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Access Basic

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

How long is the course?

2 Days

Who should attend?

Any individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. Delegates will gain an understanding of the advantages that using a relational database application can bring to their business processes.

Overview of Access

- What is a database?
- What is Access?
- Understand database structure

Getting started

- Start Access
- Understand the Access interface
- Open an existing database
- Enable macro content
- Manage objects in the navigation pane
- Switch between views
- Close a database
- Exit Access

Introduction to tables

- External data
- Data types and properties
- Add records in datasheet view
- Apply rich text formatting to a memo field
- Enter data using a list
- Delete data from a field
- Delete a record
- Add a new table to an existing database
- Import or link to create a table
- Add a field by entering data
- Save a table
- Close a table
- Delete a table

Modify table design

- Display a table in design view
- Change data types in design view
- Set the field size property
- Change the format property
- Move a field in design view
- Create a new field in design view
- Delete a field in design view

Sort records on text, numbers or dates

- Sort records in datasheet view
- Remove a sort order
- Save a sort order with a table

Locate records in a database

- Browse through all records
- Search for a record
- Filter to display specific records

Display column totals in a datasheet

- Sum values using the total row
- Add a totals row
- Remove a totals row
- Copy a total row to another file
- Count the number of values in a column

Create a simple report by formatting a datasheet

- Resize columns and rows
- Move a column
- Rename a column
- Show or hide columns
- Change the gridlines style and background colour
- Change the text format
- Save layout changes

Print Access data

- Print data without changing settings
- Preview before printing
- Make page layout changes before printing

Access Intermediate

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

How long is the course?

2 Days

Who should attend?

This course is designed for individuals whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms and reports.

An overview of Access

- Start Access & understand the Access screen layout
- Create a new database using a template
- Create a new database
- Open and close an existing database
- Understand the purpose of Access objects

Creating tables

- Create basic tables using the wizard
- Create basic forms using autoforms
- Create tables by entering data
- Create tables in design view
- Create tables by importing Excel spreadsheets
- Create tables by importing text files
- add primary keys
- Understand indexing

Working with tables

- Enter and edit records in a table
- Add, remove and move fields in a table
- Understand field data types (incl. Lookup wizard)
- Choose appropriate data types
- Customise table datasheet view
- Modify table properties in design view
- Sort records in tables
- Filter records by selection and form
- Use find and replace
- Import & export tables

Table relationships

- Use the lookup wizard to create a relationship
- Create a one-to-many relationship

Forms

- Create forms using wizard and autoforms
- Create chart forms
- Create pivottable forms
- Enter and edit records in a form
- Add, size and move fields in a form
- Format and align form fields
- Modify field properties in a form
- print Preview and print forms

Queries

- Create queries using wizard
- Create query in design view
- Create query to find duplicate records
- Create crosstab query
- Use design grid: add, arrange and hide fields, Sort data, add criteria and create calculated fields
- Save a query and open and update queries

Reports

- Create reports using wizard and auto reports
- Create mailing labels
- Create chart reports
- Add, size and move fields in a report
- Format and align report fields
- Modify field properties in a report
- Print preview and print reports

Access Advanced

What do I need?

To ensure success in this course, knowledge of intermediate features of Access tables, relationships, queries, forms, and reports is recommended. Learners should have completed Access Intermediate or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is for individuals whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

Relationships

- Create primary keys
- Establish multiple field primary keys
- understand table relationships
- create one to one relationships
- create one to many relationships
- create many to many relationships
- enforce referential integrity
- Edit and delete relationships
- manage the relationship window
- explore benefits of relationships

Advanced queries

- Use unmatched queries to solve integrity conflicts
- Create joins in queries
- create parameter queries

Use advanced functions in queries:

- Concatenation
- If statements
- Text functions
- Date functions

Create, implement and edit action queries

- Make table query
- Update query
- Append query
- Delete query

Advanced forms

- Create forms with subforms
- Insert and edit controls on forms
- Modify form properties
- Create calculate field in forms
- Apply form autoformats

Advanced reports

- Create reports using parameter queries
- modify report properties
- Create grand totals and calculated fields in reports
- Print preview and print reports

Other

- Create, run and edit macros
- Use the autoexec macro
- Create, edit and implement a switchboard
- Customise the quick access toolbar
- Define start up options
- Compact and repair a database
- Understand and explore database replication

Adobe Acrobat

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information. Learners should have completed Introduction to Windows or possess equivalent knowledge prior to attending this course. Learners should have minimal experience with common office applications, such as word processing, spreadsheet, and web browser applications.

How long is the course?

2 Days

Who should attend?

This course is designed for anyone who will use a computer and Acrobat10 Standard or Professional to work with PDF files and needs to convert technical documents to PDF files, enhance and control PDF content accessibility, customise PDF documents for interactive use online, and prepare PDFs for commercial printing.

Access information in PDF documents

Understand where & why to use Adobe Acrobat
Start Adobe Acrobat and understand the screen elements
Open and close menus, use toolbars
Opening PDF documents
Document navigation
Paging through documents
Adjusting page position, magnification & layout
Understand & use read & full screen mode

Creating PDF documents

Customising Adobe PDF settings
Creating Adobe PDF files from various file types
Creating Adobe PDF files by dragging & dropping
Saving Adobe PDF files & document changes
Preventing & recovering lost changes
Reducing Adobe PDF file size converting Adobe PDF to other file formats

Modifying PDF documents

Manipulate PDF document pages
Edit text in a PDF
Add headers and footers
Customise page numbering search for text using find & search
Optical character recognition (OCR)
Getting help in Adobe Acrobat

Adding PDF navigation

Use bookmarks
Create and modify links
Navigating with bookmarks & links

Working with multiple PDF documents

Organise PDF's into a collection
Control access to multiple PDF documents
Search multiple PDF documents

PDF document review

Add review tools to a PDF document
Digitally sign a PDF document
Markup a PDF document
Compile and view comments from multiple reviewers

Finalising PDF files for printing

Preflight documents
Create PDF/x-compliant files

Create interactive forms in designer

Create a PDF form
Add text form fields
Create calculations
Create fields with predefined responses
Create buttons
Organise collected data in a spreadsheet
Create an interactive PDF form
Use & understand form fields
Test a form

Computer Literacy

What do I need?

Learners should be able to understand, read and write in English language. ABET or equivalent knowledge is essential for attending this course.

How long is the course?

3 Days

Who should attend?

This course is designed for a user who has never used a personal computer, and needs to learn the fundamental skills in order to operate a computer in their work environment.

Day 1

Introduction to computer hardware

monitor and central processing unit (CPU)
Disk drives and memory
Keyboard and mouse
Printer

Keyboard orientation

Typewriter and numeric keys
Functions keys
Cursor movement keys
Caps lock versus shift key
Enter, spacebar and tab keys
Basic typing

Mouse handling

Navigate using the mouse
Understand and use mouse buttons

Day 2

Introduction to Windows

Work with the desktop
Use the mouse effectively
Move and arrange icons
Work with individual windows
Size and move windows
Open and close menus
Choose commands and options
Minimise windows
Maximise windows
Manage multiple windows
Close individual windows
Work with dialog boxes
Specify options in dialog boxes
Use shortcuts
Explore the start menu
Using Windows' accessories
Start application programs in Windows
Get help / support
Customise control panel: display, mouse, date and time
Files and folders
Shut down Microsoft Windows

Day 3

Overview of applications

Understand and use different application programs

Word processing

Create a document
Save a document
Close a document
Open a document
Understand and use save as
Edit a document
Use basic text formatting options
Preview and print a document

Spreadsheets

Create a spreadsheet
Save a spreadsheet
Close a spreadsheet
Open a spreadsheet
Understand and use save as
Edit a spreadsheet
Use basic cell formatting options
Preview and print a spreadsheet

E-mail

Create new message
Attach a file
Send and receive messages
Delete a message
Print a message

CorelDraw

What do I need?

Formal training, or a thorough working knowledge of Windows, Mouse handling and typing skills or knowledge of keyboard layout are essential. Formal training or a thorough working knowledge of Word Basic features would be beneficial. The learner needs to know how this application will be utilised in the work place.

How long is the course?

3 Days

Who should attend?

This course is designed for students who have little or no experience using CorelDraw, but want to know the basic features of CorelDraw and use it to create engaging and dynamic drawings.

Getting started with CorelDraw

- Explore the CorelDraw interface
- Getting help in CorelDraw
- Create a new graphic (i.e. File)
- Set up the drawing page
- Insert, delete and rename pages
- Add and remove drawing guides/grids
- Save a graphic
- Open and close an existing graphic
- Use Dockers / Flyouts
- Reset ruler to zero point origin
- Zoom and pan
- Change views of graphic
- Exit CorelDraw for Windows

Work with drawing objects

- Draw shapes / objects
- Select, size and move objects
- Change order of objects
- Copy, cut & paste
- Duplicate and clone objects
- Step and repeat
- Copy properties from...
- Nudge objects
- Group and ungroup objects
- Use object transformations
- Align and distribute
- Use artistic media

Work with pictures

- Import pictures
- Insert pictures using the scrapbook docker
- Powerclip pictures
- Crop pictures
- Add picture effects
- Apply a lens to a picture

Work with text

- Use text tool (artistic and paragraph text)
- Edit and format text
- Link text boxes
- Fit text to path
- Text to columns
- Create lists
- Use find and replace
- Import text
- Create, edit and format tables

Insert symbols

Work with object shaping tools

- Weld
- Trim
- Intersect
- Simplify
- Front minus back/back minus front
- Combine

Bending shapes

- Convert to curves
- The shape tool
- Add & delete nodes
- To curve/ line
- Cusp, smooth or symmetrical nodes

Work with interactive tools

- Use interactive blend tool
- Use interactive contour tool
- Use interactive distort tool
- Use interactive drop shadow tool
- Use interactive envelope tool
- Use interactive extrude tool
- Use interactive transparency tool
- Use the bevel tool

Work with layers

- The object manager
- Explore master page
- Create a masterlayer
- Create, delete and rename layers

Printing options

- Print preview
- Print setup
- Printing options
- Print

File formats

- Use templates
- Create and save templates
- Publish to the web
- Publish to pdf

Excel Basic

What do I need?

Learners should be able to read and write in English. ABET or equivalent knowledge is essential for attending this course. They should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Learners should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

The course is designed for learners who have no previous experience in Excel. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Excel.

Getting started with Excel

- What are spreadsheets?
- Start Excel
- Understand the screen layout
- Create a new spreadsheet
- Save a file
- Understand and use save as
- Open and close an existing file
- Move around the worksheet effectively
- Select cell ranges, columns and rows
- Enter data into cells
- Use Excel's help options
- Exit Excel

Modify worksheet data

- Move and copy data
- Insert and delete columns and rows

Formatting a worksheet

- Align cell data
- Change font size and type
- Add borders and colours to cells
- Adjust column width and row height

Basic calculations

- Use Autosum to total lists of values
- Create basic arithmetic formulas

Printing workbook contents

- Adjust page setup options
- Print preview and print a spreadsheet

Graphically display data

- Create a chart
- Modify and print a chart

Excel Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have some knowledge of Excel or spreadsheets.

How long is the course?

2 Days

Who should attend?

This course is designed for people who need to gain the necessary skills to create, edit, format, and print Excel worksheets to an Intermediate skill level.

Getting started with Excel

- Start Excel
- Understand the screenlayout
- Create a new spreadsheet
- Save a file
- Understand and use save as
- Open and close an existing file
- Move around the worksheet effectively
- Select cell ranges columns and rows
- Enter data into cells
- Use find & replace
- Use Excel's help options
- Exit Excel

Modify worksheet data

- Use autofill effectively
- Move and copy data
- Insert and delete columns and rows

Formatting a worksheet

- Align cell data
- Change font size and type
- Add borders and colours to cells
- Adjust column width and row height
- Format cells to enhance a spreadsheet
- Apply cell styles

Basic calculations

- Use autosum to total lists of values
- Create basic arithmetic formulas

Printing workbook contents

- Adjust page setup options
- Add headers and footers
- Print preview and print a spreadsheet
- Set and clear print areas

Modifying a workbook

- Insert and rename sheets
- Move and delete sheets
- Use templates

Enhancing basic formulas

- Use logical operators in formulas
- Absolute & relative references
- Insert functions into formulas
- Display formulas on screen and edit formulas
- Use manual calculation

Managing workbooks

- Hide and unhide columns and rows
- Insert, remove and adjust page breaks
- Repeat heading rows at top of each page
- Freeze and unfreeze panes
- Use windows and tiles
- Create named ranges
- Use range names in formulas
- Use the compatibility checker

Graphically display data

- Insert & modify SmartArt graphics
- Insert autosshapes, clipart & pictures
- Modify autosshapes, clipart & pictures
- Create a chart
- Modify and print a chart

Customise the environment

- Customise the Quick Access Toolbar
- Customise the Status Bar
- Excel options

Excel Bridging Workshop

What do I need?

Learners should have a working knowledge of Excel or spreadsheets. Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders.

How long is the course?

1 Day

Who should attend?

This workshop is designed for people who are currently working in Excel that need to fill knowledge gaps in Excel to an Intermediate skill level, prior to attending an advanced course. It is also suited to learners who are transitioning from earlier versions of Excel.

Elements of the Excel environment

- Identifying the user interface elements
- Identify the ribbon components
- Use contextual tabs
- Use Excel galleries
- Customise the Excel interface

Modify worksheet data

- Use autofill effectively move and copy data
- Insert and delete columns and rows

Formatting a worksheet

- Format cells to enhance a spreadsheet

Basic calculations

- Use Autosum to total lists of values
- Basic arithmetic formulas

Printing workbook contents

- Adjust page setup options
- Add headers and footers
- Print preview and print a spreadsheet

Modifying a workbook

- Insert and rename sheets
- Move and delete sheets

Enhancing basic formulas

- Use logical operators in formulas
- Use absolute cell references in formulas
- Insert functions into formulas
- Display formulas on screen and edit formulas

Managing workbooks

- Hide and unhide columns and rows
- Insert, remove and adjust page breaks
- Repeat heading rows at top of each page
- Freeze and unfreeze panes
- Use windows and tiles
- Create and use named ranges

Graphically display data

- Create a chart
- Modify and print a chart

Excel Advanced Level 1: Data Management

What do I need?

Learners should already have knowledge of Excel, including how to create, edit, format and print worksheets to an Intermediate level.

How long is the course?

2 Days

Who should attend?

This course targets individuals who need the skills necessary to sort and filter data, create PivotTables and PivotCharts, incorporate multiple data sources, import and export data, analyse data, and work with Excel database functions.

Databases - what they are and how they work

- Create databases and lists
- Use data form
- Sort data in a list
- Filter data in a list
- Use comparison criteria for filters
- Work with a filtered list

Use data management tools

- Summarise data in a list using subtotals
- Use nested subtotals
- Group and outline data in lists
- Data consolidation
- Excel tables
- Name manager

Data validation

- Apply data validation
- Circle invalid data
- Remove validation circles

Manage workbooks and worksheets

- Work with sheets
- Group and ungroup sheets
- Create & use custom views

Import and export data

- Import external data
- Adjust connection properties

Add-in programs

- View installed add-ins
- Manage add-ins

What if analysis

- Goal seek
- Solver
- Scenario manager

PivotTables

- Create a PivotTable
- Consolidate data from multiple ranges
- Customise a PivotTable
- Create a formula in a PivotTable
- PivotCharts

Use text functions and tools

- Search, Left, Mid and Right functions
- Upper, Lower and Proper functions
- Trim and Len functions
- Convert text to columns

Use lookup functions

- Vlookup
- Hlookup
- Lookup

Use database functions

- Daverage
- Dcount
- Dcounta
- Dmax
- Dmin
- Dsum

Excel Advanced Level 2: Complex Formulas

What do I need?

Learners should already have knowledge of Excel, including how to create, edit, format and print worksheets to an Intermediate level.

How long is the course?

2 Days

Who should attend?

This course is for individuals who need the skills necessary to enhance spreadsheet functionality. Attendees will learn how to create advanced formulas, macros, templates, charts and how to secure worksheets and workbooks.

Modifying workbooks and worksheets

- Compare side by side
- Save workbooks as a workspace
- Create a template

Advanced formatting techniques

- Custom number formatting
- Conditional formatting

Annotate with cell comments

- Insert a comment
- Show/hide comments
- Print comments

Paste special

- Transpose rows and columns
- Paste link

Creating advanced formulas

- Relative, absolute and mixed references
- 3-d formulas
- Logical functions
- Math & trig functions
- Statistical functions
- Date and time functions
- Financial functions
- Engineering functions
- Nesting functions
- Information functions
- Array formulas
- Handle errors in formulas

Formula auditing

- Trace precedent cells
- Trace dependent cells

Named ranges

- Use the name manager
- Define names for cells and cell ranges

Add-in programs included with Excel

- Load an add-in program
- Uninstall an add-in program

Track changes

- Activate track changes
- Review tracked changes
- View change history
- Deactivate track changes

Create and manipulate charts

- Change the way data is plotted
- Add a trendline to a data series
- Create a chart template
- Add sparklines to a worksheet

Protect worksheets and workbooks

- Find and remove hidden data
- Password protect a workbook
- Protect worksheet elements
- Remove protection

Control elements of the Excel interface

- Adjust Excel options
- Customise the Quick Access Toolbar
- Customise the Ribbon

Macros

- Record and run macros
- Edit a macro
- Delete a macro

Excel Charts

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have knowledge of Excel to an Intermediate level.

How long is the course?

1/2 Day

Who should attend?

This course is designed for people who need to gain the necessary skills to create, edit, format, and print charts in Excel. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

Creating charts

- From non-adjacent selections
- Using one step
- Changing the default chart type

Embedded chart placement

- Moving and sizing embedded charts
- Deleting an embedded chart

Customising a chart

- Ways to select chart items
- Chart labels, titles and other text
- Change the display:
 - Chart labels
 - Data labels
 - legends
 - Gridlines
 - Axes
- Display or hide chart items
- Delete chart items
- Change colours, patterns, lines, fills and borders
- Use a picture in a chart
- Change values in a chart
- Add data to a chart

Plotting data

- Plot data series from rows / columns
- Secondary value axis
- Category and value order
- Data series order
- Control the way empty cells are plotted
- Change the points plotted

Using dates in charts

Add a trendline to a data series

Change the view of a 3D chart

Custom chart types

- Built in custom charts
- Creating your own custom charts

Excel Dashboard Reporting

What do I need?

Learners should have successfully completed Excel training to an advanced level or have working knowledge of the advanced features of Excel.

How long is the course?

1 Day

Who should attend?

This course will enable you to create quality Dashboard reports in Excel. Dashboard reports present business information as a clear, concise picture that is easy to read, understand and update. A variety of results can be condensed into a single page for comparison purposes, simplifying and reducing the time taken to report on organisational performance.

You will learn to:

Display data from any number of sources, of any kind, using virtually any design...all in one report.

Create mini-charts for dashboard reporting.

Generate figures that use both charts and worksheets.

Use Excel's Camera tool.

Funnel data into Dashboard reports.

Use spreadsheet databases for Dashboard reporting.

You will also discover:

How formulas in any number of high-quality Excel reports can link to general-purpose Excel databases, or to Excel-friendly OLAP databases.

How, by using the proper techniques, Excel users can update their reports in seconds...rather than minutes, or hours....

How to create publication-quality Excel reports.

How to change the reports quickly, to respond to changing information needs.

Excel Data Visualisaion

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have some knowledge of Excel or spreadsheets.

How long is the course?

1 Day

Who should attend?

This course is designed for people who are currently working in Excel and need to fill the knowledge gaps to an Intermediate skill level, prior to attending an advanced course, as well as learn additional features such as Charts and Sparklines to visually represent your data.

Modify worksheet & workbook data

- Use autofill effectively
- Move and copy data
- Insert and delete columns and rows
- Insert and rename sheets
- Move and delete sheets

Formatting a worksheet

- Format cells to enhance spreadsheet
- Apply cell styles
- Apply conditional formatting – data bars
- Insert and format Sparklines

Formulas and functions

- Use Autosum to total lists of values
- Create basic arithmetic formulas
- Use logical operators in formulas
- Absolute & relative references
- Insert functions into formulas
- Display formulas on screen and edit formulas

Managing workbooks

- Hide and unhide columns and rows
- Insert, remove and adjust page breaks
- Repeat heading rows at top of each page
- Freeze and unfreeze panes

Graphically display data

- Create, edit and format a chart
- Load data from external data
- Insert, edit and format objects
- Chart and sparklines features
- Show trends – increases or decreases
- Conditional formatting – data bars

Printing workbook contents

- Adjust page setup options
- Add headers and footers
- Print preview and print a spreadsheet

Excel Master Class

What do I need?

The learner would have completed an Excel Intermediate and Advanced course or at least worked daily in the application for at least 3 years.

How long is the course?

3 Days

Overview

A three-day intense course focusing on a three Phase Method: INPUT, PROCESSING, OUTPUT. This course takes a learner from INPUT (Importing of data correctly) PROCESSING (Evaluating and Analysing Data) OUTPUT (Reporting of Analysed Data). The course allows for interactive spreadsheets and to master advanced analysis techniques such as Charting and Pivoting. You will be introduced to new features of Excel and reporting in PowerPoint.

Foundational understanding

- Navigating the interface
- Setting up and entering data correctly into Excel
- Formatting and custom format data
- Creating custom lists
- Fixing errors in spreadsheets using flash fill (2013/2016)

Importing and exporting data

- Import and export data into Excel from different file formats
- Remove duplicates
- Text to columns

Formula and functions

- Basic formulas and functions
- Absolute versus relative cell referencing
- Creating and using name ranges
- 3D formulas to link spreadsheets
- Text functions
- Date and time functions
- Logical functions
- Lookup and reference functions
- Nested functions

Conditional formatting

- Highlight cell rules
- Top/bottom rules
- Data bars
- Color scales icon sets
- Using a formula to apply formats
- Manage rules

Understanding excel tables

- Setup and format of table range
- Apply table styles and options
- Using Autofilter custom views
- Adding new data in table
- Creating formulas
- Working with a total row
- Utilising freeze panes

Charts

- Creating a chart
- Adding chart elements, applying styles and colour schemes
- Working with different chart types
- Secondary axis charting
- Charts and sparklines

Applying advanced functionality

- Data validation
- Creating macros
- Working with form controls – working with functions and assigning macros
- Allow users to edit ranges
- Protect worksheets and workbooks

PivotTable and PivotCharts

- Creating PivotTables
- Number formatting techniques
- Designing report layout
- Filtering labels and values
- Summarise data - SUM, AVERAGE, MINIMUM, MAXIMUM, COUNT
- Inserting formulas
- Date analysis
- Copying PivotTables
- Creating PivotCharts
- Showing report filter pages
- Linking PivotTables and PivotCharts in PowerPoint
- Conditional formatting with PivotTables
- Creating and formatting PivotCharts
- Adding chart elements
- Moving and sizing PivotCharts

Reporting and dashboards

- Building a dashboard
- Building chart based & table dashboards
- linking tables & charts in PowerPoint

Excel PivotTable and Dashboard Reporting

What do I need?

Learners should have successfully completed Excel courses to an intermediate level or possess the equivalent knowledge. Learners should be able to create, edit, format and print worksheets. They should also have the ability to create mathematical formulas and formulas using basic functions (SUM, AVERAGE, COUNT, MAX, MIN). It is important that the learner is working on Microsoft Office 2013 or higher.

How long is the course?

2 Days

Who should attend?

This course is aimed at learners who need to analyse information utilising PivotTables as the foundation for Dashboard reports. Dashboard reports present business information as a clear, concise picture that is easy to read, understand, and update. A variety of results can be condensed into a single page for comparison purposes, simplifying and reducing the time taken to report on organisational performance.

Preparation of Source Data

- Databases - What they are and how they work
- Entering information correctly into Excel
- Setting up a database table in Excel
- Custom formats
- Using FlashFill
- Using format as table
- Using conditional format
- Creating Sparklines

PivotTables

- Understand the layout of a PivotTable
- Create a PivotTable
- Navigate the PivotTable field lists Modify design options of a PivotTable
- Using analysis tools to analyse the information in different ways
- Customise a PivotTable
- Create a formula in a PivotTable
- Using Slicers

PivotCharts

- Create PivotCharts
- Format PivotCharts
- Edit PivotCharts
- Move and size PivotCharts
- Using chart options to change the design and layout of the chart

Dashboard

- Overview of what a dashboard is
- Create a Dashboard with PivotTables and Charts
- Create a Dashboard with PivotCharts, Slicers and Timelines
- Using PowerView to display charts
- An introduction into using PowerPivots



Excel PivotTable Workshop

What do I need?

Learners should already have knowledge of the basics of Excel, including how to create, edit, format and print basic worksheets. Learners should have successfully completed Excel courses to an intermediate level or possess the equivalent knowledge.

How long is the course?

½ Day

Who should attend?

This course targets the learner who desires to gain the skills necessary to sort and filter data, create PivotTables and PivotCharts. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

Databases - What they are and how they work

PivotCharts

- Create PivotCharts
- Format PivotCharts
- Edit PivotCharts
- Move and Size PivotCharts

PivotTables

- Create a PivotTable
- Consolidate data from multiple ranges
- Customise a PivotTable
- Create a formula in a PivotTable
- PivotCharts

Visual Basic for Excel

What do I need?

To ensure success learners should have successfully completed all Excel Levels or possess the equivalent knowledge.

How long is the course?

3 Days

Who should attend?

This course targets learners who require knowledge of Excel's underlying programming language - VBA, with a view to extending the functionality of macros, as well as creating functions and automating complex tasks.

Day 1

Understand how VB talks to Excel

Understand automation
Start Microsoft Excel macros
Record, run and edit a macro
Run a macro from Visual Basic
Step through a macro

Understand the VB environment

The code window
The project explorer
The properties window
The immediate window
The object browser

Write Visual Basic statements

Make long statements easier to read
Create, declare and assign variables
Use syntax help in Visual Basic
Exit Visual Basic transpose
Skip blanks
Link

Day 2

Work with Excel objects in Visual Basic

Collections, properties, methods and events
Understand and use workbooks and worksheets
Understand and define ranges
Manipulate drawing objects
Manipulate charts
Use values and formulas in ranges
Understand and use relative and absolute references
Enhance recorded selection
Simplify selection pairs and groups
Manipulate pivot tables

Day 3

Control Visual Basic

Use conditional statements
If... then... else
Case statements

Create loops

For each loops
For loops
Do loops

Extend Excel and Visual Basic

Input boxes
Message boxes

Work with functions

Using Excel functions in Visual Basic
Create custom functions
Add function arguments
Explore volatile functions

Handle errors:

Ignore, check for and trap errors
Launch macros with events
Active x controls
Create custom forms
Launch a form
Animate objects
Package the application

Formulas Workshop

What do I need?

Learners should already have knowledge of Excel, including how to create, edit, format and print worksheets to an Intermediate level...

How long is the course?

1 Day

Who should attend?

This course is for individuals who need the skills necessary to enhance spreadsheet functionality. Who want to use advanced formulas.

Worksheet formulas

Using operators in formulas
Using percentages in formulas
Absolute and relative cell referencing

Worksheet functions in formulas

Using SUM, AVERAGE, MIN, MAX and COUNT
Correcting errors in formulas

Named ranges

Create, edit and delete named ranges
Create named ranges from selections

3D references

Create a 3D reference formula
Name a 3D reference

Logical operators

Comparison operators
IF statements
AND statements
OR statements

Date and time functions

TODAY function
NOW function
YEAR function
MONTH function
NETWORKDAYS function
EDATE function
EOMONTH function

Financial functions

PMT function
IPMT function
PPMT function
PPMT function

Text functions

SEARCH function
LEFT, MID & RIGHT functions
UPPER, LOWER & PROPER functions
TRIM functions
LEN functions

Nesting functions

Valid returns
Nesting level limits
Nested IF Functions

Database functions

DAVERAGE
DCOUNT
DCOUNTA
DMAX
DMIN
DSUM

Lookup functions

VLOOKUP
HLOOKUP
LOOKUP

Google Drive

Course Outline

- Lesson 1 –** An Overview of the Cloud & the Google Platform.
- Lesson 2 –** Setting Up a Google Drive Account.
- Lesson 3 –** Uploading Files to Google Drive.
- Lesson 4 –** Introduction to Google Docs.
- Lesson 5 –** Introduction to Google Sheets.
- Lesson 6 –** Managing Your Google Account.
- Lesson 7 –** Advanced Collaboration & Sharing.
- Lesson 8 –** Working Offline.
- Lesson 9 –** Exporting PDF's & Microsoft Office Formats.
- Lesson 10 –** Working On SmartPhones & Tablets.
- Lesson 11 –** Other Apps – Calendars, Presentations & Drawing

Internet & E-mail

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows XP Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for people who desire to gain the necessary skills to navigate the World Wide Web effectively and use the Mail options.

Internet

- Brief history of the internet
- Understand the internet
- Internet vs. Intranet
- Connecting to the internet
- Understand the internet screen layout
- Use menus and toolbars
- Change views within the internet
- Use World Wide Web browsers
- Locate and keep track of good websites
- Internet terminology & emoticons
- Use netiquette
- Understand & use hyperlinks
- Change the home page
- Understand cookies
- Use the address bar
- Create & use links
- Create & use favourites
- Understand & use the history
- Use search engines
- Advanced search techniques
- Understand File Transfer Protocol (FTP)
- Download information from the web
- Copy data to other applications
- Print from a website

E-mail

- Create a new mail message
- Use the address book
- Format a message
- Send and receive messages
- Understand and use reply options
- Forward messages
- Insert attachments
- Set mail priority
- Save a message to a folder
- Save attachments
- Print a message
- Create a contact
- Create a distribution list

Introduction to PC's

What do I need?

Learners should be able to understand, read and write in the English language. ABET or equivalent knowledge is essential for attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for a user who has never used a personal computer, and needs to learn the foundational skills in order to operate a computer within their work environment.

Introduction to Computer Hardware

Monitor and Central Processing Unit (CPU)
Disk drives and memory
Keyboard and mouse
Printer

Keyboard Orientation

Typewriter and numeric keys
Function keys
Cursor Movement keys
Caps Lock versus Shift key
Enter, Spacebar and Tab keys
Basic typing drills

Mouse Handling

Navigate using the mouse
Understand and use mouse buttons

Mail Merge Workshop

What do I need?

Learners should already have a working knowledge of Word, including how to create, edit, format and print documents. Learners should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

How long is the course?

½ day

Who should attend?

This course targets individuals who desire to gain the skills necessary to create and distribute a set of documents, that are personalised for each recipient. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

The mail merge process

- Set up the main document
- Connect the document to a data source
- Refine the list of recipients or items
- Insert mail merge fields
- Preview and complete the merge

Merge existing documents

- Open an existing main document
- Verify the path to the data source
- Edit a data source path

Make labels for a mass mailing

- Set up the labels
- Connect the labels to an address list
- Refine the list of recipients
- Insert the mail merge fields
- Preview and complete the merge
- Print the labels

Send personalised e-mail messages

- Set up the e-mail message
- Connect the e-mail message to an address list
- Refine the list of recipients
- Insert mail merge fields
- Preview and complete the merge

Outlook Level 1

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. This course is for the new user of Outlook and assumes no experience with Lotus Notes or any other email application. The topics covered are the critical skills you need to create, send and respond to email in Outlook.

How long is the course?

1 Day

Who should attend?

This course is designed for people who need to learn how to use Microsoft Outlook 2010 to compose and send e-mail, schedule appointments and manage contact information.

Getting started with Outlook

- Identify the components of the Outlook interface
- identify the Outlook ribbon
- Customise the Outlook environment
- Identify the tabs and commands in the Outlook message form
- use Outlook help

Composing messages

- Create an e-mail message
- Format a message
- Check spelling and grammar
- Attach a file
- Enhance an e-mail message

Sending and receiving messages

- Send an e-mail message
- Read an e-mail message
- Reply and forward an e-mail message
- Print an e-mail message
- Delete an e-mail message

Organising messages

- Manage e-mail messages
- Move e-mail messages into folders
- Open and save an attachment

Managing contacts

- Add a contact
- Sort contacts
- Find the geographical location of a contact
- Update contacts

Scheduling appointments

- Explore the Outlook calendar
- Schedule an appointment
- Edit appointments
- Print the Outlook calendar

Outlook Level 2

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. A basic knowledge of E-mail is recommended.

How long is the course?

1 Day

Who should attend?

This course is designed for learners who require the skills to customise the Outlook environment, calendar, and e-mail messages and who need to track, share, assign, and locate various Outlook items.

Customising message options

- Modify message settings
- Modify delivery options
- Change the message format
- Set the out of office notification
- Create a contact group
- Insert a hyperlink
- Create quick steps

Organise and locate messages

- Sort messages using multiple criteria
- Find messages using instant search
- Find messages using multiple criteria
- Filter messages
- Organise messages
- Manage junk email

Setting calendar options

- Set workdays and time
- Display an additional time zone
- Set availability options
- Create calendar groups
- Manage automatic meeting responses

Track activities using the journal

- Record a journal entry automatically
- Record a journal entry manually
- Modify a journal entry

Managing tasks

- Assign a task
- Reply to a task request
- Send a task update
- Track assigned tasks

Sharing folder information

- Specify folder permissions
- Access another user's folder
- Send calendar information in an e-mail
- Delegate folder access to users

Customise the Outlook environment

- Manually archive a folder
- Set automatic archive options
- Customise the Ribbon
- Customise the Quick Access Toolbar
- Customise the to-do bar
- Create a folder home page

PowerPoint Basic

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify basic PowerPoint presentations.

The PowerPoint environment

- Start PowerPoint
- Identify components of the user interface
- Work with the Ribbon
- Use commands on contextual tabs
- Change presentation views
- Use PowerPoint's help options
- Exit PowerPoint for Windows

Create a presentation

- Create a new presentation
- Insert slides and change slide layout
- Save a presentation

Modify a presentation

- Open and close an existing presentation
- Edit and format text
- Create and format bullet list
- Apply slide transition
- Apply a theme

Work with graphics

- Create and size objects
- Move objects
- Insert pictures from file

PowerPoint Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify PowerPoint presentations.

The PowerPoint environment

- Start PowerPoint
- Understand the screen layout
- Change presentation views
- Use PowerPoint's help options
- Exit PowerPoint

Creating a presentation

- Create a new presentation
- Insert slides and change slide layout
- Save a presentation

Modify a presentation

- Open and close an existing presentation
- Edit and format text

Work with graphics

- Create and size objects
- Move and copy objects
- Insert clipart pictures and pictures from file
- Format objects and autoshapes
- Format clipart
- Align and distribute objects
- Rotate and flip objects
- Group and ungroup objects and clipart
- Add effects
- Create and manipulate Wordart

Work with text

- Create a bulleted or numbered list
- Adjust line and paragraph spacing
- Create and manipulate Word tables in slides

Customise a presentation

- Use templates

Adding charts and smartart

- Create and edit charts
- Create and edit smartart
- Create effective flow charts

Prepare to deliver a presentation

- Add speakers notes
- Add slide transition and animated effects
- Set animation order and timing
- Hide and redisplay slides
- Set up a presentation for maximum effect
- View presentation and use presentation tools
- Print preview and print presentations
- Print an outline, handouts and speakers notes

Customise the environment

- Customise the Quick Access Toolbar
- Customise the status bar
- PowerPoint options
- Compatibility checker

PowerPoint Advanced

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information. Learners should have completed PowerPoint Intermediate or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who need to enhance their foundational skills for creating slide shows and presentations using PowerPoint. As well as gaining knowledge of professional presentation skills. It is ideal for people preparing for certification as a Microsoft Office Specialist in PowerPoint.

What will be covered?

- Use outline view to create presentations
- Create slide, handout and notes masters
- Create and use templates
- Create and save a theme
- Add headers and footers
- Create handouts

- Import slides from file
- import slides from outline

- Send data to Microsoft word
- Send presentation to mail recipient for review

- Save presentations as slide shows
- Check compatibility

- Embed and link objects

- Add and edit comments

- insert and edit movies
- Insert and edit sounds
- Insert and edit hyperlinks
- Insert action buttons and change settings

- Create and format a photo album

- Use package for CD

- Protect a presentation
- Mark a presentation as final

Project Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for a person who has an understanding of project management concepts, and is responsible for creating and modifying project plans, and requires a tool to manage those project plans.

Getting started with Project

- Understand project management basics
- Understand the screenlayout

Create a project plan

- Specify project information
- Add file properties
- Enter tasks and durations
- Create a milestone
- Adjust column definition
- Move and copy tasks
- Insert a task
- Create a recurring task
- Delete a task

Create an outline structure

- Create subtasks
- Identify a main summary task
- Understand outline levels
- Expand/collapse the outline
- Display outline numbers
- Display the project summary tasks

Creating dependencies

- Understand dependency types
- Link/unlink tasks
- Change a dependency
- Utilise lead and lag time
- Display the critical path

Setting up resources

- Enter resource information
- Set-up an increase
- Add a resource note

Scheduling resources

- Assign resources to tasks
- Remove a resource assignment
- Assign a resource to a summary task
- Understand effort driven scheduling

View and modify project costs

- Analyse task/resource costs
- Enter fixed costs
- Create a task note

Working with calendars

- Add public holidays to the project calendar
- Modify project working hours
- Create a new calendar
- Apply a calendar to a task/resource

Resource management

- Resolve overallocations
- Manually level resources

Finalise the project plan

- Set task constraints
- Save a baseline/interim plan

Monitoring project progress

- Analyse project statistics
- Enter completion
- Split a task

Report project information

- Add/format a progress line
- Split a task
- Filter, group and sort information
- Modify & print views
- View predefined reports

Project Advanced

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should have a attended Project Intermediate or possess equivalent skills prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for learners who work confidently in Project and need to gain knowledge of the advanced features and capabilities of Project.

Working with the network diagram

- Create a project in the network diagram
- Add new tasks
- Link tasks
- Create an outline structure
- Format the network diagram
- Create a new template
- Print the network diagram

Estimating task durations accurately

- The scheduling formula
- Understand PERT analysis
- Optimistic, expected & pessimistic durations
- Set PERT weights
- Re-calculate PERT

Managing resources

- Create a resource pool
- Link to a resource pool
- Create & assign equipment resources
- Create & assign material resources
- Utilise cost rate tables for multiple rates
- View costs for material consumption

Fine-tune resource assignments

- Use effort-driven scheduling
- Modify task types
- Delay the start of assignment work
- Apply task contours

Consolidating projects

- Create a master project
- Insert sub-projects
- Create dependencies between projects

Sharing information with other programs

- Create a project plan snapshot
- Insert a snapshot into a word document
- Insert a snapshot into a presentation
- Insert a snapshot into a spreadsheet
- Copy and paste project data
- Save a project as a webpage
- Use and modify project mapping
- Analyse time scaled data in excel

Tracking actual values

- Enter actual start and finish dates
- Mark tasks complete as planned
- Enter actual duration
- Modify remaining duration
- Enter actual work
- Enter actual costs

Earned value analysis

- Set the project status date
- Display the earned value table
- Create calculated fields
- Create a stop light report
- Analyse cost variance

Work breakdown structure

- Define WBS codes
- Create & display outline codes

Customise project

- Create and run a macro
- Create a toolbar
- Use the organiser

Typing – Keyboarding A - Z

What do I need?

Learners should be able to read and write in English. ABET or equivalent knowledge is essential for attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for learners who have no previous experience in typing. This is a thorough and slow paced course which will provide the learner with basic foundational skills required to type accurately.

Getting Started

Using the KAZ Method
Proper Keyboarding Posture
The Keyboard

The Five Key Phrases

Touch Typing
Using the Space Bar
Using the Enter Key

Words and Sentences

The First Two Fingers
The First, Third and Fourth Fingers
Third and Fourth Fingers of the Left Hand
Sentences

Capitalisation, Punctuation and Numbers

Shift Key and Caps Lock
Typing numbers
Using Shift to type Special Characters
Punctuation Keys

The Numeric Keypad

Touch type the numbers on the Numeric Keypad

Speed and Accuracy

Develop Speed and Accuracy using:

- Short Phrases
- Complete Sentences

Speed Drills



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Visio

What do I need?

Learners should be familiar and comfortable with Windows. They should be able to launch and close applications; navigate to information stored on the computer and manage files and folders.

How long is the course?

2 Days

Who should attend?

This course is designed for individuals who wish to gain the necessary skills to create block diagrams, flowcharts, organisational charts, floor plans, process flows and much more.

Module 1

Overview of Visio

- Start Visio and understand the screen layout
- Use Visio diagram gallery
- Explore diagram gallery
- Explore diagram categories and types
- Prepare the Visio workspace
- Use Visio's help options
- Exit Visio

Visio basics

- Open and close menus, use toolbars
- Create a new document using a template
- Create a new blank Visio document
- Open and close existing Visio documents
- Save a Visio document
- Zoom in and out of documents

Managing shapes

- Identify shape handles
- Connect shapes as you add to the page
- Layout shapes
- Number shapes
- Group and ungroup shapes
- Resize shapes
- Add text to shapes and diagrams
- Delete shapes
- Copy and move shapes
- Adjust shape coordinates
- Adjust shape formatting
- Construct and merge shapes

Work with pages

- Adjust scale and measurement settings
- Work with rulers
- Work with the drawing grid
- Understand and use snapping
- Use guides and guide points
- Add and edit pages
- Print preview and print diagrams

Module 2

Enhancing diagrams

- Manipulate backgrounds for common page elements
- Manipulate connection points
- Create tables and lists
- Add a title block to a diagram
- Add text to headers and footers

Customising Visio

- Working with toolbars
- Working with windows

Customising Visio

- Working with toolbars
- Working with windows

Custom shapes

- Using custom shapes
- Using custom shapes in a drawing

Stencil techniques

- Custom stencils
- Customising stencil masters

Styles and layers

- Working with styles
- Formatting and linking shapes
- layers

Introduction to Windows

What should I know?

Learners should be familiar with using a mouse and keyboard. They should have worked with basic computer concepts and attended Computer Literacy or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for people who need the necessary skills to create a document, organize files, create an efficient work environment, and clean up the system.

Overview of Microsoft Windows

Work with the desktop

- Use the mouse effectively
- Move and arrange icons
- Work with individual windows
- Size and move windows
- Open and close menus
- Choose commands and options
- Minimise windows
- Maximise windows
- Manage multiple windows
- Close individual windows
- Work with dialog boxes
- Specify options in dialog boxes
- Create and delete shortcuts
- Use shortcuts

Explore the start menu

- Using Windows' accessories
- Start application programs in Windows
- Open recently used documents
- Customise the taskbar
- Customise the start menu
- Find / search for files and folders
- Get help / support

Customise the control panel

- Customise the display
- Customise the mouse
- Change regional settings
- Set date and time

Manage files and folders

- Understand difference between files and folders
- Create folders and subfolders
- Change folder views
- Rename files and folders
- Copy files and folders
- Move files and folders
- Delete files and folders
- Format a disk

Use the recycle bin

Use Windows system tools

- Back up files
- Use disk compression
- Use disk defragmenter
- Detect & repair disk errors

Log off user

Shut down Microsoft Windows

Word Basic

What do I need?

Learners should be able to read and write in the English language. ABET or equivalent knowledge is essential for attending this course. They should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and able to use Windows to manage information. Learners should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for learners who have no previous experience in applications. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Word.

Creating a basic document

- The Word environment
- Get help using Word
- Enter text
- Save a new document
- Preview a document
- Print a document

Editing a document

- Navigate in a document
- Insert and edit text
- Select text
- Move and copy text
- Delete text
- Undo changes

Formatting text

- Change font size
- Apply font styles and effects
- Change font colour
- Copy formats

Formatting paragraphs

- Change paragraph alignment
- Add borders and shading
- Apply bullets and numbering
- Change paragraph and line spacing

Proofing documents

- Check spelling and grammar

Work with tables

- Create a table
- Enter data in a table

Insert graphics

- Insert symbols and special characters

Control page appearance

- Insert a page break

Word Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for people who desire to gain the necessary skills to create, edit, format, and print Microsoft Office Word documents.

The Word environment

- Start and exit the application
- Components of the Word window
- Get assistance using help
- Word options

Working with documents

- Create a new document
- Open and close documents
- Save documents
- Navigation techniques
- Enter and edit text
- Select text and graphics
- Move and copy text
- Undo and redo changes
- Use find and replace
- Manage multiple documents
- Use Word templates

Formatting text and paragraphs

- Change font, size and colour
- Apply font styles and effects
- Paragraph and text alignment
- Copy formatting
- Use paragraph and character styles
- Document themes
- Borders and shading
- Bullets and numbering
- Tabs and indents
- Line and paragraph spacing

Control document layout

- Insert and remove pagebreaks
- Create and modify sections
- Add headers and footers
- Apply page numbering
- Footnotes and endnotes
- Switch between document views

Enhance Word documents

- Insert symbols and special characters
- Create and modify autocorrect entries
- Use built-in quick parts
- Create and insert building blocks
- Insert a date and time field
- Use drop caps
- Insert and manipulate illustrations
- Create and modify text boxes

Tables and columns

- Create a table
- Enter and edit table data
- Insert/delete rows, columns and cells
- Merge cells in a table
- Format a table
- Perform calculations in a table
- Create and edit columns

Mail merge

- Set up the main document
- Connect to a data source
- Refine the recipient list
- Insert merge fields
- Format merged data
- Preview the merged document
- Complete the merge
- Print the merged documents

Finalising documents

- Use spell check and thesaurus
- Print preview a document
- Adjust page setup options
- Print a document

Word Bridging Workshop

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who need to bridge gaps in their Word knowledge, prior to attending the advanced course. It is also suited to learners who are transitioning from earlier versions of Word.

Elements of the word environment

- Identify the Word interface
- Work with the ribbon
- Use options on contextual tabs
- Use the galleries
- Customise the interface
- Use Word's help options

Create & modify documents

- Edit and format text
- Move and copy text
- Tabs and indenting text
- Create a bulleted or numbered list
- Use superscript and subscript
- Apply styles
- Use find and replace
- Thesaurus and spell check
- Preview and print documents

Work with objects

- Quick parts
- Symbols and special characters
- Drop caps
- Pictures
- SmartArt

control page layout

- Add headers and footers with page
- Insert page breaks
- Line & paragraph spacing
- Create and edit columns

Create & modify tables

- Enter text
- Insert and delete rows and columns
- Format tables
- Use formulas

Customise the word environment

- Quick Access Toolbar
- Ribbon
- Interface
- Use fax and memo word templates

Word Advanced

What do I need?

Learners should already have a working knowledge of Word, including how to create, edit, format and print documents. Learners should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

How long is the course?

2 Days

Who should attend?

This course targets individuals who desire to gain the skills necessary to use the more advanced features of Word to create, manage, revise, and distribute long documents, forms, and Web pages.

Working with styles

- Create a character or paragraph style
- Modify an existing style

Managing lists

- Create an outline numbered list
- Start a list from a different number
- Customise list appearance
- Sort a list
- Convert text to a table

Making long documents easier

- Mark text for indexing
- Insert an index
- Add captions to pictures
- Insert a table of figures
- Insert a table of contents
- Create a master document
- Create different headers and footers for sections
- Use outline view
- Insert footnotes and endnotes
- Insert and use bookmarks
- Insert cross-references
- Insert comments
- Track changes

Creating customised graphics

- Insert pictures and control text wrapping
- Insert WordArt
- Embed and link objects
- Create linked text boxes
- Insert printed watermarks
- Insert SmartArt graphics
- Create a DropCap

Controlling text flow

- Insert section breaks
- Insert columns
- Control pagination

Customising tables

- Sort a table
- Modify table structure
- Merge or split cells
- Position text in a table cell
- Apply borders and shading
- Perform calculations in a table
- Convert table to text

Creating web pages

- Create a web page
- Insert hyperlinks

Creating forms

- Add form fields to a document
- Protect a form
- Save form data as plain text
- Automate a form
- Create and modify templates

Mail merge

- Perform a mail merge on existing documents
- Sort & filter source data
- Merge labels

Automating common tasks

- Create a macro
- Run a macro
- Edit a macro

Customise the environment

- Customise the Quick Access Toolbar
- Customise the Ribbon
- Customise the Status Bar
- Word Options