## Office Productivity

### 564 Courses

<table>
<thead>
<tr>
<th>Membership Length</th>
<th>Membership Cost</th>
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<tr>
<td>6 Months</td>
<td>$149 Course Fee $139 UCF Employee, Student and Alumni Fee</td>
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<tr>
<td>1 Year</td>
<td>$225 Course Fee $199 UCF Employee, Student and Alumni Fee</td>
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Xcelsius 2008: Essentials
WordPerfect® 12: Using Documents in the Workplace
WordPerfect® 12: Organizing and Proofing a Document
WordPerfect® 12: Modifying a Document
WordPerfect® 12: Merging Data
WordPerfect® 12: Making WordPerfect Work for You
WordPerfect® 12: Creating a Document
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Word 2010: Using Templates to Automate Document Creation
Word 2010: Using Microsoft Office Word 2010 with Other Programs
Word 2010: Using Macros to Automate Tasks
Word 2010: Simplifying the Use of Long Documents
Word 2010: Securing a Document
Word 2010: Modifying Pictures
Word 2010: Managing Lists
Word 2010: Managing Document Versions
Word 2010: Inserting Content Using Quick Parts
Word 2010: Customizing Tables and Charts
Word 2010: Creating Forms
Word 2010: Creating Customized Graphic Elements
Word 2010: Creating Customized Formats with Styles and Themes
Word 2010: Controlling Text Flow
Word 2010: Collaborating on Documents
Word 2010: Automating the Mail Merge
Word 2010: Adding Reference Marks and Notes
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Word 2003: Making Information Accessible
Word 2003: Making Documents More Readable
Word 2003: Graphic Elements in Documents
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Word 2003: Creating Document Templates
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Windows NT Workstation 4.0: Introduction
Windows Millennium Edition: Introduction
Windows 98: Transition from Windows 95
Windows 98: Selected Features and Internet Options
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Streets and Trips 2000: Overview
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StarOffice 5.1: Transition from Microsoft Office
Security Awareness (Third Edition)
SAP R/3 V4.6: User Basics
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Relational Database Design: A Practical Approach
Relational Database Design (Third Edition)
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Quicken 2001: Introduction
QuickBooks® 2010 for Windows: Introduction
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Quattro Pro 9.0: Spreadsheets
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