

Microsoft Office Training Course Outlines

Microsoft Access

Level 1 - Enabling beginners to learn the basics.

Overview

This practical, hands-on course is designed for database users who need to acquire Access skills quickly and effectively. Practice tasks and case studies ensure that fundamental techniques can be applied quickly in a demanding financial and business environment.

Duration

1 Day

Requirements

No previous knowledge of Access is necessary, but you need to be able to manage and navigate Windows, save and retrieve documents and use a mouse to select data.

Objectives

- Create a database containing related tables
- Create and identify relationships between tables and define referential integrity
- Work with data, including sorting and filtering records
- Select data with queries and control selection by setting criteria and parameters
- Define and run queries using multiple tables
- Add calculated fields to queries.

Content

Overview of Access:

The concept of a relational database; managing information effectively; working with databases and how Access objects work together to allow you to add, edit, find and report on information.

Creating databases and tables:

Creating a table; using the Table Wizard; defining field names and data types; overview of available data types; establishing a primary key; saving the table definition.

Setting field and table properties:

Validating data entry; using the Expression Builder; creating an index.

Creating relationships between tables:

An overview of relationships; defining and understanding one-to-one, one-to-many and many-to-many relationships; normalising data; working with the relationships window; setting referential integrity and related options.

Entering and editing information:

Opening and closing databases and tables; entering data in the datasheet; how records are saved; editing records; shortcuts for entering repeating information and dates; working with sub-datasheets.

Locating, filtering and sorting records:

Finding records; sorting records; sorting on more than one field; defining and applying filters; clearing filters and sorting.

Customising datasheets:

Changing column widths; choosing the font; printing the datasheet.

Selecting data with queries:

Creating queries; refining selection by setting criteria and parameters; adding calculated fields to a query; querying multiple tables; creating summary queries; setting query properties; saving and running queries.

Introducing forms and reports:

Creating basic forms and reports using wizards.

Level 2 - Showing experienced users how to develop their skills.

Overview

This is a practical hands-on course designed for database users who need to extend their Access skills. Practice tasks and case studies ensure that techniques can be applied quickly in a demanding financial and business environment.

Duration

1 Day

Requirements

The course assumes that you have a basic understanding of relational databases, and that you know how to create tables and select data with queries.

Objectives

- Import and link data and describe the difference between importing and linking
- Create and use action queries to delete, update and append data
- Export and use data in another application
- Create forms using wizards, and use basic design techniques to make them more user-friendly
- Create reports using wizards, and modify the layout using basic design techniques.

Content

Reviewing Access:

How Access objects work together; the importance of using appropriate relationships in a database; creating and running queries with various criteria.

Working with imported data:

Importing or linking data; importing data from other applications (such as Excel or text files); importing from other Access databases; defining an import specification.

Exporting data:

Exporting to a text file, worksheet or database files; merging Access data with a Word document.

More on queries:

Using the query wizards to find duplicates or unmatched records; using action queries to create tables, delete data, append or update records; summarising information with cross-tab queries and totals.

Creating forms and reports:

Using the form and report wizards to create a basic form and report.

Customising forms:

Using form design view; adding controls; setting properties of controls; setting form properties; changing the tab order.

Customising reports:

Working in design view; report sections and their properties; working with groups; adding subtotals and totals; controlling page breaks.

Level 3 - Allowing expert users to complete their knowledge.

Overview

This is a practical hands-on course designed for experienced Access users to extend their skills and expertise.

Duration

1 Day

Requirements

This is a practical hands-on course designed for experienced Access users to extend their skills and expertise.

Objectives

- Design and create complex forms and reports, including graphics, sub-forms and sub-reports
- Automate a database using macros and command buttons
- Add finishing touches to a database application including switchboard forms and start-up options
- Set security levels to control access to your database and objects
- Customise menus and toolbars.

Content

Designing forms:

Understanding the design window; form sections; adding controls; bound, unbound and calculated controls; adding tab controls; synchronising sub-forms; using list and combo boxes; using a combo box to set query parameters.

Designing reports:

Designing a report; grouping, sorting and summarising; report sections and properties; controlling layout, pagination and page setup; embedding a sub-report; creating a report snapshot; embedding pictures and graphics in forms and reports.

Understanding events:

Exploring Access events; default behaviours for events; how to customise and control event behaviours.

Automating your database:

Creating macros; adding actions arguments and comments; automating data entry with macros; using macros to print records; creating pop-up forms with macros.

Creating an application:

Toolbars and key assignments; creating custom menus; creating keyboard assignments; customising toolbars; attaching custom toolbars to forms.

Implementing security:

Splitting the database; setting passwords; setting a database password; protecting the front end database; testing security settings. Creating queries; refining selection by setting criteria and parameters; adding calculated fields to a query; querying multiple tables; creating summary queries; setting query properties; saving and running queries.

Microsoft Excel

Level 1 - Enabling beginners to learn the basics.

Overview

This practical hands-on course is designed for spreadsheet users who need to acquire Excel skills quickly and effectively. Practice tasks and case studies ensure that fundamental techniques can be applied quickly in a demanding financial and business environment.

Duration

1 Day

Requirements

You need to have basic Windows skills, including opening and saving, copying and moving information, and working with a keyboard and mouse.

Objectives

- Build effective spreadsheets using a range of efficiency features
- Perform calculations using formulas and functions
- Use a range of auditing techniques to verify accuracy
- Format and print different areas of workbook
- Create and print a range of different charts.

Content

Getting started:

Elements of the Excel workspace; quick ways to select and navigate; different ways to get help; workbook design – tips and best practice.

Building workbooks:

Entering data; quick ways to enter data; managing worksheet; copying and moving data; editing and making changes; calculating with formulas; saving and opening/closing workbooks.

Calculating with formulas and function:

Creating a formula; relative and absolute references; precedence/ order of calculation; overview of functions; statistical and mathematical functions; creating and using range names; using data validation.

Presentation techniques:

Formatting shortcuts; using Format Cells; changing column widths and row heights; inserting extra rows and columns; hiding rows and columns; freezing panes; conditional formatting; custom number formats.

Printing:

Deciding what to print; checking output with page break preview; checking print preview; changing page setup (including headers and footers); printing.

Charting:

Creating a chart quickly with the chart wizard; using the chart toolbar; range finder in charts; fine tuning your chart; adding and removing data; changing the scale; setting fill effects and special effects; printing a chart with the data; creating your own custom chart, troubleshooting charts.

Level 2 - Showing experienced users how to develop their skills.

Overview

This is a task based, practical course designed for Excel users who need to consolidate skills and extend their knowledge. Starting with a review of basic features, participants will explore the capabilities of some of the powerful calculation and analysis facilities.

Duration

1 Day

Requirements

You need to understand the basics of Excel, be able to construct formulas and simple functions, and modify workbook structure by inserting/deleting sheets, rows and columns.

Objectives

- Organise and manage worksheets and workbooks
- Link and consolidate data across worksheets and workbooks
- Use complex and nested formulas and functions
- Import data from other sources, including text files and web data
- Manage data lists and text
- Analyse data using pivot tables.

Content

Reviewing Level 1:

A review of formulas and functions; absolute and relative references; using range names.

Working with complex formulas:

Using logical and conditional functions; nesting functions; using lookup and reference functions; working with text functions; using 'text to columns'.

Linking and consolidating data:

Summarising data from different worksheets and workbooks; consolidating by position or by label; 3D formulas; linking and embedding; importing and exporting data; creating and using hyperlinks.

Managing lists:

List rules and conventions; shortcuts and tips for data entry in list format; using outlines; sorting and filtering a list; extracting data to another location; adding and removing subtotals.

Analysing data:

Creating a pivot table report; modifying and formatting a pivot table; creating charts from pivot tables; using slicers to interactively filter data and charts and sparklines to present data in an understandable way.

Level 3 - Allowing expert users to complete their knowledge.

Overview

This is a task based, practical course designed for professional Excel users who need to acquire advanced skills and to customise Excel. Participants will explore the capabilities of some of the powerful calculation and analysis facilities.

Duration

1 Day

Requirements

To attend this course you must be able to select non-adjacent ranges (such as data from column A, D and F), use logical and lookup functions, create and manage linked formulas, sort and filter data in lists, and create and modify charts..

Objectives

- Use modelling and analysis tools
- Save views, scenarios and report settings to print compound reports quickly
- Create, protect and use workbook templates
- Share workbooks with other users and maintain a history of changes
- Customise Excel to suit your way of working
- Record and run a macro to automate repetitive tasks.

Content

Data Analysis and Modelling Tools:

Finding an answer with 'Goal Seek'; using solver; setting up a data table; comparing and summarising results with scenarios; saving different solutions.

Views and reports:

Defining and saving different views of the same workbook; saving scenarios and solver solutions as views; preparing a composite report; showing views; printing reports.

Sharing a workbook:

Saving, updating and reviewing changes; keeping a change history; merging copies of the same workbook; preparing copies of a workbook to be reviewed; troubleshooting merged workbooks.

Creating templates:

Conditions and benefits of templates; where templates are stored; special templates (such as BOOK.XLT and SHEET.XLT); special locations for templates; setting format styles within templates.

Customising Excel:

Customising toolbars and menus; adding and removing commands from toolbars; creating a new toolbar; Excel options; calculation options.

Automating repetitive tasks:

Preparing to record a macro; naming/editing a macro; recording commands; assigning a macro to a keyboard shortcut or toolbar button; recording relative or absolute references.

Microsoft Excel VBA

Level 1 - Enabling beginners to learn the basics.

Overview

This modular hands-on course is aimed at experienced Excel users who need to automate repetitive tasks and customise Excel. Participants will acquire a sound working knowledge of VBA, to develop and automate spreadsheet solutions. The modular design includes practical examples and case studies.

Duration

1 Day

Requirements

This course assumes that you have an excellent knowledge of Excel. Previous programming experience is not required. mouse.

Objectives

- Build effective spreadsheets using a range of efficiency features
- Perform calculations using formulas and functions
- Use a range of auditing techniques to verify accuracy
- Format and print different areas of workbook
- Create and print a range of different charts.

Content

Overview of Macros:

Programming basics; recording and running macros in different modes; where to store macros; different ways to run a macro.

Overview of VBA:

Navigating the Visual Basic Editor; identifying your macro code; reading, editing and interpreting the code; inserting new modules; creating new procedures.

Interactive subroutines:

Displaying message boxes and input boxes; Declaring variables; using variables and constants; calling one procedure from another; passing variables; examining the scope, visibility and lifetime of variables.

Objects, properties and methods:

An introduction to the Excel Object Model; working with collections and containers; examining how to refer to objects; selecting and manipulating common objects; interrogating and setting object properties; using the Immediate Window.

Decision making and control structures:

Making decisions with IF and Select Case statements; using Do and For loop control structures.

Level 2 - Showing experienced users how to develop their skills.

Overview

This practical, hands-on course is aimed at participants who have used Excel VBA. You will enhance your knowledge of VBA, automating spreadsheet solutions. The modular design includes practical examples and case studies.

Duration

1 Day

Requirements

This course assumes that you have good knowledge of Excel and experience editing and writing macros in the VBA editor.

Objectives

- Explore the object model using the object browser and other tools
- Design and initialise a user-forms
- Implement error handling to make your macros more robust
- Create macros that respond to events, such as when a workbook is opened, or changed.

Content

Review of objects, properties and methods:

How to refer to objects; selecting and manipulating ranges; interrogating and setting object properties; using the Object Browser.

User defined functions:

Using VBA to write custom functions; understanding the structure of functions; creating user-defined functions with single and multiple arguments; testing functions; putting functions to work in VBA or in a worksheet; creating and distributing an add-in.

Responding to 'events':

Event handlers; creating code that will respond to application, workbook and worksheet events; using events to trigger macros.

Creating and using forms:

Designing a user-form; form controls and properties; initialising and showing your dialog box; assigning commands to form controls; responding to form events; running a user-form from a worksheet.

Error handling and debugging:

Types of error; setting breakpoints; using the immediate window; stepping through code; resetting; using handling run-time errors; creating error-handling code; ON ERROR and RESUME statements.

Level 3 - Allowing expert users to complete their knowledge.

Overview

This is a practical, hands-on course aimed at participants who have used VBA in Excel and have a good understanding of Objects, Properties, Methods and Events. You will consolidate and enhance your knowledge of VBA, automating spreadsheet solutions using PivotTable and Chart collections and interacting with other Microsoft examples. The modular design includes practical examples and case studies.

Duration

1 Day

Requirements

This course assumes that you have very good knowledge of Excel and experience writing procedures in the VBA editor.

Objectives

- Consolidate existing VBA knowledge
- Build and manipulate charts in VBA
- Build and modify PivotTables in VBA
- Interact with other Microsoft applications.

Content

Excel VBA Foundation:

Briefly consolidate VBA foundation skills; VBE tools to edit code efficiently; the object hierarchy; variables and control structures; event programming; error handling; user forms.

Creating and manipulating Charts:

Chart locations; using the macro recorder; creating charts that are either embedded or on a separate chart sheet; setting a dynamic data source; activating, formatting and deleting charts; looping through a chart collection.

Creating and manipulating PivotTables:

Identifying relevant PivotTable objects; PivotTable compatibility; creating a more complicated PivotTable including using calculated fields; creating a 'reverse' Pivot; refreshing PivotTables.

Working with other applications:

Use Excel VBA to interact with other Microsoft application; create PowerPoint presentations that display Excel charts; create Word documents that include an Excel range; work with Access recordsets.

Microsoft Office Upgrade

Upgrade to Office 2013 - For businesses upgrading to 2013.

Overview

This workshop is designed for users who are changing from an earlier version of Microsoft Office to Office 2013. Office 2013 is significantly different – and, although intended to be intuitive, task based, and ‘fluent’ – the new interface might be daunting at first.

The first thing you will ask is “Where is ...?” or “How do I...?” It is confusing for users who suddenly find that their favourite commands have changed or been moved. This workshop will help you to transfer your skills, make the most of the new interface and be amazed by some of the new features.

Duration

1 Day

Requirements

The course assumes that you are an experienced user of Office 2007 or earlier.

Objectives

- Navigate and manage the new user interface
- Locate familiar commands and explore new ones
- Understand and confidently use the significant enhancements in Office 2013
- Work more effectively with Office 2013 applications, including Outlook 2013
- Share data with colleagues safely and effectively.

Content

Exploring the new user interface:

Getting to grips with the task-oriented approach; understanding Ribbons and command groups; using the Quick Access toolbar; locating familiar commands quickly; discovering how to work with the new start screen; saving and sharing files in the cloud.

Excel 2013:

Using the Flash Fill tool to separate data; simplifying choices by using the Recommended Charts and Recommended PivotTables features; working with smart Chart tools; exploring Quick Analysis tools to format selected data; creating Excel tables – what they are and how to use them; making reports with the new Power View.

Word 2013:

Using the Reading mode and Resume Reading tool; inserting online videos into documents; collapsing or expanding parts of a document; working with live layout and alignment guides; formatting using the Quick Styles gallery; an overview of how to work with Quick Parts; setting default fonts and colours; using the new Simple Markup revision view and replying to comments; opening and editing PDFs.

PowerPoint 2013:

Using wide screen friendly Themes and colour variations; exploring Slide Master modifications and custom slide layouts; aligning and arranging objects using live drawing guides; merging common shapes and working with the Eye Dropper colour tool; applying new motion paths; understanding the new comments pane; working with great new presenter tools.

Outlook 2013:

Previewing messages and inline replies; using the quick action tools in the message list and the quick preview; creating Quick Steps to help manage your mailbox; prioritising items with the To-Do-Bar; using the Search tab; using the People Card to view a contact’s details; creating site Mailboxes for all your project team’s items; adding the Weather bar to your calendar view; working in scheduling view; sharing and viewing multiple calendars.

Microsoft Outlook

Level 1 - This is for new Outlook users.

Overview

New users of Outlook who want to make the most of scheduling, tracking and communication features. This course is also of benefit to existing users who need to consolidate and optimise their skills.

Duration

1 Day

Requirements

Although there are no prerequisites for this course, it would be helpful if you can use a mouse and basic Windows techniques such as opening and closing items, navigating and resizing windows.

Objectives

- Send, receive and store email messages, including forwarding and replying
- Attach files to messages, and describe the implications of doing so
- Organise messages and describe the importance of good housekeeping
- Store names, addresses, and other information about your business and personal contacts
- Maintain and use a personal calendar of appointments, events and meetings
- Create appointments and schedule meetings
- Create to-do lists and manage personal or group

Content

Review of objects, properties and methods:

How to refer to objects; selecting and manipulating ranges; interrogating and setting object properties; using the Object Browser.

User defined functions:

Using VBA to write custom functions; understanding the structure of functions; creating user-defined functions with single and multiple arguments; testing functions; putting functions to work in VBA or in a worksheet; creating and distributing an add-in.

Responding to ‘events’:

Event handlers; creating code that will respond to application, workbook and worksheet events; using events to trigger macros.

Creating and using forms:

Designing a user-form; form controls and properties; initialising and showing your dialog box; assigning commands to form controls; responding to form events; running a user-form from a worksheet.

Error handling and debugging:

Types of error; setting breakpoints; using the immediate window; stepping through code; resetting; using handling run-time errors; creating error-handling code; ON ERROR and RESUME statements.

Online - Best practices: 9 points in 90 minutes

Overview

Attendees will be regular users of Outlook who need to manage their activities and workflow more effectively. The course focuses on techniques for managing commitments and increasing personal effectiveness using Outlook tools.

Duration

90 Minutes

Content

Creating a system:

Finding the optimum screen layout; creating a system for incoming emails; housekeeping techniques; folder structures; managing mailbox rules.

Keeping track of follow-up activities:

Flagging and categorising items to action; knowing where to find saved information quickly and reliably.

Email Etiquette:

Take one last look; when to use Reply All; email subjects and content; tips to consider when forwarding emails; signatures.

Responding to emails:

The two minute rule; keyboard shortcuts; Reply or Reply All; email notifications; attachments; Out of Office notifications.

Processing emails in blocks:

The DANF system – Delete, Act Now or File; converting a message to an appointment/task; creating an appointment from individual parts of an email; assigning a task to a colleague; filing and flagging.

Finding emails:

Using the search tools tab; refining your search criteria; changing the scope; creating and saving a search folder; adding folders to your favourites area.

Maintaining contacts list:

Using contacts to address an e-mail; using email contacts to create a contact; setting up a contact group; creating a public contacts folder; viewing contacts by category.

Scheduling a convenient meeting:

Calendar permissions; private items; multiple time zones; calendar preferences; using the scheduling assistant; replying to meeting invitations; tracking responses and contacting attendees.

Working with the To Do Bar:

Using the date navigator; flagging emails to action; modifying the view settings of the To Do Bar.

Microsoft PowerPoint

Level 1 - This is for new PowerPoint users.

Overview

This task-based, hands-on course is suitable for new users of PowerPoint who want to create effective presentations incorporating text, illustrations, tables and graphs.

Duration

1 Day

Requirements

You need to have basic Windows skills, including being able to save and retrieve documents, copy and move information, and be confident with a keyboard and mouse.

Objectives

- Create, save and amend a presentation
- Create slides using text, drawings, charts and graphs
- Apply designs using built-in templates
- Print slides, notes and handouts.

Content

Getting started:

Starting PowerPoint; understanding the PowerPoint command bars and menus; common tasks bar; applying and customising different views; different ways to get help.

Working with text:

Selecting a slide layout; using placeholders; free-form text; adding, removing and modifying bullets and numbering; controlling layout with line spacing and text anchors; formatting techniques; indents and spacing; moving text around; using outline view to map out a presentation.

Proofing tools:

Automatic error detection and correction; controlling AutoCorrect; using and controlling spell check as you work; checking for presentation consistency with Style Check.

Navigation techniques:

Moving quickly from slide to slide; using outline view or slide sorter to modify the running order of a presentation.

Drawings and graphics:

Different techniques to create tabular layouts; inserting and modifying a table; adding borders and shading to a table.

Design templates:

Selecting a built-in design template; creating and modifying a colour scheme; modifying slide masters with text, drawings or pictures; creating and using a presentation template.

Graphs and charts:

Creating various types of charts; enhancing charts with colour, textures and pictures; inserting and modifying an organisation chart.

Printing:

Printing a presentation; choosing colour or black and white output; printing speaker's notes and handouts.

Level 2 - This is for more experienced PowerPoint users.

Overview

This course is specifically designed for experienced users to explore the full potential of PowerPoint. There will be time for delegates to raise questions relating to their own presentations.

Duration

1 Day

Requirements

To attend this course you must be able to create, save and amend a presentation; create agenda and summary slides; apply designs using built-in templates; print slides, notes and handouts.

Objectives

- Incorporate data from Office applications into a presentation
- Design and modify presentation templates
- Define transitions and animations for multimedia presentations
- Create agenda and summary slides
- Create interactive presentations using action buttons and hyperlinks
- Use PowerPoint to create and publish web pages
- Customise toolbars and default settings.

Content

PowerPoint Level 1 review:

A short review of presentation techniques: working with text: drawing techniques and effects: charts and graphs: applying design templates.

Working with other applications:

Importing an outline from Word: exporting a presentation to a Word document: using Excel data to create charts: embedding charts from Excel.

Design templates:

Creating and using slide and title masters; designing a slide colour scheme and background; converting a presentation into a template.

Special techniques:

Creating an agenda and summary slide; using action buttons to navigate through a presentation; using Slide Finder; inserting hyperlinks to other slides; settings for an interactive presentation.

Slide shows:

Preparing a slideshow; using animation and build effects; animating objects and charts; using sounds; setting timings; rehearsing a presentation; running an on-screen presentation without PowerPoint.

PowerPoint and Internet:

Saving a presentation as HTML; creating a web page from a Kiosk presentation; using the Internet Assistant and Animation Player.

Customising PowerPoint:

Setting preferences and file locations; customising command bars; automating tasks with macros.

Microsoft Project

Level 1 - This is for new Project users.

Overview

This hands-on course is for new users of Microsoft Project who want to be able to use it to manage projects effectively.

Duration

1 Day

Requirements

You need to have basic Windows skills, including opening and saving, copying and moving information, and working with a keyboard and mouse; some knowledge of project management techniques, such as critical path method (CPM), is helpful, but not essential.

Objectives

- Use Project to schedule, monitor and communicate details of a project
- Create a new project, defining scheduling and calendar options for the project
- Define tasks, timing and work breakdown structure
- Determine relationships between tasks
- Assign resources to tasks
- Build reports.

Content

Project management fundamentals:

Defining a project and project management; understanding the project lifecycle and aspects of the project triangle; review of key project management terms.

Getting started:

An overview of scheduling techniques including critical path method, Gantt charts and network diagrams; navigating the Project environment; different views of your project; using pre-made templates or importing info from Excel.

Groundwork:

Using manual or auto schedule; setting a start date and a schedule from setting; defining different working times and adding holidays and non-working time.

Tasks, timings and work breakdown structure:

Using task information; defining milestones and deadlines; understanding duration and elapsed time; working with constraints or deadlines; adding, changing and deleting tasks; creating an outline structure using summary tasks; reviewing the work breakdown; adding a project summary task; adjusting time scales.

Task relationships:

Adding tasks to the timeline. Links and dependencies between tasks; setting lag and lead times; task constraints; tracing task paths and viewing the critical path.

Managing resources:

Understanding resource driven or effort driven scheduling; assigning resources to tasks; multiple resource assignments; dealing with resource conflicts; leveling resources.

Monitoring and reporting:

Saving and viewing a baseline; filtering data; building graphical reports; creating a Burn Down report; formatting reports; copying a report into a presentation.

Level 2 - This is for more experienced Project users.

Overview

This hands-on course is for experienced users of Microsoft Project who want to enhance their expertise.

Duration

1 Day

Requirements

To make the most of this course, participants need some experience of Microsoft Project, including: entering tasks, assigning resources to tasks and printing reports and views. Although not a formality, participants should be familiar with most of the topics covered in Optimum's Microsoft Project Level 1 course.

Objectives

- Identify and fix problems in your schedule
- Manage the project as it progresses, tracking work in progress and managing conflicts
- Work with costs and budgets
- Combine multiple projects and consolidate resources
- Collaborate with team members, other project managers or project sponsors
- Share project information with other programs, such as Excel or Access
- Customise Project to match your way of working.

Content

Review resource management:

Resource driven or effort driven scheduling; using a resource calendar; assigning resources to tasks; resource costs, accrued costs and fixed costs; identifying and resolving resource conflicts and over-allocation.

Working with costs:

Applying costs to resources; assigning different rates to a resource; adding fixed costs; assessing costs; views to help with costs; using Excel links; creating and tracking resource budgets.

Tracking and updating the schedule:

Understanding tracking techniques, using the Tracking toolbar; adding the actual times and costs; updating tasks and updating the project; adding progress bars; working with baselines; comparing baselines with actual data; making the most of tracking views and tables.

Collaborating:

Sharing resources and resolving conflicts; creating a resource pool; attaching a project to a resource pool; monitoring all resource assignments; combining projects quickly; keeping information up-to-date; updating working times; opening a sharer file and updating the resource pool; creating dependency between projects. Exporting information to Excel and Access; copying and pasting information; opening or saving other file formats.

Customising Project:

Creating a custom view or a custom table; customising graphical reports; creating and using a Project template; customising the Global template; personalising toolbars and menus; recording and running a macro.

Microsoft SharePoint

Administrators - For modifying existing sites, creating new site users and administrators of SharePoint.

Overview

This course is designed for users and administrators of SharePoint sites who are responsible for using, managing and developing a professional and user friendly SharePoint environment. You will focus on working with, and modifying, existing sites and creating new sites for yourself and other users.

Duration

2 Day

Requirements

You need to be able to use a mouse and keyboard, and to be confident navigating the Web and Windows.

Objectives

- Describe ways SharePoint can enhance collaboration and increase effective working
- Define and implement a secure permissions structure
- Navigate different kinds of sites including team sites, document and meeting workspaces
- Customise SharePoint sites to make information easy to find for users of your site
- Add documents, check documents in / out and create version history for document
- Work with lists and calendars.

Content

SharePoint Sites – a different way of working:

Navigating home page and sub-sites; modifying sites; creating announcements, tasks, contacts and links; setting alerts to notify you when changes are made to a site; customising sites and searching for information.

Creating and modifying SharePoint sub-sites:

Configuring site creation; how to effectively add items to sites, including document libraries and lists; modifying the content of a home page; applying themes from the site gallery; creating site templates.

Working with documents and document libraries:

Overview of document libraries; sharing a document with team members; creating a document workspace; reviewing documents in a workspace; uploading a document; creating folders; checking documents out/in; viewing previous versions of the document and rolling back changes, using content management to add templates to your library.

Creating a SharePoint list:

Using lists; sorting and filtering to view information; offering alternative views; generating user defined fields, importing a worksheet as a list, using Site Columns for efficiency, using the 'Wiki Page as Front Page' site feature.

Surveys:

Creating, using and collating site surveys.

Site administration tasks:

Managing users and permissions; managing site groups; how to manage template galleries; performing a site analysis; reporting on usage.

Creating a personal web site:

Using SharePoint to create a MySite area, modifying both private and public views, using tags.

Setting up team sites - For setting up SharePoint team sites.

Overview

This course is intended for SharePoint users who will be setting up and using team sites for collaboration purposes.

Duration

1 Day

Requirements

Although there are no strict requirements for the course, participants need to be able to navigate the internet, open and close pages, and follow links.

Objectives

- Understand the basics of SharePoint navigation
- Create and modify new team sites
- Create, use and modify SharePoint components, such as document libraries and lists
- Add, modify and delete data from SharePoint components and integrate SharePoint with Microsoft Office
- Customise SharePoint sites to make information easy to find for users of your site.

Content

Introduction to the environment:

Introducing SharePoint; structure of sites; navigation around a site.

Creating and configuring new team-sites:

Creating new team sites; using and modifying team site components – document libraries, announcements, calendar, tasks, links, team discussions; modifying the content of a home page.

Working with lists:

Introducing all types of lists; adding, modifying and deleting content in lists; understanding effects of modifying data; sorting and filtering; understanding views – default and other views; importing and exporting to Excel.

Working with document libraries:

Understanding document libraries; creating folders in document libraries; creating new documents; uploading documents (single and multiple uploads); viewing and editing documents; managing document properties; checking documents out and in; deleting documents; understanding versions of documents.

SharePoint and email:

Using alerts; linking to documents, sites and lists; copying URLs and adding to emails.

SharePoint and Office:

Opening files from SharePoint in Microsoft Office; opening files from within Office and connecting to SharePoint; setting up shortcuts to SharePoint; using the shared workspace task pane.

Searching:

Searching for documents and content.

Site administration tasks:

Managing users and permissions; managing site groups.

Microsoft Word

Level 1 - Enabling beginners to learn the basics.

Overview

This hands-on, practical course is aimed at new users of Word who need to be able to create documents quickly and easily. The emphasis is on making the most of time-saving devices as well as techniques to enhance document layout and appearance.

Duration

1 Day

Requirements

Although no previous experience is necessary, you need to have basic Windows skills, including saving and retrieving documents, copying and moving information, and working with a keyboard and mouse.

Objectives

- Create, amend and print documents
- Apply formatting to enhance text and document layout
- Use and control automatic proofing and formatting
- Save and retrieve documents and save and re-use standard text and graphics
- Create and modify tables.

Content

Getting started:

Document windows and views; starting a new document; controlling menus and toolbars; mouse pointers and shortcuts; different ways to get help.

Open, save and close:

Starting a new document; using a template; saving documents; creating a new folder; filing techniques; using document properties; sorting and searching for documents; closing documents and closing Word.

Automatic typing:

Controlling automatic spell check; creating abbreviations; automatic language detection; automatic formatting; bullets and numbers; inserting the date; turning off automatic features; defining boilerplate text as AutoText; inserting an AutoText entry; using AutoComplete; printing an envelope or label with a letter.

Printing:

Setting print preview options; using 'shrink to fit'; selecting pages to print; choosing a printer.

Making changes:

Different ways to select text; moving and copying text; using collect and paste to paste multiple items; finding and replacing text and formats; using the undo, redo and repeat commands.

First formatting:

Changing the appearance of text; choosing fonts and sizes; applying borders and shading; using shortcut keys and the format painter; character positions and spacing; inserting special characters; using built-in styles to apply formatting.

Paragraph layout:

Understanding paragraphs; text alignment; line spacing and space between paragraphs; indenting text; setting, using and modifying tabs; decimal tabs and tab leaders.

Working with tables:

Overview of tables; inserting a table; drawing a table; adjusting row height and column width; distributing rows or columns evenly; merging and splitting cells; typing and navigating in a table; inserting row and column table headings; resizing and moving a table.

Level 2 - Showing experienced users how to develop their skills.

Overview

This is a hands-on, practical course for Microsoft Word users who want to extend their skills and explore advanced document processing techniques. The aim of this course is to equip participants with advanced text processing and publishing skills.

Duration

1 Day

Requirements

This course assumes you can create documents with several pages, incorporate tables, and that you can edit and format your documents effectively.

Objectives

- Use mail merge to create a variety of merged documents
- Construct and manage the structure of long and complex documents
- Customise and control bullets and numbering
- Create and modify tables
- Use, create and modify styles to apply consistent formatting.

Content

Mail merge:

The concept of mail merge; different sources of data; inserting merge fields; inserting Word fields; checking the results of a merge; selecting and sorting data; merging to a new document and/or a printer.

Document layout:

Setting margins and page layout; headers, footers and page numbering; using sections to apply different layouts; page numbering different sections; newspaper-style columns.

Working with long documents:

Creating a table of contents; adding footnotes and cross references; creating an index; navigating in a long document; an overview of fields; fields to use with long documents.

Bullets and numbering:

Adding bullets or numbers to paragraphs, controlling bullets and numbers; applying lists and heading styles; customising bullets and numbers; using outline and legal numbering; troubleshooting automatic numbering.

Working with styles:

Using styles from the Style Gallery for consistent formatting; saving the selected paragraph as a Style; modifying built-in styles; using styles to outline a document; an overview of templates.

Working with the Building Blocks Organiser:

Identifying the different Galleries found in the Building Blocks Organiser; storing items in the Building Blocks Organiser verses the normal template; creating a gallery item such as a Cover Page or Quick Table; saving a selection to the Quick Parts Gallery; inserting a Building Blocks item into your document.

Level 3 - Allowing expert users to complete their knowledge.

Overview

This is a practical course for experienced Word users to master advanced techniques, adapt and customise Word.

Duration

1 Day

Requirements

To make the most of this course you must be able to create complex documents incorporating tables of contents; use headers and footers, and control page numbering; use, create and modify styles to apply consistent formatting.

Objectives

- Design, create and use document and form templates
- Share documents and track revisions
- Assemble compound documents using a variety of techniques
- Customise menus, toolbars and assign keyboard shortcuts
- Add drawings and graphics to illustrate a document
- Record and run a macro.

Content

Designing templates:

What a template contains; creating, saving and storing a template; using an existing document as a template; templates and AutoText; attaching toolbars, macros and styles; designing a form template; adding form fields and setting properties; protecting a form and sections of a form; distributing an on-line form.

Tracking changes:

Revision marking; accepting/rejecting revisions; comparing/merging documents; saving versions.

Sharing documents with others:

Making documents available; protecting a document; annotating documents; reading an annotated document; sending documents.

Master documents:

Managing documents with Outline; document map; assembling documents; inserting charts and worksheet data; maintaining links; creating master and sub-documents; creating a table of contents/index for a master document; printing a master document.

Special formats and illustrating:

Borders and shading; page backgrounds; using the drawing tools; moving and resizing objects; grouping objects; using and editing AutoShapes; setting fills, lines, arrows, shadows and 3D effects; inserting Clip Art and WordArt.

Customising Word:

Adding buttons to a toolbar; creating new toolbars; assigning keyboard shortcuts; controlling the menu and toolbar display; setting Word options.

Automating tasks with macros:

Recording macros; exploring the different ways of running a macro; assigning a macro to a keyboard shortcut or toolbar.

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