

SAP OVERVIEW

1. SAP R/3 Release 4.6: Getting Started

Course Summary:

This online course provides an introduction to entering SAP R/3 Release 4.6 and using its interface.

Course Objectives:

1. After completing this course, you should be able to:
2. Explain the origins and system of SAP R/3
3. Log on to and off of the SAP system
4. Navigate the SAP R/3 Interface using the keyboard and menu bar

Course Outline:

1. Getting Started
2. Logging On to R/3
3. R/3 Interface Overview
4. Working with the User Menu

Course Features:

1. Exercises that allow users to practice the application
2. A file containing the text of the exercises
3. Simulations that allow users to practice course skills, even if they don't have access to the application
4. A glossary
5. A Skill Assessment

2. SAP R/3 Release 4.6: Using the Task Interface

Course Summary:

This online course familiarizes the user with the task screen, including all the ways to enter task information and save tasks in progress.

Course Objectives:

After completing this course, you should be able to:

1. Navigate to a task
2. Use the different parts of a task screen

3. Use the toolbar to affect a task being entered
4. Use the Easy Access Menu
5. Use check boxes and radio buttons
6. Use tabs and tab strips in a task
7. Save and cancel data in a task screen
8. Hold and set data
9. End a task

Course Outline:

1. Tasks
2. Elements of a Task Screen
3. Using the Toolbar and Menu Bar with Tasks
4. Course Features:
5. Exercises that allow users to practice the application
6. A file containing the text of the exercises
7. Simulations that allow users to practice course skills, even if they don't have access to the application
8. A glossary
9. A Skill Assessment

3. SAP R/3 Release 4.6: Working with Data in a Task

Course Summary:

This course shows users how to enter, search, modify, and print tasks in SAP.

Course Objectives:

1. After completing this course, you should be able to:
2. Enter data in a task
3. Search for a previously-entered task
4. Modify a previously-entered task
5. Print a task
6. Course Outline:
7. Stepping Through a Basic Task
8. Searching/Updating in a Process
9. Printing in a Task
10. Course Features:
11. Exercises that allow users to practice the application
12. A file containing the text of the exercises
13. Simulations that allow users to practice course skills, even if they don't have access to the application

14. A glossary
15. A Skill Assessment

4. SAP R/3 Release 4.6: Optimizing R/3 and Getting Help

Course Summary:

This online course shows the user how to customize the interface and how to access the R/3 help systems.

Course Objectives:

1. After completing this course, you should be able to:
2. Add shortcuts and favorites to the User Menu
3. Change the user settings
4. Manage multiple SAP sessions
5. Access the R/3 help systems

Course Outline:

1. Adding Shortcuts and Favorites
2. User Data and Settings
3. Multiple Sessions
4. Getting Help as You Work

Course Features:

1. Exercises that allow users to practice the application
2. A file containing the text of the exercises
3. Simulations that allow users to practice course skills, even if they don't have access to the application
4. A glossary
5. A Skill Assessment

5. SAP R/3 Release 4.6: Reporting

Course Summary:

This course shows the user how to create pre-configured reports, and to create and use report variants.

Course Objectives:

After completing this course, you should be able to:

1. Create a pre-configured report

2. Customize a pre-configured report
3. Print a report

Course Outline:

1. Reports and Lists
2. Creating a Pre-Configured Report
3. Adjusting a Pre-Configured Report
4. Report List Output

Course Features:

1. Exercises that allow users to practice the application
2. A file containing the text of the exercises
3. Simulations that allow users to practice course skills, even if they don't have access to the application
4. A glossary
5. A Skill Assessment