterprise
- Networking Essentials
- TCP/IP for NT 4.0
- Internet Info. Server 4.0
- MCSE MasterExam

21 Sessions • 6 MasterExams

- ▶ CDs • \$1,999
- ▶ Videos • \$1,899
- ▶ Online • CALL



MasterExam
Test Prep Software

Deluxe MCSE Training Bundle Bundle Includes Videos, CD-ROMs and Study Guides

The Deluxe MCSE Study Kit provides everything needed to pass Microsoft MCSE exams, with an emphasis on knowledge, comprehension, and application necessary for practical implementation and support of a Windows NT network. The Deluxe MCSE kit delivers expert instruction on videotape, multimedia CBTs and Sybex MCSE Study Guides.

(Included is MasterExam, the premier exam-prep software package)

- ▶ 21 CD Sessions • 21 Video Sessions •
- 6 MasterExams • 6 Study Guides • \$2,995





Office 2000 Fundamental Series

LearnKey's Office 2000 training teaches the powerful capabilities of Office 2000 and demonstrates the merits of each application. Our fundamental series focuses on the elements you need to quickly get started and incorporate the combined strength of the office suite.

- Standard Fundamentals
1 Word • 1 Excel • 1 PowerPoint • 1 Outlook
- Professional Fundamentals
1 Word • 1 Excel • 1 PowerPoint • 1 Outlook
1 Access • 1 Publisher

Introductory Offer

- ▶ Standard Fundamentals \$149 video \$179 CD
- ▶ Professional Fundamentals \$249 video \$289 CD



reg \$199/\$239
reg \$299/\$339



Office 2000 Standard Series

3 Word • 3 Excel • 3 PowerPoint • 3 Outlook

In this Series, users learn skills to create, publish and analyze information on a home PC or intranet. Our experts teach the requisites needed to work efficiently on documents, spreadsheets, and projects. These help users develop organizational and communication skills for working in the digital age. LearnKey's Office 2000 training will help users become more proficient by leveraging the combined strength of the office suite.

Introductory Offer

- ▶ Standard Series \$485 video \$535 CD



reg \$565/\$629



Office 2000 Professional Series

3 Word • 3 Excel • 3 PowerPoint • 3 Outlook
3 Access • 1 Publisher

One of the high powered features of Office 2000 is the exciting ability to integrate with others using an intranet. LearnKey's Professional Series focuses on the elements needed to work collaboratively on documents and projects with specific guidelines for document naming, storage, and the creation of dynamically linked documents. This series will help users streamline fundamental procedures and leverage the combined strength of the office suite.

Introductory Offer

- ▶ Professional Series \$585 video \$715 CD



reg \$689/\$839





Windows NT 4.0 Workstation

Heather Osterloh [Exam 70-73]

The Windows NT 4.0 Workstation training course is essential for anyone working toward Microsoft Certification. Expert instructor Heather Osterloh walks you through each step of setting up and utilizing an NT 4.0 Workstation. The straightforward, comprehensive nature of this course will give you the understanding you need to pass your MCP exam.

- ▶ 5 CDs • 1 Study Guide • \$479
- ▶ 5 Videos • 1 Study Guide • \$449
- ▶ Online • CALL

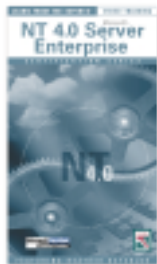


Windows NT 4.0 Server

Heather Osterloh [Exam 70-67]

The Windows NT Server 4.0 training course provides everything needed to pass Microsoft's MCP exam. This training guides you through the core technologies necessary for practical implementation and support of NT Server. Expert instructor Heather Osterloh is an MCT, CNI/CNE and a Certified Network Expert.

- ▶ 4 CDs • 1 Study Guide • \$409
- ▶ 4 Videos • 1 Study Guide • \$379
- ▶ Online • CALL



Windows NT 4.0 Server Enterprise

Heather Osterloh [Exam 70-68]

The Windows NT Server 4.0 in the Enterprise self-study course provides effective, affordable training for MCSE exam preparation. The expert instruction delivers you invaluable concepts necessary for understanding everything from domain models to internetworking protocols.

- ▶ 3 CDs • 1 Study Guide • \$319
- ▶ 3 Videos • 1 Study Guide • \$299
- ▶ Online • CALL



Networking Essentials

Clayton Johnson [Exam 70-58]

The Networking Essentials training course prepares you to pass the Microsoft exam. You will learn network topologies, hardware, security, performance monitoring, and more. This course receives excellent reviews from top industry magazines.

- ▶ 3 CDs • 1 Study Guide • \$319
- ▶ 3 Videos • 1 Study Guide • \$299
- ▶ Online • CALL



NT 4.0 Workstation

SESSION 1

- Getting Started
 - NT 4.0 Features
 - Overview Microsoft Operating Systems
 - NT Architecture
 - Memory Architecture
 - Workgroup vs. Domain
 - Overview of Workgroup & Domain
 - Installation Preparation
 - Partitioning
 - Installing NT Workstation
 - Networking Components
 - Upgrading and Removing
 - Upgrading from Previous NT Versions
- Total Time: 100 Minutes

SESSION 2

- Users Groups & Policies
 - User Manager
 - User Profiles
 - Changing User Profile
 - The Control Panel
 - Internet, Modem, Mouse
 - Network Options
 - Ports
 - SCSI Adapters
 - System Properties
 - NT Registry
 - 5 Subtrees/Hives
 - Editing the Registry
- Total Time: 105 Minutes

SESSION 3

- File Systems
 - File Compression
 - Partitions
 - Disk Administrator
 - ARC Naming Convention
 - ARC Path
 - File & Directory Security
 - Mapping Network Drives
 - Create Hidden Shares
 - Share Permissions
 - Effective Rights
 - Ownership & Auditing
 - Backup & Restore
 - Scheduling Backup
- Total Time: 95 Minutes

SESSION 4

- Network Architecture
 - Accessing Shared Resources
 - TCP/IP
 - Three things all Hosts Need
 - NetWare Connectivity
 - Gateway Services
 - Browsing Service
 - Role of Browsers
 - Joining a Domain
 - Logging on to Domain
 - Remote Access Service
 - Using Dial-Up Networking
- Total Time: 105 Minutes

SESSION 5

- Printing
 - Installing Local Printer
 - Performance Tuning
 - What is Normal?
 - Environment Subsystems
 - OS/2 & POSIX Applications
 - Booting NT
 - NT Load Phases
 - Troubleshooting
- Total Time: 65 Minutes

NT 4.0 Server

SESSION 1

- Introduction
 - Similarities of NT Workstation & NT Server
 - Hardware Profile & Docking Station
 - Local and Shared Security
 - NT Workstation vs. NT Server
 - Workstation Specifics
 - Server Specifics
 - Workgroups vs. Domains
 - Workgroup Model
 - NT Server Roles
 - Stand-Alone Server
 - Installation Preparation
 - Hardware Requirements
 - Installation
 - Graphical Portion of Installation
 - NT Server Setup
 - Upgrading & Removing
 - Domain Logon
 - Server Manager
- Total Time: 112 Minutes

SESSION 2

- Domain Account Management
 - Local & Global Groups
 - Domain Policies
 - Account Policy
 - Profiles
 - Establishing a Roaming Profile
 - System Policy Editor
 - Templates for Policy Editor
 - Directory Replication
 - Managing Import & Export Directories
 - File Systems
 - Convert Utility
 - Disk Management & Fault Tolerance
 - Partitions, Volume Sets
- Total Time: 103 Minutes

SESSION 3

- Disk Administrator
 - Mirroring
 - Networking Protocols
 - 7 Layer OSI Model
 - NetWare Connectivity
 - Enabling the NT Gateway
 - NetWare Migration
 - Trial Migration
 - Installing TCP/IP
 - TCP/IP Protocol Suite
 - Installing DHCP
 - Creating a Scope
 - Installing WINS
 - WINS Manager
 - Installing DNS
- Total Time: 106 Minutes

SESSION 4

- Browser Service
 - Internet Services
 - Internet vs. Intranet
 - Remote Access Service
 - Dial-Up Networking
 - Printing
 - Changing Output or Ports
 - Client Support
 - License Manager
 - Macintosh Services
 - Mac Accessible Volume
- Total Time: 75 Minutes

NT 4.0 Server Enterprise

SESSION 1

- Introduction
 - Workgroup Model
 - Client/Server Model
 - Domain Model
 - NT Server Roles
 - Installing a BDC
 - Domain Synchronization
- Total Time: 75 Minutes

SESSION 2

- Trust Relationships
 - Establishing Trusts
 - Single Domain Model
 - Single Master Domain Model
 - Multiple Master Domain Model
 - Complete Trust Domain Model
 - User & Group Management
 - Implementing Group Strategies
- Total Time: 80 Minutes

SESSION 3

- InterNetworking Protocols
 - Single Segment IP
 - Static IP Routing
 - Dynamic IP Routing
 - DHCP Across Routers
 - Accessing Remote Resources
 - Rip for NW Link
 - Network Monitor
- Total Time: 79 Minutes

Networking Essentials

SESSION 1

- Introduction
 - Networking Basics
 - Topologies & Hardware
 - Getting Connected
 - Network Card
 - OSI & 802 Networking Models
 - Drivers & Bindings
- Total Time: 106 Minutes

SESSION 2

- Network Architecture
 - Other Network Considerations
 - Setting Up the Server
 - Printing On a Network
 - Setting Up the Client
 - E-mail
 - Network Applications
 - Users & Groups
- Total Time: 95 Minutes

SESSION 3

- Network Security
 - Network Performance Monitoring
 - Protecting Your Data
 - Network Troubleshooting
 - Using a Modem on the Network
 - Going Large
 - Cross Platform Networks
 - The Internet
- Total Time: 95 Minutes



HEATHER OSTERLOH



Heather is a leader in the networking industry. As a Microsoft Certified Trainer, Novell CNI/ECNE, Certified Network Expert and Network General Sniffer Trainer, she provides consulting and training services internationally. Heather is the author of the following LearnKey Products:

- *TCP/IP for NT 4.0 Certification*
- *NT 4.0 Workstation & Server*
- *NT 4.0 Server Enterprise*
- *Novell NetWare 4.1 & 4.11*
- *Building an Intranet*
- *Novell Networking Technologies*
- *CNX Network Analysis*

TCP/IP for Windows NT 4.0

Heather Osterloh [Exam 70-59]



The TCP/IP for Windows NT 4.0 training series provides everything needed to pass Microsoft's MCP exam. With this instruction you'll gain the knowledge and ability to successfully implement, administer, and troubleshoot information systems that incorporate Microsoft TCP/IP. Expert instructor Heather Osterloh is an MCT, CNI/CNE and a Certified Network Expert.

- ▶ 4 CDs • 1 Study Guide • \$409
- ▶ 4 Videos • 1 Study Guide • \$379
- ▶ Online • CALL

**Exchange Server 5.5**
Microsoft Certified
Professional
Approved Study Guide

Jim Fagundes [Exam 70-81]



The Exchange Server self-study kit delivers everything you'll need to pass Microsoft's exam. The series teaches the skills to implement, configure, and administrate Exchange Server 5.5. Also includes a Sybex study guide.

- ▶ 5 CDs • 1 Study Guide • 1 Exercise CD • \$479
- ▶ 5 Videos • 1 Study Guide • 1 Exercise CD • \$449

**SQL Server 6.5 System Administration**

Kalen Delaney [Exam 70-26]



The SQL 6.5 System Administration training series provides effective and affordable training for Microsoft exam preparation. The expert instruction delivers the invaluable skills necessary to effectively support and administrate SQL Server services including replication, recovery, and troubleshooting.

- SQL Server 7.0 Coming Soon!

- ▶ 5 Videos • 1 Study Guide • \$449

**Internet Info Server 4.0**
Microsoft Certified
Professional
Approved Study Guide

Jim Fagundes [Exam 70-87]



The Internet Information Server 4.0 self-paced training series prepares you to pass the Microsoft exam, and teaches important lessons about installation, administration, security, and Microsoft Management Console. (Also available IIS 3.0)

- ▶ 2 CDs • 1 Study Guide • 1 Exercise CD • \$229
- ▶ 2 Videos • 1 Study Guide • 1 Exercise CD • \$219
- ▶ Online • CALL

call to order **1.800.865.0165**

TCP/IP for NT 4.0

SESSION 1

- Introduction
 - Overview of TCP/IP
 - OSI Model
 - IP Addressing Basics
 - Three Necessities
 - Subnetting
 - Planning
 - Masks
 - Borrowing Bits
 - Invalid/Reserved Addresses
 - Invalid Host Values
 - Shout or Route?
 - Locating Host & Subnet
 - ARP
 - Resolving for local hosts
 - Installing & Configuring TCP/IP
 - Domains
 - TCP/IP Utilities
 - Telnet
- Total Time: 95 Minutes

SESSION 2

- IP Routing
 - Dynamic Route Model
 - RIP
 - Trace the Route
 - RARP and BootP
 - Limitations
 - Capabilities
 - DHCP
 - Non-DHCP Clients
 - Installing DHCP
 - Obtain an Address
 - DHCP Relay
 - NetBIOS Names
 - NetBIOS on TCP/IP
 - Scope ID
 - IP HOST Names
- Total Time: 76 Minutes

SESSION 3

- Name Resolution Methods
 - Mode Types
 - LM HOSTS and HOSTS
 - Look At LM HOSTS File
 - WINS
 - Registering a Name
 - WINS Server
 - Non-WINS Clients
 - Configuring WINS
 - View Mappings
 - Configuring Proxy Agent
 - WINS Replication
 - Create Push/Pull Relationship
 - DNS
 - Name Server Functions
 - Configuring DNS
 - Zones
 - Create Inverse Look Up Zone
 - Enable DNS Client
- Total Time: 96 Minutes

SESSION 4

- Browsing
 - Add a LM HOST Entry
 - Installing ITP Server
 - FTP Properties
 - TCP/IP Printing
 - Cross Platform Support
 - Create TCP/IP Printing Service
 - Create Printer
 - SNMP
 - Agents and Managers
 - Network Monitor
 - Tour of Screen Options
 - ICMP Request and Reply
- Total Time: 65 Minutes

Exchange Server 5.5

SESSION 1

- Microsoft Exchange Overview
 - Exchange Server Architecture
 - Planning a Microsoft Exchange Installation
 - Installation
 - Advanced Exchange Installation
 - Exchange Administration
 - Creating Recipients
- Total Time: 96 Minutes

SESSION 2

- Recipient Management
 - Outlook Installation
 - Outlook Configuration
 - Outlook Features
 - Outlook Forms
 - Site Configuration Settings
 - Server Configuration Settings
 - Public Folders
- Total Time: 99 Minutes

SESSION 3

- Public Folder Replication
 - Exchange Database Maintenance
 - Troubleshooting Tools
 - Performance Monitor
 - Server and Link Monitors
 - Connecting Sites
- Total Time: 90 Minutes

SESSION 4

- Site Connector
 - X.400 Connector
 - RAS Connector
 - Intersite Message Routing
 - Directory Replication
 - Key Management Server
- Total Time: 94 Minutes

SESSION 5

- Internet Protocols
 - Internet Mail Service
 - Internet News Service
 - POP3 and IMAP4 Clients
 - LDAP and HTTP Support
 - MS Mail and cc:Mail
 - Troubleshooting
- Total Time: 106 Minutes

SQL Server 6.5

SESSION 1

- Introduction
 - Installing SQL Server
 - Post Installation Issues
 - Enterprise Manager
 - Configuration
 - Locks
 - Monitoring
- Total Time: 89 Minutes

SESSION 2

- Managing Devices
 - Mirroring Devices
 - Creating New Databases
 - Managing Databases
 - Examining Databases
 - Database Objects
 - Space Requirements
- Total Time: 94 Minutes

SESSION 3

- Bulkcopy
 - Transfer Management Interface
 - Backup
 - Restore
 - Resetting Database Status
 - Recovering Master Database
 - Removable Databases
- Total Time: 85 Minutes

SESSION 4

- SQL Executive Service
 - Configuring Tasks
 - Alerts
 - Replication
 - Replication Models
 - Setting Up Replication
 - Replication Troubleshooting
- Total Time: 88 Minutes

SESSION 5

- Logins
 - Database Users
 - User Groups
 - Security Models
 - Permissions
 - Troubleshooting
- Total Time: 84 Minutes

Internet Info Server 4.0

SESSION 1

- Introduction
 - Prerequisite Knowledge
 - Architecture & Installation
 - Administration
 - Security
 - Virtual Directories vs. Virtual Servers
 - Active Server Pages
 - About ASP
 - Components
 - Active Server Web Page
- Total Time: 109 Minutes

SESSION 2

- FTP Server
 - Index Server
 - SMTP Service
 - NNTP Service
 - Cert Server
 - Site Server Express
 - Performance & Tuning
 - Troubleshooting
 - Tools for Troubleshooting
 - Common Scenarios & Solutions
- Total Time: 107 Minutes

KALEN DELANEY



Kalen Delaney is an independent SQL Server trainer and consultant who has been working with SQL Server since 1987. As an independent consultant, Kalen has trained at both Microsoft and Sybase. She writes a regular column for SQL Server Professional journal and is co-author of *SQL Server 6.5 Unleashed* and *SQL Server in 21 Days*. Kalen is a Microsoft Certified Trainer, and a Microsoft Certified Systems Engineer. Kalen is the author of the following LearnKey product:

- *SQL Server 6.5 System Admin.*



Windows 98 Certification

Aaron Spurlock [Exam 70-098]

Join LearnKey expert Aaron Spurlock as he helps you prepare for Microsoft Certification by demonstrating how to implement and support Windows 98. This comprehensive training course provides instruction on implementing, administrating, and troubleshooting Windows 98.

- ▶ 6 CDs • Study Guide • \$549
- ▶ 6 Videos • Study Guide • \$499
- ▶ Online • CALL



Windows 95 Certification

Lance Mortensen [Exam 70-64]

The Windows 95 Certification training self-study series provides effective and affordable training for the Win 95 MCSE exam. The expert instruction delivers you invaluable concepts necessary for administrating Windows 95 and prepares you for the certification exam.

- ▶ 4 CDs • Study Guide • \$409
- ▶ 4 Videos • Study Guide • \$379
- ▶ Online • CALL



Proxy Server 2.0

Ed Paulson [Exam 70-88]

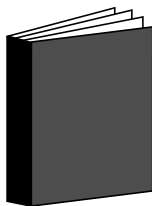
The Proxy Server training series provides everything needed to pass Microsoft's MCP exam, with an emphasis on knowledge, comprehension, and application necessary to successfully implement and support Proxy Server on a Windows NT network. Expert trainer Ed Paulson is a technology book author and a Microsoft Certified Trainer (MCT).

- ▶ 2 CDs • \$179
- ▶ 2 Videos • \$169



Study Guides

Sybox • McGraw-Hill



- A+
- Cisco CCNA
- Cisco ACRC *
- Exchange Server 5.5
- IIS 4.0
- Proxy Server 2.0
- Networking Ess
- Netware 5 Admin
- NetWare 5 Adv Admin
- Network + Certification
- CNE IntranetWare *
- SQL Server 6.5 Admin
- TCP/IP for NT Server 4.0
- NT 4.0 Server
- NT 4.0 Workstation
- NT 4.0 Server in the Enterprise
- Windows 95
- Windows 98

- ▶ Study Guides \$49 each

(*except as noted \$69)

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Windows 98 Cert.

SESSION 1

- Introduction
 - Windows 98 Features
 - Active Desktop
 - Windows 98 Installation
 - The Installation Process
 - Automating Windows Setup
 - Using the Setup Script
 - Installation Troubleshooting
- Total Time: 101 Minutes

SESSION 2

- Win 98 Peripheral Support
 - User Profiles
 - Roaming User Profiles
 - System Policies
 - Creating System Policies
 - Printer Management
- Total Time: 112 Minutes

SESSION 3

- Win 98 File Systems
 - Hard Disk Maintenance
 - File System Issues
 - Mobile Computing
 - Networking
 - TCP/IP
 - Name Resolution
 - Network Clients
- Total Time: 108 Minutes

SESSION 4

- File & Print Sharing
 - Share Permissions
 - Browsing
 - Network Printing
 - Managing Network Printers
 - Dial-Up Networking
 - Virtual Private Networks
- Total Time: 102 Minutes

SESSION 5

- Internet/Intranet Connectivity
 - Network Troubleshooting Tools
 - Monitoring & Optimization
 - Windows Update
 - Remote Administration
 - Remote Registry
- Total Time: 181 Minutes

SESSION 6

- Troubleshooting
 - Win 98 Boot Process
 - Hardware Problems
 - System File Troubleshooting
 - Win 98 Backup
 - Cram Session
- Total Time: 112 Minutes

Windows 95 Cert.

SESSION 1

- Installation
 - Upgrade Installation
 - Add and Remove Files
 - Automating Installation
 - Netsetup and INFINST
 - Installation Troubleshooting
 - Dual Booting
 - Combinations with OS2
 - Printing
 - EMF Format
 - Control Panel
 - Taskbar and Start Menu
 - Explorer
 - Application Environment
 - Resource Access
- Total Time: 95 Minutes

SESSION 2

- Partitioning Drives
 - Formatting
 - Backing Up
 - Network Back Up Agents
 - Disk Compression
 - Using Drive Space
 - Disk Tools
 - Scan Disk
 - Long File Names
 - 16-Bit Applications
 - Troubleshooting the File System
 - Disabling Options
 - Installing and Using a Fax Modem
 - Installing Microsoft Plus!
- Total Time: 76 Minutes

SESSION 3

- Installing the Microsoft Client
 - Workgroups vs. Domains
 - TCP/IP
 - Install and Configuration
 - Troubleshooting TCP/IP
 - DLL Protocol
 - Installing NetWare Client
 - NetWare Information
 - Sharing Files and Printers(Microsoft)
 - NetWatcher
 - User Level Security
 - Sharing Files and Printers (NetWare)
 - Dial Up Networking
 - PPTP
- Total Time: 80 Minutes

SESSION 4

- User Profiles
 - Settings and Dangers
 - Roaming Profiles
 - Set Up and Shortcuts
 - System Policies
 - Computer Restrictions
 - Set Up Properties
 - Browser Service
 - Internet Explorer
 - Internet Options
 - Personal Web Server
 - Saving Advanced Pages
 - Registry
 - Local Registry
 - Monitoring
 - Remote Monitoring
 - Microsoft Remote Registry
 - Troubleshooting
 - Exam Tips
- Total Time: 87 Minutes

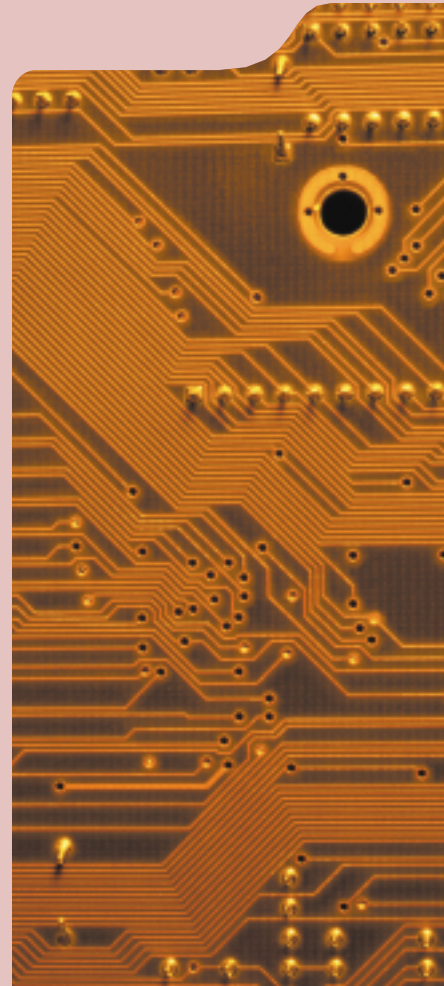
Proxy Server 2.0

SESSION 1

- Preinstallation Considerations
 - Network Connections
 - Configuring Windows NT
 - Defining the LAT
 - Installation
 - Cache Types
 - Configuring for Internet Access
 - Remote Access Service
 - Dial up Networking
 - Managing Resource Access
 - Security
 - Permissions
 - Socks and WinSock
 - Directory Security
 - Reverse Proxying and Reverse Hosting
- Total Time: 118 Minutes

SESSION 2

- Proxy Clients
 - Client Connection Process
 - Installing Client Software
 - JavaScript Details
 - MSPCLNT.INI
 - MSPCNLT.INI
 - Disabling WinSock
 - Planning
 - Permissions
 - Controlling Access
 - Connection Methods
 - Rolling out Proxy Server
 - Internet/Intranet Needs
 - DNS with Proxy Server
 - Back up & Restore
 - IPX Integration
 - IPX Gateway
 - Force IPX
 - Arrays and Chaining
 - Routing Multiple Proxy Servers
 - Caching
 - Typical Office Solutions
 - Monitoring and Optimization
 - Troubleshooting
- Total Time: 118 Minutes



LANCE MORTENSEN



Lance Mortensen is an MCSE and MCT, as well as a CNE and instructor. He is certified on Windows 95, Windows NT 4.0, SQL Server, Systems Management Server, Internet Info Server, and Novell NetWare 4.x. Lance is an independent consultant, instructor, and author. He currently teaches both Microsoft and Novell certified classes and works with local consulting firms. Lance is co-author of *MCSE: Windows 95 Study Guide*. Lance is the author of the following LearnKey products:

- *Windows 95 Certification*



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Cisco CCNA

SESSION 1

- Interconnectivity & Interoperability
 - Network Types
 - Layered Network Task Model
 - The OSI Model
 - LAN & WAN Topologies
 - Ethernet & Token Ring
 - ANSI FDDI
 - EIA/TIA (RS)-232
 - Physical Layer V.35
 - HSSI Interface/BRI Interface
 - Point to Point WAN
 - Frame Relay
 - ISDN & ATM
 - Network Layer X.25
 - Routers, Switches, Hubs
 - Power Up & Router Access
 - Exec Modes
 - Configuration Register
 - IOS Start Up
 - Configuration Modes
 - IOS & Configuration Files
- Total Time: 95 Minutes

SESSION 2

- Command Line Basics
- Configuring a New Router
- Router Elements
- Login Security
- Configuring Passwords

- Configuring IP Ethernet Port
 - IP Interface
 - Pinging
 - IP Addressing, Subnetting
 - Class A - E Address Rules
 - The Subnet Mask
 - Supernetting
 - Routing Protocols
 - Dynamic Routing
 - Network Layer Protocols
 - Distance-Vector Protocols
 - RIP, IGRP & EIGRP
 - Link State Protocols
 - OSPF
 - Static Routes
 - Frame Relay for IP
 - IGRP, Ethernet, Token Ring
- Total Time: 95 Minutes

SESSION 3

- EIGRP, OSPF
- Config. OSPF for WAN Router
- Redistributing IGRP into OSPF
- Redistributing OSPF into IGRP
- Redistributing OSPF, RIP, EIGRP
- Diagnostic Commands
- Debugging
- Trace Routing
- Ping Commands
- Setup Commands
- Auto Install

- TCP/IP Protocol Suite
 - TCP/IP vs. OSI
 - Layer Services
 - TCP
 - Flow Control
 - UDP
 - IP & IP Helper Addresses
 - Network Layer Protocols
 - Network Layer Services
 - ICMP
 - UNIX and Windows Commands
 - Configuring DHCP & DNS
 - IPX Protocol
 - IPX vs. OSI
 - IPX Datagram & Addresses
 - Packet Encapsulation
 - IPX SAP
 - Routing IPX
 - IPX RIP
 - Multiple Frame Types
 - Building an IPX Network
- Total Time: 85 Minutes

SESSION 4

- AppleTalk Protocol
- Network Addresses
- Zone Information
- Services & Routing
- Enabling AppleTalk Interface
- Verifying AppleTalk Config.
- Stand., Ext. & Named IP Lists

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- Apply. & Build. IP Access Lists
 - Stand. & SAP IPX Access Lists
 - App. & Removing Stand. IPX Lists
 - Applying SAP Filters
 - Access Lists for AppleTalk
 - Apply & Remove AppleTalk Lists
 - LAN Switching & VLAN
 - Spanning Tree Algorithm
 - The Default VLAN Configuration
 - Globally Configuring VLAN
 - Assigning Ports VLANs
 - System Configuration
 - Network Management Console
 - WAN Technologies
 - ISDN & PPP Configuration
 - Using Multiple Links
 - Config. Frame Relay, X.25, ATM
- Total Time: 112 Minutes

Cisco ACRC

SESSION 1

- Network Topologies
 - Hierarchical Layers
 - Core, Distribution & Access Layers
 - Design Trends & Concepts
 - Routing & Switching Devices
 - Campus Networks
 - Old-Style Collapsed backbone
 - Layer-2 Switching & Benefits
 - Farm, FDDI, & Ethernet
 - Cisco Platforms
 - Definition Concerns
 - Connection Types, Solutions
 - Encapsulation Types
 - Dedicated WAN & Frame Relay
 - Cisco Platforms
 - HSRP & Redundant Loops
 - Redundant vs. Mesh
 - Partial Mesh Power Reliability
 - Fault-tolerant Media & Backup
 - IP Addressing
 - Subnetting & Summarization
 - VLSM & Discontiguous IP Subnets
 - Multinetting
 - Private Addressing & IP Unnumbered
- Total Time: 111 Minutes

SESSION 2

- Building Routing Tables
 - Computing Metrics
 - Load Sharing & Balancing
 - Routing Rules & Protocols
 - Static & Default Routes
 - Convergence
 - Split Horizon & Route Loops
 - Gateway Service & Proxy ARP
 - Router & Gateway Discovery
 - OSPF vs. RIP
 - Distance Vector Protocols
 - Link State Protocol
 - DR & DBR Elections
 - Packet Forwarding
 - Link Types & LSA
 - Types of Areas
 - Totally Stubby Areas
 - Virtual Links
 - Frame Relay Topologies
 - OSPF Routing
 - Neighbor Statements
 - Subnet & Point to Point Set Up
 - Neighbor Negotiations
- Total Time: 98 Minutes

SESSION 3

- OSPF & SPF Timers
 - Bandwidth Costing
 - IP Addresses in OSPF
 - Class B & C Subnet
 - Redistribute RIP through OSPF
 - OSPF Stubby/ Totally Stubby Areas
 - Totally Stubby Areas
 - Configuring Virtual Links
 - OSPF Show Command
 - Show IP Commands
 - EIGRP
 - IPX & AppleTalk Support
 - Router to Router Communications
 - Advanced Distance-Vector Tables
 - EIGRP for IP
 - Building EIGRP Routing Processes
 - Redistribution between EIGRP & OSPF
 - Verifying EIGRP IP Operations
 - EIGRP for IPX
 - Removing RIP IPX
 - SAP Incremental Command
 - Verifying EIGRP for IPX
 - EIGRP for AppleTalk
- Total Time: 101 Minutes

SESSION 4

- Static Routing
 - IGRP Updates
 - Default Routing
 - Configure Default in IGRP
 - Route Update Filters
 - Redistributing Static Routes
 - TRACERT
 - Outbound Access List
 - Precedence of Route Filters
 - Administrative Distance
 - Determining Current Route Path
 - Change Metrics
 - Route Map
 - Connecting to an ISP
 - BGP Operation & Configuration
 - Static Routing to an ISP
 - Configuring RIP
 - Autonomous Systems/BGP
 - Building BGP Routing Process
- Total Time: 90 Minutes

SESSION 5

- NAT/PAT
- "Inside Source" Address Translation
- "Outside Source" Address Translation
- PAT-Port Address Translation
- Dynamic Network Address Translation
- Set Up & Test NAT
- Managing Network Congestion
- Backbone Bandwidth Management
- Frame Relay Traffic Shaping
- Generic Traffic Shaping
- Quality of Service
- Traffic Prioritization
- Configuring & Verifying Priority Queuing
- Load Balancing
- Extended IP Access Lists
- Set Up & Verifying Tunneling
- Standard IP Access Lists

- Access List Guidelines
 - Applying & Verifying Access Lists
 - Building Extended Lists
 - Virtual Terminal Access
 - Packet Switching to Limit Access
 - Helper Addressing
 - Naming/Proxies & Local Cache
 - Managing IPX Traffic
 - IPX WAN
 - IPX/SAP Filters
- Total Time: 112 Minutes

SESSION 6

- Managing AppleTalk Traffic
 - Apptalk Access Lists
 - Zip Reply Filters
 - RMTTP Filters
 - Controlling NBP Broadcasts
 - Bridging Overview
 - Transparent and Source-route Bridging
 - Integrated Routing and Bridging
 - Encapsulated Bridging
 - Transparent Bridging
 - Configuring Transparent Bridging
 - Verifying Transparent Bridging
 - Source-route Transparent Bridging
 - Configuring SR Transparent Bridging
 - Verifying SR Transparent Bridging
 - Source Route Bridging
 - Configuring Source-route Only Bridging
 - Verifying Source-route Only Bridging
 - Source Route Translational Bridging
 - Configuring SR Translational Bridging
 - Verifying SR Translational Bridging
 - Integrated Routing & Bridging
 - Configuring & Verifying IRB
 - Dial-on-demand Routing Overview
 - Configuring Dial-on-demand
 - ISDN Overview
 - Routing Over ISDN
 - ISDN Protocols & Standards
 - ISDN BRI/PRI
 - Service Profile Identifiers
- Total Time: 96 Minutes

SESSION 7

- ISDN Configuration
 - ISP Issues
 - Router Options
 - Understanding PPP
 - Legacy DDR
 - Verifying Connectivity
 - Dialer Profiles & Elements
 - Configuring Dialer Pools
 - Verifying Operations
 - Rotary Groups
 - Snapshot Routing
 - Dial Backup Links
 - SPX Spoofing
 - Channelized T1/E1 Configuration
 - ISDN PRI Configuration
- Total Time: 66 Minutes



GARY CROTHERS



Gary Crothers is a Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Associate (CCNA), Cisco Certified Solutions Instructor, and a Cisco Certified Sales Instructor. Over the past 17 years, Gary has provided computer and internetworking consulting services for over a dozen major corporations including Cisco Systems, Hughes Aircraft, and Southwestern Bell. He currently teaches and develops technology and technology marketing courses at Cisco Worldwide Training Headquarters in San Jose, California. Gary is the author of the following LearnKey products:

- Cisco CCNA
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NetWare 5 Admin

SESSION 1

- Network Basics
 - NetWare Basics
 - NDS Basics
 - Objects, Properties & Values
 - Object Types
 - Tree Structure
- Total Time: 99 Minutes

SESSION 2

- Object Naming
 - Using NetWare Administrator
 - Novell Client
 - Login Process
 - User Objects
 - User Creation Methods
- Total Time: 104 Minutes

SESSION 3

- Groups
 - Security Licensing
 - File System Management & Security
 - File Maintenance
 - File Attributes
 - Drive Mapping & UNC
 - Assigning Rights
- Total Time: 108 Minutes

SESSION 4

- Blocking Inheritance
 - Attribute Security
 - NDS Security
 - NDS Rights Issues
 - NDPS
 - Configuring & Managing NDPS
- Total Time: 109 Minutes

SESSION 5

- Login Scripts
 - Application Management
 - Desktop Management
 - Z.E.N.works
 - Enterprise Resource Access
 - NetWare 5 Server
- Total Time: 98 Minutes

NetWare 5 Adv. Admin

SESSION 1

- Installing NetWare 5
 - Across-the-Wire Migration
 - Upgrading Servers
 - ServerConsole
 - NLM's
- Total Time: 104 Minutes

SESSION 2

- Remote Administration
 - Java
 - ConsoleOne
 - Memory Management
 - Priority Applications
 - Monitoring Performance
 - Packet Receive Buffers
- Total Time: 112 Minutes

SESSION 3

- Network Performance
 - File System Performance
 - NDS Rights
 - NDS Management
 - NDS Database
 - Replica Management
 - NDS Troubleshooting
- Total Time: 105 Minutes

SESSION 4

- Queue-Based Printing
 - Print Queue Management
 - Network File System
 - Novell Storage Services
 - Backup
 - DNS/DHCP Services
 - DHCP Configuration
- Total Time: 119 Minutes

SESSION 5

- DNS Configuration
 - Netscape FastTrack Server
 - FTP
 - Server Remote Access
 - Integrating Other Services
- Total Time: 87 Minutes

Integrating WinNT

SESSION 1

- NT Operating Systems
 - NT Workstation Login
 - Registry
 - NT Tools
 - NT Networking
 - NT Security
- Total Time: 104 Minutes

SESSION 2

- NT Domains
 - Joining a Domain
 - Groups Within a Domain
 - Domain Trusts
 - Domain Security
 - Profiles and Policies
 - NDS vs. NTDS
- Total Time: 110 Minutes

SESSION 3

- Novell Client 32
 - Novell Workstation Manager
 - NAL
 - Domain Integration
 - Domain Management
 - NDS for NT and Z.E.N.works
 - Troubleshooting
- Total Time: 102 Minutes

Networking Technologies

SESSION 1

- Networking Basics
 - Communication Media (Wired)
 - Communication Media (Wireless)
 - Public & Private Networks
 - Network & Internetwork Hardware
- Total Time: 85 Minutes

SESSION 2

- Intro to ISO Model
 - Physical Layer
 - DataLink Layer
 - Network Layer
 - Transport Layer
- Total Time: 78 Minutes

SESSION 3

- Session Layer-5
 - Presentation Layer-6
 - Application Layer-7
 - IPX/SPX
 - TCP/IP
 - AppleTalk
 - Digital Network Architecture
 - Systems Network Architecture
 - 802 Specifications
 - Miscellaneous Protocols
- Total Time: 73 Minutes

NetWare 5 Update

SESSION 1

- Introduction
 - Upgrading a 4.11 Server
 - Migrating a 3.x Server
 - Novell Licensing Services
 - Virtual Memory
 - NetWare Storage Services
- Total Time: 76 Minutes

SESSION 2

- Java
 - ConsoleOne
 - ConsoleOne - NDS Administration
 - DHCP Overview
 - Installing DHCP
 - DNS Overview
 - Configuring DNS
- Total Time: 116 Minutes

SESSION 3

- IP/IPX Compatibility Overview
 - IP/IPX Compatibility
 - NDPS Overview
 - Configuring NDPS
 - Conclusion
- Total Time: 74 Minutes

AARON SPURLOCK



Aaron Spurlock is an MCSE, MCSE+I, CNI, and CNE. Throughout his career, he has worked as a Technical Trainer, Onsite Training Coordinator, and Integration Consultant for a variety of companies including Lucent Technologies, the University of Northern Colorado, and Mastering Computers. Aaron is the author of the following LearnKey products:

- *Windows 98 Certification*
- *Netware 5 Administration*
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Database creation, database properties, elements, and sections
- ▶ **Domino Web Development and Admin.** \$359 CD \$329 Video
4 Sessions – Steve Oliver
Developing and deploying Web sites using Lotus Domino

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Domino Web Develop.

SESSION 1

- Lotus Certifications
 - Planning the Installation
 - Installing & Securing the Server
 - Managing User Access
- Total Time: 94 Minutes

SESSION 2

- Administrative Tools
 - The Home Page
 - Databases & Forms
 - Formulas, Links & Navigators
 - Embedded Web Elements
- Total Time: 144 Minutes

SESSION 3

- Searching the Site
 - Upgrading the Home Page
 - Server Agents
 - Secure Transactions with SSL
 - Using HTML & Using Frames
- Total Time: 99 Minutes

SESSION 4

- Automating User Registration
 - Logging & Performance Issues
 - Maintaining Content
 - Templates and Samples
 - Exam Topics & Sample Questions
- Total Time: 83 Minutes

Lotus Notes 4.6 Sys. Admin

SESSION 1

- Server & Client Software
 - Installation & Configuration
 - Configuring First Server
 - Register Additional Ous, Servers & Users
 - Configure Workstation & Server
 - Breaking Down Servers & Workstations
- Total Time: 110 Minutes

SESSION 2

- Name & Address Book
 - Server Related Views
 - Adv. Configuration
 - Adv. Server View Documents
 - User ID Files
 - Notes Security Levels
 - Server Level Security
 - Database Level Security
- Total Time: 120 Minutes

SESSION 3

- Adv. Database Security
 - Field Level Security
 - Data Verification
 - NAB Security
 - Mail Routing & Topology
 - Shared Mail & Security
 - Mail Console Commands
- Total Time: 113 Minutes

SESSION 4

- Replication Terms
 - Creating Replicas
 - Replicator Tasks
 - Replication Type & Topology
 - Initiating Replication
 - Replication Factors/Process
 - Replication Passthru
 - Workstation to Server Replicate
- Total Time: 96 Minutes

SESSION 5

- Administration Process
 - Server Console Commands
 - Administration Panel
 - Database Libraries
 - Remote Passthru
 - Troubleshoot Connection Problems
 - Backup & Verify Data
- Total Time: 97 Minutes

Lotus Notes 4.6 App. Dev.

SESSION 1

- Introduction
 - Creating a database
 - Database Properties
 - Database Elements
 - Creating a Form
 - Static Text
 - Sections
- Total Time: 109 Minutes

SESSION 2

- Hotspots
 - Hide-When
 - Subforms
 - Field Types
 - Adding Fields
 - Formula Components
- Total Time: 88 Minutes

SESSION 3

- Using Formulas
 - Creating a Response Form
 - Agents
 - Actions
 - Creating a View
- Total Time: 97 Minutes

SESSION 4

- View Properties
 - Creating Columns
 - View Actions
 - Introduction to Security
 - Database Help
 - Database Navigators
 - Certification Information
- Total Time: 87 Minutes

LIBBY SCHWARZ



Libby Schwarz has been a writer, trainer, course developer, and consultant in the computer industry since 1994. She is a Certified Lotus Professional for Application Development, and System Administration, as well as a MCSE. Libby has planned and implemented installations, taught classes, and developed applications for a variety of technologies. Her training credentials include Certified Lotus Instructor, Microsoft Certified Trainer, and Certified Technical Trainer. Libby is the author of the following LearnKey products:

- Lotus Notes 4.6 - Sys Admin
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TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Access 2000 User Course All 3 Sessions	110329-13	\$ 149.00	303 min.	110338-13	\$ 179.00		
Access 2000 Session 1	110349-13	\$ 59.00	100 min.	110378-13	\$ 69.00		
Access 2000 Session 2	110359-13	\$ 59.00	101 min.	110388-13	\$ 69.00		
Access 2000 Session 3	110369-13	\$ 59.00	102 min.	110398-13	\$ 69.00		
Access 97 User Course All 3 Sessions	110219-13	\$ 149.00	324 min.	110258-13	\$ 179.00	110401-13	\$ 55.00
Beginning	110229-13	\$ 59.00	96 min.	110268-13	\$ 69.00	110411-13	\$ 19.00
Intermediate	110239-13	\$ 59.00	108 min.	110278-13	\$ 69.00	110421-13	\$ 19.00
Advanced	110249-13	\$ 59.00	120 min.	110288-13	\$ 69.00	110431-13	\$ 19.00

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ActiveX

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
ActiveX Developing ActiveX Controls	370049-13	\$ 89.00	102 min				
ActiveX and JavaScript Both Videos	370029-13	\$ 169.00	198 min.				

Cisco Certification

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Cisco CCNA Course** 4 Sessions w/Study Guide & Exercise CD	560322-13	\$ 449.00	387 min.	560312-13	\$ 499.00		
4 Sessions Exercise CD	560019-13	\$ 359.00	387 min.	560068-13 560118-13	\$ 399.00 \$ 50.00	560361-13	\$ 289.00
Cisco ACRC Course** 7 Sessions w/Study Guide	560342-13	\$ 945.00	674 min.	560352-13	\$ 1,119.00		
7 Sessions	560159-13	\$ 885.00	674 min.	560238-13	\$ 1,059.00		

**This Complete Certification series will help you prepare for its related exam. It fulfills certain components for the Cisco CCNA/ACRC program.

CNX Network Analysis

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
CNX (Certified Network Expert) Certification Network Analysis CNX Series** (5 Videos/Ethernet CNX MasterExam)	530019-13	\$ 799.00	425 min.				
Ethernet Network Analysis Course** (3 Videos/Ethernet CNX MasterExam)	530029-13	\$ 599.00	260 min.				
Token Ring Network Analysis Course** (3 Videos)	530039-13	\$ 449.00	169 min.				

**These complete Certification series will help you prepare for their related exam(s). They fulfill certain components for the Network Analysis CNX program.

CorelDRAW

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
CorelDRAW 8.0 for Windows All 3 Sessions	160069-13	\$ 149.00	334 min	160108-13	\$ 179.00		
Beginning	160079-13	\$ 59.00	110 min.	160118-13	\$ 69.00		
Intermediate	160089-13	\$ 59.00	105 min.	160128-13	\$ 69.00		
Advanced	160099-13	\$ 59.00	119 min.	160138-13	\$ 69.00		
Also available in 5.0 & 3.0							

Exercise CDs

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Cisco CCNA Exchange 5.5				560118-13	\$ 50.00		
IIS 4.0				510158-13	\$ 50.00		
Windows 98 Certification				230528-13 540258-13	\$ 50.00 \$ 50.00		

Excel

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Excel 2000 User Course							
All 3 Sessions	180399-13	\$ 149.00	312 min.	180408-13	\$ 179.00		
Excel 2000 Session 1	180419-13	\$ 59.00	92 min.	180448-13	\$ 69.00		
Excel 2000 Session 2	180429-13	\$ 59.00	110 min.	180458-13	\$ 69.00		
Excel 2000 Session 3	180439-13	\$ 59.00	110 min.	180468-13	\$ 69.00		
Excel 97 User Series							
All 3 Sessions	180299-13	\$ 149.00	350 min.	180258-13	\$ 179.00	180471-13	\$ 55.00
Beginning	180309-13	\$ 59.00	116 min.	180268-13	\$ 69.00	180481-13	\$ 19.00
Intermediate	180319-13	\$ 59.00	114 min.	180278-13	\$ 69.00	480491-13	\$ 19.00
Advanced	180329-13	\$ 59.00	120 min.	180288-13	\$ 69.00	180501-13	\$ 19.00

Exchange Server

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Exchange Server 5.5 Bundle							
All 5 Sessions w/Study Guide/Exercise CD**	510012-13	\$ 449.00	492 min.	510082-13	\$ 479.00		
All 5 Sessions**	510019-13	\$ 399.00	492 min.	510078-13	\$ 429.00		
Exercise CD				510158-13	\$ 50.00		
Exchange Server MasterExam							
MasterExam for Exchange Server 5.5				510148-13	\$ 149.00		

**This complete Certification series and MasterExam will help you prepare for its related exam. It fulfills certain components for the Microsoft MCP program.

FrontPage

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
FrontPage 98 Designer Both Videos	230259-13	\$ 99.00	210 min.				
Video #1	230269-13	\$ 59.00	110 min.				
Video #2	230279-13	\$ 59.00	100 min.				
FrontPage 2000	Coming Soon						

GroupWise

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
GroupWise 5.5 User Course All 3 Sessions	210249-13	\$ 149.00	192 min.	210258-13	\$ 179.00		
Session 1 - Essentials	210269-13	\$ 59.00	96 min.	210298-13	\$ 69.00		
Session 2 - Power Tools	210279-13	\$ 59.00	96 min.	210308-13	\$ 69.00		
Session 3 - Document Management	Coming Soon						
GroupWise 5.1 User Course Both Videos	210199-13	\$ 99.00	130 min.				
Essentials	210209-13	\$ 59.00	60 min				
Power Tools	210219-13	\$ 59.00	70 min				
GroupWise 5 CNE Certification Series							
Complete Training Series (7 Videos)**	210239-13	\$ 495.00					
GroupWise Admin (350) 1 Video	210179-13	\$ 89.00	80 min.				
GroupWise Adv. Admin (352) 1 Video	210189-13	\$ 89.00	75 min.				
IntraNetWare: NetWare Admin (520) 5 Videos	290529-13	\$ 399.00	521 min.				

**These complete Certification series will help you prepare for their related exam(s). They fulfill certain components for the Novell CNA/CNE program.

Illustrator

TITLE	VIDEO	PRICE	LENGTH	CD	Price	ONLINE	PRICE *
Illustrator 7.0 Course for MAC or Windows							
All 3 Videos	220029-13	\$ 149.00	353 min.				
Beginning	220039-13	\$ 59.00	120 min.				
Intermediate	220049-13	\$ 59.00	120 min.				
Advanced	220059-13	\$ 59.00	113 min.				

Internet Explorer

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
MS Internet Explorer 4.0 End User Series							
Both Sessions	230149-13	\$ 99.00	231 min.				
Introduction to Explorer	230159-13	\$ 59.00	111 min.				
Advanced Explorer	230169-13	\$ 59.00	120 min.				
IEAK 5.0	Coming Soon						

Internet Information Server

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Internet Information Server 4.0							
Certification Series (70-87)							
Both Sessions w/Study Guide/Exercise CD**	230432-13	\$ 219.00	216 min.	230482-13	\$ 229.00		
Both Sessions	230429-13	\$ 169.00	216 min.	230478-13	\$ 179.00		
Exercise CD				230528-13	\$ 50.00		
Internet Information Server MasterExam							
MasterExam for Internet Information Server 4.0				260478-13	\$ 149.00		
**These complete Certification series and MasterExam will help you prepare for their related exams. They fulfill certain components for the Microsoft MCP program							

Internet Products

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Internet Series							
Mastering Web Searches	230319-13	\$ 59.00	98 min.				
Promoting Your Website	230329-13	\$ 59.00	91 min.				
Both Videos	230339-13	\$ 99.00	189 min.				
Internet Developer Series 3 Videos	230139-13	\$ 149.00	310 min.				
Internet Programming Languages							
JavaScript/ActiveX Combo 2 Videos	370029-13	\$ 169.00	198 min.				
Enhancing Web Pages with JavaScript	370039-13	\$ 89.00	96 min.				
Developing ActiveX Controls	370049-13	\$ 89.00	102 min.				

JavaScript

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
JavaScript							
Enhancing Web Pages with JavaScript	370039-13	\$ 89.00	96 min.				

Lotus

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Lotus Notes R5 End User Course All 3 Sessions Session 1 Session 2 Session 3	Coming soon Coming soon Coming soon Coming soon						
CLS Series - 14 Sessions	250259-13	\$ 929.00	1134 min.				
Domino 4.5 Web Dev & Admin (4 Sessions)	250209-13	\$ 329.00	420 min.	250588-13	\$ 359.00		
Notes 4.6 System Admin (5 Sessions)	250269-13	\$ 399.00	536 min.	250328-13	\$ 429.00		
Notes 4.6 Ap Dev (4 Sessions)	250429-13	\$ 329.00	381 min.	250538-13	\$ 359.00		
Adv. Dom Admin Tasks (1 Session)	250399-13	\$ 89.00	102 min.	250418-13	\$ 99.00		
Lotus Notes Domino 4.5 Web Dev & Admin Course (4 Sessions)**	250209-13	\$ 329.00	420 min.	250588-13	\$ 359.00		
Lotus Notes Domino 4.5 Web Dev & Admin Bundle (4 Sessions w/Study Guide)**	250642-13	\$ 359.00	420 min.	250632-13	\$ 389.00		
Lotus Notes 4.6 Sys Admin Level 1 Course (5 Sessions)	250269-13	\$ 399.00	536 min.	250328-13	\$ 429.00		
Lotus Notes 4.6 Sys Admin Level 1 Bundle (5 Sessions w/Study Guide)**	250482-13	\$ 429.00	536 min.	250492-13	\$ 459.00		
Lotus Notes 4.6 App/Dev Level 1 Course (4 Sessions)**	250429-13	\$ 329.00	281 min.	250538-13	\$ 359.00		
Lotus Notes 4.6 App/Dev Level 1 Bundle (4 Sessions w/Study Guide)**	250512-13	\$ 359.00	281 min.	250492-13	\$ 459.00		
Adv. Domino Administrative Tasks 1 Session	250399-13	\$ 89.00	102 min.	250418-13	\$ 99.00		

**These complete Certification series will help you prepare for their related exam(s). They fulfill certain components for the Lotus Notes program.

MasterExam

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
A+ MasterExam MasterExam for A+ Certification**				100168-13	\$ 149.00		
CNX MasterExam MasterExam for Ethernet**				Bundles Only			
MCSE MasterExam MasterExam with six Simulations**				260178-13	\$ 799.00		
MasterExam for Exchange Server**				510148-13	\$ 149.00		
MasterExam for Internet Information Server 4.0**				260478-13	\$ 149.00		
MasterExam for NT 4.0 Server Enterprise**				260428-13	\$ 149.00		
MasterExam for NT 4.0 TCP/IP**				260438-13	\$ 149.00		
MasterExam for NT 4.0 Server**				260448-13	\$ 149.00		
MasterExam for NT Workstation**				260458-13	\$ 149.00		
MasterExam for Networking Essentials**				260468-13	\$ 149.00		
MasterExam for Network+				570137-13	\$ 149.00		

**These MasterExam training CD-ROMs will help you prepare for their related exam(s). They fulfill certain components for the A+ Certification, Network+ CNX Network Analysis or the Microsoft MCP programs.

MCSE Training & Exam Study

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE
MCSE Core Exam Study Series 15 Sessions with 4 MasterExam CDs** NT 4.0 Workstation (5 Sessions) NT 4.0 Server (4 Sessions) NT 4.0 Server Enterprise (3 Sessions) Networking Essentials (3 Sessions) MCSE Sybex Study Guide Combo (4 Books)	260229-13	\$ 1,449.00	1380 min.	260248-13	\$ 1,549.00	
	260017-13	\$ 159.00	CG			
MCSE Complete Series* 21 Sessions NT 4.0 Workstation (5 Sessions) NT 4.0 Server (4 Sessions) NT 4.0 Server Enterprise (3 Sessions) Networking Essentials (3 Sessions) TCP/IP for NT 4.0 (4 Sessions) Internet Information Server 4.0 (2 Sessions)	260049-13	\$ 1,469.00	2076 min.	260408-13	\$ 1,499.00	
MCSE Complete Bundle Above Series w/ 6 MCSE Sybex Study Guides	260052-13	\$ 1,595.00	2076 min.	260092-13	\$ 1,695.00	
MCSE Complete Exam Study Series Above Series w/ complete MasterExam (6)	260239-13	\$ 1,899.00	2076 min.	Bundled	\$ 1,999.00	
MCSE Deluxe Exam Study Bundle* 21 Videos & 21 CDs/1 deluxe MasterExam/6 Study Guides** NT 4.0 Workstation (5 Sessions) NT 4.0 Server (4 Sessions) NT 4.0 Server Enterprise (3 Sessions) Networking Essentials (3 Sessions) TCP/IP for NT 4.0 (4 Sessions) Internet Information Server 4.0 (2 Sessions) MCSE Sybex Study Guide Bundle (6 Books)	260192-13	\$ 2,995.00	2076 min.			
				260182-13	\$ 6,595.00	
MCSE 5-User Exam Study Bundle 5 sets of 21 CDs/5 MasterExams/ 6 Study Guides** NT 4.0 Workstation (5 CD-ROMs) NT 4.0 Server (4 CD-ROMs) NT 4.0 Server Enterprise (3 CD-ROMs) Networking Essentials (3 CD-ROMs) TCP/IP for NT 4.0 (4 CD-ROMs) Internet Information Server 4.0 (2 CD-ROMs) MCSE Sybex Study Guide Bundle (6 Books)				260252-13	\$ 12,995.00	
MCSE 10-User Exam Study Bundle Above Bundle for 10-users						

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They fulfill certain components for the Microsoft MCP program.

*Includes all six Master Exams on one CD.

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MCSE + Internet

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
MCSE+Internet Study Series							
29 Sessions/1Study Guide/3 Exercise CDs	260512-13	\$ 1,895.00	2843 min.	260522-13	\$ 1,895.00		
Windows 98 Certification (6 Sessions)	540119-13	\$ 449.00	616 min.	540188-13	\$ 499.00		
NT 4.0 Server (4 Sessions)	460169-13	\$ 329.00	420 min.	460318-13	\$ 359.00		
NT 4.0 Server Enterprise (3 Sessions)	460269-13	\$ 249.00	245 min.	460328-13	\$ 269.00		
Networking Essentials (3 Sessions)	280019-13	\$ 249.00	295 min.	280068-13	\$ 269.00		
TCP/IP for NT 4.0 (4 Sessions)	420079-13	\$ 329.00	323 min.	420138-12	\$ 359.00		
Internet Info Server 4.0 (2 Sessions)	230429-13	\$ 169.00	216 min.	230478-13	\$ 179.00		
Internet Explorer Admin Kit 4.0	CALL						
Exchange Server 5.5 (5 Sessions)	510019-13	\$ 399.00	492 min.	510078-13	\$ 429.00		
Proxy Server 2.0 (2 Sessions)	260309-13	\$ 169.00	236 min.	260338-13	\$ 179.00		
also available:							
NT 4.0 Workstation (5 Sessions)	470019-13	\$ 399.00	420 min.	470088-13	\$ 429.00		
Windows 95 Certification (4 Sessions)	480289-13	\$ 329.00	443 min.	480338-13	\$ 359.00		

**These complete Certification series will help you prepare for their related exam(s). They fulfill certain components for the Microsoft MCSE+Internet program.

Microsoft Office

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Microsoft Office 2000							
Office 2000 Standard Fundamental Series (4 Sessions)* Word, Excel, PowerPoint, Outlook	270269-13	\$ 149.00	402 min.	270278-13	\$ 179.00		
Office 2000 Standard Series (12 Sessions)* Word (3), Excel (3), PPoint (3), Outlook (3)	270289-13	\$ 485.00	1203 min.	270298-13	\$ 535.00		
Office 2000 Professional Fundamental Series (6 Sessions)* Word, Excel, PPoint, Outlook, Access, Publ.	270309-13	\$ 249.00	593 min.	270318-13	\$ 289.00		
Office 2000 Professional Series (16 Sessions)* Word (3), Excel (3), PowerPoint (3), Outlook (3), Access (3), Publisher (1)	270329-13	\$ 585.00	1597 min.	270338-13	\$ 715.00		
Microsoft Office 97							
Microsoft Office 97 Professional Series (15 Sessions) Word 97 (3), Excel 97 (3), PowerPoint 97 (3), Access 97 (3), Outlook 98 (3)	270249-13	\$ 595.00	1775 min.	270238-13	\$ 679.00		

**Not available on CD-ROM. *Introductory Offer

Microsoft Office User Specialist

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Microsoft Office 97 Certification							
Outlook 98 MOUS Certification All 3 Videos	300039-13	\$ 149.00	311 min.	300078-13	\$ 179.00	300501-13	\$ 55.00
Excel 97 MOUS Certification All 4 Videos/ CDs	180369-13	\$ 199.00	440 min.	180378-13	\$ 239.00		
MOUS Upgrade	180349-13	\$ 59.00	90 min.	180358-13	\$ 69.00		
PowerPoint 97 MOUS Cert. All 4 Videos/CDs	350169-13	\$ 199.00	375 min.	350178-13	\$ 239.00		
MOUS Upgrade	350159-13	\$ 59.00	72 min.	350158-13	\$ 69.00		
Word 97 MOUS Certification All 5 Videos	490299-13	\$ 199.00	423 min.				
MOUS Upgrade	490289-13	\$ 59.00	93 min.				
Project 98 MOUS Certification All 3 Videos	270149-13	\$ 149.00	273 min.				
Microsoft Office 2000 Certification							
Excel 2000 MOUS Certification (3)	180309-13	\$ 199.00	440 min.				
Access 2000 MOUS Certification (3)	110219-13	\$ 149.00	324 min.				
Outlook 2000 MOUS Certification	300039-13	\$ 149.00	311 min.				
Powerpoint 2000 MOUS Certification	350029-13	\$ 149.00	360 min.				
Word 2000 MOUS Certification	490179-13	\$ 149.00	325 min.				
Frontpage 2000 MOUS Certification	230259-13	\$ 99.00	120 min.				

Netscape

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Netscape Communicator Series							
Both Videos	230289-13	\$ 99.00	181 min.				
Introduction	230299-13	\$ 59.00	95 min.				
Advanced	230309-13	\$ 59.00	86 min.				

Network+ (CompTIA)

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Network+ Certification							
4 Sessions w/Study Guide	570022-13	\$ 379.00	376 min	Coming Soon			
4 Sessions	570019-13	\$ 329.00	376 min	Coming Soon			
4 Sessions w/Study Guide & MasterExam	570152-13	\$ 528.00	376 min..	Coming Soon			

Novell CNA

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
NetWare 5 Administration Course (560)							
5 Sessions w/Study Guide	291062-13	\$ 449.00	518 min.	290992-13	\$ 479.00		
5 Sessions	291059-13	\$ 399.00	518 min.	290988-13	\$ 429.00		
NetWare 4.11 to 5 Update Course (529)							
3 Sessions**	290899-13	\$ 249.00	285 min	290948-13	\$ 269.00	291131-13	\$ 134.00
NetWare Migrations Drill Down Course							
1 Session**	290939-13	\$ 89.00	89 min				
intraNetWare 4.11 Admin. Course (520)							
5 Sessions w/Study Guide**	290642-13	\$ 489.00	521 min				
5 Sessions**	290529-13	\$ 399.00	521 min				
GroupWise 5 Admin. Course (350)							
1 Session**	210179-13	\$ 89.00	80 min				
GroupWise 4 Admin. Course (325)							
2 Sessions**	210039-13	\$ 169.00	190 min				

**These complete Certification series will help you prepare for their related exam(s). They fulfill certain components for the Novell CNA/CNE program.

Novell CNE

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
NetWorking Tech. Certification Course (200)							
3 Sessions w/Study Guide**	290712-13	\$ 339.00					
3 Sessions**	290709-13	\$ 249.00	236 min.				
NetWare 5 Administration Course (560)							
5 Sessions w/Study Guide**	291062-13	\$ 449.00	518 min.	290992-13	\$ 479.00		
5 Sessions**	291059-13	\$ 399.00	518 min.	290988-13	\$ 429.00		
NetWare 5 Advanced Admin. Course (570)							
5 Sessions w/Study Guide	291182-13	\$ 449.00	526 min.	Coming Soon			
5 Sessions	291179-13	\$ 399.00	526 min.	Coming Soon			

Novell CNE (cont)

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
NDS Design & Imp. Course (575) 4 Sessions w/Study Guide	291392-13	\$ 375.00		291452-13			
NetWare Service & Support Course (580)	Coming Soon						
intraNetWare: Integrating Windows NT Course (555) 3 Sessions	290859-13	\$ 249.00	316 min				
NetWare 5 CNE Bundle 17 Sessions w/3 Study Guides 10 Cds/7 videos w/ 3 Study Guides	291322-13	\$ 1,275.00		291332-13	\$ 1,395.00		
NetWare 4.11 to 5 Update Course (529) 3 Sessions	290899-13	\$ 249.00	285 min	290948-13	\$ 269.00		
NetWare Migration Drill Down Video	290939-13	\$ 89.00	89 min				
intraNetWare 4.11 Certification Bundle 12 Sessions w/Study Guide**	290842-13	\$ 885.00	1336 min.				
Administration Course (520) 5 Sessions**	290529-13	\$ 399.00	521 min				
Adv. Administration Course (525) 3 Sessions**	290589-13	\$ 249.00	333 min				
Install & Config (804) 2 Sessions**	290689-13	\$ 169.00	212 min				
Building Intranets 2 sessions***	290759-13	\$ 169.00	270 min	290768-13	\$ 179.00		
GroupWise 5 Certification Series Complete Training Series (7 Sessions)**	210239-13	\$ 495.00	676 min.				
GroupWise Admin (350) 1 Session	210179-13	\$ 89.00	80 min				
GroupWise Adv. Admin (352) 1 Session	210189-13	\$ 89.00	75 min				
intraNetWare Administrations (520) 5 Sessions	290529-13	\$ 399.00	521 min				

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Outlook

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Outlook 2000 Course 3 Sessions	300179-13	\$ 149.00	279 min.	300188-13	\$ 179.00		
Outlook 2000 Session 1	300119-13	\$ 59.00	86 min.	300128-13	\$ 69.00		
Outlook 2000 Session 2	300139-13	\$ 59.00	95 min.	300158-13	\$ 69.00		
Outlook 2000 Session 3	300149-13	\$ 59.00	98 min.	300168-13	\$ 69.00		
Outlook 98 Course All 3 Sessions	300039-13	\$ 149.00	311 min.	300078-13	\$ 179.00	300201-13	\$ 55.00
Beginning	300049-13	\$ 59.00	93 min.	300088-13	\$ 69.00	300211-13	\$ 19.00
Intermediate	300059-13	\$ 59.00	101 min.	300098-13	\$ 69.00	300221-13	\$ 19.00
Advanced	300069-13	\$ 59.00	117 min.	300108-13	\$ 69.00	300231-13	\$ 19.00

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TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
PageMaker 6.5 Series for MAC or Windows							
All 3 Sessions	310079-13	\$ 149.00	240 min.	310118-13	\$ 179.00		
Beginning	310089-13	\$ 59.00	100 min.	310128-13	\$ 69.00		
Intermediate	310099-13	\$ 59.00	60 min.	310138-13	\$ 69.00		
Advanced	310109-13	\$ 59.00	80 min.	310148-13	\$ 69.00		

Photoshop

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Photoshop 5.0							
All 3 Sessions	340099-13	\$ 149.00	329 min.				
Beginning	340109-13	\$ 59.00	116 min.				
Intermediate	340119-13	\$ 59.00	117 min.				
Advanced	340129-13	\$ 59.00	96 min.				
Photoshop 4.0							
All 3 Videos	340059-13	\$ 149.00	339 min.				
Photoshop 5.5	Coming Soon						

PowerPoint

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
PowerPoint 2000 Course							
All 3 Sessions	350259-13	\$ 149.00	392 min.	350268-13	\$ 179.00		
PowerPoint 2000 Session 1	350199-13	\$ 59.00	112 min.	350208-13	\$ 69.00		
PowerPoint 2000 Session 2	350219-13	\$ 59.00	110 min.	350238-13	\$ 69.00		
PowerPoint 2000 Session 3	350229-13	\$ 59.00	170 min.	350248-13	\$ 69.00		
PowerPoint 97 Course							
All 3 Sessions	350079-13	\$ 149.00	303 min.	350118-13	\$ 179.00		
Beginning	350089-13	\$ 59.00	103 min.	350128-13	\$ 69.00		
Intermediate	350099-13	\$ 59.00	104 min.	350138-13	\$ 69.00		
Advanced	350109-13	\$ 59.00	96 min.	350148-13	\$ 69.00		

Project 98

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Project 98 Course							
3 Sessions	270149-13	\$ 149.00	273 min.	270188-13	\$ 179.00		

Proxy Server

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Proxy Server 2.0 Certification Series (70-88)							
Both Videos **	260309-13	\$ 169.00	236 min.	260338-13	\$ 179.00		

**This complete Certification series will help you prepare for its related exam. It fulfills certain components for the Microsoft MCP program.

Publisher

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Publisher 2000 All 3 Sessions Session 1	Coming Soon 580029-13	\$ 59.00		580068-13	\$ 69.00		

QuarkXPress

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
QuarkXPress 4.0 Series for Mac or Windows All 3 Videos	380099-13	\$ 149.00	340 min.				
Essentials	380069-13	\$ 59.00	110 min.				
Intermediate	380079-13	\$ 59.00	120 min.				
Tips & Tricks	380089-13	\$ 59.00	110 min.				

Quicken / QuickBooks

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Quicken 99 Series for Windows 1 Session	550019-13	\$ 59.00	107 min.				
QuickBooks 6.0/Pro for Windows** All 3 Sessions	550039-13	\$ 99.00	279 min.				

**Includes free installation & set-up video

SQL Server

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
SQL Server 7.0 System Admin Series SQL Server 6.5 System Admin Series	Coming Soon						
All 5 Videos/Study Guide**	410022-13	\$ 449.00	472 min.	CALL			
All 5 Videos	410019-13	\$ 399.00	472 min..				

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Study Guides

TITLE	PRODUCT CODE	PRICE					
Study Guides							
A+ McGraw-Hill Study Guide	100247-13	\$ 49.00					
Cisco ACRC McGraw-Hill Study Guide w/CD	560337-13	\$ 69.00					
Cisco CCNA McGraw-Hill Study Guide w/CD	560127-13	\$ 49.00					
CNE 4.11 Study Guide							
CNE Sybex Study Guide/CD	290397-13	\$ 89.00					
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Exchange Server Sybex Study Guide/CD	510017-13	\$ 49.00					
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Internet Info Server Sybex Study Guide/CD	230467-13	\$ 49.00					
MCSE Sybex Study Guide Combos							
MCSE Sybex Study Guide Core (4 Books)	260017-13	\$ 159.00					
MCSE Sybex Study Guide Complete (6 Books)	260057-13	\$ 240.00					

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TITLE	PRODUCT CODE	PRICE					
Study Guides							
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NetWare 5 Advanced Administration Sybex Study Guide	291317-13	\$ 49.00					
Network+ McGraw Hill Study Guide	570137-13	\$ 49.00					
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Networking Essentials Sybex Study Guide/CD	280057-13	\$ 49.00					
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NT Server Sybex Study Guide/CD	460177-13	\$ 49.00					
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NT Workstation Sybex Study Guide/CD	470027-13	\$ 49.00					
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NT Server Enterprise Sybex Study Guide/CD	460277-13	\$ 49.00					
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Proxy Server Sybex Study Guide/CD	260387-13	\$ 49.00					
SQL Server 6.5 Study Guide							
SQL Server Sybex Study Guide/CD	410027-13	\$ 49.00					
TCP/IP for NT 4.0 Study Guide							
TCP/IP Sybex Study Guide/CD	420087-13	\$ 49.00					
Windows 95 Certification Study Guide							
Windows 95 Sybex Study Guide/CD	480057-13	\$ 49.00					
Windows 98 Sybex Study Guide/CD	540277-13	\$ 49.00					

TCP/IP

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
TCP/IP for WinNT 4.0 Certification Bundle (70-59)							
All 4 Sessions w/Study Guide**	420082-13	\$ 379.00	323 min.	420142-13	\$ 409.00		
All 4 Sessions**	420079-13	\$ 329.00	323 min.	420138-13	\$ 359.00	420191-13	\$ 179.00
TCP/IP MasterExam							
MasterExam for NT 4.0 TCP/IP**				260138-13	\$ 149.00		
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TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
UNIX (SVR4) User Series							
All 3 Videos w/Study Guide	430022-13	\$ 499.00	315 min.				

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TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Visual Basic 6.0 Fundamentals							
All 3 Sessions	440339-13	\$ 249.00	316 min.	440378-13	\$ 269.00	440491-13	\$ 134.00
Visual Basic 6.0 Designing & Implementing Desktop Applications							
All 3 Sessions	440419-13	\$ 249.00	295 min.	440458-13	\$ 269.00		
Visual Basic 5.0 Developer							
All 3 Sessions	440149-13	\$ 249.00	333 min.	440158-13	\$ 269.00		

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Visual Basic (cont)

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Visual Basic 5.0 Survey All 3 Sessions	440239-13	\$ 249.00	325 min.	440278-13	\$ 269.00		

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Visual C++

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Visual C++ 5.0 GUI Programming Series (70-16) All 6 Videos**	240019-13	\$ 449.00	538 min.				

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Windows

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Windows 98 Certification Course 6 Sessions w/Study Guide	540282-13	\$ 499.00	616 min.	540292-13	\$ 549.00		
6 Sessions	540119-13	\$ 449.00	616 min.	540188-13	\$ 499.00		
Windows 98 Exercise CD				540258-13	\$ 50.00		
Learning Windows 98 User Course All 3 Sessions	540019-13	\$ 149.00	342 min.	540058-13	\$ 179.00	540301-13	\$ 134.00
Session 1	540029-13	\$ 59.00	110 min	540078-13	\$ 69.00		
Session 2	540039-13	\$ 59.00	112 min	540088-13	\$ 69.00		
Session 3	540049-13	\$ 59.00	120 min	540098-13	\$ 69.00		
Windows 95 Certification Course 4 Sessions w/Study Guide	480282-13	\$ 379.00	443 min.	480332-13	\$ 409.00		
4 Sessions**	480289-13	\$ 329.00	443 min.	480338-13	\$ 359.00	480391-13	\$ 179.00
Windows 95 User Series All 6 Sessions (excludes Intro to Win 95)	480179-13	\$ 299.00	630 min.				
Intro to Win 95	480019-13	\$ 59.00	120 min	480028-13	\$ 69.00		
Beyond the Basics	480189-13	\$ 59.00	100 min	480248-13	\$ 69.00		
Making the Move	480219-13	\$ 59.00	110 min	480258-13	\$ 69.00	480381-13	\$ 19.00
Networking	480229-12	\$ 59.00	110 min				
Exchange/Messaging	480239-13	\$ 59.00	80 min				
Optimizing Tips & Tricks	480199-13	\$ 59.00	117 min				
Mobile Office	480209-13	\$ 59.00	113 min				
Learning Windows 95 User Series All 3 Sessions	480449-13	\$ 149.00	330 min.	480458-13	\$ 179.00		
Intro to Win 95	480019-13	\$ 59.00	120 min.	480028-13	\$ 69.00		
Beyond the Basics	480189-13	\$ 59.00	100 min.	480248-13	\$ 69.00		
Making the Move	480219-13	\$ 59.00	110 min.	480258-13	\$ 69.00	480381-13	\$ 19.00

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Windows NT

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
NT 4.0 Workstation Certification (70-73) All 5 Videos or CDs/Study Guide**	470022-13	\$ 449.00	420 min.	470092-13	\$ 479.00		
All 5 Videos or CDs**	470019-13	\$ 399.00	420 min.	470088-13	\$ 429.00	470181-13	\$ 209.00
NT Workstation MasterExam MasterExam for NT 4.0 Workstation**				260458-13	\$ 149.00		
NT 4.0 Server Certification (70-67) All 4 Videos or CDs/Study Guide**	460172-13	\$ 379.00	420 min.	460252-13	\$ 409.00		
All 4 Videos or CDs**	460169-13	\$ 329.00	420 min.	460318-13	\$ 359.00	460381-13	\$ 179.00
NT Server MasterExam MasterExam for NT 4.0 Server**				260448-13	\$ 149.00		
NT 4.0 Server Enterprise Certification (70-68) All 3 Videos or CDs/Study Guide**	460272-13	\$ 299.00	245 min.	460352-13	\$ 319.00		
All 3 Videos or CDs/Study Guide**	460269-13	\$ 249.00	245 min.	460328-13	\$ 269.00	460431-13	\$ 134.00
NT Server Enterprise MasterExam MasterExam for NT 4.0 Server Enterprise**				260428-13	\$ 149.00		
Networking Essentials Certification (70-58) All 3 Videos or CDs/Study Guide**	280052-13	\$ 299.00	295 min.	280102-13	\$ 319.00		
All 3 Videos or CDs**	280019-13	\$ 249.00	295 min.	280068-13	\$ 269.00	280111-13	CALL
Networking Essentials MasterExam MasterExam for Networking Essentials**				260468-13	\$ 149.00		
NT 4.0 Advanced Administration Series All 5 Videos	460079-13	\$ 399.00					
NT 4.0 End-User All 3 Videos	460129-13	\$ 149.00	233 min.				
Beginning	460139-13	\$ 59.00	82 min.				
Intermediate	460149-13	\$ 59.00	75 min.				
Advanced	460159-13	\$ 59.00	76 min.				
Interface Fundamentals	460099-13	\$ 59.00	70 min.				
Building an Intranet w/NT 4.0	460089-13	\$ 89.00	63 min.				

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Word

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Word 2000 User Course All 3 Sessions	490459-13	\$ 149.00	327 min.	490388-13	\$ 179.00		
Word 2000 Session 1 - Beginning	490319-13	\$ 59.00	113 min.	490328-13	\$ 69.00		
Word 2000 Session 2 - Intermediate	490339-13	\$ 59.00	106 min.	490358-13	\$ 69.00		
Word 2000 Session 3 - Advanced	490349-13	\$ 59.00	108 min.	490368-13	\$ 69.00		
Word 2000 Session 4 - Expert	Coming Soon						
Word 97 User Course All 3 Sessions	490179-13	\$ 149.00	325 min.	490218-13	\$ 179.00	490391-13	\$ 55.00
Beginning	490189-13	\$ 59.00	120 min.	490228-13	\$ 69.00	490401-13	\$ 19.00
Intermediate	490199-13	\$ 59.00	121 min.	490238-13	\$ 69.00	490411-13	\$ 19.00
Advanced	490209-13	\$ 59.00	84 min.	490248-13	\$ 69.00	490421-13	\$ 19.00

WordPerfect

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
WordPerfect 8.0 Course All 3 Sessions	500189-13	\$ 149.00	342 min.	500228-13	\$ 179.00		
Beginning	500199-13	\$ 59.00	116 min.	500238-13	\$ 69.00		
Intermediate	500209-13	\$ 59.00	113 min.	500248-13	\$ 69.00		
Advanced	500219-13	\$ 59.00	113 min.	500258-13	\$ 69.00		
WordPerfect 7.0 Course All 3 Videos	500109-13	\$ 149.00	360 min.				
Beginning	500119-13	\$ 59.00	120 min.				
Intermediate	500129-13	\$ 59.00	120 min.				
Advanced	500139-13	\$ 59.00	120 min.				

Featured Backlist

TITLE	VIDEO	PRICE	LENGTH	CD	PRICE	ONLINE	PRICE *
Filemaker 2.1	190019-13	\$ 59.00	90 min.				
Filemaker 3.0	190029-13	\$ 59.00	135 min.				
Groupwise							
Groupwise 5.1 Essentials (2)	210199-13	\$ 99.00	130 min.				
Groupwise 4.1 Admin. (2)	210039-13	\$ 169.00	190 min.				
Internet							
Doing Business	230099-13	\$ 59.00	90 min.	230248-13	\$ 69.00		
Internet E-Mail	230109-13	\$ 59.00	90 min.				
Internet Tools	230119-13	\$ 59.00	102 min.				
Web Pages with PageMill	230209-13	\$ 59.00	110 min.				
Preparing Images	230219-13	\$ 59.00	90 min.				
Web Pages with HTML	230229-13	\$ 59.00	110 min.				
Lotus							
Lotus 4.0 Application Development (3)	250099-13	\$ 59.00	318 min.				
Lotus 4.0 System Admin. (4)	250139-13	\$ 79.00	410 min.				
Lotus 4.0 End User (3)	250059-13	\$ 59.00	350 min.				
Lotus Notes 4.0 Domino	250189-13	\$ 59.00	84 min.				
Microsoft Office 95 Series							
13 Videos or 11 CDs/2 Videos	270049-13	\$ 259.00	1500 min.	270058-13	\$ 259.00		
Netscape Navigator 2.0	230189-13	\$ 59.00	116 min.				
Outlook 97 Beginner	300019-13	\$ 59.00	120 min.	300028-13	\$ 69.00	300191-13	\$ 19.00
PageMaker 5.0 (3)	310019-13	\$ 149.00	240 min.				
Perfect Office 3.0 (14)	330019-13	\$ 279.00	1210 min.				
Photoshop 3.0 (3)	340019-13	\$ 59.00	276 min.				
QuarkXPress 3.3 (3)	380019-13	\$ 149.00	340 min.				
Visual Basic							
Visual Basic 4.0 Survey (3)	440019-13	\$ 59.00	360 min.				
Visual Basic 4.0 Developer (3)	440059-13	\$ 59.00	360 min.				
Windows 95 Training Guide	BOOK 80267-13	PRICE \$ 49.00					

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A+ Certification

SESSION 1

- Introduction
 - The Visible PC
 - Core Components
 - Connectors
 - Cards
 - CPU's
 - History of 386 & 486
- Total time: 106 Minutes

SESSION 2

- History of Pentium
 - RAM & Modern RAM
 - Motherboard & Power Supplies
 - BIOS and CMOS
 - Assemble the Core Components
- Total Time: 120 Minutes

SESSION 3

- Post
 - Beep Codes
 - Floppy Drives & Hard Drives
 - Survival DOS
 - Running a Program
 - Manipulating Files in DOS
 - Core DOS Files
 - Formatting Drives
- Total Time: 112 Minutes

SESSION 4

- Partition & Format Hard Drives
 - Multiple Drives
 - Input/Output
 - I/O Addresses
 - COM and LPT Ports
 - Serial and Parallel Connections
 - Expansion BUS
 - Survival Windows 3.X
 - Temporary & Permanent Swap Files
- Total Time: 111 Minutes

SESSION 5

- Multimedia (CD-ROMs)
 - Installing Drivers
 - Multimedia (Sound Cards)
 - Device Drivers
 - Configuring the Modem
 - Video
 - Resolution Standards
- Total Time: 114 Minutes

SESSION 6

- SCSI
 - DOS Memory & DOS Tech
 - Window 3.X Tech
 - Win95 Tech
 - Registry Editor
 - Win95 Installation
- Total Time: 104 Minutes

SESSION 7

- Configuring Win95
 - Graphics Settings
 - Printers & Networking
 - Setting Up in CMOS
 - Sharing Resources
 - Preparing for the Exam
- Total Time: 107 Minutes

Network+

SESSION 1

- Sharing
 - Network Concepts
 - Network Topology
 - Ethernet Basics
 - 10Base5 Specifications & Connectivity
 - 10Base2 Specification, Connectivity & Repeaters
 - 10BaseT Specifications, Hubs, Connectivity
 - Combining Segments
 - High Speed Ethernet
 - Ring Topologies
 - The OSI Model
- Total Time: 103 Minutes

SESSION 2

- Protocol Suites
 - IP Addressing
 - Sockets
 - DNS
 - WINS
 - DHCP
- Total Time: 99 Minutes

SESSION 3

- TCP/IP Utilities
 - Operating Systems
 - Microsoft Networking
 - Novell NetWare
 - UNIX
 - Linux
- Total Time: 97 Minutes

SESSION 4

- Physical Connections
 - Configuration Basics
 - Server Hardware
 - Remote Connectivity
 - Preventative Maintenance
 - Diagnosing & Troubleshooting
- Total Time: 78 Minutes

CNX Network Analysis

ETHERNET

SESSION 1

- Ethernet/802.3 Fundamentals
 - Frame Transmission & Reception
 - Frame Formats
 - Repeaters, Hubs & Concentrators
 - 10base5; 10base2; 10baseT
 - 5-4-3 Rule
- Total Time: 70 Minutes

SESSION 2

- Signal Propagation & Collision Domains
 - Analyzing Ethernet Problems
 - Bridges and Switches
 - Fast Ethernet
- Total Time: 78 Minutes

TOKEN RING

SESSION 1

- Token Ring Fundamentals
 - Connecting Hardware
 - Functional Addresses
 - Frame Formats
 - Examining Mac Layer & Data Frames
- Total Time: 78 Minutes

SESSION 2

- Early Token Release
 - Examining Ring Poll Process/Frames
 - Examining Insertion Process Frames
 - The Claim Process
 - Beaconing
 - Examining Soft Errors
 - Source Route Bridging
- Total Time: 87 Minutes



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BRIAN SCHWARZ



Brian Schwarz realized sometime in the early 90's that playing with computers was more fun than his real job, and leapt into the computer support field with both feet. Fortunately, he wasn't wearing his rollerblades at the time. Brian is a Microsoft Certified Systems Engineer (MCSE) and an A+ and Network+ Certified Technician. Brian has taught technical courses all over the United States for clients ranging from Lucent Technologies to the United States Army. In addition to his training activities, he also works as the Senior Network Administrator for ProActive Computer Services in Houston, TX. Brian is the author of the following LearnKey product:

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Word 2000

SESSION 1

- Working in the Word Environment
 - Selecting
 - Commands and Shortcuts
 - Templates
 - Creating Content
 - Formatting
 - Printing
- Total Time: 111 Minutes

SESSION 2

- Copy, Paste, and Paste Special
 - Automating Content Creation
 - Lists & Styles
 - Format Techniques
 - Creating and Managing Tables
 - Tabs
 - Saving and Sending Documents
- Total Time: 106 Minutes

SESSION 3

- Thesaurus
 - Find & Replace
 - Using Graphics
 - Text Flow
 - Navigating Long Documents
 - Sections & Columns
 - Headers & Footers
 - Letters, Envelopes, & Labels
 - Mail Merge
- Total Time: 107 Minutes

Excel 2000

SESSION 1

- The Excel Environment
 - Entering Values
 - Managing Workbooks
 - Formatting Cells
 - Summarizing Numbers
 - Creating Charts
 - Printing
 - Customizing Excel
- Total Time: 93 Minutes

SESSION 2

- Managing References
 - Named Ranges
 - Manipulating Ranges
 - Basic Functions
 - Lookup Functions
 - Financial Functions
 - Considering Alternatives
 - Enhanced Formatting
 - Dynamic Formatting
 - Graphical Objects
- Total Time: 107 Minutes

SESSION 3

- Managing Workbooks
 - Using Templates
 - Sharing a Workbook
 - Query a Database
 - Working with Lists
 - Working with Pivot Tables
 - Excel and the Internet
 - Creating Macros
 - Preparing for Certification
- Total Time: 108 Minutes

Outlook 2000

SESSION 1

- Using & Customizing E-mail
 - Addressing
 - Attachments
 - Signatures
 - Calendar Techniques
 - Tasks
 - Notes
 - Templates
 - Printing
 - Organizing Techniques
- Total Time: 86 Minutes

SESSION 2

- Contact Fundamentals
 - Categories
 - Expedia Maps
 - VCards
 - Distribution Lists
 - Personal Address Book
 - Calendar Techniques
 - Appointments, Meetings, Events
 - Printing
 - Posting to the Web
 - Net Folders
 - Edit Sharing
 - NetMeeting
 - NetShow
 - Task Fundamentals
- Total Time: 95 Minutes

SESSION 3

- Journal
 - Notes
 - Outlook Today
 - Integrating with Office
 - Import/Export
 - Mail Merge with Word
 - Other E-mail programs
 - Faxes
 - Newsgroups
 - Customizing Forms
 - Out of Office Assistant
 - Delegate Access
 - Working Offline
 - Archiving
 - Preparing for the Test
- Total Time: 98 Minutes

PowerPoint 2000

SESSION 1

- The Microsoft Method
 - Preparing a Presentation
 - Building a Presentation
 - Working With Objects
 - Formatting Objects
 - Multiple Objects
 - Auto Shapes
- Total Time: 112 Minutes

SESSION 2

- Text Boxes
 - Pictures
 - Slide Master
 - WordArt
 - Tables & Graphs
 - Organizational Charts
 - Presentations
- Total Time: 110 Minutes

SESSION 3

- Advanced Customization
 - Finalizing Presentations
 - Integrating With Other Programs
 - Delivering Presentations
- Total Time: 70 Minutes



DAN HOLME



Dan Holme is one of the finest technical instructors in the nation. He has 12-years of international training, public speaking, and management experience. Dan has trained users from the most prestigious organizations and corporations around the world including AT&T, Boeing, Walt Disney, and United Airlines. Dan's well-rounded perspective, energetic style, and ability to communicate complex issues make his instructional sessions educational, entertaining, and thoroughly rewarding. Dan is the author of the following LearnKey product:

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Access 2000

Reed Jacobson

LearnKey's comprehensive training series teaches you step by step the powerful facets of database management and usage with Access 2000. The straightforward approach of Reed Jacobson will help you become comfortable using tables, queries, forms, and reports. With this increased understanding, you'll be confident in the Access environment.

- ▶ 3 CDs • \$179
- ▶ 3 Videos • \$149
- ▶ Online • CALL



Publisher 2000

Steve Broback

With LearnKey's Publisher 2000 training you'll learn to create exciting marketing materials and get professional results using Microsoft's Publisher 2000. Our instruction provides innovative desktop publishing techniques for creating newsletters, flyers, invitations, greeting cards, web pages, and more. With the power of Publisher 2000 and LearnKey's expert coaching you'll develop design expertise, integration skills, and an arsenal of print and Web publishing solutions.

- ▶ 1 CD • \$69
- ▶ 1 Video • \$59
- ▶ Online • CALL

* Coming Soon!



Outlook 98

Craig Bennett

In this series, LearnKey expert Craig Bennett provides comprehensive instruction on the features and functions of Microsoft Outlook 98. Improve your skills in organization, time management, calendaring, and communication with Outlook's feature-rich environment.

- ▶ 3 CDs • \$179
- ▶ 3 Videos • \$149
- ▶ Online • CALL



Project 98

Mike Meyers

Join LearnKey expert Mike Meyers as he demonstrates how to efficiently plan, manage, and communicate project information with Microsoft Project 98. This complete training series will enable you to become more agile, responsive, and customer-oriented by teaching you to focus on project needs, manage resources, and track the progress of your many projects.

- ▶ 3 CDs • \$179
- ▶ 3 Videos • \$149
- ▶ Online • CALL



Access 2000

SESSION 1

- The Access Environment
 - Attribute Tables
 - Queries
 - Forms
 - Measures Tables
 - Summary Queries
 - Reports
- Total Time: 100 Minutes

SESSION 2

- Designing a Database
 - Importing and Exporting Tables
 - Customizing Field Definitions
 - Extending Queries
 - Creating Action Queries
 - Managing a Database
 - Improving Database Design
- Total Time: 101 Minutes

SESSION 3

- Creating Report Details
 - Creating Report Groupings
 - Enhancing the Layout of a Report
 - Creating Form Details
 - Creating Form Grouping
 - Enhancing the Layout of a Form
 - Displaying Data in a Chart
 - Automating Access
 - Integrating with the Internet
 - Tips for the Certification Exam
- Total Time: 102 Minutes

Publisher 2000

SESSION 1

- Defining Desktop Publishing
- Using a Wizard
- Navigation: Zooming and Scrolling
- The Publisher Window
- Working with Objects
- Entering and Editing Text
- Formatting Text
- Using a Design Set
- Importing Text
- Formatting Text
- Working with Frames
- Importing Images
- Moving and Sizing Images
- Creating a Newsletter
- Working with Multiple Columns
- Manipulating Images
- Headers and Footers
- Formatting Paragraphs
- Aligning and Grouping Objects
- Setting Tabs
- Printing
- The Page Setup Dialog
- Printing Selected Pages
- Using the Print Troubleshooter
- Creating a Template
- Handy Keyboard Shortcuts
- AutoFit Text
- Editing in Word
- Drag and Drop

Outlook 98

SESSION 1

- Introduction
 - Calendar Views
 - Taskpad
 - Setting a New Appointment
 - Advanced Calendars
 - Appointment Recurrence
 - Time Zones
 - Print Options
 - Multiple Calendars
 - Task Management
 - Incompleted Tasks & Details
 - Advanced Task Management
 - Vital vs. Trivial Tasks
 - Sorting & Prioritizing Tasks
 - Assign/Delegate Tasks
 - Print Task List
- Total Time: 88 Minutes

SESSION 2

- Contact Manager
 - Communication Methods
 - Entering Details
 - Journal Functions
 - All Field Functions
 - Advanced Contact Manager
 - Auto Dial & E-mail
 - Mail Merge
 - Sharing Contacts
 - E-mail
 - Adding Attachments
 - Carbon Copy E-mail
 - Advanced E-mail
 - Auto Signature
 - Notes
 - Journal
 - Finding & Organizing Entries
 - Outlook Today
 - Integrating Features for Daily Life
- Total Time: 90 Minutes

SESSION 3

- Customizing Outlook Today
 - Renaming & Creating Shortcuts
 - Customizing Menu Bar
 - Customizing Outlook Components
 - Using Rule Wizard
 - Color Coding Messages
 - Auto Formatting
 - Personal and Offline Folders
 - Synchronizing Folders
 - Net Folders
 - Share Info & Assign Permissions
 - Public Folders
 - Adding Users
 - Sharing Appointments & Docs
 - Synchronizing With Hand Held Devices
 - Newsreader
 - Accessing a Newsgroup
 - Subscribing & Replying to News
 - Desk Management and Integration
 - Time Organizing
 - Calendaring from E-mail
 - Delegate Permission & Roles
- Total Time: 110 Minutes

Project 98

SESSION 1

- Planning a Project
 - Tracking & Evaluating a Project
 - Gant Chart
 - Tasks & Resources
 - Calendar & Task Usage
 - Tracking Gant & Resource Graph
 - Resource Sheet & More Views
 - Tasks, Durations & Links
 - Constraints & Resources
 - Global.mpt & Templates
 - Creating & Entering Tasks
 - Moving and Duplicating Tasks
 - Information Column
 - Outlining
 - Work Breakdown Structure
- Total Time 87 minutes

SESSION 2

- Creating & Deleting Links
 - Creating Lag
 - Summary Tasks
 - Creating Milestones
 - Passforms
 - Constraining Tasks
 - Creating & Editing a Resource
 - Calendar
 - Assigning Resources to Tasks
 - Cost Tables
 - Setting Cost Rates
 - Work Time
 - Fixed Units
 - Fixed Duration
 - Fixed Work
 - Effort Driven
 - Driver Resources
 - Contouring
 - Overtime
 - Splitting
 - Late Starts
 - Critical Path
 - Slack Space
- Total Time 90 minutes

SESSION 3

- Resource Leveling
 - Finding Over Allocations
 - Resolving Over Allocations
 - Project Dates
 - Fixed Costs
 - Customizing the Project
 - Process for Tracking a Project
 - Creating a Baseline
 - Status & Rescheduling Work
 - Progress Line
 - Updating Tasks w/Actual Work
 - Interim Plans
 - Analyzing Project Variances
 - Tracking Gant
 - Project Reports
 - Filters
 - Multiple Projects
 - Linking Projects
 - Resource Pools
 - Workgroups
 - Communicating using Email
 - Web Based Team Access
 - Using Workgroups
 - Data Export
 - HTML
 - Generating Hyperlink
 - Exporting Data for HTML
 - HTML Data Templates
- Total Time 96 minutes

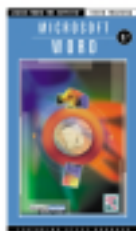


MIKE MEYERS



Mike Meyers is a Microsoft Certified Professional (MCP), an A+ Certified Service Technician, and a professional instructor with more than a decade of training experience. He is a best selling author with a passion for PowerPoint and Outlook. Mike is President of Total Seminars, a training seminar company based in Houston, Texas. His character, insight and creative style make his training sessions extremely rewarding. Mike is the author of the following LearnKey products:

- PowerPoint 2000
- Outlook 2000
- A+ Certification
- Project 98



Word 97

Steve Broback



This series will help you discover and explore the new frontiers of Microsoft Word 97. You'll uncover powerful features and functions with expert instructor, Steve Broback. Word 97 will become familiar territory as Steve reveals options and tips that will make your documents sparkle.

▶ 3 CDs • \$179

▶ 3 Videos • \$149

▶ Online • \$55



Excel 97

Reed Jacobson



LearnKey expert Reed Jacobson shows you how to make Microsoft Excel a powerful tool for your personal and business productivity. Jacobson's instruction provides inside tips for powerful business applications. You'll learn formatting, summarizing, and charting methods that will help you get up to speed and working efficiently with Excel 97.

▶ 3 CDs • \$179

▶ 3 Videos • \$149

▶ Online • \$55



PowerPoint 97

Rick Altman



This training series features comprehensive instruction for developing effective presentations with PowerPoint 97. LearnKey expert Rick Altman demonstrates the use of each tool, and provides insight to make your creative ideas come to life. You'll acquire knowledge and skills that will enable you to create brilliant PowerPoint presentations.

▶ 3 CDs • \$179

▶ 3 Videos • \$149

▶ Online • CALL



Access 97

Tom Badgett



Follow the instruction of LearnKey expert Tom Badgett, as he walks you through each step of Microsoft Access 97. In this self-paced course, Tom will enhance your understanding of the Access databases that you design and manage. He will also help you master the many functions of Access and increase your overall productivity.

▶ 3 CDs • \$179

▶ 3 Videos • \$149

▶ Online • \$55



Office 97 Professional Series

3 Word • 3 Excel • 3 PowerPoint

3 Access • 3 Outlook 98



With this series you'll receive hours of detailed instruction on Microsoft's powerful office computing package. The experience you'll gain from this series will help you become a master of each Office '97 application.

▶ Professional Series

\$595 video

\$679 CD



Word 97

WORD 97 BEGINNING

- Basic Text Handling
 - Getting Help
 - File Management
 - Navigation
 - Formatting Characters
 - Paragraph Formatting
 - Document Formatting
 - Error Correction
 - Printing
 - Tips and Tricks
- Total Time: 110 Minutes

WORD 97 INTERMEDIATE

- Tables
 - Mathematical Formulas in Tables
 - Styles
 - Auto Correct and Auto Format
 - Mail Merge
 - Merge to a New Document
 - Mailing Labels
 - Headers & Footers
- Total Time: 120 Minutes

WORD 97 ADVANCED

- Outlining
 - Demoting Text & Body Text
 - Macros
 - Desktop Publishing
 - Kerning, Tracking & Leading
 - Multi-Column Document
 - Inserting Graphics
 - Customizing Word 97
 - Creating your Own Toolbar
 - Creating New Menus
 - Tips & Tricks
- Total Time: 83 Minutes

Excel 97

EXCEL 97 BEGINNING

- Using a Spreadsheet
 - Getting Help
 - Worksheet/Workbook Navigation
 - Managing Workbooks
 - Formatting Values & Ranges
 - Making Calculations
 - Validating Worksheets
 - Printing
 - Charting
- Total Time: 115 Minutes

EXCEL 97 INTERMEDIATE

- Getting Efficient
 - Keyboard Shortcuts
 - Controlling the Worksheet Appearance
 - Custom Views
 - Working with Formulas
 - Calculate a Growth Rate
 - Making Formulas Readable
 - Making Decisions
 - Working with Lists & Dates
- Total Time: 120 Minutes

EXCEL 97 ADVANCED

- Making Sophisticated Charts
 - Making Rules
 - Sharing Workbooks
 - Conflict Manager
 - Edit Multiple Workbook Copies
 - Creating Pivot Tables
 - Accessing External Databases
 - Creating Jumps
 - Integrating with the Internet
 - Using ActiveX Controls
 - Creating Macros
- Total Time: 115 Minutes

PowerPoint 97

POWERPOINT 97 BEGINNING

- Creating a New Presentation
 - Creating a Title & Bulleted List
 - Shortcut Macro Tip
 - Creating a Graph
 - Sizing the Chart
 - Creating a Pie Chart
 - Patterns, Data Labels & Options
 - File & Slide Management
 - Working with Two Presentations
 - Navigation Control Box
- Total Time: 100 Minutes

POWERPOINT 97 INTERMEDIATE

- Going Further with Graphics
 - Gradient Fill
 - Charts
 - Tables and Borders Bar
 - Create Fancy Text
 - Sending Out for Art
 - The Art of Automation
 - Apply a Color Scheme
 - Real World Formatting
 - Design Application
 - Speaker Notes & Handouts
- Total Time: 105 Minutes

POWERPOINT 97 ADVANCED

- Terrific Transitions
 - Advanced Animation
 - Movies
 - Color Change Effects
 - Swivel & Zoom
 - A Web of Opportunity
 - Creating HTML with Animation
 - Your Very Own Templates
 - Double Click & Go
 - Create a PPS File
 - Custom Shows
 - Presentation Conferencing
 - Running the Show
 - Fun With Hyperlinks
- Total Time: 90 Minutes

Access 97

ACCESS 97 BEGINNING

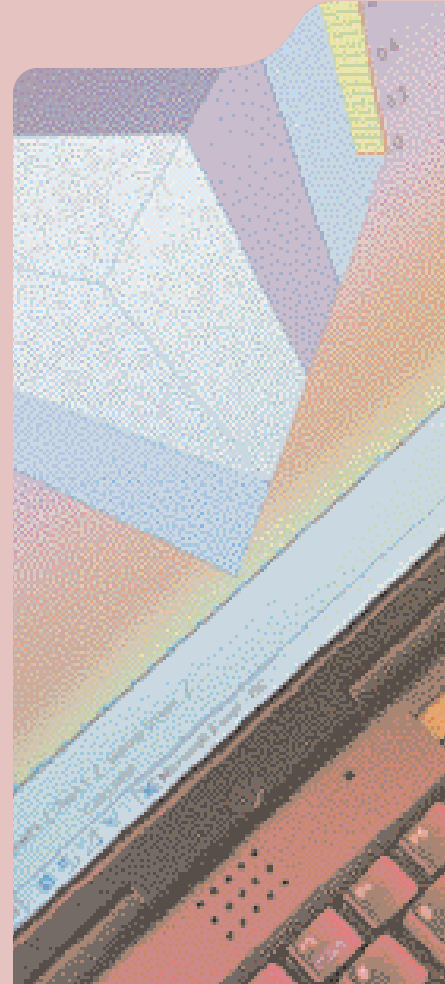
- Using Access
 - Creating a Database
 - Building a Table
 - Entering Records
 - Creating Forms
 - Creating Queries
 - Creating Reports
 - Access & The World Wide Web
 - Web Toolbar
- Total Time: 90 Minutes

ACCESS 97 INTERMEDIATE

- Adding Tools
 - Modifying Tables & Table Properties
 - Complex Forms
 - Data Search & Filters
 - Building Complex Queries
 - Modifying Reports
 - Special Reports
 - Mail Merge
 - Printing Access Data
- Total Time: 110 Minutes

ACCESS 97 ADVANCED

- Cross Tab Queries
 - Action Queries
 - Reports from Various Tables
 - Functions/Expression Builder
 - IIF Function
 - Access & Other Applications
 - Customizing Access
 - Icons, Menu Animation
 - Switchboard Manager
 - Macro Names & Keystrokes
 - Security & Backup
 - Users & Groups
 - HTML 7 Hyperlinks
- Total Time: 120 Minutes



REED JACOBSON



Reed Jacobson is an independent consultant specializing in creative training and custom development services. The author of the best selling book, *Excel Visual Basic, Step by Step*, Reed worked as a programmer for ten years before becoming a consultant, specializing in Excel, Visual Basic, and other Microsoft products. Reed has also contributed articles to *Microsoft Office Developer* and *Inside Visual Basic*. Reed is the author of the following LearnKey products:

- *Visual Basic 4.0 & 5.0 Survey Series*
- *Visual Basic 4.0 & 5.0 Developer*
- *Excel 97 & MOUS*
- *Excel 7.0 & 4.0*
- *Excel 2000*
- *Access 2000*



Adobe Photoshop 5.0

Steve Broback

The complete Photoshop 5.0 training course provides comprehensive instruction on the latest release of Adobe's digital imaging tool. Expert instructor Steve Broback offers insightful lessons on developing proficient Photoshop skills and creating impressive images. You'll learn time saving tips that will enhance your abilities as a graphic designer and maximize your software investment.

▶ 3 Videos • \$149

Photoshop 5.5 Coming Soon!



QuarkXPress 4.0

David Blatner

Join LearnKey expert David Blatner as he demonstrates the power and versatility of QuarkXPress 4.0. David provides comprehensive instruction on the tools and techniques associated with Quark. You'll learn how to create impressive document layouts by modifying and combining text and graphics.

▶ 3 Videos • \$149



PageMaker 6.5

Steve Broback

In this course, LearnKey expert Steve Broback demonstrates how to compose creative documents with PageMaker 6.5. Steve will teach you a variety of ways to create PageMaker documents that can be used in print and electronic media. You'll receive extensive coverage on how to manipulate text and work with different objects and styles.

▶ 3 CDs • \$179

▶ 3 Videos • \$149



Adobe Illustrator 7.0

Ted Alspach

Join LearnKey expert Ted Alspach as he walks you step-by-step through Adobe's powerful design and illustration package. This course provides complete instruction on the illustration tools and typographic controls of Adobe Illustrator 7.0. Ted's expert knowledge and intuitive teaching style give you the ability to turn your ideas into brilliant designs.

▶ 3 Videos • \$149



CorelDRAW 8

Rick Altman

LearnKey's comprehensive self-paced instruction will help you hone your skills as a graphic artist and become proficient with the tools and utilities of CorelDRAW 8. With this instruction, you'll learn to use the many features of Corel's dynamic graphic design program and gain professional insights and design techniques.

▶ 3 CDs • \$179

▶ 3 Videos • \$149



call to order **1.800.865.0165**

Photoshop 5.0

PHOTOSHOP 5 ESSENTIALS

- Introduction
 - Getting Around
 - Digital Imaging Basics
 - Painting and Retouching
 - Error Correction
 - Selection Fundamentals
 - Compositing Images
 - Tonal Correction
- Total Time: 112 Minutes

PHOTOSHOP 5 BEYOND THE BASICS

- Color Management
 - Resolution
 - Selections, Channels & Masks
 - Layer Control
 - Preparing Images for Print
- Total Time: 120 Minutes

PHOTOSHOP 5 TIPS, TRICKS & SPECIAL FX

- Setting Preferences
 - Navigation & Interface Shortcuts
 - Optimizing Image Size
 - Artist Effects
- Total Time: 87 Minutes

QuarkXPress 4.0

QUARKXPRESS 4.0 ESSENTIALS

- Getting Started
 - Making Text Boxes
 - Making Picture Boxes
 - Formatting Boxes
 - Drawing Lines
 - Adding a New Page
 - Text Linking
 - Dragging Objects & Guides
 - Text on a Path
 - Colors
 - Printing
 - Bits and Bytes
- Total Time: 103 Minutes

QUARKXPRESS 4.0 BEYOND THE BASICS

- Building the Foundation
 - Shape Shifting
 - Clipping Paths
 - Libraries
 - Anchoring Objects
 - Saving as EPS
 - Templates
 - Paragraph Style Sheets
 - Character Style Sheets
 - Page Numbers
 - Lists
- Total Time: 92 Minutes

QUARKXPRESS 4.0 TIPS AND TRICKS

- Preparing Xpress
 - Text Tricks
 - Picture Tricks
 - Aligning Objects
 - Curves and Text Paths
 - Cropping and Clipping
 - Preferences 1
 - Preferences 2
 - Long Documents
- Total Time: 105 Minutes

PageMaker 6.5

PAGEMAKER 6.5 BEGINNING

- Introduction
 - Getting Started
 - Floating Palettes
 - Rulers and Pages
 - Working with Objects
 - Types of Objects
 - Making Multiple Shapes One
 - Navigation Fundamentals
 - Window Menu
 - Document Foundations
 - Column Guides
 - Ruler Guides
 - Graphic Basics
 - Working with Imported Objects
 - Text Basics
 - Placing and Flowing Text
 - Working with a Text Block
 - Printing
 - Error Correction
 - How to be Productive
- Total Time: 113 Minutes

PAGEMAKER 6.5 INTERMEDIATE

- The Control Palette
 - Rotation Tool
 - Alignment, Distribution & Grouping
 - Irregular Text Wrap
 - The Text Wrap Dialog Box
 - Using the Story Editor
 - Spell Checking
 - Implementing Frames
 - Problems with Frames
 - Defining Paragraph Spaces
 - Leading
 - Taking Your Type to the Next Level
 - Tracking & Kerning
 - Spacing Between Letters
 - Saving Time With Styles
 - Auto Flow
 - Controlling Breaks
 - Fix Things Globally
- Total Time: 105 Minutes

PAGEMAKER 6.5 ADVANCED

- Setting Defaults
 - Setting Smart Preferences
 - Preference Dialog Box
 - Navigation and Interface
 - Dealing with Palettes
 - Set All Pages at One View
 - Power Paste
 - Replicating Objects
 - Search and Replace
 - Purging Format
 - Meta Characters
 - Faking Character Styles
 - Creating Basic Forms
 - Scripting
 - Other Tools
 - Master Pages
 - Adjust Layout
 - Printing Tricks
 - Non-printing Text
 - Saving Settings
 - Misc. Time Savers
 - Table of Contents
 - Making a Task List
 - Mini Revert
 - Anchoring a Graphic to Text
- Total Time: 99 Minutes

Illustrator 7.0

SESSION 1

- Introduction
 - The Illustrator Environment
 - Creating Basic Shapes
 - Painting
 - Strokes
 - Drawing Paths: The Easy Way
 - Drawing Paths: The Better Way
 - Manipulating Paths
 - Fine Tuning Paths
- Total Time: 116 Minutes

SESSION 2

- Basic Type
 - Advanced Type
 - Masking
 - Compound Paths
 - Gradient Basics
 - Gradient Tips & Techniques
 - Blends
 - Gradients or Blends?
 - Patterns
 - Printing
- Total Time: 106 Minutes

SESSION 3

- Layers
 - Customizing Illustrator
 - Pathfinder Functions
 - Illustrator's Built-In Filters
 - The Power of Strokes
 - Three Dimensional Effects
 - Illustrator and the Web
 - Vector Tools
 - Vector Effects
- Total Time: 109 Minutes

CorelDRAW 8

CORELDRAW 8 BEGINNING

- Your First Spin Around the Block
 - Life Begins With a Click
 - The Magic of the Curve
 - Fills and Outlines
 - Working with Text
 - Other Introductory-type Things
 - Playtime
- Total Time: 108 Minutes

CORELDRAW 8 INTERMEDIATE

- Introduction
 - Making Arrangements
 - Fun with Paragraph Text
 - Let's Get Worked
 - The Shadow Knows
 - The Power of the Clip
 - Let's Go Wandering
- Total Time: 95 Minutes

CORELDRAW 8 ADVANCED

- Introduction
 - Further with Blend
 - The Art of Transparency
 - The Freeway
 - Your Personal Copy of Draw
 - The Bitmap Era Has Arrived
 - Making Your Move to the Web
- Total Time: 116 Minutes

STEVE BROBACK



Steve Broback has been teaching and developing computer software courses since 1988 at the University of Washington. He has an impressive history with major software developers such as Aldus. Broback is an author and co-founder of Thunder Lizard Productions, producers of national software conferences. Steve is the author of the following LearnKey Products:

- *Windows 95*
- *Word 97*
- *Internet Developer*
- *PageMaker 5.0 & 6.5*
- *Photoshop 3.0, 4.0 & 5.0*
- *Illustrator 7.0*
- *Publisher 2000*



Visual Basic 6.0 Learning Visual Basic Fundamentals

Jim Fagundes

This comprehensive Visual Basic training course provides hours of valuable instruction on the latest version of Microsoft's popular development tool. In this series, LearnKey expert Jim Fagundes will teach you the basics of Windows-based programming using the power and versatility of Visual Basic 6.0.

▶ 3 CDs • \$269

▶ 3 Videos • \$249

▶ Online • \$134



Visual Basic 6.0 Designing & Implementing Desktop Apps.

Jim Fagundes

Learn how to design applications with LearnKey Expert Jim Fagundes. This comprehensive training course provides instruction in specific skills for application development and covers the core technology requirements for mastering Visual Basic 6.0

▶ 3 CDs • \$269

▶ 3 Videos • \$249



Visual Basic 5.0 Developer Series or Survey Series

Reed Jacobson

LearnKey's Visual Basic 5.0 training courses contain hours of valuable instruction and programming techniques. The Survey Series features an overview and description of the tools provided by this powerful programming language. The Developer Series will enhance your proficiency and help you capitalize on the power of Visual Basic.

▶ 3 CDs • \$269 (Specify Developer or Survey)

▶ 3 Videos • \$249



Visual C++ GUI Programming

Jesse M. Heines

Our complete Visual C++ training series features the expert instruction of Jesse Heines. Jesse will help you develop a solid understanding of the MFC, what it provides, and how to navigate through it. Keep in mind that this series is designed for developers that already have some knowledge of Visual C++, Windows, and software development.

▶ 6 Videos • \$449



JavaScript and ActiveX

Jesse M. Heines

This training course features comprehensive instruction for developing ActiveX controls and web page enhancement with JavaScript. Expert Jesse Heines demonstrates how to manipulate vendor-supplied ActiveX controls and create simple controls to use in Visual Basic or on the web. You'll learn how JavaScript interacts with HTML, the web, and browsers.

▶ 2 Videos • \$169



call to order **1.800.865.0165**

Visual Basic 6.0

FUNDAMENTALS

SESSION 1

- Introduction
 - VB Design Environment
 - Standard Controls & Common Properties
 - Text Box
 - Variables & Constraints
 - String Manipulations
 - Conditional Statements
 - Project Example 1
- Total Time: 106 Minutes

SESSION 2

- Creating a Loop
 - Arrays
 - Additional Controls
 - Project Example 2
 - Procedures & Functions
 - Variable & Procedure Scope
 - Debugging
 - Project Example 3
- Total Time: 103 Minutes

SESSION 3

- Graphic Techniques
 - Additional Controls
 - File I/O
 - Calling Functions from *.DLL
 - Database Access
 - Using Menus
 - Field Validation
 - Project Example 4
- Total Time: 107 Minutes

DESIGN & IMPLEMENTING

SESSION 1

- Installation
 - TreeView, ListView & ImageListControls
 - Toolbar, Status Bar & ADO
 - Control Arrays
 - Dynamically Creating a Control Array
 - Collections
 - MDI Applications
 - On-Line Help
- Total Time: 109 Minutes

SESSION 2

- Error Handling
 - Internet Controls
 - DHTML
 - Automation
 - ActiveX History
 - Classes
 - Creating an ActiveX *.DLL
- Total Time: 100 Minutes

SESSION 3

- Creating an ActiveX *.EXE
 - ActiveX Document
 - Creating a COM Component
 - Creating an ActiveX Control
 - Deployment
 - Debugging
 - Tips & Tricks
- Total Time: 86 Minutes

Visual C++

SESSION 1

- Creating a First Project
 - Adding a Function
 - Adding a Class
 - Creating a Browser Database
 - Using the Debugger
 - Using the Help System
 - Incorporating the MFC
 - Interpreting Error Messages
 - Using the TRACE Macro
 - Customizing the Developer Studio
- Total Time: 98 Minutes

SESSION 2

- Building a Skeleton MFC Application
 - Displaying Program Output
 - Adding a Handler Function
 - Coding a Handler Function
 - Reducing Screen Flicker
- Total Time: 78 Minutes

SESSION 3

- Modifying Static Text and Icons
 - Create a Form View App. & Posting Messages
 - Setting a Window's Initial Size
 - Getting & Setting Control Properties at Run time
 - Manipulating the View at Run time
- Total Time: 72 Minutes

SESSION 4

- Selecting Fonts
 - Creating an Application with a Dialog Box
 - Using the Dialog Box Data
 - Moving the Dialog Box to Dynamic Memory
 - Storing Data in a Document
 - Populating List Boxes
- Total Time: 88 Minutes

SESSION 5

- Designing the Dialog Box
 - Making the Dialog Box Modeless
 - Communicating Between the Dialog Box & Its Parent
 - Menu Message Handles
 - Creating a New Menu
 - Using Keyboard Accelerators
 - Using Toolbars
- Total Time: 108 Minutes

SESSION 6

- Using Progress Bars and Timers
 - Updating During Tight Loops
 - Using Sliders
 - Using the Status Bar
 - Using ActiveX Controls
 - Conclusion
- Total Time: 81 Minutes

JavaScript

ENHANCING WEB PAGES WITH JAVASCRIPT

- What is JavaScript?
 - Using JavaScript on Web Pages
 - First Look at JavaScript
 - Programming with JavaScript
 - Editing JavaScript
 - Modifying JavaScript Code
 - Using Built-In JavaScript Objects
 - Dynamically Changing Pages
 - Handling Errors
 - JavaScript and Buttons
 - Enhancing Buttons
 - OnMouseOver and OnMouseOut
 - Naming Images for Explorer 3
 - Creating a Form
 - Text Box Properties
 - Initializing Fields
 - RoundTo Function
 - FormatNumber Function
 - Computing The Student's Grade
 - Filling in Values
 - Form Validation
 - Code to Check Errors
 - Recap and Suggestions
- Total Time: 96 Minutes

ActiveX

DEVELOPING ACTIVEX CONTROLS

- Introduction
 - ActiveX and the Web
 - ActiveX Controls in Action
 - Writing a Small Program in Visual Basic
 - Using an ActiveX Control in Visual Basic
 - Using an ActiveX Control in Internet Explorer
 - Building ActiveX Control in VB
 - Looking at the files which are written
 - Running Your Control in VB
 - Running Your Control in a Web Page
 - Changing Your Control
 - Currency Exchange Control
 - Currency Exchange in VB
 - Currency Exchange in HTML
 - Initializing ListBoxes w/VB Script
 - Initializing FormField with VB Script
 - Some Additional Features of VB Script
 - VB Script for Convert Button
 - Error Checking
 - Debugging
 - Adding Error Checking
 - Reviews
- Total Time: 88 Minutes

JIM FAGUNDES



Jim Fagundes has been working in the systems integration field in Northern California since 1989. He has instructed courses for Microsoft and Novell as well as presented custom courses concerning the integration of both disciplines. Jim is a Microsoft Certified Systems Engineer (MCSE), a Microsoft Certified Solution Developer (MCS D) and a Certified Novell Engineer (CNE). Jim is the author of the following LearnKey products:

- *Exchange Server 5.5*
- *Internet Information Server 4.0*
- *Visual Basic 6.0 Fundamental*
- *Visual Basic 6.0 Design & Implementation*



Learning Windows 98

Casey McNeal

Join LearnKey expert Casey McNeal as he walks you step-by-step through the features and functions of Microsoft's operating system. This comprehensive training course provides hours of instruction, which teaches how to operate effectively within Windows 98. You'll develop an incredible proficiency for the new OS as you become familiar with its tools and utilities.

▶ 3 CDs • \$179

▶ 3 Videos • \$149

▶ Online • \$134



Learning Windows 95

Intro to Windows 95 • Making the Move • Beyond the Basics

This self-paced training program will help you discover and explore the new frontiers of Microsoft Windows 95. You'll uncover powerful features and functions with your guides and expert instructors. Windows 95 will become familiar territory as the authors reveal tips and tricks that will make you a proficient user of this popular operating system.

▶ 3 CDs • \$179

▶ 3 Videos • \$149

▶ Online • CALL



WordPerfect 8.0

Karen Acerson

LearnKey expert Karen Acerson demonstrates the powerful capabilities of this exciting software. In this course you'll learn how to get around and make the best use of WordPerfect's many features. With Karen's instruction you'll expand your skills for creating professional documents and learn to work more effectively in today's business environment.

▶ 3 CDs • \$179

▶ 3 Videos • \$149



Quicken 99

Ed Paulson

In this comprehensive training course, Ed covers the many aspects of managing your personal finances, including tracking account balances, investments, and loan balances. He also covers managing checking and credit cards, generating reports, and preparing for tax season. You'll gain valuable knowledge to help you take control of your finances.

▶ 1 Video • \$59



QuickBooks 6.0/Pro

Ed Paulson

Make your business more productive and efficient. In this course, Ed covers the many aspects of managing your business finances including payroll, time billing, tracking account balances, checking and credit cards, and generating reports. You'll gain the advantage you need to get on top of your finances and ahead of your competition.

▶ 2 Videos • \$99

*FREE Installation & Setup Video!



“After the success I had with MCSE, I am firmly convinced that LearnKey is the Key to Success.”

New York

“Absolutely the best training materials we've seen. [Our] users exclaim that something “clicked” for them while watching your tapes.”

Honolulu, Hawaii

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Windows 98

SESSION 1

- What is Windows 98?
 - Working with Windows
 - Working in Programs
 - Files Management
 - Control Panel
 - Accessories
 - Connecting to the Internet
 - Internet Explorer
 - Active Desktop
 - Getting Help
- Total Time: 105 Minutes

SESSION 2

- Customizing the Desktop
 - Folder Options
 - Install & Uninstall Programs
 - Creating Shortcuts
 - Taskbar & Start Menu Options
 - Outlook Express
 - Configuring Internet Explorer
 - Installing Hardware
 - Phone Dialer
 - Advanced File Management
- Total Time: 103 Minutes

SESSION 3

- Network Neighborhood
 - Sharing Resources
 - Multiple Users
 - Printer Configurations
 - System Utilities
 - Multimedia
 - Conclusion
- Total Time: 108 Minutes

Word Perfect 8.0

WORDPERFECT 8 BEGINNING

- Interface Basics
 - Creating a Document
 - Spell Checking
 - Printing
 - Saving, Opening & Closing
 - Editing Text
 - Changing Attributes
 - Aligning Text
 - Inserting Symbols
 - Lists & Outlines
 - Envelopes
 - Help
- Total Time: 111 Minutes

WORDPERFECT 8 INTERMEDIATE

- Writing Tools
 - Rulers, Margins, Tabs & Spacing
 - Page Formatting
 - Reveal Codes
 - Find & Replace
 - Comments & Highlighter
 - Columns
 - QuickFind, QuickFont & QuickWords
 - Tables
 - Formulas & Charting
 - Styles
 - Macros
- Total Time: 115 Minutes

WORDPERFECT 8 ADVANCED

- Graphic Boxes
- Drawing in Graphic Boxes
- Color and Shade

- Borders
 - Watermarks
 - Drop Caps
 - Make it Fit
 - Address Book
 - Merge
 - Templates
 - Hyperlinks & Bookmarks
 - Internet Publisher
 - Settings & Preferences
- Total Time: 115 Minutes

Quicken 99

MANAGING YOUR PERSONAL FINANCES

- Installing Quicken
- Quicken vs. Quicken Deluxe
- Install Quicken
- Registering the Software
- New User Setup
- Setting Up Accounts & Categories
- Accounts vs. Categories
- Creating Accounts
- Creating Categories
- Entering Transaction & Printing Checks
- Writing a Check
- Splitting a Check
- Entering Check Numbers
- Working Within the Register
- Printing Checks
- Balancing
- Reconciling Credit Cards
- Making Credit Card Payments
- Reconciling Checking Accounts

- Tracking Loans
- Setting Up Assets
- Setting Up Loans
- Making Loan Payments

- Reports & Graphs
- Net Worth Report
- Customizing a Report
- Memorizing Reports
- Net Worth Graph

- Tracking Investments & 401(K)s
- Setting Up Investments
- Security Setup
- Setting Up a 401(K)
- 401(K) Breakdown
- Summary Reports

- Preparing for Tax Time
- Preparing Tax Numbers
- Tax Planning

- Planning & Budgeting
- Retirement Calculator
- College Calculator
- Planning Center
- Budgeting

- Administrative Topics
 - Backing Up
 - Online Financial Services
- Total Time: 107 Minutes

Quickbooks 6.0/Pro

INSTALLATION & SETUP

- About the Author
 - What You'll Learn
 - Quicken vs. QuickBooks
 - System Requirements
 - Setting Up Accounts
 - Installing QuickBooks Pro
 - Setup Options
 - Income, Expense & Inventory Setup
 - Account Balances & Equity
 - Payroll & Customization
 - YTD Amounts
- Total Time: 102 Minutes

SESSION 1

- Interface Overview
 - Desktop Features
 - Edit and Create Accounts
 - Purchases & Vendors
 - Sales & Customers
 - Creating Estimates
 - Creating Invoices
 - Receiving Payments
 - Making Deposits
 - Checking & Credit Cards
 - Online Banking
 - Payroll
 - Written 941 Form
- Total Time: 94 Minutes

SESSION 2

- Time Billing
 - QuickBook vs. QuickBook Pro
 - Reports
 - Transaction by Account
 - Net Balance Sheet
 - Networking
 - Budgeting & Administration
 - Backups & Restoring Data
 - Accountants Review Activity
 - Remerging Accountants Copy
 - Journal Entries
- Total Time: 83 Minutes

CASEY MCNEAL



Casey McNeal is an international software consultant and seminar trainer. He is the co-founder of Brainstorm Inc., which produces software reference manuals for Novell, Franklin Covey, and other major technology training programs. Casey is the author of the following LearnKey products:

- *Windows 95*
- *Schedule + 7.0*
- *WordPerfect 6.1 Desktop Publishing*
- *GroupWise 4.1*
- *Learning Windows 98*



Internet Explorer 4.0

Tom Badgett

In this course, LearnKey expert Tom Badgett demonstrates the incredible range of application tools available from Microsoft Internet Explorer 4.0. His detailed instruction will help you configure IE 4.0 for optimal performance and use it to navigate the Web effectively.

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Eric Mann

Follow the instruction of LearnKey expert Eric Mann as he walks you step-by-step through the many features of Netscape Communicator. In this self-paced course, Eric will enhance your understanding of the World Wide Web, and help you tap into its abundant resources with Netscape Communicator.

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Mastering Web Searches and Promoting Your Website

Judd Robbins

LearnKey expert Judd Robbins reveals the secrets of effective Web site development and promotion. He explains exactly how Internet search engines work, demonstrates proven methods of promoting your page, and shares tips that will help you increase traffic to your site. This series will benefit Web users and developers alike.

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FrontPage Designer 98

Rick Altman

In this comprehensive training course, Rick Altman employs his dynamic presentation style and expert knowledge to provide valuable instruction on FrontPage 98. Rick covers the fundamentals of designing with FrontPage 98, and will help you generate ideas to enhance the Web pages that you build. Beginning and experienced Web designers can all benefit from this self-paced course.

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Internet Explorer 4.0

- INTERNET EXPLORER 4
INTRODUCTION
- What is Explorer?
 - Finding & Installing Explorer
 - Obtaining from Microsoft's Web
 - Downloading off the Web
 - Other Purchase Options
 - Browser
 - Changing Defaults
 - Creating Favorites & Search
 - Subscriptions & Channels
 - Saving Pages & Shortcuts
 - Outlook Express
 - Launch & Setup
 - New Message & Reader Reply
 - Navigating Messages & Delete
 - Forwarding Mail
 - Newsgroups
 - Address Book
 - Chat Logon & Tips
 - FrontPage Express
 - Creating Hyperlinks
 - Publish to Web Wizard
 - NetMeeting
 - Search for Address
 - Hardware Requirements
 - Demonstration
 - NetShow
 - Open & Explore Site
 - Getting Help
 - Help Files & Web Help
- Total Time: 112 Minutes

- INTERNET EXPLORER 4
ADVANCED
- Introduction
 - Active Desktop
 - Customizing Desktop
 - Wallpaper/Taskbar
 - Creating Taskbar from Icon
 - Customizing Channel Bar
 - Internet Options
 - Links Bar
 - Customizing Folders
 - Using Wizard to Create HTML
 - Changing Backgrounds
 - Favorites
 - Create Folder for Favorites
 - Managing Subscriptions
 - Using Channel Guide
 - Active Desktop
 - Advanced Outlook Express
 - Attaching Files & Pictures
 - Saving to Draft
 - Mail Sending Formats
 - Address Book & Groups
 - Filtering Incoming Mail
 - Customize Tool Bar
 - Sending Web Page by E-mail
 - Advanced Front Page Express
 - Using Editor to Build Page
 - Testing Links
 - Background Sounds
 - Inserting Images & Video
 - Insert PowerPoint Animation
 - Marquee/Tables & Cells
 - NetMeeting & NetShow
 - Host Meeting
 - Collaborating with Whiteboard
 - Scheduler
 - Security
 - Internet Security Zone
 - Content Security
 - Credit Cards & Addresses
 - "Cookies" / Certifications
- Total Time: 105 Minutes

Netscape Communicator

- NETSCAPE COMMUNICATOR
INTRODUCTION
- Introduction to the Internet
 - Terms, Concepts, Components
 - Introduction to Navigator
 - About Navigator
 - Getting Started
 - Searching and Links
 - Surfing the Web
 - Shopping
 - News Delivery Service
 - Guide
 - Bookmarks
 - Creating a Bookmark
 - Controlling Bookmarks
 - Information Management
 - History
 - WordFinder
 - File Management
 - Smart Update
 - Upgrading
 - Advanced Concepts
 - Security
 - JavaScript
 - Java Applets
 - Frames
 - Preferences
- Total Time: 95 Minutes

- NETSCAPE COMMUNICATOR
ADVANCED
- Introduction to Messenger
 - About Messenger
 - Inside Messenger
 - Viewing Mail
 - Replying
 - Sending Mail
 - Preparing a Message
 - Attaching a File
 - Sending
 - Formatting Mail
 - Beefing up Your Mail
 - Threads
 - Tables
 - Encrypting
 - Message Management
 - BCC and Spelling
 - Cleaning the Inbox
 - Searching
 - Advanced Messaging
 - Controlling Mail
 - Security
 - Address Book
 - Integrating E-mail & Web Sites
 - Mailing Web Sites
 - Composer
 - Creating a Web Page
 - Collabra
 - Discussion Group
- Total Time: 86 Minutes

Mastering Web Searches

- MASTERING WEB SEARCHES
- Introduction
 - General Search Tips
 - Behind the Scenes
 - Specific Tips for the Top Engines
 - Multi-search Engines
 - Playing Detective
 - Tips for Advanced Searches
 - Best of the Best
- Total Time: 93 Minutes

Promoting Your Website

- PROMOTING YOUR WEBSITE
- Introduction
 - Using Keywords Effectively
 - Page Design and Content
 - Additional Tips and Tricks
 - Mistakes to Avoid
 - Analyzing Your Competitor's Page
 - Improving Site Traffic
 - Top Success Steps
- Total Time: 88 Minutes

FrontPage Designer 98

- SESSION 1
- Introduction
 - What Makes a Good Web Site?
 - Types of Sites
 - Bonehead HTML Code
 - Good & Bad Sites
 - The Automatic Web Site
 - Customer Support Web
 - Empty Web
 - Backgrounds and Graphics
 - Five Qualities of a Good Site
 - KICS
 - Don't Be Annoying
 - Over & Under Designing
 - Leave Good Breadcrumbs
 - Know Thy Audience
 - Building the Foundation
 - Design & Work Flow
 - Setting Up Your Kitchen
 - The Background is the Backbone
 - The Wrong Way
 - The Right Way
 - Recipe for Success
 - The Flavors of the Web
 - GIF and JPEG
 - Hyperlinks
- Total Time: 105 Minutes

- SESSION 2
- Introduction
 - A Place to Call Home
 - Hyperlinks and HTML Code
 - Graphics and Text
 - Tables
 - Formatting Tables
 - Becoming a Web Page Factory
 - Creating Other Pages
 - Specialty Pages
 - Table Inside a Table
 - Forms
 - Advanced Graphic Handling
 - Photo Compression
 - Anti-Aliasing
 - Interlinking
 - Image Mapping
 - Animation
 - GIF Animator
 - Going Live
 - The Automatic Way
 - The Manual Way
 - Conclusion
- Total Time: 98 Minutes



RICK ALTMAN



Rick Altman is the author of over a dozen books on publishing and graphics, including *PowerPoint for Windows 95: The Visual QuickStart Guide*. He is also Editor-at-Large for *Corel Magazine*, for which he comments monthly on issues salient to the CorelDRAW user community. His own Web site, www.altman.com, offers details on his services, as well as regular articles and commentary. Rick is the author of the following LearnKey products:

- *PowerPoint 97*
- *PowerPoint 97 MOUS*
- *CorelDRAW 8*
- *FrontPage Designer 98*

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reviews

GREAT REVIEWS ON LEARNKEY PRODUCTS

PC Computing

The following review information contains excerpts from the PC Computing Magazine article "Your Business is in Trouble and You Don't Even Know It..." September 1998, pp. 229-234

Every day your business is throwing money away. The whizzy new software you just installed is sapping your company's productivity. It inundates your employees with superficial features while it makes them play guessing games to get core tasks done--and all the while you're losing your competitive edge. But would you believe that you can spend as little as \$60 to fix the problem? And you'll make everyone in the office 20 percent more productive in the process.

"Your instructional design was excellent and vastly superior to the other CBT's. The incorporation of video instruction along with interactive exercises is invaluable."

New York



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The key to success? Training. We know, we know: You don't have time to worry about software training. It's a luxury reserved for huge corporations with money to burn on their own training departments. Plus your employees are smart and have the skills required to do their jobs, right? Not so fast. Most business applications are updated once a year, and sometimes more. And you can't afford to let your employees slog through the changes alone. With LearnKey software training, your employees learn apps faster and work smarter. There's nothing to buy except the training software, which makes it an appealing option for small to medium-size business.

Whether you're learning the basics or exploring the advanced features of everything from Microsoft Office to Windows NT to Novell NetWare, there's a CD-ROM-based training solution for you. If you're an employer, you'll like this approach because it's more affordable than classroom training and takes less time away from the office. If you're an employee, you'll like it because you can work at your own pace and repeat lessons as needed.

To find out how training packages from LearnKey can help you, we brought three groups of beginning to intermediate Excel users into our Usability Labs. One group used LearnKey's Excel 97 Training, the second used Learning Excel 97 from [another training company], and the third group taught themselves using the paper manual Getting Results with Microsoft Office 97 and Excel's online help exclusively. We asked each tester to complete several advanced tasks including creating macros, using VLOOKUP and IF functions, creating a pivot

table, and modifying a chart. We measured productivity by tracking the percentage of testers who completed each task and the time it took them to finish the entire test script. To calculate ROI, we used the cost of the CD-ROM training packages, the average hourly wage of PC Computing readers, and the average number of hours they use a PC each month.

In the end, the testers who used the training software tackled advanced Excel tasks faster than those who didn't. The LearnKey group gained a productivity boost of 19 percent! Testers rated LearnKey higher than [the other training company], mostly because of the LearnKey narrator's clear, concise presentation and more pertinent examples. LearnKey also had a distinct advantage when it came to charting. Our ROI analysis shows that LearnKey pays for itself in just 12 days. That translates into a savings of about 19 hours a month per person. Over the course of a year, the totals are even more impressive:

228 hours (\$6,156) saved with LearnKey. Not a bad return for a three-hour investment! And because these products are on CD-

ROM, users can replay the lessons for a quick refresher course anytime. Small shops can save even more by purchasing only a few copies for employees to share.

If your business relies regularly on [advanced functions of your software], consider this low-cost, high-return training solution. The return on investment for these packages should make any budget-conscious businessperson think twice. And while results vary among packages, as well as among training topics, CD-ROM-based training software makes good economic sense.

invest
3 hours

Save
228 hours
with LearnKey

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- MCI
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- Mobil Oil
- Motorola
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- NBC
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- Owen Corning
- Pacific Bell
- Packard Bell
- Penn State University
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- Shell Oil Company
- Sony Pictures
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