Complete PC Package

You will learn to:

- Work with everything from your operating system to applications and peripherals
- Master the Microsoft Office package
- Protect the computer and setup networks
- Use the computer to manage personal finance

Who will benefit:

Every computer user who wants to:

- Build a strong foundation in using the most common operating system and applications
- Use the computer in the finance area
- Have a comprehensive collection of courses as a reference

Course Length:

- Self-paced (7-8 hours)

License:

- 60 days license (activated once installed)

This comprehensive package allows you to become an expert user in multiple software applications. It comprises over 100 courses covering all levels of proficiency to effectively meet your needs. Learn everything from your operating system to applications and peripherals. You can learn how to surf the Internet, e-mail digital photographs and edit digital video or how to set up a home network and protect your PC against viruses. Below is a full list of courses, which cover desktop applications, multimedia applications, PC security tools, home networking, E-communications, finance management and more.

Course details

- **PC Skills**
- Internet Fundamentals
- Surf and Communicate with the Internet
- Securing Your PC
- Preventative Maintenance
- Basic Troubleshooting
- Microsoft® Windows XP Fundamentals
- Microsoft® Windows XP Professional Advanced User
- Microsoft® Word 2000-2003 Beginners to Expert
- Microsoft® Excel 2000-2003 Beginners to Expert
- Microsoft® PowerPoint 2000-2003 Beginners to Expert
- Microsoft® Access 2000-2003 Beginners to Expert
- Microsoft® Outlook 2000-2003 Beginners to Expert
- Microsoft® Project 2000-2002 Beginners to Expert
- Introduction to Microsoft® Works Suite 2004
- Microsoft® Visio 2000-2003 Beginners to Expert
- Microsoft® FrontPage 2000-2003 Beginners to Expert
- Microsoft® Project 2003 Beginners to Expert
- Microsoft® Windows XP Media Centre Edition 2005
- Microsoft® Works Suite 2003-2004 Creating Databases, Documents and Spreadsheets
- Microsoft® Office 2000 Web Integration
- Microsoft® Office 2003 - Introduction and New Features
- Microsoft® Office XP - New Features
- Microsoft® Publisher 2002-2003 Beginners to Expert
- WordPerfect Office 11 – Presentations, Quattro Pro, WordPerfect
- WordPerfect® Office 12 - Presentations™, Word Perfect
- Paint Shop Pro 8 - Getting Started and Working with Images

Learn with Dell and get more out of your Dell PC
Visit www.LearnDell.com/euro for more information
**Access instructions:**

You can access your e-learning courses 72 hours after the order has been processed.

To begin taking advantage of your courses follow these simple steps:

2. Select your Country and your Language option (if this option is shown)
3. Click on "Go To My Country"
4. Click on "Register here to access your courses."
5. Enter the requested information and Select "Create User". (Please remember to write down: the e-mail address and password you have chosen)
6. Select "Take me to my Dell Training & Certification"
7. Select "Enroll Now for New Courses"
8. Enter your Dell Order Number (contains nine digits, e.g. 123456789)
9. Re-enter your Dell Order Number. (Please note: Your order quantity is the number of people who can access the courses using the above Order number.)
10. Select the course package or title, go down to course level, and click to launch

**Course details continued**

**Peripheral Productivity**

- America Online Service 9.0 Optimized
- Building a Wired and Wireless Networks
- Capture Digital Images and Videos
- CD and DVD Creation
- Digital Photography and Video Editing
- Discover Your Tablet PC
- Display Digital Images Electronically
- Display Digital Video
- Edit Digital Images: Adobe® Photoshop® Elements 2.0
- Encyclopaedia Britannica® 2003 Ready Reference™
- Home Networking with Windows XP
- Manage, Edit, and Share Digital Images: Adobe Photoshop Album 2.0
- McAfee® Personal Firewall Plus
- McAfee® SpamKiller™
- McAfee® VirusScan™
- Microsoft® Office OneNote™
- 2003Microsoft® Picture It® Photo Premium 9.0
- More With Microsoft® Picture It® Photo Premium 9
- Musicmatch® Jukebox 8.2
- NetMeeting
- Norton AntiSpam 2004
- Norton AntiVirus™ 2004
- Norton™ Personal Firewall 2004
- Organize, Edit, and Share Digital Images: Pinnacle Instant PhotoAlbum
- PDA and Pocket PC Fundamentals
- Protect and Share Digital Movies: Pinnacle Instant VideoAlbum
- Ripping and Burning Digital Music
- Roxio Easy Media Creator™ 7
- Secure E-mail
- Sonic™ RecordNow!™ Deluxe
- Store and Manage Digital Images
- Store Digital Video
- Transfer Digital Images and Videos
- Understanding Digital Printing
- Using Your Dell Axim
- Wireless Networking for Small Business

**Finance Management**

- Basic Personal Finance
- Simplify Your Tax Preparation
- Managing Your Taxes Using TurboTax 2003
- Microsoft Money Standard 2004
- Money 2003 - Managing Your Finances
- QuickBooks 2003 - Setting Up and Basic Accounting
- Quicken 2003 Deluxe - Personal Finance Management
- Quicken 2004 Deluxe - Managing Your Personal Finances

**Find out more**

To learn more about Learn with Dell offerings, contact your local Dell Sales Representative or contact us by the following:

**Website:** [www.LearnDell.com/euro](http://www.LearnDell.com/euro)

**Email:** EMEA_Training@Dell.com

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Learn with Dell and get more out of your Dell PC

Visit [www.LearnDell.com/euro](http://www.LearnDell.com/euro) for more information

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