

## Course Outlines

Our outlines can be customized to meet your specific needs. Our instructors are encouraged to evaluate the students' needs during class and make adjustments so they provide the best possible experience to our customers.

We can provide training in other products not listed here!

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# Adobe Acrobat®: Getting Started with Adobe Acrobat

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Browsing a PDF document
- Navigating to specific content within a PDF document
- Conducting a simple search
- Extracting content from a PDF document
- Creating PDF Documents
  - ✓ Creating a PDF document from a Word document
  - ✓ Creating PDF documents using the print command
  - ✓ Creating PDF documents from web pages
  - ✓ Creating a PDF document using Acrobat
- Manipulating PDF document pages
  - ✓ Editing text in a PDF
  - ✓ Adding headers and footers
  - ✓ Customizing page numbering
- Using Bookmarks
  - ✓ Navigating using bookmarks
  - ✓ Creating bookmarks
  - ✓ Modifying bookmarks
  - ✓ Rearranging bookmarks
- Creating and modifying links
- Formatting a Story as an Article
- Organizing PDFs into a collection
- Controlling access to multiple PDF documents
- Searching multiple PDF documents
- Choosing a collaboration workflow
- Adding review tools to a PDF document
- Digitally signing a PDF document
- Markup a PDF document
- Compiling and viewing Comments from multiple reviewers

## Apple iPad® - iPad at Work

3 Hours



Prerequisites: None

This course is based on the book of the same name by David Sparks.

- iPad fundamentals
- Useful utilities
- Security
- The internet
- The cloud
- Email
- Contacts
- Calendars
- Video conferencing and messaging
- Remote access
- Travel
- The Enterprise
- Writing
- PDFs
- Books
- Notes and meetings
- Brainstorming
- Presentations
- Task management
- Calculators and spreadsheets
- Business graphics
- Databases
- Project management
- Billing and finance

# Employment: Designing an Effective Resume

3 Hours

Prerequisites: None

- Using tabs and tables in Microsoft Word
- Writing effective cover letters
- Highlighting qualities employers seek
- Designing resumes
  - ✓ The resume heading
  - ✓ Job objectives
  - ✓ Summary statements
  - ✓ Chronological vs. functional formats
  - ✓ Using dates
  - ✓ Using action words
  - ✓ Making your resume achievement oriented
  - ✓ Disguising gaps in employment
  - ✓ Other possible section headings
  - ✓ References
- Writing thank you letters



## Employment: Using the Internet in Your Job Search

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

This course introduces applicants to the many resources available online that can help them in the process of finding a job. Topics include general strategies for navigating the web using Internet Explorer and a tour of useful sites that educate the applicant on how to:

- Applying for jobs online
- Contacting job councilors
- Contacting employers
- Establishing an e-mail account where you can be reached
- Finding a recruiter
- Finding career fairs, conventions and trade shows
- Finding job listings at employment sites
- Finding internships and apprenticeships
- Hiring someone
- Honing your interviewing skills
- Learning how to cope with job loss
- Becoming skilled at preparing cover letters, resumes and thanks you notes
- Learning negotiating skills
- Looking for financial aid
- Looking up employment and industry trends
- Networking
- Obtaining training
- Obtaining relocation information
- Posting a resume
- Reading newspaper job listings
- Researching companies
- Researching salary information
- Researching self employment options
- Taking self assessment tests

# FileMaker Inc. FileMaker®: Getting Started with FileMaker

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Databases
  - ✓ Fields, records, and tables
- Parts of the screen
  - ✓ Title Bar
  - ✓ Toolbars
  - ✓ Status Area/Book Column
  - ✓ Zoom Controls
  - ✓ Status Area Control Button
  - ✓ Mode Indicator Button
- Moving within a record
- Moving between records
- Modes
  - ✓ Browse
  - ✓ Find
  - ✓ Layout
  - ✓ Preview
- Views
  - ✓ View as Form
  - ✓ View as List
  - ✓ View as Table
- Creating new records
- Editing a record
- Duplicating records
- Adding information from the index
- Inserting special info
- Finding information
  - ✓ Performing simple finds
  - ✓ Performing complex finds
  - ✓ And finds
  - ✓ Or finds
  - ✓ Omitting records
  - ✓ Constraining and extending found sets
  - ✓ Performing a quick find
  - ✓ Symbols
- Sorting records

## FileMaker Inc. FileMaker®: Creating Layouts

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. It is highly recommended but not required that you take FileMaker Inc. FileMaker: Getting Started with FileMaker first.

- Layout options
- Displaying rulers
- Changing tab order
- Creating buttons
- Working with layout tools
  - ✓ Selection tool
  - ✓ Text tool
  - ✓ Line tool
  - ✓ Rectangle tool
  - ✓ Rounded Rectangle tool
  - ✓ Oval tool
- Changing lines and fills
- Copying the formatting from one object to another
- Aligning objects
- Changing the order of objects
- Sliding objects together
- Creating tabbed layouts
- Creating summary reports
  - ✓ Summary fields
  - ✓ Summary parts
  - ✓ Sub-summaries
  - ✓ Grand summaries
- Creating mailing labels



# FileMaker Inc. FileMaker®: Functions, Relationships, Lookups and Portals



**3 Hours**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. It is highly recommended but not required that you take FileMaker Inc. FileMaker: Getting Started with FileMaker and FileMaker Inc. FileMaker: Creating Layouts first.

- Working with calculated fields
- Functions
  - ✓ The Round function
  - ✓ The IF function
  - ✓ Logical operations
  - ✓ Text operators
  - ✓ Nested IF statements
  - ✓ Today's Date calculation
  - ✓ The PMT function
  - ✓ The SUM Function
  - ✓ The PROPER Function
  - ✓ The Right Function
  - ✓ The COUNT function
  - ✓ The AVERAGE function
  - ✓ The MAX function
  - ✓ The MIN function
  - ✓ The DAYNAME function
  - ✓ The MONTHNAME function
  - ✓ The YEAR function
- Establishing relationships
- Using repeating fields
- Creating lookups
- Creating portals

# Microsoft Access®: Creating Related and Unrelated Tables, Fields and their Properties



**3 Hours**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Databases, tables, fields and records
- Understanding the database window
- Moving around in a table
- Editing data
- Adding records
- Changing column widths
- Saving design changes
- Design view and datasheet view
- Field names
- Setting data types
- Field descriptions
- Field properties
  - ✓ Field size
  - ✓ Format
  - ✓ Input mask
  - ✓ Caption
  - ✓ Default value
  - ✓ Validation rule
  - ✓ Validation text
  - ✓ Required
  - ✓ Allow zero length
  - ✓ Indexed
- Creating relationships between tables
  - ✓ Enforcing referential integrity

# Microsoft Access®: Fundamentals of Querying Databases

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. It is highly recommended but not required that you take Microsoft Access: Creating Related and Unrelated Tables, Fields and Their Properties first.

- Querying
  - ✓ Working with field lists
  - ✓ Bringing fields into the grid
  - ✓ Removing fields from the grid
  - ✓ Sorting in a query
  - ✓ Changing display order in a dataset
  - ✓ Using the Show row
  - ✓ Defining criteria
- Saving queries
- Modifying a saved query
- And queries
- Or queries
- Using comparison operators
- Using keyword operators
- Using wildcards
- Showing only top values
- Using numeric summaries
- Creating expressions
- Printing datasets

## Microsoft Access®: Advanced Querying Techniques

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, take Microsoft Access: Fundamentals of Querying Databases.

- Creating parameter queries
- Finding duplicate records
- Finding unmatched records
- Creating crosstab queries
- Using a form to provide criteria for a query
- Action queries
  - ✓ Creating make table queries
  - ✓ Creating delete queries
  - ✓ Creating append queries
  - ✓ Creating update queries
- Creating union queries

## Microsoft Access®: Creating Forms and Reports

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. It is recommended but not required that you take Microsoft Access: Creating Related and Unrelated Tables, Fields and their Properties and Microsoft Access: Fundamentals of Querying Databases first.

- Creating AutoForms
- Creating Autoreports
- Using report sections
- Adding fields and controls to reports and forms
- Aligning fields and objects
- Resizing fields and objects
- Manipulating controls on a report or form
- Concatenating fields and text
- Using wizards to create reports and forms
- Creating blank reports
- Printing a report definition
- Sorting and grouping on a report
- Changing the order of objects
- Changing an object's properties
- Changing tab order

# Microsoft Access®: Advanced Techniques in Form Creation and Report Writing



**3 Hours**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is HIGHLY recommended that you first take Microsoft Access: Creating Forms and Reports.

- Creating subforms to display information from related tables
- Creating expressions in subforms
- Creating a relationship between tables
- Methods for creating forms
- Displaying expressions from subforms on main forms
- Adding check boxes, toggle buttons and option buttons
- Creating combo boxes
- Creating list boxes
- Creating option groups
- Tab controls
- Creating switchboards
- Creating macros

# Microsoft Excel®: Getting Started with Excel Formulas & Functions

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Understanding the user interface
- Customizing the user interface
- Navigating a spreadsheet quickly
- Entering and editing text
- Using Backspace vs. delete while editing
- Deleting data
- Modifying alignment
- Moving and copying data
- Using Undo and Redo
- Using the Autofill handle
- Creating formulas
  - ✓ Adding, subtracting, multiplying and dividing
  - ✓ Using cell references and range references
- Creating Basic Functions
  - ✓ SUM
  - ✓ MAX
  - ✓ MIN
  - ✓ AVERAGE
  - ✓ COUNT
- Using AutoFill to copy formulas
- Understanding the Order of Operations
- Finding and replacing information on a spreadsheet
- Understanding relative and absolute references
- Displaying formulas on a worksheet
- Formatting a spreadsheet
  - ✓ Changing fonts
  - ✓ Formatting numbers as currency
  - ✓ Centering text across columns
  - ✓ Adding headers and footers
  - ✓ Changing the orientation of the page
  - ✓ Applying borders
- Printing a spreadsheet

## Microsoft Excel®: Advanced Functions

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, take Microsoft Excel: Basic Formulas & Functions or have equivalent training or experience with Microsoft Excel.

- ☑ Learn to use the following functions:
  - ✓ COUNTA - The COUNTA function counts the number of cells that are not empty in a range.
  - ✓ SUMIF - You use the SUMIF function to sum the values in a range (range: Two or more cells on a sheet. The cells in a range can be adjacent or nonadjacent.) that meet criteria that you specify.
  - ✓ COUNTIF - The COUNTIF function counts the number of cells within a range that meet a single criterion that you specify.
  - ✓ MATCH - The MATCH function searches for a specified item in a range (range: Two or more cells on a sheet. The cells in a range can be adjacent or nonadjacent.) of cells, and then returns the relative position of that item in the range.
  - ✓ SUMPRODUCT - Multiplies corresponding components in the given arrays, and returns the sum of those products.
  - ✓ PMT - Calculates the payment for a loan based on constant payments and a constant interest rate.
  - ✓ OFFSET - Returns a reference to a range that is a specified number of rows and columns from a cell or range of cells.
  - ✓ UPPER - Converts text to uppercase.
  - ✓ LOWER - Converts all uppercase letters in a text string to lowercase.
  - ✓ PROPER - Capitalizes the first letter in a text string and any other letters in text that follow any character other than a letter. Converts all other letters to lowercase letters.
  - ✓ ISERROR - Returns TRUE or FALSE depending on whether the tested scenario leads to an error except N/A..
  - ✓ ISTEXT - Returns TRUE or FALSE depending on whether the tested scenario returns text.
  - ✓ ISNUMBER - Returns TRUE or FALSE depending on whether the tested scenario returns a number.
  - ✓ STDEV - Estimates standard deviation based on a sample. The standard deviation is a measure of how widely values are dispersed from the average value (the mean).
  - ✓ TRIM - Removes all spaces from text except for single spaces between words.
  - ✓ AVERAGE - Returns the average (arithmetic mean) of the arguments.
  - ✓ MEDIAN - Returns the median of the given numbers. The median is the number in the middle of a set of numbers.



- ✓ MODE.MULT - Returns a vertical array of the most frequently occurring, or repetitive values in an array or range of data. This will return more than one result if there are multiple modes.
  - ✓ MODE.SNGL - Returns the most frequently occurring, or repetitive, value in an array or range of data.
  - ✓ RANK.AVG - Returns the rank of a number in a list of numbers: its size relative to other values in the list; if more than one value has the same rank, the average rank is returned.
  - ✓ RANK.EQ - Returns the rank of a number in a list of numbers. Its size is relative to other values in the list; if more than one value has the same rank, the top rank of that set of values is returned.
  - ✓ LARGE - Returns the k-th largest value in a data set.
  - ✓ SMALL - Returns the k-th smallest value in a data set.
- Separating text into multiple columns

## Microsoft Excel®: Useful Features in Microsoft Excel

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, take Microsoft Excel: Basic Formulas & Functions or have equivalent training or experience with Microsoft Excel.

- Applying a password to open or modify a spreadsheet
- Allowing users to edit ranges with passwords
- Naming ranges
- Creating custom lists
- Creating custom views
- Creating scenarios
- Using the Format Painter
- Applying conditional formatting
- Creating styles
- Using Paste Special
- Printing titles
- Validating data with data validation
- Using Goal Seek
- Using Solver
- Creating one and two way Data Tables

# Microsoft Excel®: Charting, Linking, Embedding and Working with Multiple Sheets



**3 Hours**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is helpful to have taken Microsoft Excel: Basic Formulas & Functions or have a basic familiarity with Excel.

- Creating Charts
  - ✓ Selecting the data to include in a chart
  - ✓ The Chart Wizard
  - ✓ Moving a chart
  - ✓ Resizing a chart
  - ✓ Modifying characteristics of a chart
    - Changing bar colors
    - Changing the color of the background
    - Deleting gridlines
    - Formatting gridlines
    - Formatting text
    - Formatting values
    - Adding text to a chart
- Linking
  - ✓ Creating a link using an equation
  - ✓ Creating a link using paste special
  - ✓ Linking from Microsoft Excel to Microsoft Word
- Embedding
  - ✓ Embedding an Excel spreadsheet inside a Word document
- Working with Multiple Sheets
  - ✓ Renaming sheets
  - ✓ Changing the color of tabs
  - ✓ Adding new sheets
  - ✓ Deleting sheets
  - ✓ Setting the default number of sheets
  - ✓ Reordering sheets
  - ✓ Using Group Mode
  - ✓ Creating equations across Sheets
- Creating and using hyperlinks

## Microsoft Excel®: Working with Microsoft Excel Databases

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is helpful to have taken Microsoft Excel: Basic Formulas & Functions or have a basic familiarity with Excel.

- Splitting windows
- Freezing panes
- Navigation techniques
- Sorting a database
- AutoFiltering a database
- Tables
  - ✓ Creating tables
  - ✓ Formatting tables
  - ✓ Creating total rows
  - ✓ Adding calculated columns
- Using advanced filters
- Subtotaling a list
- Creating PivotTables and PivotCharts
  - ✓ Rules for Setting Up a Database
  - ✓ Modifying the Format of Calculated Fields
  - ✓ Creating Calculated Items
  - ✓ Creating Calculated Fields
  - ✓ Using Slicers
  - ✓ Creating Dashboards
  - ✓ Connecting Slicers to Multiple PivotTables
  - ✓ Creating PivotCharts
  - ✓ Automatically Adding New Records to the Source of Data for the PivotTable

# Microsoft Excel®: Creating Forms and Recording Macros

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is helpful to have taken Microsoft Excel: Basic Formulas & Functions or have a basic familiarity with Excel.

- Macros
  - ✓ Recording a macro
  - ✓ Running macros from the macro dialog box
  - ✓ Running macros using a button and shortcut keys
  - ✓ Creating a macro button on the toolbar
  - ✓ Creating a custom menu item on the toolbar
  - ✓ Viewing the VBA code
  - ✓ Absolute and relative references
  - ✓ Assigning shortcut keys to existing macros
- Forms
  - ✓ Adding labels
  - ✓ Adding group boxes
  - ✓ Adding buttons
  - ✓ Adding check boxes
  - ✓ Adding option buttons
  - ✓ Adding list boxes
  - ✓ Adding combo boxes
  - ✓ Adding scroll bars
  - ✓ Adding spinners
  - ✓ Toggling the grid

# Microsoft Excel®: Introduction to Microsoft Excel

**6 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Understanding the user interface
- Customizing the user interface
- Navigating a spreadsheet quickly
- Entering and editing text
- Backspace vs. delete
- Deleting data
- Modifying alignment
- Moving and copying data
- Undo and Redo
- Using the Autofill handle
- Creating formulas
  - ✓ Adding, subtracting, multiplying and dividing
  - ✓ Using cell references and range references
- Creating Basic Functions
  - ✓ SUM
  - ✓ MAX
  - ✓ MIN
  - ✓ AVERAGE
  - ✓ COUNT
- Using AutoFill to copy formulas
- The Order of Operations
- Finding and replacing information on the spreadsheet
- Understanding relative and absolute references
- Displaying formulas on a worksheet
- Formatting a spreadsheet
  - ✓ Changing fonts
  - ✓ Formatting numbers as currency
  - ✓ Centering text across columns
  - ✓ Adding headers and footers
  - ✓ Changing the orientation of the page
  - ✓ Applying borders
- Printing a spreadsheet

## Microsoft Excel®: Intermediate Microsoft Excel

6 Hours



- Working with named ranges
- Inserting and formatting graphics
- Creating charts
  - ✓ Modifying charts
  - ✓ Formatting charts
  - ✓ Changing chart types
- Creating calculations across sheets
- Using more advanced functions
- Splitting windows
- Freezing panes
- Working with Tables
  - ✓ Sorting
  - ✓ Filtering
  - ✓ Formatting
  - ✓ Using Totals
  - ✓ Adding new fields
- Using PivotTables and PivotCharts
  - ✓ Creating PivotTables
  - ✓ Modifying calculations
  - ✓ Formatting the PivotTable
  - ✓ Filtering the PivotTable
  - ✓ Using Slicers
  - ✓ Connecting Slicers to multiple PivotTables
  - ✓ Creating dashboards
  - ✓ Creating PivotCharts
- Working with Themes
  - ✓ Applying Themes
  - ✓ Creating your own Theme
- Working with Templates
- Understanding Excel Options

## Microsoft Excel®: Advanced Microsoft Excel

6 Hours



- Applying a password to open or modify a spreadsheet
- Allowing users to edit ranges with passwords
- Applying conditional formatting
- Using data validation to restrict data entry
- Creating drop-down lists
- Auditing a spreadsheet
  - ✓ Displaying formulas
  - ✓ Tracing precedents and dependents
  - ✓ Creating a Watch Window
  - ✓ Evaluating formulas
  - ✓ Using automatic and manual calculation options
- Creating sparklines
- Using the Scenario Manager
- Using Goal Seek
- Creating custom lists
- Creating custom views
- Creating one way and two way Data Tables
- Removing duplicates
- Using the Analysis ToolPak
- Linking cells (DDE)
  - ✓ Creating a link using an equation
  - ✓ Creating a link using paste special
  - ✓ Linking from Microsoft Excel to Microsoft Word
- Embedding programs (OLE)
  - ✓ Embedding an Excel spreadsheet inside a Word document



# Microsoft Excel®: Excel Visual Basic for Applications (VBA)

12 Hours over 2 Days



This class is a programming class. Students should be proficient in using Microsoft Excel before taking this class.

- ☑ Chapter 1 - Getting Started
  - ✓ Introducing Excel VBA
  - ✓ Macros
  - ✓ The Developer Ribbon
  - ✓ Absolute vs. Relative Macros
  - ✓ Recording an Absolute Macro
  - ✓ Running a Macro Using the Ribbon
  - ✓ Running a Macro Using a Shortcut Key
  - ✓ Creating an Icon on the Quick Access Toolbar to Run a Macro
  - ✓ Adding a Command Button to Run a Macro
  - ✓ Assigning Code to the Button
  - ✓ Recording a Relative Macro
  - ✓ Viewing the Visual Basic for Applications (VBA) Code
  - ✓ Editing a Macro in the VBA Editor
  - ✓ Understanding the Development Environment
  - ✓ The Object Browser
  - ✓ Using Visual Basic Help
  - ✓ Closing the Visual Basic Editor
- ☑ Chapter 2 - Working with Procedures and Functions
  - ✓ Understanding Modules
  - ✓ Creating a Standard Module
  - ✓ Understanding Procedures
  - ✓ Creating a Sub Procedure
  - ✓ Calling Procedures from Inside Other Procedures
  - ✓ Using the Immediate Window
  - ✓ Creating a Function Procedure
  - ✓ Naming Procedures
  - ✓ Working with the Code Editor
  - ✓ Colors Used in Coding
  - ✓ Using Capitalization while Coding
  - ✓ Setting Code Editor Options
  - ✓ Code Settings
  - ✓ Window Settings
  - ✓ Guidelines for Editing Code
  - ✓ Commenting Code
  - ✓ Finding Code
  - ✓ Complete Word Feature

- ☑ Chapter 3 - Understanding Objects
  - ✓ Understanding Objects
  - ✓ Navigating the Excel Object Hierarchy
  - ✓ Understanding Collections
  - ✓ Using the Object Browser
  - ✓ Working with Properties
  - ✓ Using the With Statement
  - ✓ Working with Methods
  - ✓ Creating an Event Procedure
- ☑ Chapter 4 - Using Expressions, Variables, and Intrinsic Functions
  - ✓ Understanding Expressions and Statements
  - ✓ Declaring Variables
  - ✓ Explicit vs Implicit Variable Declaration
  - ✓ Declaration Statement
  - ✓ Working with Variable Scope
  - ✓ Naming Variables
  - ✓ Understanding Data Types
  - ✓ Assignment Statement
  - ✓ Using Intrinsic Functions
  - ✓ Understanding Constants
  - ✓ Using Intrinsic Constants
  - ✓ Using Message Boxes
  - ✓ Using Input Boxes
  - ✓ Declaring and Using Object Variables
- ☑ Chapter 5 – Controlling Program Execution
  - ✓ Understanding Control-of-Flow Structures
  - ✓ Working with Boolean Expressions
  - ✓ Comparison Operators and Logical Operators (Keyword Operators)
  - ✓ Using the If...End If Decision Structures
  - ✓ If...Then Statements
  - ✓ If...Then...Else Statements
  - ✓ Using the Select Case...End Select Structure
  - ✓ Using the Do...Loop Structure
  - ✓ Using the For...To...Next Structure
  - ✓ For...Next Statements
  - ✓ Using the For Each...Next Structure
  - ✓ Guidelines for Use of Control-of-Flow Structures
- ☑ Chapter 6 - Working with Forms and Controls
  - ✓ Understanding UserForms
  - ✓ Using the Toolbox
  - ✓ Working with UserForm Properties, Events and Methods
  - ✓ Understanding Controls
  - ✓ Setting Control Properties in the Properties Window
  - ✓ Working with the Label Control

- ✓ Working with the Text Box Control
- ✓ Working with the Command Button Control
- ✓ Working with the Combo Box Control
- ✓ Populating a Control
- ✓ Working with the Frame Control
- ✓ Working with Option Button Controls
- ✓ Working with Control Appearance
- ✓ Setting the Tab Order
- ✓ Adding Code to Controls
- ✓ Launching a Form in Code
- ☑ Chapter 7 - Working with PivotTable Object
  - ✓ Understanding PivotTables
  - ✓ Creating a PivotTable
  - ✓ Working with the PivotTable Wizard Method
  - ✓ Working with PivotFields
  - ✓ Assigning a Procedure to a Custom Toolbar
- ☑ Chapter 8 - Debugging Code
  - ✓ Understanding Errors
  - ✓ Using Debugging Tools
  - ✓ Setting Breakpoints
  - ✓ Stepping Through Code
  - ✓ Using Break Mode during Run Mode
  - ✓ Determining the Value of Expressions
- ☑ Chapter 9 - Handling Errors
  - ✓ Understanding Error Handling
  - ✓ Understanding VBA's Error Trapping Options
  - ✓ Trapping Errors with the On Error Statement
  - ✓ Understanding the Err Object
  - ✓ Writing an Error-Handling Routine
  - ✓ Working with Inline Error Handling

# Microsoft Internet Explorer®/Edge: Surfing and Searching the Internet



**3 Hours**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- History of the internet
- Accessing sites using the Run command
- The combo Address/Search bar
- Icons in the address bar
- Selecting a new default search provider
- Adding search providers and picking them on the fly
- Home, Favorites and Tools icons
- Favorites
  - Adding favorites to favorites list and favorites bar
  - Organizing favorites
  - Sorting favorites
- Zooming (including zooming shortcut keys)
- Displaying Menu Bar (permanently and temporarily), Favorites Bar, Command Bar
- Internet Options
  - Setting one or more Home pages
  - History settings
  - AutoComplete settings
- Tabs
  - Shortcuts to move between tabs, select a tab by number, close a tab, create a tab
  - Reordering tabs
  - Duplicating tabs
  - Putting tabs in their own windows and using aero snap to tile them (Win 7)
  - Enabling Quick Tabs
  - Putting a shortcut to a page on the taskbar (Win 7)
  - Pinning sites to the IE taskbar icon (Win 7)
- Security
  - Using InPrivate browsing
  - Deleting browsing history
  - Identifying whether a site is encrypted
  - Identifying the actual address of a site to make sure it's not a masked phishing site
- Newsgroup Netiquette
- Searching
  - Effective search techniques
  - Advanced searches
  - Google search operators (+ - ~ ...)
  - Accessing Google Search Help
  - Image searches
- Search Exercise
- Keyboard shortcuts

# Microsoft OneNote®: Getting Started with OneNote

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- What is OneNote?
- Ways People Use OneNote
- OneNote Hierarchy
- Creating a New Notebook
- The Notebook Properties Dialog Box
- Creating a Section Group
- Creating a New Section
- Renaming a Section
- Moving a Section into a Section Group
- Changing the Color of a Section
- Moving a Section
- Deleting a Section
- Adding Text to a Page
- Creating a Bulleted/Numbered List
- Changing Text Attributes
- Applying a Style to Text
- Highlighting Text
- Aligning Text
- Handwriting
- Customizing a Pen Type
- Converting Handwriting to Text
- Working with Note Containers
- Spelling
- Inserting a Table
- Inserting Rows and Columns
- Inserting a Graphic
- Inserting a Screen Capture
- Inserting Web Content
- Inserting Mathematical Functions
- Inserting a Line or Shape
- Modifying a Line or Shape
- Inserting a Link
- Attaching a File
- Inserting the Date and Time
- Inserting an Equation
- Inserting a Symbol
- Recording an Audio Clip
- Previewing and Printing a Note Page
- Searching
- Working with Outlook
- Emailing a Page
- Assigning a Task in Outlook
- Inserting Meeting Details into OneNote
- Sending an Email to OneNote
- Inserting a New Page
- Page Templates
- Working with Subpages
- Adding Space to a Page
- Password Protecting a Section

# Microsoft Outlook®: Getting Started with Microsoft Outlook

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- What is Outlook?
- Parts of the screen
- Working with the Outlook Bar
- Creating a message
  - Message Options
  - Creating attachments
- Saving attachments
- Working with categories
- Using and modifying Outlook Today
- Sorting messages
- Creating folders
- Working with calendar views
- Creating appointment
- Setting calendar options
- Entering appointments
- Deleting appointments
- Entering recurring appointments
- Creating and sending a meeting request
- Printing a calendar
- Creating a contact
- Calling a contact
- Entering tasks
- Creating and sending a task request
- Creating notes

## Microsoft Outlook®: Useful Features in Microsoft Outlook

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, take Microsoft Outlook: Getting Started with Microsoft Outlook or have equivalent training or experience with Microsoft Outlook.

- Data file management
- Archiving
- Search folders
- Filtering
- E-mailing a contact
- Recalling a message
- Making Word Your e-mail editor
- Checking spelling
- Creating hyperlinks
- Creating an AutoSignature
- Flagging messages
- Creating distribution lists
- Working with other people's calendars
- Customizing the Outlook Bar
- Working with other Microsoft Office applications
- Working with Permissions
- Importing
- Options
- Creating your own views
- Sending vCards

# Microsoft PowerPoint®: Getting Started with Microsoft PowerPoint

**3 Hours**

**6 Hour Format Titled Introduction to PowerPoint**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Starting PowerPoint
- Adding a title and subtitle
- Editing text
- Resizing text placeholders
- Presentation guidelines
- Saving a presentation
- Opening and closing a presentation
- Creating a new presentation
- Adding new slides
- Finding ClipArt
- Inserting ClipArt
- Creating bullet slides
- Changing bulleted symbols
- Moving from slide to slide
- Views
- Using drawing tools
- Drawing "Perfect" objects
- Resizing an object around a point
- Viewing and toolbars and/or ribbons
- Grouping objects
- Rotating objects
- Bring Forward/Send to Back
- Spell checking
- Printing
- Creating tables
- Creating graphs
- Creating organizational charts
- Running a slide show



## Microsoft PowerPoint®: Useful Features in PowerPoint

3 Hours

6 Hour Format Titled Advanced PowerPoint



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment and Microsoft PowerPoint: Creating Effective Presentations or equivalent training or experience working with Microsoft PowerPoint.

- Working with ClipArt
- Using guidelines
- Creating bullet slides
- Using transitions
- Applying a theme
- Creating a template
- Using slide masters
  - ✓ Modifying the slide master
  - ✓ Creating your own layouts
  - ✓ Canceling the slide master for one page
- Adding page numbers
- Changing the color scheme of one slide
- Inserting an outline from Microsoft Word
- Replacing fonts throughout a presentation
- Creating tables
- Enhanced drawing
- Duplicating objects
- Rotating and flipping objects
- Aligning objects
- Changing AutoShapes
- Grouping and ungrouping objects
- Using the Format Painter
- Creating and editing graphs
- Changing layouts
- Importing a Microsoft Excel spreadsheet
- Importing a chart
- Linking a spreadsheet
- Working with graphics
  - ✓ Recoloring and cropping graphics
- Creating Speaker Notes
- Working with the Handout Master
- Applying slide transitions
- Tricks while running a slide show
  - ✓ Hiding slides
  - ✓ Using pointer options
  - ✓ Pausing during a slide show
  - ✓ Blacking out the presentation
  - ✓ Whiting out a screen
- Branching to other presentations
- Customizing the ribbon
- Understanding PowerPoint Options
- Changing the default presentation

## **Microsoft Office: Tips, Tricks & New Features in Word, Excel, PowerPoint and Outlook**

### **3 Hours**

This class is designed for people who regularly work in an older version of these products but would like to learn the new features of the version they currently use.

The topic list for this class is dependent on which version the student has moved from and which version they are moving to.

## Microsoft Project®: Getting Started with Microsoft Project

6 Hour and 12 Hour Formats Available



**Note: The 12 hour format is very popular because it includes a thorough review of topics covered on the first day and includes a module where students build their own practice projects from scratch!**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- The history of modern project management
- Benefits and limitations of using project management software
- Steps to building a project
- Getting help
- Sizing columns
- Displaying the task form
- Toggling between active/Inactive panes
- Entering tasks
- Entering durations
- Saving
- Creating milestones
- Creating summary tasks
- Outlining
- Obtaining project status
- Linking
- Setting up relationships
- Slack, lag and lead
- Formatting text
- Displaying the critical path in the Gantt chart
- Task information
- Working with the Network Diagram
- Using the mouse in the Gantt chart
- Creating a resource pool
- Sorting a list
- Modifying the task entry form to include initials
- Assigning resources
- Understanding the Standard calendar
- Creating a base calendar
- Altering resource calendars
- Identifying overallocations
- Remediating overallocations
- Setting the baseline
- Entering actual dates
- Displaying the Tracking Gantt view
- Printing
- Reports

## Microsoft Project®: Advanced Features

6 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is highly recommended that you take Microsoft Project: Creating a Project.

- Review of building a project
- Entering actual dates
- Rescheduling part of a project
- Using the Tracking Gantt view
- Updating the entire project
- Changing the current date
- Updating tasks
- Using additional baseline plans
- Modifying the Tracking Gantt chart to display an additional baseline plan
- Viewing progress in the Network Diagram
- PERT analysis
- Creating custom views
- Creating custom reports
- Creating custom filters
- Adding customized items to the global template
- Creating master projects consisting of sub projects
- Understanding how adding or changing resources affects durations, work and units

# Microsoft Skype for Business (AKA Lync)<sup>®</sup>: Getting Started with Skype for Business



**90 Minutes**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- The Skype Window
- Signing In
- Setting your Presence Status
- Adding a Personal Note
- Setting your Location
- Navigating in Skype
- Adding a Contact from your Organization
- Adding a Contact from Outside your Organization
- Deleting a Contact
- Using Contact Groups
  - Creating a New Group
  - Adding Contacts to Groups
  - Deleting a Contact Group
- Contact Views
- Changing the Privacy Relationship
- Using the Quick Launch Bar
- Sending an Instant Message
- Using Tabbed Conversations
- Using Persistent Chat
  - Chat Room Privacy Settings
  - Following a Chat Room
  - Managing a Chat Room
  - Topic Feeds
  - Disabling a Chat Room
- Skype Meetings
  - Scheduling a Meeting in Skype
  - Scheduling a Meeting in Skype with your Outlook Calendar
- Joining a Scheduled Meeting
- Participating in a Meeting
- Adding Users to a Meeting
- Presenting Content in Meetings
- Sharing an Attachment
- Downloading Meeting Content
- Sharing a PowerPoint Presentation and Annotating the Presentation
  - Select who can View your Presentation Privately
- Using the Whiteboard
- Creating Polls
- Using Q&A
- Using Private and Shared Meeting Notes (OneNote Notes)
- Setting Presenter Meeting Options
- Skype Phone Calls
  - Placing a Call
  - Muting a Call
  - Putting a Call on Hold
  - Transferring a Call
  - Answering an Incoming Call
  - Starting a Conference Call
  - Adding a Phone
  - Adjusting Audio and Visual Settings
- Using Video Calling
- Tagging for Status Change Alert

## Microsoft Visio®: Getting Started with Microsoft Visio

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Opening a new Visio document
- Creating a flowchart diagram using shapes and connectors
- Creating, selecting and modifying shapes
- Resizing, moving, copying, rotating, and deleting shapes
- Formatting, aligning, and distributing shapes
- Protecting, ordering, and grouping shapes
- Adding text to a diagram and formatting the text
- Creating text only shapes
- Creating a background
- Modifying the color palette
- Adding a hyperlink
- Zooming in and out of a Visio document
- Importing graphics
- Connecting shapes
- Creating an Organizational Chart
- Printing a diagram
- Inserting a diagram into a PowerPoint or Word document
- Editing a diagram while remaining in PowerPoint or Word
- Saving a Visio Diagram as a web page
- Saving a Visio Diagram as a graphic file
- Moving between pages in a drawing

## Microsoft Visio®: Useful Features in Microsoft Visio

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. It is also highly recommended that you take Microsoft Visio: Getting Started with Microsoft Visio or have equivalent training or experience working with Visio.

- Creating and modifying styles
- Working with stencils
- Working with master shapes
- Creating, assigning, and customizing layers
- Modifying drawing scales
- Working with background pages
- Adding a predefined action and custom shape
- Adding behavior to a shape
- Using Shapesheets
- Viewing custom properties
- Embedding and linking
- Working with templates
- Merging shapes

# Microsoft Windows® 7: Getting Started with Windows 7

3 Hours



Prerequisites: There are no prerequisites for this class.

- Gadgets
- Personalizing the Desktop
- Working with the Start Menu
- Moving and resizing windows
- Displaying multiple windows at the same time
- Switching between windows
- Using a mouse
- Arranging icons
- Using Auto Arrange
- Minimizing, maximizing and restoring windows
- Closing windows
- Cascading and tiling windows
- File Management
- Creating shortcuts on the Desktop
- Pinning shortcuts on the Start Menu
- Pinning shortcuts to the Task Bar
- Deleting files/Emptying the Recycle Bin
- Using Aero features
  - Aero Peek
  - Aero Shake
  - Snap
- Using the Run Command
- Using the Clock
- Using the Calculator
- Using WordPad
- Using Paint
- Changing views
- Finding files
- Setting default printers
- Using the Explorer
- Altering the Desktop
- Changing Mouse Properties
- Shutting down
- Working with the Task Bar
- Windows shortcut keys



# Microsoft Windows® 10: Getting Started with Windows 10

3 Hours



Prerequisites: There are no prerequisites for this class.

- Getting Help
- Personalizing the Desktop
- Working with the Start Menu
- Moving and resizing windows
- Displaying multiple windows at the same time
- Switching between windows
- Using a mouse
- Arranging icons
- Using Auto Arrange
- Minimizing, maximizing and restoring windows
- Closing windows
- Cascading and tiling windows
- Task View (Multi-App View)
  - Tablet mode
  - Note
  - Project
  - The Quiet hours
  - Airplane mode
- Pinning Apps to the Start Menu
- Pinning Apps to the Taskbar
- Jump Lists
- Working with Tiles
- Group and Title Tiles
- Resize the Tile Area
- Make the Start Menu Full Screen
- Enabling Tablet Mode
- Setting Screen Resolution
- Organize Email Accounts in One Place
- Cortana
- Windows Store
- Photos App
- Windows Media Player
- File Management
- Creating shortcuts on the Desktop
- Pinning shortcuts on the Start Menu
- Pinning shortcuts to the Task Bar
- Deleting files/Emptying the Recycle Bin
- Using Aero features
  - Aero Peek
  - Aero Shake
  - Snap
- Using the Run Command
- Using the Clock
- Using the Calculator
- Using WordPad
- Using Paint
- Changing views
- Finding files
- Setting default printers
- Changing Mouse Properties
- Shutting down
- Working with the Task Bar
- Windows shortcut keys

## Microsoft Word®: Getting Started with Microsoft Word

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Becoming familiar with the environment
- Using Backspace and Delete
- Using Insert and Overtyping Modes
- Inserting hard and soft returns
- Viewing formatting symbols
- Saving files
- Previewing a document
- Editing in Print Preview
- Printing
- Working with views
- Formatting
  - Formatting characters
  - Formatting paragraphs
  - Formatting documents
- Indenting paragraphs
- Using Undo and Redo
- Using the Spell Checker
- Using the Thesaurus
- Using the Research Task Pane
- Finding text
- Replacing text
- Moving and copying text
- Adding Headers and Footers
- Inserting bullets and numbering

# Microsoft Word®: Tabs, Tables, Graphics & Desktop Publishing

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is recommended that you take Microsoft Word: Getting Started with Microsoft Word or have equivalent training or experience with Microsoft Word.

- Tabs
  - ✓ Setting tabs
  - ✓ Moving tabs
  - ✓ Removing tabs
  - ✓ Setting tab leaders
- Tables
  - ✓ Creating tables
  - ✓ Formatting tables
  - ✓ Adding and deleting rows and columns
  - ✓ Inserting formulas in tables
  - ✓ Merging cells
  - ✓ Drawing unconventional tables
- Inserting blank Excel spreadsheets
- Creating newspaper columns
- Inserting and deleting page breaks and column breaks
- Working with graphics
  - ✓ Inserting graphics
  - ✓ Resizing a graphic
  - ✓ Wrapping text around graphics
  - ✓ Adding and editing WordArt
  - ✓ Inserting SmartArt graphics
- Creating and applying styles
- Inserting hyperlinks

# Microsoft Word®: Creating Forms, Mail Merges, Envelopes and Labels



**3 Hours**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is recommended that you take Microsoft Word: Getting Started with Microsoft Word or have equivalent training or experience with Microsoft Word.

- Inserting tables
- Building forms
  - ✓ Adding a rich text content control
  - ✓ Adding a plain text content control
  - ✓ Adding a picture content control
  - ✓ Adding a combo box content control
  - ✓ Adding a drop down list content control
  - ✓ Adding a building block gallery control
  - ✓ Working with Legacy tools
  - ✓ Adding instructional text to the form
  - ✓ Protecting parts of a form
  - ✓ Preparing a form to be filled out
- Setting up mail merges
  - ✓ Displaying the mail merge toolbar
  - ✓ Creating a new data source
  - ✓ Selecting an existing data source
  - ✓ Creating a mail merge letter
  - ✓ Creating a single label
  - ✓ Creating many labels at the same time
  - ✓ Creating a single envelope
  - ✓ Creating many envelopes at the same time
  - ✓ Creating a directory

## Microsoft Word®: Working with Long Documents

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is recommended that you take Microsoft Word: Getting Started with Microsoft Word or have equivalent training or experience with Microsoft Word.

- Cursor movement
- Highlighting text
- Splitting windows
- Working with section breaks
- Using bookmarks
  - Creating bookmarks
  - Locating a bookmark
- Browsing by object
- Using built-in styles
- Finding and replacing with styles
- Adding borders to a paragraph
- Working with multiple documents
- Copying text between documents
- Scroll bar screen tips
- Working with Outline View
- Reducing the size of graphic content
- Creating a Table of Contents
- Creating an Index
- Creating hyperlinks within a document

# Microsoft Word®: Recording Macros and Using Automation Shortcuts



**3 Hours**

Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is recommended that you take Microsoft Word: Getting Started with Microsoft Word or have equivalent training or experience with Microsoft Word.

- Modifying the Quick Access Toolbar
- Using AutoCorrect and AutoFormat
  - ✓ Examples of AutoCorrect
  - ✓ Disabling AutoCorrect/AutoFormat options and adding entries
- Pagination options
  - ✓ Other break options
- Headers and footers
- Inserting symbols and equations
- Inserting hyperlinks
- Fast formatting
  - ✓ The Format Painter
  - ✓ Styles
  - ✓ Using built-in styles
  - ✓ Creating your own styles
  - ✓ Themes
  - ✓ Replacing formatting using find and replace
- Automatically adding elements to a document
  - ✓ Inserting cover pages
  - ✓ Working with Quick Parts
- Creating templates
- Working with macros
  - ✓ Recording a macro
  - ✓ Running a macro
  - ✓ Add a macro icon to the Quick Access Toolbar
  - ✓ Viewing the Visual Basic for Applications code

## Microsoft Word®: Useful Features in Microsoft Word

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is highly recommended that you take Microsoft Word: Getting Started with Microsoft Word or have equivalent training or experience with Microsoft Word.

- Creating bookmarks
- Creating hyperlinks
- Inserting drop caps
- Working with the research task pane
- Looking up words
- Counting words in a document
- Changing the case of words
- Working with Full Screen view
- Viewing thumbnails
- Adding footnotes and endnotes
- Working with floating menus
- Revealing formatting
- Copying paragraph marks
- Adding borders to a paragraph
- Inserting symbols
- Searching for a file with basic file search
- Editing and viewing summary info
- Protect a document with a password
- Customizing the Quick Access Toolbar and ribbons
- Creating a table of contents
- Creating an index
- Creating diagrams
- Using comments
- Tracking Changes

## Microsoft Word®: Introduction to Microsoft Word

6 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Becoming familiar with the environment
- Using Backspace and Delete
- Using Insert and Overtyping Modes
- Inserting hard and soft returns
- Viewing formatting symbols
- Saving files
- Previewing a document
- Editing in Print Preview
- Printing
- Working with views
- Formatting
  - Formatting characters
  - Formatting paragraphs
  - Formatting documents
- Indenting paragraphs
- Using Undo and Redo
- Using the Spell Checker
- Using the Thesaurus
- Using the Research Task Pane
- Finding text
- Replacing text
- Moving and copying text
- Adding Headers and Footers
- Inserting bullets and numbering
- Cursor movement
- Highlighting text
- Splitting windows
- Working with section breaks
- Using bookmarks
  - Creating bookmarks
  - Locating a bookmark
- Browsing by object
- Using built-in styles
- Finding and replacing with styles
- Adding borders to a paragraph
- Working with multiple documents
- Copying text between documents
- Scroll bar screen tips
- Working with Outline View
- Reducing the size of graphic content
- Creating a Table of Contents
- Creating an Index
- Creating hyperlinks within a document



## Microsoft Word®: Intermediate Microsoft Word

6 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is recommended that you take Microsoft Word: Introduction to Microsoft Word or have equivalent training or experience with Microsoft Word.

- Tabs
  - ✓ Setting tabs
  - ✓ Moving tabs
  - ✓ Removing tabs
  - ✓ Setting tab leaders
- Tables
  - ✓ Creating tables
  - ✓ Formatting tables
  - ✓ Adding and deleting rows and columns
  - ✓ Inserting formulas in tables
  - ✓ Merging cells
  - ✓ Drawing unconventional tables
- Inserting blank Excel spreadsheets
- Creating newspaper columns
- Inserting and deleting page breaks and column breaks
- Working with graphics
  - ✓ Inserting graphics
  - ✓ Resizing a graphic
  - ✓ Wrapping text around graphics
  - ✓ Adding and editing WordArt
  - ✓ Inserting SmartArt graphics
- Creating and applying styles
- Inserting hyperlinks
- Inserting tables
- Building forms
  - ✓ Adding a rich text content control
  - ✓ Adding a plain text content control
  - ✓ Adding a picture content control
  - ✓ Adding a combo box content control
  - ✓ Adding a drop down list content control
  - ✓ Adding a building block gallery control
  - ✓ Working with Legacy tools
  - ✓ Adding instructional text to the form
  - ✓ Protecting parts of a form
  - ✓ Preparing a form to be filled out
- Setting up mail merges
  - ✓ Displaying the mail merge toolbar
  - ✓ Creating a new data source
  - ✓ Selecting an existing data source
  - ✓ Creating a mail merge letter
  - ✓ Creating a single label
  - ✓ Creating many labels at the same time
  - ✓ Creating a single envelope
  - ✓ Creating many envelopes at the same time
  - ✓ Creating a directory

# Microsoft Word®: Advanced Microsoft Word

6 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is recommended that you take Microsoft Word: Intermediate Microsoft Word or have equivalent training or experience with Microsoft Word.

- Modifying the Quick Access Toolbar
- Using AutoCorrect and AutoFormat
  - ✓ Examples of AutoCorrect
  - ✓ Disabling AutoCorrect/AutoFormat options and adding entries
- Pagination options
  - ✓ Other break options
- Headers and footers
- Inserting symbols and equations
- Inserting hyperlinks
- Fast formatting
  - ✓ The Format Painter
  - ✓ Styles
  - ✓ Using built-in styles
  - ✓ Creating your own styles
  - ✓ Themes
  - ✓ Replacing formatting using find and replace
- Automatically adding elements to a document
  - ✓ Inserting cover pages
  - ✓ Working with Quick Parts
- Creating templates
- Working with macros
  - ✓ Recording a macro
  - ✓ Running a macro
  - ✓ Add a macro icon to the Quick Access Toolbar
  - ✓ Viewing the Visual Basic for Applications code
- Creating bookmarks
- Creating hyperlinks
- Inserting drop caps
- Working with the research task pane
- Looking up words
- Counting words in a document
- Changing the case of words
- Working with Full Screen view
- Viewing thumbnails
- Adding footnotes and endnotes
- Working with floating menus
- Revealing formatting
- Copying paragraph marks
- Adding borders to a paragraph
- Inserting symbols
- Searching for a file with basic file search
- Editing and viewing summary info
- Protect a document with a password
- Customizing the Quick Access Toolbar and ribbons
- Creating a table of contents
- Creating an index
- Creating diagrams
- Using comments
- Tracking Changes

# Novell GroupWise® 8.0

**3 Hours**



Prerequisites: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Getting started with GroupWise
  - ✓ Working with the GroupWise interface
  - ✓ Exploring the GroupWise Help system
- Working with messages
  - ✓ Reading email messages
  - ✓ Creating and sending messages
  - ✓ Routing slips
  - ✓ Working with the Advanced Message Options
  - ✓ Setting email properties
  - ✓ Working with attachments
  - ✓ Working with Sent Items
  - ✓ Retracting and resending
  - ✓ Reply to and forward a message
  - ✓ Creating and using signatures
- Managing messages
  - ✓ Creating a Tasklist
  - ✓ Filtering items
  - ✓ Creating color-coded categories
  - ✓ Deleting items
  - ✓ Working with folders
  - ✓ Configuring Junk Mail Handling
  - ✓ Archiving messages
- Working with address books
  - ✓ Sending messages using the Address Book
  - ✓ Creating a Mail Group
  - ✓ Working with contacts
- Using the calendar
  - ✓ Working with the calendar
  - ✓ Scheduling posted appointments
  - ✓ Customizing the calendar
  - ✓ Creating and managing tasks
  - ✓ Working with reminder notes
  - ✓ Sharing calendars
  - ✓ Using Multi-User View
- Using resources and Multi-User Views
  - ✓ Working with rules

## Sage Act!®: Getting Started with Sage Act!

3 Hours



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- What is Act!?
- What can you do with Act!?
- Getting help
- Starting Act!
- Understanding contact screens
- Moving around the database
- Working with toolbars
- Adding a contact
- Deleting a contact
- Adding a contact with the same address
- Entering information
- Sorting contacts
- Inserting notes
- Deleting notes
- Attaching files to a contact record
- Printing address books for your contacts
- Scheduling a call
- Scheduling a meeting
- Scheduling a to-do
- Clearing activities
- Writing a letter to the current contact
- Calling the contact using the Auto Dialer
- Viewing the contact list
- Performing lookups
- Grouping contacts
- Viewing all or come activities with the task list
- Defining user fields
- Adding history
- Using the Timer
- Viewing and using calendars
- Writing memos, fax cover pages, etc.
- Creating reports
- Modifying reports
- Creating a new database

## Sage Act!®: Useful Features in Sage Act!

**3 Hours**



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment. Also, it is highly recommended that you take Sage Act!: Getting Started with Sage Act! or have equivalent training or experience with Sage Act!.

- Creating and using queries
- Creating macros
- Adding a macro to the toolbar
- Importing and exporting data
- Setting startup settings
- Creating and modifying templates and mail merges
- Customizing report templates
- Performing system maintenance
- Using internet links

## Tableau: Introduction to Tableau

12 Hours over 2 Days



Prerequisites: Microsoft Windows: Getting Started with Windows or equivalent training or experience working in the Windows environment.

- Tableau Desktop and the Tableau Product Line
- Application Terminology
- Visual Cues for Fields
- Connecting to Data
  - ✓ Creating a Live Data Connection
  - ✓ Saving a Data Source
  - ✓ Sharing a Data Source
  - ✓ Understanding Changes to Data
  - ✓ Other Data Connection Options in Tableau
- Creating Basic Visualizations
  - ✓ Getting Started in Tableau Desktop
  - ✓ Elements of a Visualization
  - ✓ Formatting Your View
- Simplifying and Sorting Your Data
  - ✓ Data Filtering
  - ✓ Sorting
- Organizing your Data
  - ✓ Using Groups
  - ✓ Creating and Using Hierarchies
  - ✓ Creating a Combined Field
  - ✓ Using Sets
- Slicing your Data by Date
  - ✓ Working with Dates
  - ✓ Using Discrete Date Parts
  - ✓ Creating Date Filters
  - ✓ Defining a Fiscal Year
  - ✓ Creating Custom Dates
- Using Multiple Measures on the Same Axis
  - ✓ Comparing Views with Multiple Measures
  - ✓ Using Measure Values and Measure Names
  - ✓ Combo Charts
  - ✓ Combined or Shared Axis Charts
  - ✓ Creating Dual Axis Charts
- Showing the Relationship between Numerical Values
  - ✓ Options for Showing Numerical Relationships
  - ✓ Creating Scatter Plots
  - ✓ Creating Heat Maps
- Mapping Data Geographically
  - ✓ Mapping in Tableau
  - ✓ Geographic Mapping

- ☑ Viewing Distributions
  - ✓ Bins and Histograms
- ☑ Viewing Specific Values
  - ✓ Creating Crosstabs
  - ✓ Creating Highlight Tables
  - ✓ Grand Totals, Sub-totals, and Changing Aggregation
- ☑ Customizing your Data
  - ✓ Calculation Types
  - ✓ Creating Calculated Fields
  - ✓ Using Logic Statements
  - ✓ Type Conversions and Date Calculations
  - ✓ Using Quick Table Calculations
  - ✓ Calculations and Aggregations
- ☑ Using Parameters for Dynamic Values
- ☑ Showing Breakdowns of the Whole
  - ✓ Pie Charts and Parts of the Whole
  - ✓ Creating Tree Maps
- ☑ Highlighting Data with Reference Lines
- ☑ Using Reference Bands
- ☑ Showing Data History
  - ✓ Creating Motion Charts
- ☑ Making Your Views Available
  - ✓ Building Dashboards
  - ✓ Dashboard Actions
  - ✓ Using Drill Downs
- ☑ Sharing Your Work
  - ✓ Export to an Image File
  - ✓ Exporting the Data Only
  - ✓ Other Sharing Options