

## MICROSOFT TRAINING — COURSE CONTENT

**Microsoft Word** is a full-featured word processing application used to create general correspondence, reports, newsletters, books, mail merges and much more. Whether you use it for business or home office, educational study or for just writing to friends, you will find our courses will get you up and running whether it's on an Apple Mac or a Windows version. We have been training Microsoft applications since 1990, for both Windows and Apple Mac. Please note: some of the applications and content below are for Windows only.

### Level 1 (6 hrs)

- The Workspace & Ribbon
- Quick Access Toolbar
- Contextual Menus
- Mini Toolbar
- Document Setup
- Saving Documents
- Working with Text
- Spelling & Grammar
- Custom Dictionaries
- Thesaurus
- Find & Replace
- Word Count
- Special Characters
- Character Formatting
- Paragraph Formatting
- Hyphenation
- Bullets & Numbering
- Tabs & Indents
- Page & Section Breaks
- Multiple Columns
- Page Numbers
- Cover Pages
- Headers & Footers
- Colours, Fills, Borders
- Graphics & ClipArt
- Page Backgrounds
- Multiple Windows
- Keyboard Shortcuts
- Preview & Print

### Level 2 (6 hrs)

- Working with Styles
- Styles Gallery
- Document Themes
- Table Essentials
- Custom Tables
- Table Styles
- Quick Tables
- Advanced Graphics
- Text Wrapping
- WordArt
- Drawing Tools
- Object Layering
- Mail Merge
- Labels & Envelopes
- Collaboration Tools
- Tracking
- Document Protections
- Long Documents
- Outlining
- Master Documents
- Bookmarks
- Cross-referencing
- Table of Contents
- Indexing
- Footnotes & Endnotes
- Citations & Bibliographies

### Level 3 (6 hrs)

- Templates
- Building Blocks
- SmartArt
- Charts & Graphs
- Objects
- Working with Forms
- Content Controls
- Form Distribution
- Working with Web Pages
- Hyperlinks
- Web Options
- Blog Posts
- AutoCorrect
- Document Properties
- Digital Signatures
- Working with Macos
- Collaboration with Excel

**Microsoft Excel** is the world's most widely used spreadsheet program for both Windows and Apple Macs, its appeal is due to the fact that it is versatile and easy to use. It performs numerical calculations, creates eye popping business graphs and charts, organises lists and databases, imports data from a variety of sources, and creates pivot tables.

#### **Level 1 (6 hrs)**

- The Workspace & Ribbon
- Office Button or File Tab
- Quick Access Toolbar
- Contextual Menus
- Mini Toolbar
- Designing a Worksheet
- Saving Documents
- Navigating a Document
- Enter Text & Titles
- Enter Values
- Write Formulas
- AutoFill
- Function Word Formulas
- Formatting Text
- Spell Checking
- Formatting Values
- Styles & Themes
- Find & Replace Data
- Cell Comments
- Working with Objects
- Special Effects
- SmartArt & WordArt
- Creating Charts & Graphs
- Formatting Charts
- Print Preview & Printing

#### **Level 2 (6 hrs)**

- Cell Referencing
- Absolute References
- Date Calculations
- IF Statements
- Working with Lists
- Sorting Data
- Excel Databases
- Sub Totals
- AutoFilter
- Outlining
- Pivot Tables & Charts
- Big Sheet Essentials
- Multiple Workbooks
- Sheet Protection
- Creating Templates
- Conditional Formatting
- Track Changes
- Creating Scenarios
- Goal Seek
- Using Solver
- Data Validation

#### **Level 3 (6 hrs)**

- LookUp Functions
- Formula Auditing
- Evaluate Formulas
- Watch Window
- Range Finder
- Name Ranges
- Linking Data
- Consolidating Data
- MS Office Diagnostics
- Document Properties
- Finding Files
- Digital Signatures
- Working with Macros
- Viewing VBA Code
- Editing the Code
- Splitting Macros
- Macro Buttons
- Custom Macro Menus
- Web and External Data
- Hyperlinks
- Create Web Pages

**Microsoft PowerPoint** is a presentation program that allows you to create content-rich presentations and slideshows. Exciting new audio and visual capabilities help you tell a crisp, cinematic story that's as easy to create as it is powerful to watch.

#### **Level 1 (6 hrs)**

The Workspace & Views  
The Ribbon  
Panels & Toolbars  
Document Setup  
Outline Power  
Working with Slides  
Text Essentials  
Formatting Type  
Check Spelling  
Headers & Footers  
Slide Masters & Themes  
Slide Layouts  
Inserting Images  
Image Manipulation  
Drawing Tools  
Tables  
Charts & Graphs  
Transitions  
The Slide Show  
Speaker's Notes  
Handouts  
Print Options  
Tips & Tricks  
Power Shortcuts

#### **Level 2 (6 hrs)**

Custom Animation  
Advanced Transitions  
Slide Builds  
Timings & AutoRun  
Working with Sound  
Narration  
Adding Movie Clips  
Action Buttons  
Add Flash .SWF Files  
Hyperlinks  
Presentation Skills  
Advanced Slide Show Tips  
Annotations & Pen  
Using Presenter View  
Create a Custom Show  
Document Inspector  
Compatibility Checker  
Digital Signatures  
Passwords & Security  
Embed Excel & Word Content  
Packaging  
Save as PDF & XPS  
Save for Web  
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**Microsoft Publisher** is a page layout application which provides small business, students and home users with the tools to create stunning documents such as posters, flyers, business stationery, brochures, magazines, newspapers and books using a variety of productivity tools. It also contains a variety of professionally designed templates as a start point for your document design.

#### **Level 1 (6 hrs)**

- The Workspace
- Navigating the Workspace
- Using Templates
- The Ribbon & Useful Tools
- Business Information Data
- Master Pages
- Layout Essentials
- Frames and Shapes
- Type Essentials
- Text Frames
- Type & Paragraph Formats
- Spell Checker
- Text Wrapping
- Tabulation
- Work with Tables
- Images, ClipArt & WordArt
- Design Gallery Objects
- Design for Email & Web
- Preview & Print
- Page Design Tips & Tricks

**Microsoft Visio** is an advanced diagramming tool that helps you simplify complexity with dynamic, data-driven visuals and new ways to share on the Web in real time. Start by building your diagram with professional-looking templates and modern, pre-drawn shapes.

**Level 1 (6 hrs)**

- Quick Start Visio
- The Workspace
- Using Templates
- Workspace Navigation
- Stencils & Shapes
- Flowcharts
- Organisation Charts
- Modifying the Layout
- Drawing Shapes
- Shape Connections
- Formatting Shapes
- Text Essentials
- Manipulating Shapes
- Working with Pages
- Saving & Exporting
- Printing

**Level 2 (6 hrs)**

- Technical Layouts
- Fishbone Diagrams
- Calendars, Gantt, PERT
- Drawing to Scale
- Area Measurements
- Shape Data
- Custom Properties
- Building Plan Layouts
- Working with Layers
- Property Reports
- Custom Shapes
- Brainstorming
- Mind Mapping
- Location Maps
- Hyperlinks & Drill Downs
- Data Driven Shapes
- Link to Excel

**Windows Live Movie Maker** is a free and fun and easy to use a video editing program that allows you to make home movies, slideshows, photo albums and business presentations. It is a great starter tool to learn the basics of video editing. It is also widely used in schools as a tool for class projects.

**Level 1 (6 hrs)**

- The Workspace
- Downloading Video
- Batch Controls
- Supported File Types
- Importing Media
- Clip Detection
- Still Image Slideshows
- AutoMovie
- Storyboarding
- Editing Clips
- Transitions & Effects
- Titles & Credits
- Audio Clips
- Saving the Movie

Any of these courses can be taken as 2, 3 or 6 hour sessions with adjustment to the number of topics which can be covered in that time. Please contact us to discuss your requirements.