



# migration<sup>xp</sup>

## Top Recommended Training Provider

Microsoft recommends Online Consulting as its “go to” training provider for companies needing migration training services. Here are some things that make Online the top Certified Technical Education Center (CTEC) in the Delaware Valley:

- **Complete.** Of course we offer all of the top Microsoft authorized technical courses. However, we also offer training for Office XP end-users, Security certification, and IT Project Management certification. No other company offers the breadth and depth of training that you find at Online Consulting.
- **Innovative.** We offer training that cannot be found by at other CTECs. We’ve designed several courses that to meet the needs of our clients. Specifically, we’ve created a 2-day Windows XP Essentials for Support Professionals course for companies who didn’t need the 5-day authorized course. We also host a Migration Workshop for Developers. This workshop customized to highlight the problems that developers will face as new software is deployed in your specific computing environment.
- **Cost-Effective.** We offer many additional services that are important to companies that are doing large software migrations. Our web-based registration system and on-demand reference materials for Office XP help lower costs. Our deskside support services help make training events more effective by apply new software features to on-the-job problems.
- **Trustworthy.** Online Consulting has been in the business of training for nearly 20 years. Founded in 1983, we are the oldest computer training company in the Delaware Valley. While other companies have come and gone, Online has thrived. Our honest approach to business and sincere interest in providing high-quality training and services has made us the most recommended training company in the region.



If you are about to do a software migration, we invite you to learn more about us by contacting one of our business development managers.

## What's Inside

This brochure contains overviews of our most popular courses requested during software migrations. For more detailed course outlines please visit our Web site at [www.onlc.com](http://www.onlc.com).



Also in this brochure, you’ll find some of the services and options we can provide. As each migration is unique, we invite you to discuss your migration plans with our Business Development Managers. From there we can develop a project plan and provide training and related services that meet your needs.

Be sure to also review the case studies which highlight the solutions we’ve accomplished for three organizations.

## Innovative Solutions

**Accelerated Training for Support Professionals.** We can provide support personnel with accelerated Office XP training so that they will be better prepared to field problems from new users. In addition, we have a 3-day Windows XP Essentials specifically designed for help desk professionals.

**Quick Reference Cards.** Not all training sessions require manuals. In many cases we can teach new features from Quick Reference Cards. These job aides provide structure for the class and are an excellent reference back on the job.

**On-Demand Reference Material.** Totalling over 3,000 pages, Online offers our complete library of Office XP courseware. Our electronic reference manuals provide an economical solution for companies that do not have a complete set of manuals available for each user.

**Deskside Support.** We can provide one-on-one software support at your desk. We can show you how to overcome a particular software problem on the job.

**E-Learning.** Online can provide your employees top-quality Office XP training at their desktop. Using the latest technology our instructors deliver synchronous classes. This option is especially helpful for providing training at remote locations.

ONLINE  
CONSULTING

# Migration Training at Online Consulting

## New Features Classes: Upgrade to Office XP

If you already know Microsoft Office programs and/or Microsoft Windows and are now upgrading to the XP version then you'll want our *New Features* level of classes. Designed specifically for individuals moving from earlier versions, we offer...



WMOUXP	Office XP New Features (Excel, Word & Outlook)	1 day / \$250
WPPUXP	PowerPoint XP New Features	0.5 days / \$145
WXPUXP	Windows XP New Features	0.5 days / \$145
WOUUXP	Outlook XP New Features	0.5 days / \$145

As with all of our titles, the New Features or upgrade presentations can be customized to meet the needs of your group.

## Microsoft Word

We offer 3 levels of Word training. The 1-day Introduction starts with simple documents, paragraph formatting, views and printing. The 1-day Intermediate level course reviews tables, simple graphics, columns, lists (bullets and numbered), and mail merge. The 1-day Advanced level course covers advanced formatting features such as styles, templates, and graphics. This course also reviews how to integrate worksheets and charts, use collaborative tools, and macros.

9.0 or XP	Word Introduction	1 day / \$250
9.0 or XP	Word Intermediate	1 day / \$250
9.0 or XP	Word Advanced	1 day / \$250

## Microsoft Outlook

Our 1-day Outlook class reviews working with the inbox; using folders to manage mail; using special mail features such as distribution lists and rules; working with calendars, meetings, and contacts; using tasks; and other special features such as archiving, views, security options, Out Of Office Assistant, voting buttons, and managing junk mail.

WOU1XP	Outlook XP Introduction	1 day / \$250
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## Microsoft Excel

We offer 4 levels of Excel courses. The 1-day Introduction reviews the basics of entering data, entering formulas, working with constants and absolute cell references, formatting, and printing worksheets. The 1-day Intermediate course explores how to use multiple worksheets, advanced functions and formatting, charts, styles and templates. The Advanced 1-day class covers advanced functions, charts, Scenario Manager, auditing tools, pivot tables, and macros. Our Excel Programming with Visual Basic for Applications class is for individuals who want to create their own VBA programs to automate Excel functions or to use objects in other applications.

9.0 or XP	Excel Introduction	1 day / \$250
9.0 or XP	Excel Intermediate	1 day / \$250
9.0 or XP	Excel Advanced	1 day / \$250
9.0	Excel Programming	3 days / \$1125

## Microsoft PowerPoint

We offer 2 levels of PowerPoint training. The 1-day Introduction reviews PowerPoint basics, creating presentations, manipulating slides and text, using the editing tools, working with clip art, and viewing and printing presentations. The 1-day Intermediate course covers drawing, working with and modifying objects, creating and modifying charts, creating custom slide designs, slide shows, and special features that help you deliver presentations, and creating diagrams, organization charts and tables.

9.0 or XP	PowerPoint Introduction	1 day / \$250
9.0 or XP	PowerPoint Intermediate	1 day / \$250

## Microsoft Access

We offer 3 levels of Access courses. Our Introduction and Advanced courses are for individuals who want to take advantage of the power of Access without programming. The 3-day Access Programming class is for individuals who need to automate repetitive tasks or write simple systems.

9.0 or XP	Access Introduction	2 days / \$470
9.0 or XP	Access Advanced	2 days / \$590
9.0	Access Programming	3 days / \$1125

## WORKSHOP

### Migration Workshop for Developers

New versions of Windows, SQL, or Exchange may have significant implications to your internal systems. The impact of these changes will be different for each organization. For this reason, Online Consulting offers a custom Migration Workshop for Developers. This workshop is typically 1 to 2 days in duration and gives your developers the opportunity to work with an expert in Microsoft technologies. Programmers will learn how to avoid system and security-related problems that can result in specific deployment.

*The structure of the course was great for learning Excel—perfect for someone at my level. Great hands on exercises.*

—Excel Advanced Student



## Windows XP Essentials for Support Professionals

This is the course IT Managers have been requesting for their help desk/support staff.

WXPI51 3 days / \$995

We offer this as an alternative to the 5-day official Microsoft class. In just three days our class will provide your staff with the essential information for supporting a Windows XP deployment. This shortened class duration allows companies to make the most of their training dollars and minimize the time their support staff is “off the job.” This course can be customized to focus only on the issues pertaining to your computing environment.

This training provides a complete overview of the most important issues in Windows XP support: installing Windows XP Professional; managing & troubleshooting hardware devices & printers; using disks & file systems; managing disks & data (disk cleanup, disk defragmenter, file & folder compression, using the Encrypting File System (EFS), folder sharing and security); restoring the system state; configuring the desktop; configuring power management; understanding networking models, accounts & policies; operating in a Microsoft Windows Network (TCP/IP, DNS, and WINS); assisting remote users; monitoring & tuning system operations; using performance counters, alerts & event logs.

## Deploying Windows XP Professional

This course is designed for software deployment specialists and IT administration and support

AM2520 1 day / \$425

professionals responsible for the planning and deployment of desktop operating systems in medium to large-size organizations.



With this training students will be able to deploy Windows XP Professional by using answer files and Remote Installation Services (RIS); prepare a computer for imaging; automate an upgrade of Windows XP Professional by using Microsoft Systems Management Server and software distribution by using Group Policy. To be ready for this

course students should have a general knowledge of installing and configuring Microsoft Windows; A+ certification and Network+ certification or equivalent; general knowledge of Active Directory; Microsoft Management Console (MMC); networking concepts.

## Implementing & Supporting Windows XP Professional

This course addresses the implementation and desktop support needs of companies that are

AM2272 5 days / \$2125

planning to deploy and support Windows XP Professional. The course is designed for IT professionals who provide Helpdesk support for Windows XP Professional desktops or who are interested in passing the Microsoft Certified Professional exam, 70-270. Before attending this course, students must have A+ and Network+ certification or equivalent knowledge.

After this training, students will be able to install/upgrade to Windows XP Professional; automate an installation by using answer files and Uniqueness Database Files (UDFs), or by using the Microsoft Windows 2000 System Preparation Tool; manage disks; configure and manage file systems; troubleshoot the boot process; configure the desktop environment, and use profiles to control desktop customization; support remote users; and monitor resources and performance.

# CERTIFICATION

## Microsoft Office Specialist

Formerly Microsoft Office User Specialist Certification (MOUS)

The Microsoft Office Specialist certification is a comprehensive, performance-based program approved by Microsoft. This certification validates desktop computer skills using one or more of these Office applications:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Access

You can become an Office Specialist for either the XP or 2000 version.

The Office Specialist program offers varying levels of certification—Core, Expert, and Master. By passing one of the approved authorized exams you can become a Core level Office Specialist for that application. The level of certification you wish to achieve will determine how many exams you must pass.

Our Microsoft Office courses along with some self study will help prepare you for the authorized exams. To learn more about this credential see...

[www.microsoft.com/officespecialist](http://www.microsoft.com/officespecialist)

## Deploying Office XP

AM2505 2 days / \$850

This course provides departmental and enterprise-level migration support personnel with the skills necessary to deploy and configure Office XP. Students must have expertise with Windows desktop administration and configuration; must have completed 2151: *Microsoft Windows 2000 Network and Operating System*.

At the end of the course, students will be able to prepare for an Office XP deployment by selecting an Office XP product suite and creating an administrative installation point; customize an Office XP installation by using the Custom Installation Wizard, the Office Profile Wizard, and system policies; select a method for deploying Office XP; upgrade a computer running Office 97 to Office XP; maintain and repair Office XP installations.

## Planning Collaborative Solutions with Office XP Technologies

AM2381 2 days / \$850

Office XP can integrate with other collaborative technologies such as SharePoint, Exchange, SQL Server, BizTalk Server, Digital Dashboards. This overview course will provide a framework for the evaluation of these technologies, what business problems they can help resolve, and the skill sets needed for each of the technologies.

This course will help decision makers gain the technical knowledge needed to make informed decisions about implementing collaborative solutions.

## CASE STUDY

### Migration Case Studies

**Financial Institution.** A financial institution was upgrading over 3,000 users to Microsoft Office and Windows XP. Online partnered in a project management role to help plan, budget, and coordinate the training aspects of the deployment.

In addition to end-user training, we provided IT Project Management training, communication planning, and technology training to help desk and system engineer staff. Students received custom job aides as part of the deployment and training was delivered in-region as well as in multiple sites located throughout the USA.

**Large University.** Online was able to provide services similar to a complete in-house training department to a large university. The university managed the facilities and we did everything else from planning the curriculum, to developing the schedule, to registering students.

To help drive costs from the system we provided extensive programming services to seamlessly integrate our web-based registration system into their existing intranet site so that students can review the schedule and register for courses on-line. We also create monthly newsletters that describe the migration and on-going application training offerings to the university's staff.

**US Navy.** A regional office of the US Navy wanted to migrate almost 4,000 users to Outlook 2000 from Lotus Notes. Online was selected because we were able to offer innovative, cost-effective training solutions.

Of particular interest to the Navy was our 3,000+ page downloadable Microsoft Office reference library. This provided an economical alternative to purchasing a complete set of Office manuals for each user.

## SERVICES

### Online's Electronic Training Support System

Corporations can take advantage of our extensive electronic training support system. The system allows you to schedule classes, register students, keep instructors informed of changes, and produce management reports...

- **Web-Based Registration System.** In large deployments we create and customize a training registration and administration portal just for your company. On the registration page students can view class schedules, course outlines, and register or cancel a class. On the administration page you can view enrollment levels, create a class roster, and send an email to the entire class.
- **Confirmation emails.** Once students register, a confirmation email is automatically generated by the system. E-mail confirmations detail the title, date, time and location of the training session, including directions and can be routed to managers for approval.
- **Class Evaluations.** Students use our web-based evaluation system when a course is completed. An Evaluation Summary report can then be generated. This summary details the class scores, averages and comments. A weekly report of evaluations can be e-mailed to you automatically.
- **Management Reports.** Online can provide you with regular management reports detailing number of people trained, course evaluation summaries, and cost code information for charge back purposes.

Online developed this system and has refined it based on years of training experience. It gives us the ability to offer our corporate customers an extremely high level of customer services and quality control at a low cost.

INFORMATION  
REGISTRATION

**1-800-288-8221** or **www.onlc.com**

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