Guided Computer Tutorials

Product Catalogue

February, 2017

Introduction

Guided Computer Tutorials provides easy to use, activity-based software tutorials and teaching resources for software packages from Microsoft, Adobe, Google and others.

The products are available as single or multi-user versions.

Multi-user (or site-licence) versions are for multi-person use and ideal for schools by:

- allowing unlimited printing within the organisation.
- allowing the placement of the tutorials on networks, intranets, tablets or staff laptops for constant access and for use on-screen next to the software package.
- providing assignments at the end of each chapter and Projects at the end of modules.

Single-user versions are for one person use only.

All the products provide:

- bookmark links to all topics as a quick on-line reference for members of the organisation.
- real-life activities in extensively illustrated step-by-step instructions.
- Support files that provide all the images, data, videos, etc. needed to complete the activities.

For more details visit: www.gct.com.au

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Adobe

DreamWeaver

Product	Description
Learning Adobe DreamWeaver CC (2017)	Module 1: Introduces the DreamWeaver CC 2015 basics including how to set up a site, format text, insert images, use tables, create links, ID points and hotspots, manage assets, create templates and forms, insert rollover images, using CSS stylesheets and upload files to a remote server.
	Module 2: Advanced DreamWeaver CC 2015 exercises including, creating CSS based page layouts, formatting CSS based pages, centring web pages, using behaviours to validate forms and create help messages, importing Word and Excel files, inserting Photoshop files, HTML5 and YouTube videos, creating responsive web pages and adding content to them, CSS Transitions, Code Snippets and inserting tab panels.
Learning Adobe DreamWeaver CS6	Module 1: Introduces the DreamWeaver CS6 basics including how to set up a site, format text, insert images, use tables, create links, anchor points and hotspots, manage assets, use AP Elements, create templates and forms, insert rollover images and upload files to a remote server.
	Module 2: Advanced DreamWeaver CS6 exercises including using CSS styles, creating CSS based page layouts, formatting CSS based pages, using behaviours to validate forms and create help messages, importing Word and Excel files, inserting Photoshop files, Flash Animations and Flash Video, creating spry pop-up menus and tabbed panels, using third-party widgets, creating mobile applications, using fluid grid layouts, CSS Transitions, commands and snippets.
Learning Adobe DreamWeaver CS5 & CS5.5	Module 1: Introduces the DreamWeaver CS5 basics including how to set up a site, format text, insert images, use tables, create links, anchor points and hotspots, manage assets, use AP Elements, create templates and forms, insert rollover images and upload files to a remote server. *The CS5.5 version is available as an iPad specific multi-touch book through the iTunes iBookstore.*
	Module 2: Advanced DreamWeaver CS5 exercises including using CSS styles, creating CSS based page layouts, formatting CSS based pages, using behaviours to validate forms and create help messages, importing Word and Excel files, inserting Photoshop files, Flash Animations and Flash Video, creating spry pop-up menus and tabbed panels, and using commands and snippets. The CS5.5 version has an additional chapter on creating mobile phone apps. *The CS5.5 version is available as an iPad specific multi-touch book through the iTunes iBookstore.*

Product	Description
Learning Adobe DreamWeaver CS4	Module 1: Introduces the DreamWeaver CS4 basics including how to set up a site, format text, insert images, use tables, create links, anchor points and hotspots, manage assets, use AP Elements, create templates and forms, and upload files to a remote server.
	Module 2: Advanced DreamWeaver CS4 exercises including using CSS styles, creating CSS based page layouts, formatting CSS based pages, using behaviours to validate forms and create help messages, importing Word and Excel files, inserting Photoshop files, Flash Animations and Flash Video, creating spry pop-up menus and using `commands and snippets.
Learning Adobe DreamWeaver CS3	Module 1: Introduces the DreamWeaver cs3 basics including how to set up a site, insert images, use tables, create links, anchor points and hotspots, manage assets, use AP Elements, create templates and forms, use Layout Mode, import Word and Excel files and upload files to a remote server.
	Module 2: Advanced DreamWeaver CS3 exercises including using CSS styles, creating CSS based page layouts, formatting CSS based pages, using behaviours to validate forms and create help messages, inserting timeline animations, inserting Flash Media, Flash Text, Flash Buttons, Flash Animations, Flash Video and using commands, snippets and spry pop-up menus.
Learning DreamWeaver 8	Module 1: Introduces the DreamWeaver 8 basics including how to set up a site, insert images, use tables, create links, anchor points and hotspots, manage assets, use layers, create templates and forms, import Word and Excel files and upload files to a remote server.
	Module 2: Advanced DreamWeaver 8 exercises including using CSS styles, creating CSS based page layouts, formatting CSS based pages, using behaviours to create popup menus, validate forms and create help messages, inserting timeline animations, inserting Flash Media (Flash Text, Flash Buttons, Flash Animations, Flash Video) and using commands and snippets.
Learning DreamWeaver MX 2004	Module 1: Introduces the DreamWeaver MX 2004 basics including how to set up a site, insert images, use tables and forms, create links, manage assets and use frames.
	Module 2: Introduces advanced DreamWeaver MX 2004 features including the use of layers, templates, CSS styles, behaviours, snippets, importing Word and Excel files and uploading files to a remote server.

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Animate/Flash

Product	Description
Learning Adobe Animate CC (2016)	Module 1: Introductory exercises including Flash CC 2015 drawing tools, using symbols, creating motion tween animations, shape tweening, classic tweening, fixed-point animations, circular animations, frame by frame animations, movie clip animations, Flash buttons and publishing animations.
	Module 2: Extended Flash CC 2015 exercises including creating and animating masks, the 3D Rotation tool, the 3D Translation tool, the Bone tool, the Pen tool, the Width tool, adding and editing sounds, using invisible buttons, animating still photos, using code snippets, formatting and animating text, publishing animations for mobile devices, importing video clips and creating scenes.
Learning Adobe Flash CC (2015)	Module 1: Introductory exercises including Flash CC 2015 drawing tools, using symbols, creating motion tween animations, shape tweening, classic tweening, fixed-point animations, circular animations, frame by frame animations, movie clip animations, Flash buttons and publishing animations.
	Module 2: Extended Flash CC 2015 exercises including creating and animating masks, the 3D Rotation tool, the 3D Translation tool, the Pen tool, adding and editing sounds, animating still photos, using code snippets, formatting and animating text, using invisible buttons, publishing animations for mobile devices, importing video clips and creating scenes.
Learning Adobe Flash CS6	Module 1: Introductory exercises including Flash CS6 drawing tools, using symbols, creating motion tween animations, using the Motion Editor, shape tweening, classic tweening, fixed-point animations, circular animations, frame by frame animations, movie clip animations, Flash buttons and publishing animations. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
	Module 2: Extended Flash CS6 exercises including creating and animating masks, the 3D Rotation tool, the 3D Translation tool, the Bone tool, the Deco tool, the Spray Brush tool, the Pen tool, adding and editing sounds, using behaviours, animating still photos, using code snippets, formatting and animating text, publishing animations for mobile devices, importing video clips and creating scenes. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*

Product	Description
Learning Adobe Flash CS5 & CS5.5	Module 1: Introductory exercises including Flash CS5 drawing tools, using symbols, creating motion tween animations, using the Motion Editor, shape tweening, classic tweening, fixed-point animations, circular animations, frame by frame animations, movie clip animations, Flash buttons and publishing animations. *The CS5.5 version is available as an iPad specific multi-touch book through the iTunes iBookstore*
	Module 2: Extended Flash CS5 exercises including creating and animating masks, the 3D Rotation tool, the 3D Translation tool, the Bone tool, the Deco tool, the Spray Brush tool, the Pen tool, adding and editing sounds, using behaviours, animating still photos, using code snippets, formatting and animating text, importing video clips and creating scenes. *The CS5.5 version is available as an iPad specific multi-touch book through the iTunes iBookstore*
Learning Adobe Flash CS4	Module 1: Introductory exercises including the Flash CS4 drawing tools, using symbols, creating motion tween animations, using the Motion Editor, shape tweening, classic tweening, fixed-point animations, circular animations, frame by frame animations, Flash buttons and publishing animations.
	Module 2: Extended Flash CS4 exercises including the use of movie clips, text effects, masks, the 3D Rotation tool, the 3D Translation tool, the Bone tool, the Deco tool, the Spray Brush tool, adding and editing sounds, using behaviours, animating still photos, importing video clips and creating scenes.
Learning Adobe Flash CS3	Module 1: Introductory exercises including the Flash CS3 drawing tools, using symbols, tween animations, shape animations, fixed-point animations, motion guide animations, keyframe animations and Flash buttons.
	Module 2: Extended Flash CS3 exercises including the use of movie clips, text effects, masks, adding and editing sounds, timeline effects, behaviours, animating still photos, video clips and scenes.
Learning Flash 8	Module 1: Introductory exercises including the Flash 8 drawing tools, using symbols, tween animations, shape animations, fixed-point animations, motion guide animations, keyframe animations and Flash buttons.
	Module 2: Extended Flash 8 exercises including the use of movie clips, text effects, masks, adding and editing sounds, timeline effects, behaviours, animating still photos, video clips and scenes.

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Illustrator

Product	Description
Learning Adobe Illustrator CC (2017)	Module 1: Introduces the Illustrator CC basics including the different components of the Illustrator screen, drawing simple shapes, using the Ruler and Grid, entering and formatting text, copying and moving objects, using the Paintbrush, Pencil Width and Blob Brush Tools, using Image Trace, applying Fill and Gradient effects, creating 3D shapes, using images and symbols, Live Tracing, applying distorting effects on shapes and using layers.
	Module 2: More Advanced Illustrator CC features including using the Pen Tool, applying the Mesh Tool, creating drawings using the Perspective Grid, displaying shapes in an envelope, creating Masks, applying blends, adjusting Paths, combining shapes using the Shape Builder Tool, using Art, Pattern and Bristle brushes, creating realistic 3D shapes, using multiple Artboards in documents, using the Artboard Tool, creating accurate designs, saving images for the web, drawing graphs, Adding arrowheads to lines, applying Photoshop effects and applying Graphic Styles.
Learning Adobe Illustrator CS6	Module 1: Introduces the Illustrator CS6 basics including drawing simple shapes, using the Ruler and Grid, entering and formatting text, copying and moving objects, using the Paintbrush, Pencil Width and Blob Brush Tools, using Image Trace, applying Fill and Gradient effects, creating 3D shapes, using images and symbols, Live Tracing, applying distorting effects on shapes and using layers.
	Module 2: More Advanced Illustrator CS6 features including using the Pen Tool, the Mesh Tool, the Perspective Grid, displaying shapes in an envelope, creating Masks, applying blends, adjusting Paths, combining shapes using the Shape Builder Tool, using artistic paint brushes, creating realistic 3D shapes, using multiple Artboards in documents, using the Artboard Tool, creating accurate designs, saving images for the web, drawing graphs, Adding arrowheads to lines, applying Photoshop effects and applying Graphic Styles.
Learning Adobe Illustrator CS5	Module 1: Introduces the Illustrator CS5 basics including drawing simple shapes, using the Ruler and Grid, entering and formatting text, copying and moving objects, using the Paintbrush, Pencil Width and Blob Brush Tools, using Live Paint, applying Fill and Gradient effects, creating 3D shapes, using images and symbols, Live Tracing, applying distorting effects on shapes and using layers.
	Module 2: More advanced Illustrator CS5 features including using the Pen Tool, the Mesh Tool, the Perspective Grid, displaying shapes in an envelope, creating Masks, applying blends, adjusting Paths, combining shapes using the Shape Builder Tool, using artistic paint brushes, creating realistic 3D shapes, using multiple Artboards in documents, using the Artboard Tool, creating accurate designs, saving images for the web, drawing graphs, Adding arrowheads to lines, applying Photoshop effects and applying Graphic Styles.

Product	Description
Learning Adobe Illustrator CS4	Module 1: Introduces the Illustrator CS4 basics including drawing simple shapes, using the Ruler and Grid, entering and formatting text, copying and moving objects, using the Paintbrush, Pencil and Blob Brush Tools, using Live Paint, applying Fill and Gradient effects, creating 3D shapes, using images and symbols, applying distorting effects on shapes and using layers.
	Module 2: More advanced Illustrator CS4 features including using the Pen Tool, applying the Mesh Tool, displaying shapes in envelopes, Live Tracing, creating Masks, applying blends, adjusting Paths, creating realistic 3D shapes, using multiple Artboards in documents, using the Artboard Tool, creating accurate designs, saving images for the web, drawing graphs, applying Photoshop effects and applying Graphic Styles

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FireWorks

Product	Description
Learning Adobe FireWorks CS6	Module 1: Introduces the FireWorks CS6 basics including creating bitmap artwork and vector drawings, applying effects to vector shapes and text, creating compound vector shapes, adjusting images and photos, applying gradients, using layers, applying masks, adjusting photos, creating buttons and saving files in different formats.
	Module 2: More advanced FireWorks CS6 features including using the Pen, Rubber Stamp and Slice Tools, exporting web files, creating popup menus, creating accurate drawings and animations, creating symbols, combining and changing paths, creating multi-page documents, using the Library panels, creating mobile app themes, using the Replace Colour Tool, using the 9-Slice Scaling Tool, using Templates, etc.
Learning Adobe FireWorks CS5	Module 1: Introduces the FireWorks CS5 basics including creating bitmap artwork and vector drawings, applying effects to vector shapes and text, creating compound vector shapes, adjusting images and photos, applying gradients, using layers, applying masks, creating buttons and saving files in different formats.
	Module 2: More advanced FireWorks CS5 features including using the Pen, Rubber Stamp and Slice Tools, exporting web files, creating popup menus, creating accurate drawings and animations, creating symbols, combining and changing paths, using the Library panels, using the Replace Colour Tool, using the 9-Slice Scaling Tool, creating multi-page documents, using Templates, etc.
Learning Adobe FireWorks CS4	Module 1: Introduces the FireWorks CS4 basics including creating bitmap artwork and vector drawings, applying effects to vector shapes and text, adjusting images and photos, applying gradients, using layers, applying masks, creating buttons and saving files in different formats.
	Module 2: More advanced FireWorks CS4 features including using the Pen, Rubber Stamp and Slice Tools, exporting web files, creating popup menus, creating accurate drawings and animations, creating symbols, combining and changing paths, using the Library panels, using the Replace Colour Tool, using the 9-Slice Scaling Tool, etc.

InDesign

Product	Description
Learning Adobe InDesign CC	Module 1: Introduces the Adobe InDesign CC basics such as laying out pages, setting text and graphics frames, controlling graphics, formatting text and creating styles to produce publications including flyers, greeting cards, restaurant menus, newsletters, placing text in columns, multi-page documents, using of tables and creating pamphlets.
	Module 2: Introduces advanced Adobe InDesign CS6 features including creating magazines, applying master pages, creating interactive SWF products and interactive PDF products, setting animations and importing videos, using Liquid Layout tools and Alternate Layouts to create publications for different sized devices, using the Book feature, using Library files and the Content Conveyor, creating online forms, using the Page tool, Layers, the EyeDropper tool and entering text along a path.
Learning Adobe InDesign CS6	Module 1: Introduces the Adobe InDesign CS6 basics such as laying out pages, setting text and graphics frames, controlling graphics, formatting text and creating styles to produce publications including flyers, greeting cards, restaurant menus, newsletters, placing text in columns, multi-page documents, using of tables and creating pamphlets.
	Module 2: Introduces advanced Adobe InDesign CS6 features including creating magazines, applying master pages, creating interactive SWF products and interactive PDF products, setting animations and importing videos, using Liquid Layout tools and Alternate Layouts to create publications for different sized devices, using the Book feature, using Library files and the Content Conveyor, creating online forms, using the Page tool, Layers, the EyeDropper tool and entering text along a path.
Learning Adobe InDesign CS5 & CS5.5	Module 1: Introduces the Adobe InDesign CS5 basics such as laying out pages, setting text and graphics frames, controlling graphics, formatting text and creating styles to produce publications including flyers, greeting cards, restaurant menus, newsletters, placing text in columns and multi-page documents.
	Module 1: Introduces advanced Adobe InDesign CS5 features including the creating pamphlets and magazines, the use of tables, applying master pages, creating interactive SWF products and interactive PDF products, setting animations and importing videos, using the Book feature, creating Library items, using the Page tool, using Layers, using the EyeDropper tool and entering text along a path.

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Product	Description
Learning Adobe InDesign CS4	Module 1: Introduces the Adobe InDesign CS4 basics such as laying out pages, setting text and graphics frames, controlling graphics, formatting text and creating styles to produce publications including flyers, greeting cards, restaurant menus, newsletters, multi-page documents and pamphlets.
	Module 2: Introduces advanced Adobe InDesign CS4 features including the creating magazines, the use of tables, master pages, creating PDF documents, creating interactive SWF products and interactive PDF products, using the Book feature, creating Library items, using the EyeDropper tool and entering text along a path.
Learning Adobe InDesign CS3	Module 1: Introduces the Adobe InDesign CS3 basics such as laying out pages, setting text and graphics frames, controlling graphics, formatting text and creating styles to produce publications including flyers, greeting cards, restaurant menus, newsletters and multi-page documents.
	Module 2: Introduces advanced Adobe InDesign CS3 features including the creating pamphlets, magazines and interactive products, the use of tables, master pages, creating PDF documents, the Book feature, creating Library items, using the EyeDropper tool and entering text along a path.
Learning Adobe InDesign CS	Module 1: Introduces the InDesign CS basics including how to layout pages and use the layout tools to produce flyers, greeting cards, restaurant menus and newsletters.
	Module 2: Introduces advanced InDesign cs features including the use of styles, multiple page documents, creating interactive products, the use of tables, master pages and the Book feature.

Photoshop

Product	Description
Learning Adobe Photoshop CC (2017)	Module 1: introduces the Adobe Photoshop CC basics including layers, workspaces, drawing tools, selection techniques, modifying images, applying filters including the Liquify filter, creating artistic sketches, combining shapes and photographs, adding text to designs, adjusting the look of photographs, using masks and Adjustment layers, and saving files in different formats and for the web.
	Module 2: covers advanced Adobe Photoshop CC features including cloning parts of images, applying Content Aware Move, applying full and partial blur filters to images, using smart filters, the Smart Sharpen filter, the Shake Reduction filter and Camera Raw filters, refining selections, selecting skin tones, improving photographs of faces, creating 3D shapes, using Bristle Tip and Mixer Brushes, working with perspective, creating animations, creating artwork, using the Magnetic Lasso tool and the Puppet Warp tool, replacing colours in images and using Content Aware Scaling.
	Module 3: provides examples of some of the applications of Photoshop including the use of reflection, creating three-dimensional objects such as spheres and boxes, creating and saving 3D styles, creating graffiti on a brick wall and on a building, creating accurate designs, displacing one image into another to add depth and motion to a 2D image, animation exercises using frames and the timeline panel, creating videos for YouTube and other media, creating shapes with the Pen tool and using the History panel and Artboards.
Learning Adobe Photoshop CS6	Module 1: Introduces the Adobe Photoshop CS6 basics such as the use of layers, adjusting workspaces, using the drawing tools, selection techniques, modifying images, applying filters including the Liquify and Oil Paint filters, creating artistic sketches, combining shapes and photographs, adding text to designs, adjusting the look of photographs, using masks and Adjustment layers, saving files in different formats and saving files for the web. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
	Module 2: Introduces advanced Adobe Photoshop CS6 features including cloning parts of images, applying Content Aware Move, applying full and partial blur filters to images, refining selections, selecting skin tones, improving photographs of faces, creating 3D shapes, using Bristle Tip and Mixer Brushes, working with perspective, adjusting the colour in photographs, creating animations, creating artwork, the Magnetic Lasso tool, the Puppet Warp tool, replacing colours in images and Content Aware Scaling. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
	Module 3: Provides examples of some of the applications of Photoshop including the use of reflection, creating three-dimensional objects such as spheres and boxes, creating and saving 3D styles, creating graffiti on a brick wall and on a building, creating accurate designs, displacing one image into another to add depth and motion to a 2D image, animation exercises using frames and the timeline panel, creating videos for YouTube and other media, creating shapes with the Pen tool and using the History panel.

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Learning Adobe Photoshop CS5	Module 1: Introduces the Adobe Photoshop CS5 basics such as the use of layers, using workspaces, using the drawing tools, selection techniques, modifying images, creating artistic sketches, combining shapes and photographs, adding text to designs, adjusting the look of photographs, using masks, creating 3D shapes, saving files in different formats and saving files for the web. *Also available as an iPad specific multi-touch book through the iTunes iBookstore.*
	Module 2: Introduces advanced Adobe Photoshop CS5 features including cloning parts of images, applying filters to images, refining selections, Adjustment layers, Fill layers, improving photographs of faces, using Bristle Tip and Mixer Brushes, working with perspective, adjusting the colour in photographs, creating animations, creating artwork, the Magnetic Lasso tool, the Puppet Warp Tool, replacing colours in images and content aware scaling. *Also available as an iPad specific multi-touch book through the iTunes iBookstore.*
	Module 3: Provides examples of some of the applications of Photoshop including the use of reflection, creating three-dimensional objects such as spheres and boxes, creating and saving 3-D styles, creating graffiti on a brick wall and on a building, creating accurate designs, displacing one image into another to add depth and motion to a 2D image and animation exercises using frames and the timeline, creating shapes with the Pen tool and using the History panel.
Learning Adobe Photoshop CS4	Module 1: Introduces the Adobe Photoshop CS4 basics such as the use of layers, using workspaces, using the drawing tools, selection techniques, modifying images, combining shapes and photographs, adding text to designs, adjusting the look of photographs, using masks, creating 3D shapes, saving files in different formats and saving files for the web.
	Module 2: Introduces advanced Adobe Photoshop CS4 features including cloning parts of images, applying filters to images, Adjustment layers, Fill layers, improving photographs of faces, using the History panel, working with perspective, adjusting the colour in photographs, creating animations, creating artwork, the Magnetic Lasso tool, replacing colours in images and content aware scaling.
	Module 3: Provides examples of some of the applications of Photoshop including the use of reflection, creating three-dimensional objects such as spheres and boxes, creating and saving 3-D styles, creating graffiti on a brick wall and on a building, creatiing accurate designs, displacing one image into another to add depth and motion to a 2D image and animation exercises using frames and the timeline.
Learning Adobe Photoshop CS3	Module 1: Introduces the Adobe Photoshop CS3 basics such as the use of layers, drawing tools, selection techniques, modifying images, combining shapes and photographs, adding text to designs, adjusting photographs, using masks and saving files in different formats.
	Module 2: Introduces advanced Adobe Photoshop CS3 features including cloning images, applying filters to images, Fill and Adjustment layers, improving photos of faces, the History palette, working with perspective, adjusting the colour, creating animations, the Magnetic Lasso tool and replacing colours in images.
Adobe Photoshop CS3 Applications	The exercises cover the use of reflection, creating three-dimensional objects such as spheres and boxes, creating and saving 3-D styles, creating graffiti on a brick wall and on a building, creating artistic sketches using Photoshop's filters and animation exercises using frames and the timeline.

Product	Description
Learning Adobe Photoshop Elements 8	Module 1: Introduces the Adobe Photoshop Elements 7 basics such as the use of layers, drawing tools, selection techniques, modifying images, combining shapes and photographs, adding text to designs, adjusting the look of photographs, using masks, using smart brushes and saving files in different formats.
	Module 2: Introduces advanced Adobe Photoshop Elements 7 features including cloning parts of images, applying filters to images, using artistic filters, Adjustment layers, improving photographs of faces, displacing images, lens correction, enhanced text effects, adjusting the colour in photographs, the Magnetic Lasso tool, the Magic Extractor Tool, the Recompose Tool, colour replacement and using grids and rulers
Learning Adobe Photoshop Elements 7	Module 1: Introduces the Adobe Photoshop Elements 7 basics such as the use of layers, drawing tools, selection techniques, modifying images, combining shapes and photographs, adding text to designs, adjusting the look of photographs, using masks, using smart brushes and saving files in different formats.
	Module 2: Introduces advanced Adobe Photoshop Elements 7 features including cloning parts of images, applying filters to images, using artistic filters, Adjustment layers, improving photographs of faces, displacing images, lens correction, enhanced text effects, adjusting the colour in photographs, the Magnetic Lasso tool, the Magic Extractor Tool, colour replacement and using grids and rulers.
Learning Adobe Photoshop Elements 6	Module 1: Introduces the Adobe Photoshop Elements 6 basics such as the use of layers, drawing tools, selection techniques, modifying images, combining shapes and photographs, adding text to designs, adjusting the look of photographs, using masks and saving files in different formats.
	Module 2: Introduces advanced Adobe Photoshop Elements 6 features including cloning parts of images, applying filters to images, using artistic filters, Adjustment layers, improving photographs of faces, using the History palette, lens correction, enhanced text effects, adjusting the colour in photographs, the Magnetic Lasso tool, the Magic Extractor Tool, colours in replacement and using grids and rulers.
Learning Adobe Photoshop Elements 3	Covers selecting parts of photos, modifying images, adding effects to images, repairing photos, the editing tools, text effects, creating designs, layer techniques, cropping photos, mask techniques, cloning parts of images, photo-merging and photo galleries.

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Microsoft

Access

Product	Description
Learning Microsoft Access 2016	Module 1: introduces the Access basics including starting a database, different field types, including Calculated Fields, finding and sorting data, the use of tables, queries, forms and reports, the different screen views, then linking these together through the use of switchboard forms and buttons.
	Module 2: introduces advanced Access functions including the use of macros, switchboards, reports with totals and sub-totals, creating relationships between tables, the use of sub-forms, building an invoice system, reporting sales data from an invoice system, using form tabs and creating find duplicates queries.
Learning Microsoft Access 2013	Module 1: introduces the Access basics including starting a database, different field types, including Calculated Fields, finding and sorting data, the use of tables, queries, forms and reports, the different screen views, then linking these together through the use of switchboard forms and buttons.
	Module 2: introduces advanced Access functions including the use of macros, switchboards, reports with totals and sub-totals, creating relationships between tables, the use of sub-forms, building an invoice system, reporting sales data from an invoice system, using form tabs and creating find duplicates queries.
Learning Microsoft Access 2010	Module 1: Introduces the Access basics including starting a database, different field types, including Calculated Fields, finding and sorting data, the use of tables, queries, forms and reports,the different screen views, then linking these together through the use of switchboard forms and buttons. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
	Module 2: Introduces advanced Access functions including the use of macros, switchboards, reports with totals and sub-totals, creating relationships between tables, the use of sub-forms, building an invoice system, reporting sales data from an invoice system, using form tabs and creating find duplicates queries. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
Learning Microsoft Access 2007	Module 1: Introduces the Access basics including starting a database, finding and sorting data, the use of tables, queries, forms and reports, then linking these together through the use of switchboard forms.
	Module 2: Introduces advanced Access functions including the use of macros, switchboards, reports with totals and sub-totals, creating relationships between tables, the use of sub-forms, building an invoice system, reporting sales data from an invoice, using form tabs and creating find duplicates queries.

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Excel

Product	Description
Learning Microsoft Excel 2016	Module 1: introduces the Excel basics including entering labels, values and formulas, formatting cells and worksheets, copying cell data, using Flash Fill, creating different types of charts such as Pie, Column, Line, Bar and Sparkline charts, applying Quick Analysis and using the drawing tools.
	Module 2: introduces advanced Spreadsheet features including IF statements, Lookup commands, creating Sales Invoices, creating Payroll/Payslip systems, using Macros and Buttons, financial and date calculations, creating Pivot Tables and Pivot Charts, using table filters and timelines, applying Conditional Formatting, and using AutoFormat, Styles and Save options.
Learning Microsoft Excel 2013	Module 1: introduces the Excel basics including entering labels, values and formulas, formatting cells and worksheets, copying cell data, using Flash Fill, creating different types of charts such as Pie, Column, Line, Bar and Sparkline charts, applying Quick Analysis and using the drawing tools.
	Module 2: introduces advanced Spreadsheet features including IF statements, Lookup commands, creating Sales Invoices, creating Payroll/Payslip systems, using Macros and Buttons, financial and date calculations, creating Pivot Tables and Pivot Charts, using table filters and timelines, applying Conditional Formatting, and using AutoFormat, Styles and Save options.
Learning Microsoft Excel 2010 and **Learning Microsoft Excel 2011 (Mac)**	Module 1: Introduces the Excel basics including entering labels, values and formulas, formatting cells and worksheets, copying cell data, creating different types of charts such as Pie, Column, Line, Bar and Sparkline charts, and using the drawing tools. *The 2010 version is available as an iPad specific multi-touch book through the iTunes iBookstore*
	Module 2: Introduces advanced Spreadsheet features including IF statements, Lookup commands, creating Sales Invoices, creating Payroll/Payslip systems, using Macros and Buttons, financial and date calculations, creating Pivot Tables, applying Conditional Formatting, and using AutoFormat, Styles and Save options. *The 2010 version is available as an iPad specific multi-touch book through the iTunes iBookstore*
Learning Microsoft Excel 2008 (Mac)	Module 1: Introduces the Excel basics of entering labels, values and formulas, formatting cells and worksheets, copying cell data, creating charts and using the drawing tools.
	Module 2: Introduces advanced Excel features including IF statements, Lookup Commands, creating sales invoices, payroll/payslip systems and financial and date calculations.
Learning Microsoft Excel 2007	Module 1: Introduces the Excel basics of entering labels, values and formulas, formatting cells and worksheets, copying cell data, creating charts and using the drawing tools.
	Module 2: Introduces advanced Excel features including IF statements, Lookup Commands, creating sales invoices, payroll/payslip systems, macros, and financial and date calculations.

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PowerPoint

Product	Description
Learning Microsoft PowerPoint 2016	A presentation for the mythical Wattle Valley Animal Park is progressively built throughout the chapters. Students learn to add different content to slide layouts including titles, text, clip art, photos, movie clips, tables, SmartArt diagrams and charts. The activities also include the use of animation effects, editing and formatting movie clips, transitions, action buttons, text formatting, slide masters, self-running shows, custom shows, slide show delivery, presentation view, adding sound tracks, exporting the presentation to a video file, merging images, screen sizes and using the Comments pane.
Learning Microsoft PowerPoint 2013	A presentation for the mythical Wattle Valley Animal Park is progressively built throughout the chapters. Students learn to add different content to slide layouts including titles, text, clip art, photos, movie clips, tables, SmartArt diagrams and charts. The activities also include the use of animation effects, editing and formatting movie clips, transitions, action buttons, text formatting, slide masters, self-running shows, custom shows, slide show delivery, presentation view, adding sound tracks, exporting the presentation to a video file, merging images, screen sizes and using the Comments pane. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
Learning Microsoft PowerPoint 2010 and **Learning Microsoft PowerPoint 2011 (Mac)**	A presentation for the mythical Wattle Valley Animal Park is progressively built throughout the chapters. Students learn to add different content to slide layouts including titles, text, clip art, photos, movie clips, tables, SmartArt diagrams and charts. The activities also include the use of animation effects, transitions, action buttons, text formatting, slide masters, self-running shows, custom shows, slide show delivery techniques, adding sound tracks and exporting to a video file.
Learning Microsoft PowerPoint 2008 (Mac)	A presentation for the mythical Wattle Valley Animal Park is progressively built throughout the chapters. Students learn to add different content to slide layouts including titles, text, clip art, photos, movie clips, tables, SmartArt diagrams and charts. The activities also include the use of animation effects, transitions, action buttons, text formatting, slide masters, self-running shows, custom shows, slide show delivery techniques and adding sound tracks.
Learning Microsoft PowerPoint 2007	A presentation for the mythical Wattle Valley Animal Park is progressively built throughout the chapters. Students learn to add different content to slide layouts including titles, text, clip art, photos, movie clips, tables, SmartArt diagrams and charts. The activities also include the use of animation effects, transitions, action buttons, text formatting, slide masters, self-running shows, custom shows, slide show delivery techniques and adding sound tracks.
Microsoft PowerPoint 2003 Activities	A presentation for the mythical Wattle Valley Animal Park is progressively built throughout the book. Students learn to use title, text, clip art, photo, movie clip, table and chart slides, as well as the use of animation effects, buttons, text formatting, slide masters and delivery techniques.

Word

Product	Description
Learning Microsoft Word 2016	Module 1: introduces the Word 2016 screen then covers the word processing basics including entering and formatting documents, spell and grammar checking, aligning text, find and replace, indents and margins, bullets and numbering, headers, footers, footnotes, title pages, page borders, using columns, using the drawing tools and adding images and videos.
	Module 2: Covers advanced Word 2016 exercises including using tab stops, table tools, sections, styles, table of contents, publishing tasks, inserting charts and smartart, mail-merging, mailing labels and envelopes, outlining, the Navigation pane, using equations, watermarks, themes, passwords and templates, and editing PDF files.
Learning Microsoft Word 2013	Module 1: introduces the Word 2013 screen then covers the word processing basics including entering and formatting documents, spell and grammar checking, aligning text, find and replace, indents and margins, bullets and numbering, headers, footers, footnotes, title pages, page borders, using columns, using the drawing tools and adding images and videos. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
	Module 2: Covers advanced Word 2013 exercises including using tab stops, table tools, sections, styles, table of contents, publishing tasks, inserting charts and smartart, mail-merging, mailing labels and envelopes, outlining, the Navigation pane, using equations, watermarks, themes, passwords and templates, and editing PDF files. *Also available as an iPad specific multi-touch book through the iTunes iBookstore*
Learning Microsoft Word 2010 and **Learning Microsoft Word 2011 (Mac)**	Module 1: Introduces the Word 2010 & 2011 basics including entering and formatting documents, spell and grammar checking, aligning text, find and replace, indents and margins, bullets and numbering, headers, footers, footnotes and title pages, page borders, using columns, using the drawing tools and inserting images.
	Module 2: Advanced Word 2010 & 2011 exercises including using tab stops, table tools, sections, styles, table of contents, publishing tasks, inserting charts and smartart, mail-merging, mailing labels and envelopes, outline view, themes and save options
Learning Microsoft Word 2007	Module 1: Introduces the Word 2007 basics including entering and formatting documents, spell and grammar checking, aligning text, find and replace, indents and margins, bullets and numbering, headers, footers, footnotes and title pages, page borders, using columns, using the drawing tools and inserting images.
	Module 2: Advanced Word 2007 exercises including using tab stops, table tools, sections, styles, table of contents, publishing tasks, inserting charts and smartart, mail-merging, mailing labels and envelopes, outline view, themes and save options
Learning Microsoft Word 2003 and **Learning Microsoft Word 2004 (Mac)**	Module 1: Introduces the Microsoft Word 2004 basics including entering and formatting documents, spell and grammar checking, aligning text, find and replace, indents and margins, bullets and numbering, using columns, using the drawing tools and adding images to documents.
	Module 2: Advanced Word 2004 exercises including using tab stops, table tools, sections, styles, table of contents, publishing tasks, inserting charts, mail-merging, mailing labels and envelopes, outline view, autosummarise and save options.

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Other Products

Google Apps

Product	Description
Learning Google Docs	Module 1: Introduces entering and formatting documents, spell and grammar checking, aligning text, find and replace, indents and margins, bullets and numbering, headers, footers, footnotes and title pages, using the drawing tools and adding images to documents.
	Module 2: Covers the use of tab stops, table tools, styles, table of contents, publishing tasks, nesting tables to place text in columns, using equations, using and creating templates, using Add-ons and inserting links, comments and sharing documents.
Learning Google Sheets	Module 1: Introduces entering labels, values and formulas, formatting cells and worksheets, copying cell data, creating different types of charts such as Pie, Column, Line and Bar charts, and using the drawing tools.
	Module 2: Covers IF statements, Lookup commands, creating Sales Invoices, creating Payroll/Payslip systems, financial and date calculations, creating Pivot Tables and applying Conditional Formatting and Data Validation.
Learning Google Slides	Covers adding different content to slide layouts including titles, text, clip art, photos, movie clips, tables, diagrams and charts, the use of animation effects, transitions, linking slides, text formatting, slide masters, presentation delivery techniques including slide and handout notes,using Word Art, adding comments, sharing presentations and publishing to the web.

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FileMaker Pro

Product	Description
Learning FileMaker Pro 10	Module 1: Introduces the FileMaker Pro 10 basics including finding and sorting data, creating a database, Standard Form layouts, Columnar Report layouts, creating data-entry screens, using the Drawing Tools, using pop-up menus, radio buttons and drop-down menus, using buttons, using the Tab Control tool to produce tabbed interfaces, data searching techniques and using calculation fields.
	Module 2: Introduces advanced FileMaker Pro 10 features including using scripts, totals and sub-totals, looking up data from external files, looking up data from internal files, creating relationships between tables (files), the portal tool, developing sales invoice systems, reporting on invoice systems, importing data, mailing labels, passwords, access privileges and accounts, and displaying data graphically.
Learning FileMaker Pro 8	Module 1: Introduces the FileMaker Pro 8 basics including finding and sorting data, creating a database, Standard Form layouts, Columnar Report layouts, creating data-entry screens, using the Drawing Tools, using pop-up menus, radio buttons and drop-down menus, using buttons, using the Tab Control tool to produce tabbed interfaces, data searching techniques and using calculation fields.
	Module 2: Introduces advanced FileMaker Pro 8 features including using scripts, totals and sub-totals, looking up data from external files, looking up data from internal files, creating relationships between tables (files), the portal tool, developing sales invoice systems, reporting on invoice systems, importing data, mailing labels, passwords, access privileges and accounts, and displaying data graphically.
Learning FileMaker Pro 7	Module 1: Introduces the FileMaker Pro 7 basics including finding and sorting data, creating a database, Standard Form layouts, Columnar Report layouts, creating data-entry screens, using the Drawing Tools, using pop-up menus, radio buttons and drop-down menus, using buttons, using the Tab Control tool to produce tabbed interfaces, data searching techniques and using calculation fields.
	Module 2: Introduces advanced FileMaker Pro 7 features including using scripts, totals and sub-totals, looking up data from external files, looking up data from internal files, creating relationships between tables (files), the portal tool, developing sales invoice systems, reporting on invoice systems, importing data, mailing labels, passwords, access privileges and accounts, and displaying data graphically.
Learning FileMaker Pro 6	Module 1: Introduces the FileMaker Pro 6 basics including creating databases, columnar reports and tables, sorting and finding information, data-entry techniques, buttons and scripts, and totalling items.
	Module 2: Introduces advanced FileMaker Pro 6 features including creating relationships between files, developing business invoicing systems, mailing labels and access privileges.

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Kahootz

Product	Description
Learning Kahootz 3	Covers selecting, moving and animating worlds, moving, cloning and animating objects, adding objects to worlds, 3D and 2D text, creating scenes, linking scenes, using the notepad, moving worlds and objects together, changing the appearance of worlds, adding sound, using the timeline, exporting Xpressions as movies and using actions.
Learning Kahootz 2	Covers selecting, moving and animating worlds, moving, cloning and animating objects, adding objects to worlds, 3-D text, creating scenes, linking scenes, using the notepad, moving worlds and objects together and changing the appearance of worlds.

iMovie/iPhoto

Product	Description
Learning iMovie HD 5.0	A movie based on the Victorian Surf Coast is progressively developed throughout the book. Students learn to insert and combine movie clips, edit movie clips, add motion and video effects, insert transitions, add titles, add sound tracks, export movies to QuickTime and iDVD, and use photos within movies.
Learning iPhoto 5.0	Covers organising and editing photos, creating photo slideshows, creating photo books, importing and exporting photos.

Junior IT Courses

Product	Description
Practice IT Book 1 Teacher Support Files	The Teacher Support Files provide more detailed tutorials and worksheets in PDF format for the activities in the Practice IT Book 1 (third edition) text book published by Cambridge University Press. The tutorials provide teachers with the choice of teaching from the book or giving the more detailed tutorials to students to work through at their own rate (or use a combination of the two approaches). The software covered on the CD are Microsoft Word 2003, 2004, 2007 and 2008, Windows Movie Maker, iMovie 08, Microsoft PowerPoint 2003, 2004, 2007 and 2008, Microsoft Paint, Adobe FireWorks CS4 & CS3, Adobe Photoshop CS4 & CS3, Adobe Photoshop Elements 6, Microsoft Excel 2003, 2004, 2007 and 2008, Microsoft Access 2003 and 2007, and FileMaker Pro 8 and 9.
Practice IT Book 2 Teacher Support Files	The Teacher Support Files provide more detailed tutorials and worksheets in PDF format for the activities in the Practice IT Book 2 (third edition) text book published by Cambridge University Press. The tutorials provide teachers with the choice of teaching from the book or giving the more detailed tutorials to students to work through at their own rate (or use a combination of the two approaches). The software covered on the CD are Microsoft Word 2003, 2004, 2007 and 2008, Adobe Photoshop CS4 & CS3, Adobe Photoshop Elements 6, Adobe Flash CS4, CS3 and 8, Adobe Illustrator CS4 & CS3, Microsoft Excel 2003, 2004, 2007 and 2008, Microsoft Access 2003 and 2007, FileMaker Pro 8 and 9, Adobe DreamWeaver CS4, CS3 and 8, Adobe InDesign CS4 & CS3 and Microsoft Publisher 2007.
Practice IT Book 1 Microsoft Office 2010 Support Files	The Microsoft Office 2010 Support Files provide more detailed tutorials and worksheets in PDF format using Microsoft Office 2010 for the software activities in the Practice IT Book 1 (third edition) text book published by Cambridge University Press. The tutorials provide teachers with the choice of teaching from the book or giving the more detailed tutorials to students to work through at their own rate (or use a combination of the two approaches). The software covered on the CD are Microsoft Word 2010, Microsoft Access 2010, Microsoft Excel 2010 and Microsoft PowerPoint 2010.

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Product	Description
Practice IT Book 2 Microsoft Office 2010 Support Files	The Microsoft Office 2010 Support Files provide more detailed tutorials and worksheets in PDF format using Microsoft Office 2010 for the software activities in the Practice IT Book 2 (third edition) text book published by Cambridge University Press. The tutorials provide teachers with the choice of teaching from the book or giving the more detailed tutorials to students to work through at their own rate (or use a combination of the two approaches). The software covered on the CD are Microsoft Word 2010, Microsoft Access 2010, Microsoft Excel 2010 and Microsoft PowerPoint 2010.
Practice IT Books 1 & 2 Adobe CS5 Support Files	The Adobe CS5 Support Files provide more detailed tutorials and worksheets in PDF format using the Adobe CS5 suite for the software activities in the Practice IT Books 1 & 2 (third edition) text books published by Cambridge University Press. The tutorials provide teachers with the choice of teaching from the book or giving the more detailed tutorials to students to work through at their own rate (or use a combination of the two approaches). The software covered on the CD are Adobe DreamWeaver CS5, Adobe Flash CS5, Adobe Photoshop CS5, Adobe Illustrator CS5, Adobe InDesign CS5 and Adobe FireWorks CS5.
Sample IT Projects	A collection of over 40 projects that can be used in stand-alone IT classes or as ICT projects within other subjects. The projects are provided as a PDF file and as individual Word documents which can be modified to suit school needs. Planning diagram suggestions are included within the instructions for each software type. The projects cover Word Processing, Spreadsheets, Databases, Web Page Authoring, Publishing, Flash, Photoshop, Kahootz, Movie Production and Computer Aided Design, ranging from years 7 to 12

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