

# ITQ Level 2

## WORD PROCESSING SOFTWARE

Estimated study time:  
7 and a half hours

The Word Processing Software tutorial, takes you through tasks in Word 2003 as per the ITQ Level 2, WP2 syllabus, covering the following topics:

- Opening and Text Manipulation
- Formatting Features
- Tabs and Tables
- Printing and Proofing
- Integrated Documents and Mail Merge
- Protection and Archiving

## SPREADSHEET SOFTWARE

Estimated study time:  
6 and a half hours

The Spreadsheet Software tutorial, takes you through tasks in Excel 2003 as per the ITQ Level 2, SS2 syllabus, covering the following topics:

- Creating, Opening and Saving
- Working with Cells
- Searching, Sorting and Filtering
- Formulas and Functions
- Charting
- Preparation and Printing

## DATABASE SOFTWARE

Estimated study time:  
7 hours

The Database Software tutorial, takes you through tasks in Access 2003 as per the ITQ Level 2, DB2 Plus 2006, Unit 3 syllabus, covering the following topics:

- Creating and Opening Databases
- Working with Tables
- Forms, Reports and Printing
- Retrieving Information

# ITQ Level 2

## ARTWORK & IMAGING SOFTWARE

Estimated study time:

3 hours

The Artwork and Imaging Software tutorial, takes you through tasks in Publisher 2003 as per the ITQ Level 2, ART2 syllabus, covering the following topics:

- Using Master Pages
- Templates, Printing and Proofreading

## PRESENTATION SOFTWARE

Estimated study time:

6 and a half hours

The Presentation Software tutorial, takes you through tasks in PowerPoint 2003 as per the ITQ Level 2, PS2 syllabus, covering the following topics:

- Using Existing Presentations
- Working with Objects
- Templates, Headers and Footers
- Slide Shows
- Proofing and Printing

## ARTWORK AND IMAGING SOFTWARE

Estimated study time:

4 hours

The Artwork and Imaging Software tutorial, takes you through tasks in Paint Shop Pro and Animation Shop as per the ITQ Level 2, ART2 syllabus, covering the following topics:

- Paint Shop Pro
- Animation and Printing

# ITQ Level 2

## WEBSITE SOFTWARE

Estimated study time:

6 hours

The Website Software tutorial, takes you through tasks in FrontPage 2003 as per the ITQ Level 2, WEB2 syllabus, covering the following topics:

- Building and Saving Webs
- Managing and Publishing Webs
- Using Tables
- Changing Web Appearance

## EMAIL

Estimated study time:

5 and a half hours

The Email tutorial, takes you through tasks in Outlook 2003 as per the ITQ Level 2, MAIL2 syllabus, covering the following topics:

- Creating and Sending Mail
- Basic Scheduling
- Contacts
- Folders, Saving and Printing

