

Microsoft Office 2003 Courses

Word®

Introduction to Word

- ▶ Opening and Closing Word
- ▶ Opening and Saving a Document
- ▶ Working with Office Assistant
- ▶ Using the Research task pane

Creating a Word Document

- ▶ Selecting Text
- ▶ International Features
- ▶ Moving Text
- ▶ Using Find, Replace and Go To
- ▶ Applying and Modifying Styles
- ▶ Creating Tables
- ▶ Modifying and Selecting Tables
- ▶ Inserting Objects

Language Tools

- ▶ Checking Spelling and Grammar
- ▶ Using the Thesaurus
- ▶ Using AutoCorrect
- ▶ Using AutoComplete
- ▶ Using Word Count

Formatting Documents

- ▶ Formatting Text Using the Menu
- ▶ Aligning and Spacing Paragraphs
- ▶ Using Borders
- ▶ Creating Headers and Footers
- ▶ Using Page Breaks
- ▶ Adding Page Numbers
- ▶ Creating Columns Using the Toolbar

Adding Styles

- ▶ Compare Side by Side
- ▶ Setting Margins
- ▶ Setting Paper Size and Source
- ▶ Viewing a Document
- ▶ Reading Layout View
- ▶ Print Preview

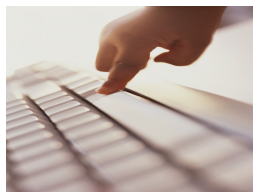
Word®Advanced

Automating Documents

- ▶ Using inbuilt styles
- ▶ Creating and modifying a style
- ▶ Inserting a New Page section break
- ▶ Applying different Headers and Footers in sections
- ▶ Inserting a Continuous section break
- ▶ Table of contents
- ▶ Navigating and updating a table of contents
- ▶ Bookmarks
- ▶ Working with Footnotes
- ▶ Working with Endnotes

Standard Documents

- ▶ Understanding Templates
- ▶ Creating and using a Template
- ▶ Creating a Mail Merge document
- ▶ Creating Envelopes using Mail Merge
- ▶ Creating Labels using Mail Merge



Automatic Codes in Word

- ▶ Inserting and using a hyperlink
- ▶ Embedding a worksheet
- ▶ Linking Worksheets
- ▶ Linking charts
- ▶ Document Information fields
- ▶ Inserting and updating fields
- ▶ Using the Fill-in field
- ▶ Recording a simple macro

Graphics in Word

- ▶ Inserting and moving a picture
- ▶ Resizing and cropping a picture
- ▶ The Drawing toolbar
- ▶ Creating drawing objects
- ▶ Formatting drawing objects
- ▶ Creating and formatting a text box
- ▶ Adjusting text box layouts

Excel®

Introduction to Excel

- ▶ Opening and Closing Excel
- ▶ Office Assistant

Using Excel

- ▶ Opening Workbooks
- ▶ Using Worksheets
- ▶ Saving Workbooks
- ▶ Managing Files and Folders
- ▶ Excel Compare Side By Side

Entering and Manipulating Data

- ▶ Entering Text and Numbers
- ▶ Revising and Deleting Entries
- ▶ Entering Dates and Times
- ▶ Using AutoFill
- ▶ Various Ways of Selecting Cells
- ▶ List Functionality

Formulas and Functions

- ▶ Entering Formulas
- ▶ Reference Operators
- ▶ AutoSum
- ▶ Using Simple Functions
- ▶ Using the Edit Functions

Moving and Copying Data

- ▶ Using AutoFill to Copy Formulas
- ▶ Inserting, Deleting, and Hiding Rows and Columns

Formatting Cells

- ▶ Named Ranges
- ▶ Relative and Absolute References
- ▶ Cell Reference Styles
- ▶ Fonts
- ▶ Alignment
- ▶ Formatting Numbers
- ▶ Formatting Rows and Columns
- ▶ Conditional Formatting

Formatting and Charts

- ▶ Patterns
- ▶ Applying Borders
- ▶ Creating Charts
- ▶ Modifying Charts
- ▶ Formatting Chart Items

Page Layout

- ▶ Basic Page Setup Decisions
- ▶ Setting Margins
- ▶ Adding Headers and Footers
- ▶ Sheet Options
- ▶ Previewing Page Breaks
- ▶ Printing Worksheets

Excel® Advanced

Linking and Protecting

- ▶ Protecting your workbook
- ▶ Protecting your worksheet
- ▶ Unprotecting individual cells
- ▶ Linking within a workbook
- ▶ Linking between workbooks

Formatting and View Options

- ▶ Opening and working with multiple workbooks
- ▶ Creating a Custom View
- ▶ Using and deleting Custom Views
- ▶ Creating and displaying a Scenario
- ▶ Create a Scenario summary report
- ▶ Applying conditional formatting
- ▶ Removing conditional formatting

Templates

- ▶ Creating and using templates

Advanced Formulas

- ▶ Using Goal Seek
- ▶ Using the IF function
- ▶ Using the AND or the OR function
- ▶ Calculating regular payments with PMT

Calculating Table Options

- ▶ Creating a one variable data table
- ▶ Creating a two variable data table
- ▶ Creating a simple PivotTable
- ▶ Manipulate and format the PivotTable
- ▶ Sorting and Filtering
- ▶ Performing a simple sort
- ▶ Sorting on more than one column
- ▶ Applying and using AutoFilter
- ▶ Filtering on more than one option
- ▶ Creating and using subtotals

Automated Options

- ▶ Adding data validation
- ▶ Adding Input and Error messages
- ▶ Creating drop-down lists
- ▶ Recording a simple Macro
- ▶ Run a Macro
- ▶ Assign a Macro to a tool



Microsoft Office 2003 Courses

PowerPoint®

Introduction to PowerPoint

- ▶ Starting and Exiting PowerPoint
- ▶ Getting Help
- ▶ Creating a New Presentation
- ▶ The AutoContent Wizard

Starting with Slides

- ▶ Navigating and Modifying Slide Layout
- ▶ Browsing Templates
- ▶ Customising Templates
- ▶ Entering Text and Text Boxes
- ▶ Formatting Text and Paragraphs
- ▶ Adding Bullets
- ▶ Undo and Redo Actions

Adding Images, Charts and Tables

- ▶ Adding an Object and Clip Art Image
- ▶ Optimising Images
- ▶ Inserting a Chart
- ▶ Chart Elements
- ▶ Inserting an Organization Chart
- ▶ Inserting a Table
- ▶ Working with Tables

Master Operations

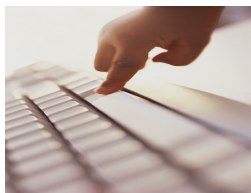
- ▶ The Slide Master
- ▶ The Title Master
- ▶ The Handout Master
- ▶ The Notes Master
- ▶ Header and Footer Information

Formatting Slides

- ▶ Performing a Spell Check
- ▶ Adding Slide Number, Date and Time
- ▶ Adding Slide Transitions
- ▶ Adding Slide Timings
- ▶ Setting Up and Starting the Slide Show
- ▶ Using slide show taskbar

Display Media Options

- ▶ Package for CD
- ▶ Printing the Presentation
- ▶ Creating and Saving Presentations for the Internet
- ▶ Playing the Presentation on the Internet



Outlook®

Introduction to Outlook

- ▶ Introduction to Outlook
- ▶ Navigating in Outlook
- ▶ Working with Outlook Help features

Sending and Receiving E-Mail

- ▶ Creating and Sending Messages
- ▶ Receiving Messages
- ▶ Responding to Messages
- ▶ Sending Attachments
- ▶ Receiving Attachments
- ▶ Flagging Messages
- ▶ Creating a Signature File

Managing Contacts

- ▶ Adding Contacts
- ▶ Using the Contact Shortcut Menu

Using The Outlook Calendar

- ▶ Basic use of Outlook Calendar
- ▶ Arranging Appointments
- ▶ Arranging Events
- ▶ Planning Meetings
- ▶ Creating Task Lists
- ▶ Assigning Tasks
- ▶ Responding to Tasks
- ▶ Using Notes

Advanced Operations

- ▶ Managing folders
- ▶ Finding Items and Files
- ▶ Archiving Items
- ▶ Sorting and Filtering Items
- ▶ Setting Message Options
- ▶ Changing Alert Options
- ▶ Using the Rules Wizard
- ▶ Setting Print Styles and Options
- ▶ Junk E-mail
- ▶ Outlook Arrange Feature

Access®

Introducing Access

- ▶ What is a Database?
- ▶ Types of Databases
- ▶ Planning a Database
- ▶ Opening and Closing Access

Access Basics

- ▶ Opening an Existing Database
- ▶ Introducing Database Objects
- ▶ Database Object Views
- ▶ Grouping Database Objects
- ▶ The Office Assistant
- ▶ Opening a New Database

Creating and Working with Tables

- ▶ Creating a Table
- ▶ Saving a Table
- ▶ The Primary Key
- ▶ Datasheet View
- ▶ Closing and Deleting a Table
- ▶ Opening an Existing Table
- ▶ Finding Records in Datasheet View
- ▶ Wildcards
- ▶ Replacing Records in Datasheet View

Modifying Tables

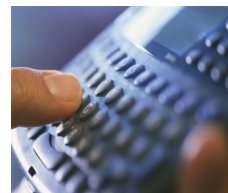
- ▶ Adjusting Column Width and Row
- ▶ Adding and Saving Records in Tables
- ▶ Adding, Renaming and Deleting Columns
- ▶ Defining Relationships
- ▶ Creating Field Indexes
- ▶ Using Spelling and AutoCorrect

Working with Queries

- ▶ Opening a Select Query
- ▶ Creating a Select Query
- ▶ Switching Views in the Query
- ▶ Query Sorting and Criteria
- ▶ Saving, Closing and Deleting Queries
- ▶ Opening an Existing Query
- ▶ Hiding and Ordering Query Fields

Working with Forms and Reports

- ▶ Creating a Form Using the Form Wizard
- ▶ Switching Form Views
- ▶ Creating a Report Using the Report Wizard
- ▶ Moving Around a Report
- ▶ Startup Options



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Microsoft Office 2007 Courses

Word®

Introduction

- ▶ Introduction Overview
- ▶ Opening and Closing Excel and Workbooks
- ▶ Selecting Text
- ▶ Entering and Editing Text
- ▶ Using the Research Task Pane
- ▶ Working With Tables
- ▶ Inserting Pictures and Objects

Editing and Printing

- ▶ Editing and Printing Techniques Overview
- ▶ Checking Spelling and Grammar
- ▶ Using the Thesaurus
- ▶ Using AutoCorrect and AutoCompletion
- ▶ Inserting Page Breaks
- ▶ Setting Margins and Paper Size
- ▶ Viewing Your Document
- ▶ Printing Your Document

Formatting

- ▶ Formatting Documents Overview
- ▶ Applying Formatting to Text
- ▶ Aligning and Spacing Paragraphs
- ▶ Applying Borders and Shading
- ▶ Inserting Page Numbers, Headings and Footers
- ▶ Creating Columns In Your Document
- ▶ Preview Your Formatted Document
- ▶ Apply Visual Formatting Techniques

Presentation and Security

- ▶ Presentation and Security Techniques Overview
- ▶ Creating a Simple Chart
- ▶ Using Quick Styles and Document Themes
- ▶ Using Building Blocks
- ▶ Preventing Changes To Your Document

Excel®

Introduction

- ▶ Introduction Overview
- ▶ Opening and Closing Excel and Workbooks
- ▶ Understanding the Interface
- ▶ Entering Text and Numbers Into Workbooks
- ▶ Editing Entries Dates Times
- ▶ Using the Autofill Feature
- ▶ Different Selection Techniques
- ▶ Moving and Copying Data
- ▶ Inserting Deleting and Hiding Both Rows and Columns

Formulas and Functions

- ▶ Formulas, Functions and Analysis Techniques Overview
- ▶ Entering Basic Formulas
- ▶ Using Autosum
- ▶ Using Simple Function Formulas
- ▶ Relative and Absolute References
- ▶ Basic Sorting Options
- ▶ Basic Filtering Options
- ▶ Creating Basic Pivot Table

Animation

- ▶ Overview Animation
- ▶ Applying Formatting to Text and Numbers
- ▶ Formatting Columns and Rows
- ▶ Adding Borders Shading and Themes
- ▶ Creating Simple Charts
- ▶ Editing and Formatting Charts

Layout an Printing

- ▶ Layout and Printing Techniques Overview
- ▶ Basic Page Setup Options
- ▶ Setting Margins
- ▶ Adding Headers and Footers
- ▶ Printing Worksheets
- ▶ Sheet Options
- ▶ Page Layout View

Outlook®

Introduction to Outlook

- ▶ Outlook Basics Overview
- ▶ Understanding the Outlook screen
- ▶ Navigating in Outlook
- ▶ Creating and sending messages
- ▶ Receiving messages
- ▶ Responding to messages
- ▶ Sending attachments
- ▶ Receiving attachments
- ▶ Organising email messages using colour categories

Contacts and Calendar

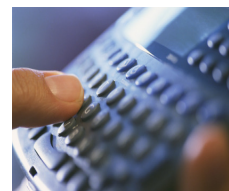
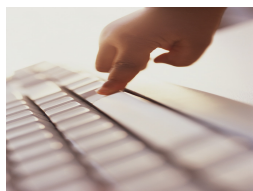
- ▶ Contacts and Calendar Overview
- ▶ Adding Contacts
- ▶ Making an appointment
- ▶ Create a recurring appointment
- ▶ Creating events
- ▶ Planning meetings
- ▶ Creating tasks

Folders and Searching

- ▶ Folders and Searching Techniques Overview
- ▶ Creating folders
- ▶ Archiving messages
- ▶ Using instant search
- ▶ Sorting items
- ▶ Filtering messages
- ▶ Junk e-mail

Adjusting Options

- ▶ Adjusting the Default Options Overview
- ▶ Setting message options
- ▶ Changing the alert options
- ▶ Using Rules and Alerts
- ▶ Setting print styles and options
- ▶ Schedule send and receive options



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Microsoft Office 2007 Courses

PowerPoint®

PowerPoint Basics

- ▶ PowerPoint Basics Overview
- ▶ Opening and Closing PowerPoint and presentations
- ▶ Understanding the Ribbon
- ▶ Creating a new presentation
- ▶ Entering text and text boxes
- ▶ Formatting text
- ▶ Adding new slides
- ▶ Applying themes to your presentation
- ▶ Navigating your presentation

Graphs and Tables

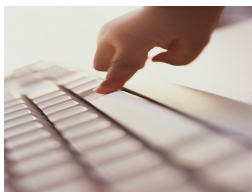
- ▶ Graphs and Tables Overview
- ▶ Adding and formatting an object
- ▶ Formatting a presentation
- ▶ Using WordArt
- ▶ Inserting a chart
- ▶ Inserting an organisational chart
- ▶ Inserting a table
- ▶ Inserting Media Clips

Master Controls

- ▶ Master Controls Overview
- ▶ The Slide Master
- ▶ Working with multiple presentations
- ▶ The Handout Master
- ▶ The Notes Master
- ▶ Headers and Footers

Previewing and Printing

- ▶ Previewing and Printing Techniques Overview
- ▶ Adding Slide transitions
- ▶ Adding Slide Timing
- ▶ Animating objects on a slide
- ▶ Running the Slide Show
- ▶ Printing your Presentation



Publisher®

Publisher Basics

- ▶ Overview - Publisher Basics
- ▶ Opening and closing publications
- ▶ Understanding the Publisher Toolbar
- ▶ Creating a publication
- ▶ Choosing a colour model
- ▶ Adding and formatting text
- ▶ Using Publisher templates
- ▶ Adding and deleting pages
- ▶ Using layout guides

Graphics and Objects

- ▶ Graphics and Objects Overview
- ▶ Using the Design Gallery
- ▶ Adding graphics and objects
- ▶ Moving graphics and objects
- ▶ Grouping and ordering graphics and objects
- ▶ Adding a picture
- ▶ Formatting a picture
- ▶ Using the Graphic Manager

Master Controls and Tools

- ▶ Maser Controls and Tools Overview
- ▶ Using Business Information Sets
- ▶ Using Design Checker
- ▶ Working with Master pages
- ▶ Using the Content library

Printing and Distribution

- ▶ Printing and Distribution Overview
- ▶ Printing your publication on a desktop printer
- ▶ Applying print registration settings
- ▶ Creating print bleeds
- ▶ Converting your publication to a web publication
- ▶ Creating an e-mail merge
- ▶ Using the Pack and Go wizard

Access®

Introducing Access

Overview

- ▶ Introduction
- ▶ Opening and closing Access
- ▶ Opening and closing a database
- ▶ Understanding the Ribbon
- ▶ Creating a database
- ▶ Using the Navigation Pane
- ▶ Grouping database objects in the Navigation Pane

Tables

- ▶ Creating a table in Datasheet view
- ▶ Creating a table in Design view
- ▶ Opening and closing tables
- ▶ Searching and replacing records in Datasheet view
- ▶ Performing wildcards searches
- ▶ Creating Lookup columns
- ▶ Working with the Relationships window
- ▶ Creating Field Indexes
- ▶ Adding attachments to records

Queries

- ▶ Creating a query
- ▶ Query sorting and criteria
- ▶ Querying multiple tables

Forms

- ▶ Creating a form using the Form Wizard
- ▶ Adding form controls using the Control Wizard
- ▶ Creating a report using the Report Wizard

Analysis

- ▶ Using the Database Documenter
- ▶ Using the Table Analyzer
- ▶ Exporting a table to an Excel spreadsheet
- ▶ Creating a database backup



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