



Microsoft IT Academy Online Learning



As an IT Academy, we have access to the Microsoft Online Learning modules for the over 200 programs, attached is a list of some of Office and Windows tutorials available. These modules are available to learners registered with the school. For more information please e-mail community@westpark.derby.sch.uk.

Each module contains a Pre-Assessment test to enable you to identify your areas of weakness. You can work through all the modules or only those where you have particular weaknesses.

Access to the learning material is obtained through the web address <https://itacademy.microsoftlearning.com>.



Fig. 1

Click on the **Sign In** button

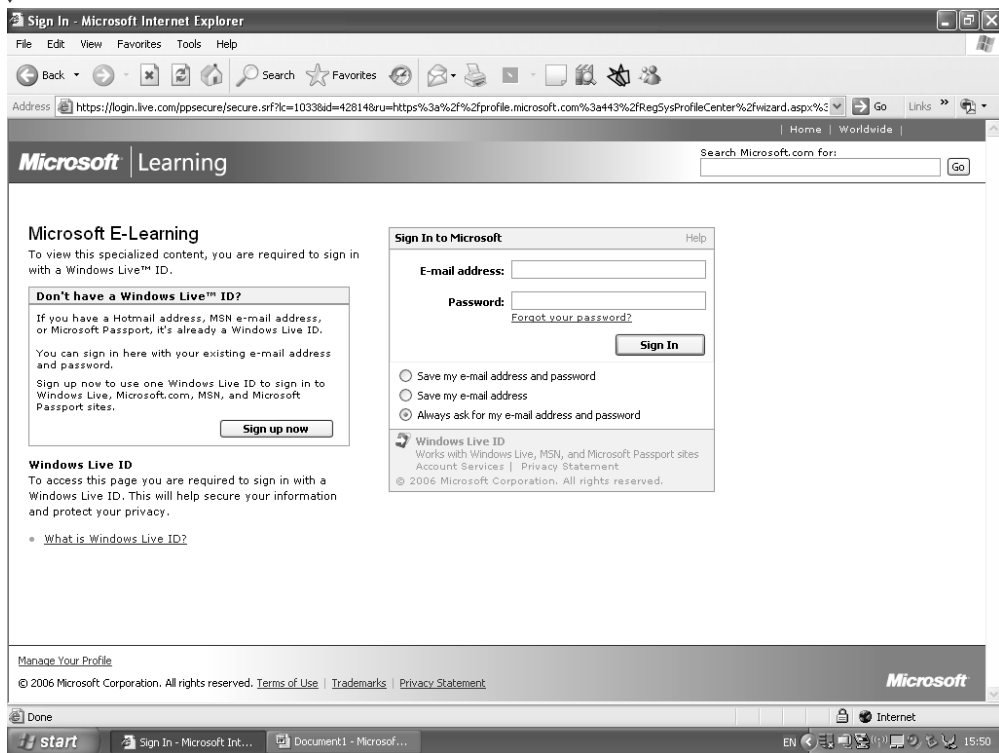


Fig. 2

If you do not have a Windows Live ID, it will be necessary to select the **Sign up now** option. The screen below will be shown.

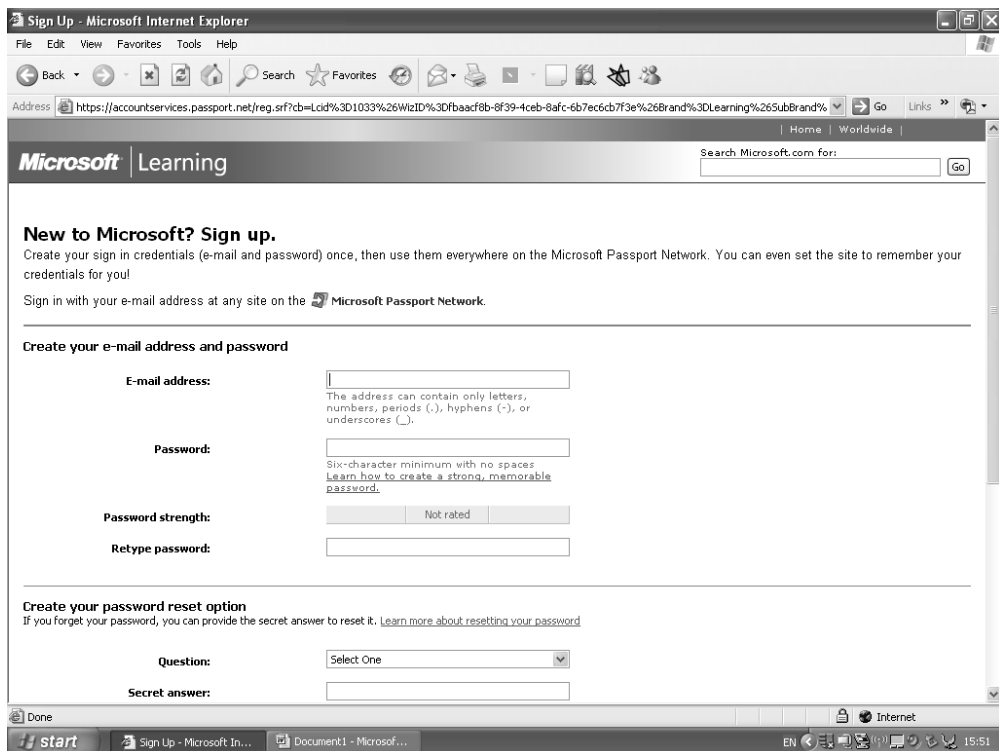


Fig. 3



After the appropriate information has been entered a verification e-mail will be sent to the e-mail address entered.

It will be necessary to access this e-mail and click on the verification link to complete the process. You then need to sign on by entering your password then sign on as above.

Once signed on, the student e-learning screen below is displayed.

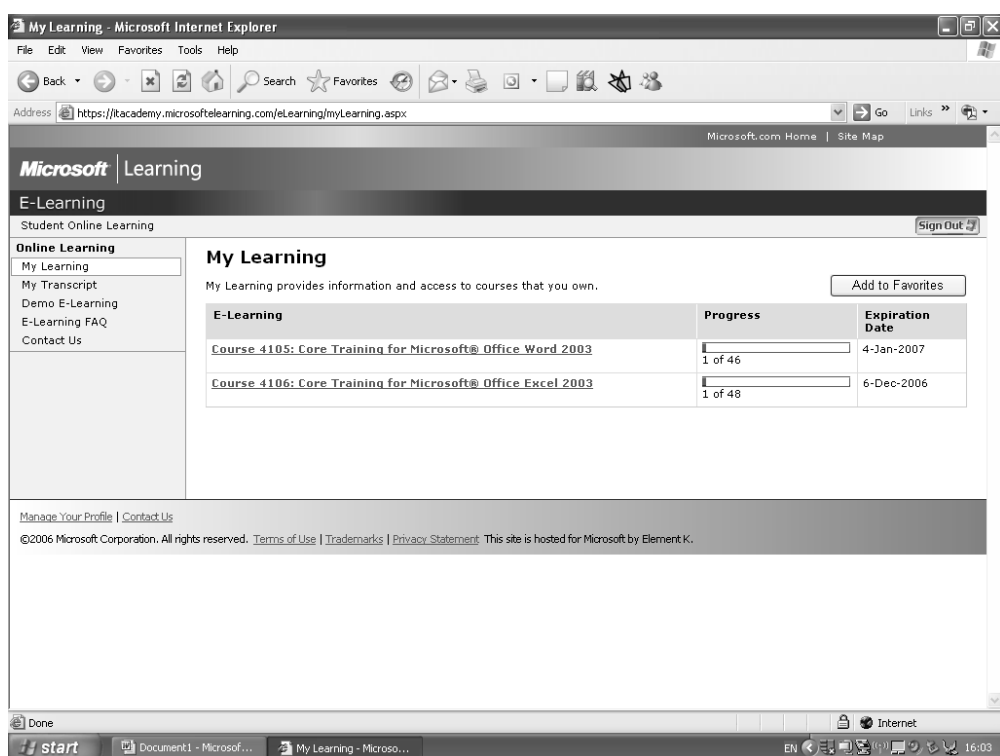


Fig. 4

Initially there will be no content as an Access Code is required to enable you to access the online learning material.

This code is entered in the Access code on the screen shown in Fig. 1. Remember to click on the Acceptance of Conditions field before pressing Send.



Examples of the screens

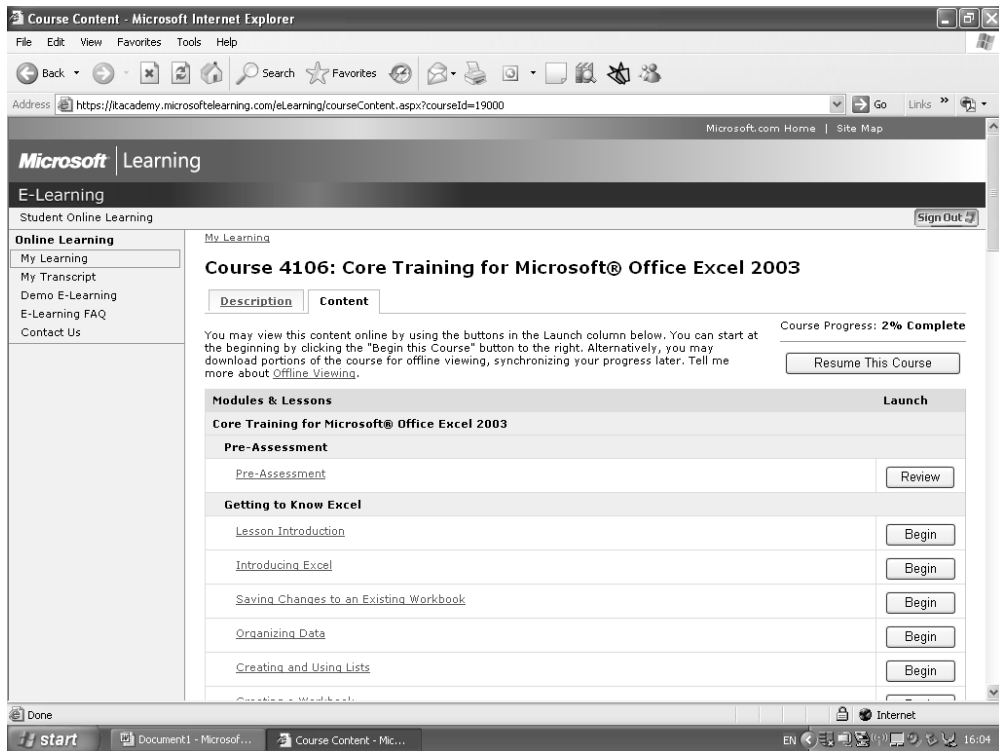


Fig. 5

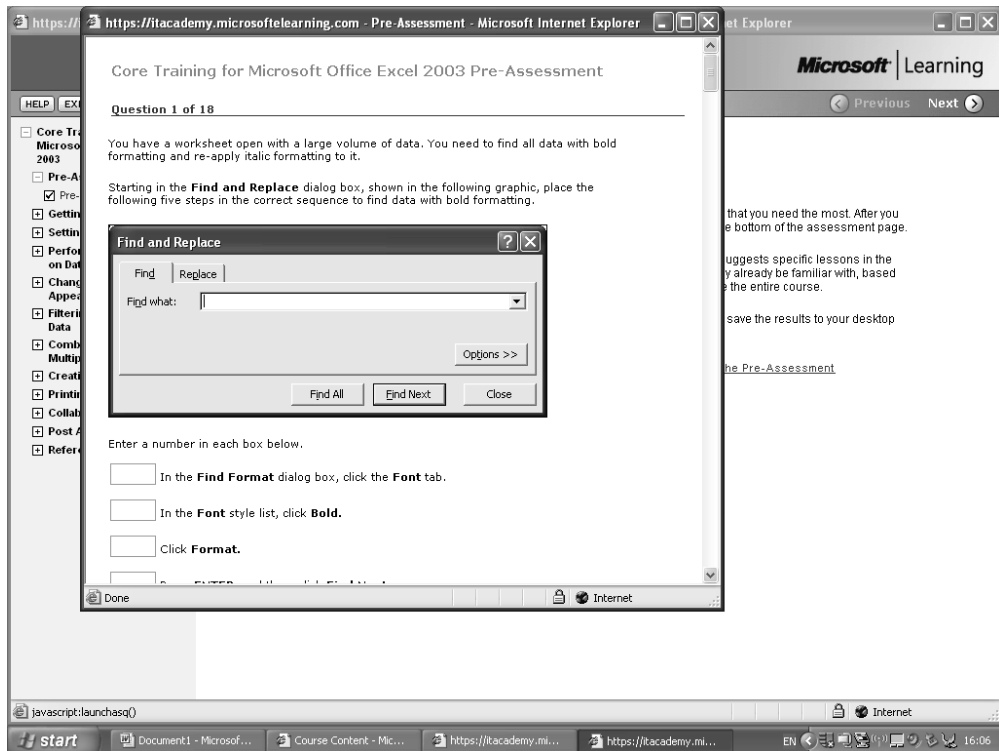


Fig. 6



Examples of Courses Currently Available

- Collection 5257: Core Training for Windows Vista
- Collection 5258: Core Training for Microsoft Office Word 2007
- Collection 5259: Core Training for Microsoft® Excel® 2007
- Collection 5260: Core Training for Microsoft Office PowerPoint 2007
- Collection 5261: Core Training for Microsoft Outlook 2007
- Collection 5262: What's New in the 2007 Microsoft Office System
- Collection 5263: Core Training for Microsoft Office Access 2007
- Collection 5264: Core Training for Microsoft Office Project 2007
- Collection 5265: Core Training for Microsoft Office Visio 2007
- Course 3392: Working with Windows Vista™
- Course 4100: Core Training for Microsoft Access 2003 Fundamentals
- Course 4101: Advanced Training for Microsoft Excel 2003
- Course 4102: Advanced Training for Microsoft Word 2003
- Course 4103: Core Training for Microsoft PowerPoint 2003
- Course 4104: Core Training for Microsoft Outlook 2003
- Course 4105: Core Training for Microsoft Word 2003
- Course 4106: Core Training for Microsoft Excel 2003
- Course 4107: Advanced Training for Microsoft Outlook 2003
- Course 4120: Core Training for Microsoft® Windows® XP Professional
- Course 4127: Core Training for Microsoft Access 2002 (ITA)

Please e-mail community@westpark.derby.sch.uk for access code information.