

Chapitre 1
Microsoft Access 2007

- 6 Defining the word "database"
Learning how to organize data
Showing the benefits of organized data
- 8 Exploring the data process
Introducing Microsoft Access 2007
Creating the first database
Changing the structure of the table
- 12 Learning the advantages of defining the correct data type
- 14 Defining define a query
Creating a query- Running a query
- 16 Modifying the structure of a query
Setting a condition for a query
- 18 Generating a calculated column in a query
Introducing the relational database
Linking tables together
Building a relationship between tables
Generating a query from two tables

Chapitre 2
Adobe Photoshop

- 24 Using the Pen tool
Creating a path and converting it into a selection
- 26 Manipulating the color palettes
Converting images to sepia and grayscale colors
- 28 Managing layers
Applying effects and filters to a layer
- 30 Mastering the use of the Stamp tool
- 31 Creating an Action
- 32 Mastering the use of the montage technique
Reviewing the professional selection with the Pen tool
Exploring the Blur effect

Chapitre 3
Microsoft Excel 2007

- 34 Reviewing formulas - The Date formula
The IF function
Using the AND/OR functions in a formula
- 36 Linking sheets with formulas
Protecting sheets - Protecting books
Creating a header and a footer
Using track changes
- 40 Creating a database
Sorting a database
Filtering a database
- 43 Mastering the use of the Vlookup function
- 47 Mastering the use of the chart in Excel

Chapitre 4
Microsoft Word 2007

- 50 Creating a table of contents
Creating a header and a footer
Modifying the margins of a document
Protecting a document
- 54 Inserting an equation
Inserting a formula
- 56 Discovering different ways of communication
Knowing what impact a personalized message can have
- 58 Introducing the Mail Merge function
Discovering the steps to perform the Mail Merge function
Defining a database
Creating a database in Word or in Excel
- 60 Creating the database
Creating the document
Linking the database to the document
- 64 Two projects to do

Chapitre 5
Microsoft Power Point 2007

- 66 Creating a professional PowerPoint presentation
Inserting a music file all over the slides
Creating a navigation menu
- 69 Using the technique of action buttons to create a game

Chapitre 6
Programming with Small Basic

- 72 Learning the use of Small Basic
Discovering the intelligent sense of the program Small Basic
Introducing the variables in Small Basic
- 74 Mastering the use of a variable in a program
Distinguishing between an object and an operation
- 76 Setting a condition
Introducing the IF THEN ELSE statement
Introducing the Loops (While/Endwhile - For/EndFor)
Creating a branching in a program
- 84 Drawing graphics with Small Basic
- 86 Three projects for evaluating Small Basic

Chapitre 7
IT Knowledge

- 88 Knowing the steps to follow to create a paid website
Creating a free website
- 90 Knowing what "CMS" is
Knowing how to update a website through the CMS back end
- 92 Exploring the steps to follow to create a paid website

95 List of Skills

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