



***Microsoft Office
Computer Course Outlines***
Full day and 2-hour topic based modules

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Windows XP Basics

Course Length: 2 Hours

Difficulty

Scale (1 – 10): 1

Pre-requisites: There are no pre-requisites for this class. Being able to type a little bit helps. If you have no or very little experience with computers, this is the class for you.

Target Student: Anyone who wants to start their relationship with computers from the right place. This class covers the Windows desktop environment, controlling your screen, controlling active applications and sets the foundation for proper file management. A recommended follow-on for this class is the Windows XP File Management class.

Objectives:

Getting Started

- Using the Mouse
- Basics (Screen, Menu, Dialog Boxes, Help)
- Logging On
- Working with Windows
- The Taskbar
- Shutting Down

Working with My Computer

- Running Multiple Applications

Working with the Explorer

- Changing Views
- Deleting/Undeleting
- Working with Folders
- Moving/Copying

Working with the Desktop

- Creating Shortcuts
- Changing Properties
- Customizing the Desktop/Color Scheme
- Customizing the Taskbar

Other

- Navigating Networks
- Finding Objects
- Using the Recycle Bin

Windows XP File Management

Course Length: 2 Hours

Difficulty Scale (1 – 10): 5

Pre-requisites: The student must be comfortable with using a keyboard and mouse. This class is for people who have been using Windows but were never formally trained. If you have been "getting by" but not truly understanding where your files are, this class is for you. Anyone who wants to get their files organized should take this class. To get the most out of this class, you need to be working with Excel, Word or PowerPoint and creating files that need to be managed.

Target Student: Those people who may have been trained in earlier versions of Windows but made the jump to a new version of Windows without formal training. Those who learned the operating system on your own are most welcome. If you have taken a Windows class but found the file management concepts to be tricky, take this class, as the second time around is a charm! If you know nothing about the operating system, please take the Windows Basics class.

Objectives:

Getting Started – Fast Review

- Using the Mouse
- Basics (Screen, Menu, Dialog Boxes, Help)
- Logging On
- Working with Windows
- The Taskbar
- Shutting Down

Running Multiple Applications

Using the New Windows XP Environment

- Switch Views Using the Control Panel
- Open Multiple Files Using the My Documents Folder
- View Your Hard Drive Using the My Computer Folder
- Customize the User Interface
- Use the Help and Support Center
- Create and Switch Users

Working with My Computer

- Viewing Drive Contents
- Changing the View
- Moving and Copying Files
- Finding Objects
- Using the Recycle Bin

The Desktop and Creating/Using Shortcuts

Network Neighborhood

- Connecting to a Network Drive
- Overview of various Network drives
- Suggestions for where to store files

The Window Explorer

- Opening the Explorer
- Changing the View
- The Windows Explorer Toolbar
- File Name Conventions
- Sorting in Details View
- Creating a New Folder
- Moving and Copying Files
- Selecting Files in the Explorer
- Renaming Files or Folders
- Deleting Files or Folders
- Restoring Files from the Recycle Bin
- Emptying the Recycle Bin
- Formatting a Disk
- Creating a Shortcut
- Searching for Files

Outlook 2003 – Email

Course Length: 2 Hours

Difficulty Scale (1 – 10): 3

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. Outlook is a visually busy program, so it would help if you had some experience using Word or Excel i.e. navigating in a graphical environment. This class covers email basics and how to manage contacts. Take the Getting More out of Outlook class if you are an experienced user.

Target Student: Anyone who needs to send & receive email. This program is also used as a Contact management program for names, numbers, email addresses and physical addresses.

Objectives

Starting Outlook

- The Outlook screen
- Working with the menu
- Working with dialog boxes

Navigating within Outlook

- Selecting a category/item
- Removing/using the Preview Pane
- Using the Folder List
- Removing the Tools|Customize "features"

Getting help

- Removing the assistant from your screen

Working with mail

- Creating a message
- Selecting multiple addresses
- Typing your message
- Setting a priority
- Sending a message
- Replying to a message
- Forwarding a message
- Marking messages as being read/unread
- Flagging a message
- Completing a flagged message
- Setting miscellaneous message options
- Voting buttons
- Requesting a Read Receipt
- Using the spell checker
- Sorting messages

Adding an Autosignature block

Deleting messages

- Emptying the deleted items folder
- Retrieving a purged message

Printing a message

Working with attachments

- Attaching a file to a message
- Saving an attachment
- Opening an attachment
- Creating attachments from Word/Excel using File|Send to...

Working with Contacts

- Adding a contact from a message
- Creating a contact
- Deleting a contact
- Creating Distribution Lists

Outlook 2003 - Getting More Out of Outlook – Contacts, Calendaring & Tasks

Course Length: 2 Hours

Difficulty Scale (1 – 10): 5

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. Outlook is a visually busy program, so it would help if you had some experience using Word or Excel i.e. navigating in a graphical environment. This class goes beyond the basics in Outlook and is for experienced Outlook users.

Target Student: Anyone who needs to send & receive email, manage their schedule and to-do list. This class is also for everyone who needs to organize their mailbox. The ideal student for this class is someone who has been trained in Outlook previously and uses Outlook on a regular basis.

Objectives

Understanding and Working with Views

- Views in Mail, Contacts and Calendar
- Customizing Views
- Choosing Fields to show

Review of working with Contacts

- Adding a contact from a message
- Creating a contact
- Using Categories with Contacts
- Deleting a contact
- Creating Distribution Lists

Managing messages

- Creating Personal folders
- Adding folder shortcuts
- Moving a message
- Renaming a folder
- Deleting a folder
- Using Rules

Out of Office Assistant

Checking Folder Size to keep your mailbox under control

Working with the calendar

- Adding or editing appointments
- Setting a reminder
- Changing an appointment's starting/ending time
- Moving an appointment
- Recurring appointments
- Scheduling a tentative appointment
- Scheduling an Out of Office appointment
- Deleting an appointment

Scheduling a meeting

- Responding to a meeting request
- Creating meeting requests
- Inviting Others
- Understanding AutoPick
- Updating a meeting request
- Canceling a meeting
- Forwarding meeting requests
- Changing your response to a request

Working with events

- Creating an event
- Recurring events
- Deleting an event

Working with notes

- Creating, reading, deleting a new note
- Changing the color of the note
- Placing a note on the desktop

Working with a task list

- Adding and editing tasks
- Creating a due date

Changing the task list view

- Sorting tasks
- Completing tasks, Deleting tasks
- Recurring tasks
- Assigning a task
- Accepting or declining a task request

Word Basics

Course Length: 2 Hours

Difficulty Scale (1 – 10): 2

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. PC Overview & Windows 95/98/2000/XP Introduction or similar hands-on experience would be very helpful.

Target Student: The target student is anyone who needs to create word processing documents.

Objectives:

Running Microsoft Word

The Word Screen

Working With The Menu

Accessing The Full List Of Menu Options

Getting Help

Using The Office Assistant

Printing Help Topics

Exiting Help

Customizing The Ms Office Assistant

Removing The Assistant From Your Screen

ScreenTips

Viewing Options

Displaying Non-Printing Symbols

Working With A Full Screen

Creating A New Document

Saving A Document

Using The Auto Spell Checker

Using The Spell Checker

Previewing A Document

Printing A File

Closing A Document

Creating A New Document

Switching Between Multiple Documents

Opening an Existing File

Movement Keys

Insert Vs Replace Mode

Switching Between Insert and Typeover Mode

Deleting Text

Selecting Text With The Mouse

Oops!! Undeleting Text

Redoing Commands

Moving Text

Copying Text

Dragging & Dropping

Moving Text With Drag & Drop

Copying Text With Drag & Drop

Using the Office Clipboard

Adding Manual Page Breaks

Inserting The Date & Time

Working With The Thesaurus

Using The Auto Grammar Checker

The Grammar Checker

Word Formatting

Course Length: 2 Hours

Difficulty Scale (1 – 10): 3

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. PC Overview & Windows 95/98/2000/XP Introduction or similar hands-on experience would be very helpful. Completion of Word Basics is strongly recommended, unless you currently work with Word at least 4 hours per week.

Target Student: The target student is anyone who needs to create word processing documents and format them using proper techniques.

Objectives:

Applying Attributes

- Turning Bold On/Off
- Turning Italics On/Off
- Turning Underline On/Off
- Turning Highlight On/Off
- Removing Attributes
- Applying Attributes To Existing Text

Changing Fonts & Point Size

- Changing The Color Of The Font

Using The Format Painter

Page Setup

- Changing Margins
- Changing Paper Size
- Changing The Paper Source
- Changing The Layout

Changing Margins With The Mouse

Adjusting The Line Spacing

Paragraph Alignment

Number And Bullet Lists

- Inserting A Picture Bullet
- Inserting Symbols
- Inserting A Hyperlink

Changing Case

Setting Tabs

- Removing Tabs From The Ruler
- Moving A Tab Stop Position
- Creating Dot Leader Tabs

Indenting Paragraphs

Applying Borders

Using Drop Caps

Word Shortcuts

Course Length: 2 Hours

Difficulty Scale (1 – 10): 5

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of Word. The student should also have completed Word Basics and Word Formatting or be a regular user of Word.

Target Student: Anyone who performs administrative functions using Word would benefit from this class. This class contains many timesaving features such as AutoText, AutoCorrect, Copying between documents, customizing toolbars and Templates. All concepts covered in this class build upon a users previous knowledge of document creation and formatting.

Objectives:

Page Numbering

Creating Headers And Footers

- Header/Footer Setup Options
- Editing The Header Or Footer

Inserting A Field

Finding Data

Replace

Copying/Moving Between Files

Templates

- Creating A New Template
- Using A Template
- Opening A Template
- Saving An Existing Document As A Template

Working With Comments

- Inserting Comments
- Viewing Comments
- Printing Comments
- Deleting Comments

Working With Autotext

- Defining Autotext
- Inserting Autotext
- Managing Autotext Entries
- Using The Autotext Tool Bar
- Redefining Autotext

File Properties

Checking Word Count

Working With The Tool Bar

- Repositioning A Tool Bar
- Hiding/Displaying Tool Bars
- Customizing The Toolbar
- Customizing Tool Bar Commands
- Adding A Button To The Tool Bar
- Removing A Button From The Tool Bar
- Moving A Button On The Toolbar
- Customizing The Toolbar Options

Word Tables & Graphics

Course Length: 2 Hours

Difficulty

Scale (1 – 10): 5

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a very confident user of Word. The student should also have completed Word Basics and Word Formatting and be actively creating and manipulating Word documents.

Target Student: Anyone whose primary function is word-processing and who also needs to put data in columns or charts.

Objectives:

Working With Tables

- Repositioning The Table
- Resizing The Table
- Selecting Columns/Rows
- Changing The Column Width
- Changing The Row Height
- Distributing Rows Evenly
- Distributing Columns Evenly
- Applying Character And Paragraph Attributes
- Changing The Text Direction
- Inserting A Column/Row
- Deleting Columns/Rows
- Merging Cells
- Splitting Cells
- Splitting The Table
- Placing Borders Around The Table
- Using The Autoformat Option
- Hiding/Displaying The Gridlines
- Converting Existing Text To A Table
- Drawing A Table
- Erasing A Cell Border
- Changing The Line Style
- Changing The Line Weight
- Changing The Border Color
- Changing The Outside Border
- Changing The Shading Color
- Changing The Cell Alignment
- Changing The Text Direction
- Sorting Data

Working With Clipart

- Searching For Relevant Clipart
- Inserting Clipart
- Previewing Clipart
- Closing The Clipart Window
- Selecting Objects
- Selecting Multiple Objects
- Using The Picture Tool Bar
- Moving Pictures
- Copying Pictures
- Resizing Pictures
- Deleting Pictures
- Oops! Undeleting
- Redoing An Action

Inserting Graphic Files

Word Mail Merge, Form Letters and Labels

Course Length: 2 Hours

**Difficulty
Scale (1 – 10):** 6

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a very confident user of Word. The student should also have completed Word Basics and Word Formatting and be actively creating and manipulating Word documents.

Target Student: Anyone who performs administrative functions using Word would benefit from this class.

Objectives:

Mail Merge

- Creating The Main Document
- Creating The Data Source
- Adding Records
- Formatting A Field
- Checking For Errors
- The Merge Process
- Additional Merge Options

Sorting

- Sorting Through The Table Menu
- Undoing A Sort
- Sorting Merge Records

Selecting Records

- Specifying Multiple Criteria

Mailing Labels

- Changing Label Formats

Creating Custom Labels

Word Creating and Using Forms

Course Length: 2 Hours

Difficulty Scale (1 – 10): 6

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a very confident user of Word. The student should also have completed Word Basics and Word Formatting and be actively creating and manipulating Word documents.

Target Student: Anyone who performs administrative functions using Word would benefit from this class.

Objectives:

Forms

- Overview of the Forms Creation Process
- The Forms Toolbar & Menu
- Displaying the Toolbar
- What are the tools on the Forms Toolbar?

The Form Field Menu

- Customizing Form Field Options
- Instructions for Adding Form Fields
- Instructions for Customizing Form Fields
- Form Field Shading
- Adding Help Text to Forms
- Saving the Form Template

Form Document Protection

- Protecting Entire Forms
- Protecting Sections of Forms
- Dividing a Form into Sections
- Inserting a Section Break
- Unprotecting Forms (as they are being filled in)

Filling-In Forms (Using the Form)

- Printing Forms
- Printing only the data (onto a pre-printed form)

Editing the Form Template

- Exporting Data
- Common Problems and Solutions relating to Forms

Optional Review Material

- Using Special Characters
- Setting Custom Tabs
- Setting Custom Tabs
- Using Lines and Borders

Templates

- Word's Built-in Templates and Wizards
- Using Templates When Creating a Document
- Creating A New Template
- Creating a Template from an Existing Document
- Editing a Template

Excel Spreadsheet Design & Basics

Course Length: 2 Hours

Difficulty

Scale (1 – 10): 3

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. PC Basics & Introduction to Windows or similar hands-on experience would be very helpful.

Target Student: The target student should have the need to create spreadsheets from the ground up. Anyone who needs to create mathematical or financial applications is a candidate for this class. This is a good class for people who work with inventories, contracts, budgets or money. If you have never designed a spreadsheet on your own, then this is the class for you.

Objectives:

Running Microsoft Excel

- The Excel Screen
- Movement Keys
- Working With The Menu
- Working With Dialog Boxes
- Accessing Help Within Dialog Boxes

Getting Help

- Using The Office Assistant
- Printing Topics
- Customizing The Ms Office Assistant
- Removing The Assistant From Your Screen
- Screentips

Spreadsheet Basics

- Entering Information
- Editing Data
- Deleting Data
- Oops! Undoing The Deletion
- Clearing A Cell
- Working With Blocks

Mouse Shapes

- Selecting A Contiguous Block Of Cells
- Selecting Noncontiguous Blocks Of Cells
- Selecting The Entire Worksheet
- Using The Spell Checker
- Saving Your Workbook
- Previewing A Workbook
- Opening An Existing Workbook
- Changing the default file location
- Printing Your Worksheet

Mathematics

- Entering A Formula
- Entering Natural Language Formulas
- Correcting Formulas
- Filling A Formula
- Working With Built-In Functions
- The Autosum Feature
- The Paste Function Tool

Excel Formatting

Course Length: 2 Hours

Difficulty

Scale (1 – 10): 4

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. PC Basics & Introduction to Windows or similar hands-on experience would be very helpful. Completion of Excel Spreadsheet Design & Basics is recommended.

Target Student: The target student should have the need to create spreadsheets from the ground up. Anyone who needs to create mathematical or financial applications is a candidate for this class. This is a good class for people who work with inventories, contracts, budgets or money.

Objectives:

Formatting and Adjusting Spreadsheets

- Inserting a Row/Column
- Deleting a Row/Column
- Moving Data
- Copying Data
- Dragging & Dropping
- Using The Office Clipboard
- Adjusting The Column Width & Row Height
- Aligning Cell Data
- Centering Across Columns
- Indenting Text within A Cell
- Formatting Numbers
- Applying Attributes
- Changing Fonts & Point Size
- Adding Borders
- Adding a Fill Color
- Changing the Color Of The Font
- Customizing Cell Formats
- Using Autoformat
- Using The Format Painter

Page Setup

- Customizing Margins
- Customizing Headers/Footers
- Sheet Printout Options

Excel Multiple Sheets & Charting

Course Length: 2 Hours

**Difficulty
Scale (1 – 10):** 6

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of Excel. The student should also have completed Excel Spreadsheet Design & Basics and Excel Formatting.

Target Student: Anyone who relies on spreadsheets to perform their day-to-day work tasks. This class covers the 3 dimensional aspect of Excel i.e. using multiple sheets within one file and creating links. If there is time, charting will be covered. All concepts covered in this class build upon a user's previous knowledge of spreadsheet design.

Objectives:

Creating A Workspace

- Restoring the Workspace

Working With Multiple Sheets

- Moving Between Worksheets
- Naming, Moving and Copying Worksheets
- Inserting/Deleting a Worksheet
- Grouping Sheets
- Creating 3-D Formulas
- Moving/Copying from One Worksheet to Another
- Hiding/Unhiding Groups

If there is time:

Inserting Chart Sheets

- Selecting Chart Objects
- Sizing, Moving, Printing the Chart
- Using the Chart Tool Bar
- Applying Text Attributes to Chart Objects
- Changing Font & Point Size
- Applying Numeric Formats to Chart Objects
- Changing the Font Color
- Changing Fill Colors
- Customizing Fill Effects
- Formatting the Y-Axis
- Using Icons to Represent Series
- Formatting the Icons

Excel Databases

Course Length: 2 Hours

Difficulty

Scale (1 – 10): 6

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of Excel. The student should also have completed Excel Spreadsheet Design & Basics and Excel Formatting.

Target Student: Anyone who relies on spreadsheets to perform their day-to-day work tasks. This class covers database features such as sorting, filtering, grouping and outlining. All concepts covered in this class build upon a user's previous knowledge of spreadsheet usage.

Objectives:

Using Block Names

- Defining the Block Name
- Using Names in Formulas
- Using Names to Move Around
- Printing Named Blocks
- Applying Names
- Paste List

Creating A Database

Sorting Records Within A Database

- Single and Multiple Key Sorts
- Using Sort Options

Filtering Data

- Using the Autofilter
- Selecting all Records
- Listing the Top Ten
- Using more than One Filter
- Creating Custom Filters
- Using Wildcards

Using A Data Form

Outlines

- Automatic Outlining
- Manual Outlining
- Collapsing and Expanding Levels
- Displaying A Specific Level
- Promoting/Demoting Outline Levels
- Changing Outline Settings
- Suppressing The Outline Display
- Clearing The Outline

Pivot Tables & Pivot Charts

- Creating A Pivot Table
- Formatting The Pivot Table
- Pivot Table Pages
- Rearranging The Data Fields
- Working With Totals
- Displaying The Details For A Field
- Creating A Pivot Chart
- Displaying/Hiding Data Fields

Excel Advanced Functions

Course Length: 2 Hours

**Difficulty
Scale (1 – 10):** 7

Pre-requisites: The student should be a confident Intermediate level user of Excel. The student should also have completed Excel Spreadsheet Design & Basics and Excel Formatting as well as Excel Multiple Sheets.

Target Student: Anyone who relies on spreadsheets to perform their day-to-day work tasks. This class covers more advanced formulas and functions in Excel.

Objectives:

Review of Formula Mechanics
Addition, Subtraction, Multiplication, Division

Working with Text Functions
=TRIM, =PROPER, =CONCATENATE

Review of Basic Functions
SUM, AVERAGE, MAX and MIN

Working with Lookup & Reference Functions
=VLOOKUP

AutoFill Handle

Function Wizard

Working with Date & Time Functions
=TODAY, =NOW

Working with Logical Functions
=IF, nesting =IF statements

Other Functions
COUNT, COUNTA, COUNTIF, PMT

Changing Formulas to Values

Separating Text into Columns

PowerPoint Text Charts

Course Length: 2 Hours

**Difficulty
Scale (1 – 10):** 2

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. PC Overview & Windows 95/2000/XP Introduction or similar hands-on experience would be very helpful. Introductory knowledge of Word or Excel is recommended.

Target Student: Anyone who needs to make presentations or prepare them for others to give.

Objectives

Introduction to PowerPoint

- Starting PowerPoint and opening a presentation
- Orientation to the PowerPoint presentation screen
- Orientation to views

Beginning a presentation

- Creating a title and bullet slide
- Creating a slide in Outline view
- Editing slides
- Spelling

Clipart and WordArt

Templates

- Selecting a template

PowerPoint Graphs

Course Length: 2 Hours

**Difficulty
Scale (1 – 10):** 3

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. PC Overview & Windows 95/2000/XP Introduction or similar hands-on experience would be very helpful. Introductory knowledge of Word or Excel is recommended. Completion of PowerPoint Text Charts or confident knowledge of PowerPoint is required.

Target Student: Anyone who needs to make presentations or prepare them for others to give.

Objectives

Presenting Data Simply

Organization charts

- Creating an organization chart
- Organization-chart options

Working with Diagrams

Microsoft Graph

- Orientation to Microsoft Graph
- Editing a column chart
- Add Graphs to a slide
- Enter Data on the Worksheet
- Import Data
- Choosing the Right Chart Type
- Formatting Charts

Present Data in a Table

- Create a Table
- Import Data to a Table
- Formatting a Table

PowerPoint Drawing Techniques

Course Length: 2 Hours

Difficulty

Scale (1 – 10): 4

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. PC Overview & Windows 95/2000/XP Introduction or similar hands-on experience would be very helpful. Introductory knowledge of Word or Excel is recommended. Completion of PowerPoint Text Charts or confident knowledge of PowerPoint is required.

Target Student: Anyone who needs to make presentations or prepare them for others to give.

Objectives

Working With Clipart

- Searching For Relevant Clipart
- Inserting Clipart
- Previewing Clipart
- Closing The Clipart Window
- Selecting Objects
- Selecting Multiple Objects
- Moving Pictures
- Copying Pictures
- Resizing Pictures
- Deleting Pictures
- Oops! Undeleting
- Redoing An Action

Adding Autoshapes

Inserting Graphic Files

Working The Drawing Tool Bar

- Draw Options
- Rotating Objects
- Drawing Lines
- Drawing Arrows
- Drawing Rectangles/Squares
- Drawing An Oval/Circle
- Adding A Text Box
- Changing Fill Colors
- Changing Line Colors
- Changing The Font Color
- Assigning Line Styles
- Selecting Dash Styles
- Changing Arrow Styles
- Adding A Shadow
- Adding A 3-D Effect

Adding Wordart

PowerPoint Animation & Presentations

Course Length: 2 Hours

Difficulty Scale (1 – 10): 5

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. PC Overview & Windows 95/2000/XP Introduction or similar hands-on experience would be very helpful. Introductory knowledge of Word or Excel is recommended. Completion of PowerPoint Text Charts and PowerPoint Drawing Techniques or confident knowledge of PowerPoint is required.

Target Student: Anyone who needs to make presentations or prepare them for others to give.

Objectives

Working with presentations

- Comparing Design Templates and Presentations
- Observing individual slides in a presentation
- Entering your own data
- Applying a different design template

Automating slide production

- Duplicating slide content
- Creating a summary slide

Using AutoCorrect and the Style Checker

- Using the AutoCorrect feature
- Deleting an AutoCorrect entry
- Observing StyleChecker options
- Using the Style Checker

Slide shows, output, and presentation options

- Slide show options
- Adding transitions and animation to a slide show
- Running a manual and an automatic slide show
- Working with speaker notes
- Rehearse timings
- Creating a custom slide show
- Printing a presentation

Working with animation

- Animating objects on a slide
- Changing animation order and timing

Inserting movies and sound

- Inserting a movie into a presentation
- Adding text to a slide
- Inserting a background sound

Word, Excel and PowerPoint Tips & Tricks

Course Length: 2 Hours for each class

Difficulty

Scale (1 – 10): Varies, but since this is conducted as a lecture/demo there will be tips presented at different levels and there will new tricks to learn for everyone

Pre-requisites: The student must have been using Word for at least 6 months in order to attend the Word Tips & Tricks session. The student must have been using Excel for at least 6 months in order to attend the Excel Tips & Tricks session. The student must have been using PowerPoint for at least 6 months in order to attend the PowerPoint Tips & Tricks session.

Target Student: The more experienced you are with the software the more you will gain from these sessions. Anyone who enjoys fast paced, lecture style training on varied topics will get the most from this type of presentation.

Description

We are offering 3 very special lectures in Word, Excel and PowerPoint. Tips & Tricks classes are 2 hours in length and are conducted in a lecture / demonstration style. Each class moves quickly through at least 40 special features in each program that are very useful to the average person. There is no other class where you can be exposed to so much information in such a short time. The tips span the Introductory, Intermediate and Advanced levels of classes. The classes are intended for Intermediate level users, although anyone who uses Word, Excel or PowerPoint can get something out of these lectures. **“Wow, I never knew that!”, will likely be your reaction to these classes.**

Access for the End User

Course Length: 6 Hours

**Difficulty
Scale (1 – 10):** 5

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory or Intermediate level user of Excel and Word and be actively using both programs for at least 6 months.

Target Student: This 1-day course is intended for someone who will be an end user of an already established database using Microsoft Access. That could be anyone from a data entry person to someone who will be asked to write basic queries and reports. The day will focus on a quick understanding of the how a relational database is set up and how that may affect the way data is entered into different tables. Datasheet navigation and data entry techniques will be taught as well as methods to alter the layout of the columns and formatting. Sorting, finding, and filtering at the table level will be used to located specific data. The student will learn to print directly from the datasheet view for hard copy of needed screen data. Queries will be taught using the Simple Query Wizard and reporting will be shown by using the Report Wizard.

We also offer a 2-day Introduction to Access class which covers database design theory and the actual creation of databases. If you need to design databases from the ground up, please wait for the 2 day class.

Objectives

- ◆ Quick Overview of RDMS Principles and Object Definitions
- ◆ Understanding the Access Database Window
- ◆ Data Entry Techniques
- ◆ Table Navigation and Record Control
- ◆ Table Layout Control
- ◆ Sort Data and Print Table Information
- ◆ Data Inspection Techniques (Find and Filter)
- ◆ Selection Queries using the Simple Query Wizard
- ◆ Introduction to Reports using Report Wizard

Introduction to Access (for database designers)

Course Length: 12 Hours, 2 Days

Difficulty Scale (1 – 10): 6

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory or Intermediate level user of Excel and Word for at least 6 months.

Target Student: The student should have the need to create databases from the ground up. The student should be prepared to absorb and apply the theories of database design principles to an application they need to create as part of their job function. The Access for End Users class would be a better choice if you simply need to use databases that others design.

Objectives

Getting Started

- Starting Access
- Opening an Existing Database
- Using Menu Commands
- Displaying and Hiding Toolbars
- Changing Menu and Toolbar Options
- Using Database Objects
- Using the Database Window
- Selecting Object Types
- Opening a Database Object
- Exiting Access

Working With The Office Assistant

- Using the Office Assistant
- Finding an Answer
- Hiding/Displaying the Office Assistant
- Changing Office Assistant Options

Creating Tables

- Creating a New Database
- Designing Tables
- Creating a Table in Design View
- Using Design View
- Adding Field Names and Data Types
- Adding a Field Description
- Setting a Primary Key
- Saving a New Table
- Using the Table Wizard

Working With Tables

- Using Datasheet View
- Navigating Fields in Tables
- Adding Records
- Moving through Records
- Selecting Records
- Editing Records
- Saving Records

Deleting Records

Editing Tables

- Changing the Row Height
- Changing the Column Width
- Changing a Font Attribute
- Changing a Cell Effect
- Selecting a Column
- Moving a Column
- Hiding a Column
- Unhiding a Column
- Freezing a Column

Finding And Filtering Data

- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Filter For Feature
- Using Filter By Form

Printing Data

- Printing Table Data
- Changing the Page Setup
- Printing Selected Records

Creating Relationships

- Using Related Tables
- Creating a Relationship
- Setting Referential Integrity
- Adding a Table - Relationships Window

Using Simple Queries

- Using Queries and RecordSets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query

Modifying Query Results

- Sorting A Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Adding a Record using a Query
- Printing a Query

Analyzing Tables

- Analyzing a Table
- Using Relationships in Splits
- Using the Table Analyzer Wizard

Creating Basic Forms

- Using Forms
- Using the Form Wizard

- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query
- Using AutoForm
- Adding a Record using a Form

Creating Basic Reports

- Using Reports
- Using the Report Wizard
- Using Print Preview
- Printing Pages of a Report
- Basing a Report on a Query
- Using AutoReport

Using Online Help

- Working with Online Help
- Viewing ScreenTips
- Using Help Contents
- Showing and Hiding the Help Tabs
- Using the Help Answer Wizard
- Using the Help Index

Access Queries

Course Length: 6 Hours

**Difficulty
Scale (1 – 10):** 8

Pre-requisites: Attendance of Introduction to Access or Access for the End User. The student should be a confident Introductory level user of Access and also feel confident in using Excel and Word. The student must also be actively with database applications and already be writing Selection Queries.

Target Student: This Intermediate level course will take the students beyond the basics of query criteria and expressions and teach them how to create substantially more powerful outputs of their key data. Topics include a quick review of all basic criteria, creating new calculation fields based on existing data and summarization of data in user defined groupings. Parameter queries, which prompt the user for key elements each time they run, will be presented in depth. Queries that do more than just select, they either create or affect large amounts of data when they run will be presented in typical database examples. These include Make Table, Append, Update and Deletion queries.

Access Queries Outline:

- ◆ Review Query Basics
- ◆ Multi – Table Queries and Join Properties
- ◆ Calculations in Query
- ◆ Using Operators in Queries
- ◆ Designing Advanced Queries
- ◆ Summary Queries
- ◆ Action Queries, Make Table, Append, Update and Deletion

Access Forms & Reports

Course Length: 6 Hours

Difficulty Scale (1 – 10): 8

Pre-requisites: Attendance of Introduction to Access or Access for the End User. Student must already be actively working with databases.

Target Student: This intermediate / advanced level course will allow the user or developer who has only been using forms generated by the Form Wizard or AutoForm to present their information in the most user friendly way based on the needs of either themselves or other end users. The sections and controls that create the graphic look of Data Forms will be presented in depth. Techniques for creating, aligning, spacing, and enhancing these controls and sections will be covered as well as the ability to embed pictures or logos on each Form. Advanced data presentation tools such as combo boxes, list boxes, option groups and page tabs will be compared as effective methods of data selection and presentation.

The Forms section of class will include a review and presentation of some Access Query techniques in order to demonstrate how valuable they are in the creation of flexible reports. The design sections of reports will be covered at length as well as control sizing, spacing, moving, duplication and property setting. The Page Setup and Print dialog windows will be examined for advanced options. Students will learn how to use the Report Wizard to “group” their data into logical subdivisions and then provide sub-totals and grand totals. Calculations and summary function fields will be generated at the report level. Embedded Graphics and report pagination techniques will also be discussed.

Access Forms & Reports Outline:

Forms

- ◆ Review Form Basics, Navigation, Entry Techniques
- ◆ Add Form Sections and Controls
- ◆ Align, Space and Apply Attributes to Controls
- ◆ Create Combo Boxes, List Boxes, Option Groups and Page Tabs
- ◆ Discuss and Analyze Form Properties
- ◆ Embed Form Graphics

Reports

- ◆ Data Sources, Tables and Queries
- ◆ Report Sections and Controls, Page Setup
- ◆ Align, Space and Apply Attributes to Controls
- ◆ Create Calculated Fields and Summary Fields
- ◆ Group Sub-Totals and Grand Totals
- ◆ Embedded Graphics and Pagination Techniques
- ◆ Control and Report Properties

Intermediate Access

Course Length: 12 Hours, 2 Days

Difficulty Scale (1 – 10): 8

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of Access and also feel confident in using Excel and Word. The student should also have completed Introduction to Access training and be actively designing and working with database applications.

Target Student: The target student should have already designed databases for use in their job or for use by others. This class helps you streamline database applications and teach you how to manage larger and more complex databases.

Objectives:

Modifying Tables

- Inserting a Column in a Table
- Changing a Column Name
- Deleting a Column
- Inserting a Lookup Column
- Inserting a Hyperlink Column
- Creating a Many-to-Many Relationship
- Exercise - Modifying Tables

Setting Field Properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Creating an Input Mask
- Exercise - Setting Field Properties

Using Operators In Queries

- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using a Wildcard Character
- Exercise - Using Operators in Queries

Designing Advanced Queries

- Setting Top Values in a Query
- Creating a Calculated Field
- Creating a Function Query
- Creating a Parameter Query
- Creating a Concatenation in a Query
- Using Multiple Tables in a Query

- Filtering a Query
- Exercise - Designing Advanced Queries

Creating Action Queries

- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query
- Exercise - Creating Action Queries

Using Advanced Query Wizards

- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard
- Exercise - Using Advanced Query Wizards

Using Advanced Database Features

- Printing a Relationship Document
- Linking Data to an Access Table
- Importing Data
- Setting a Database Password
- Compacting a Database
- Backing Up a Database
- Exercise - Using Advanced Database Features

Manipulating Controls

- Using Controls
- Selecting Non-adjacent Controls
- Deleting Controls
- Sizing a Control by Dragging
- Selecting Adjacent Controls
- Moving Selected Controls
- Sizing Controls Automatically
- Exercise - Manipulating Controls

Using Design View

- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field
- Moving Part of a Paired Control
- Aligning Controls
- Spacing Controls
- Using the Toolbox
- Adding a Label
- Adding an Image
- Adding a Rectangle
- Adding a Line
- Editing an Unbound Control
- Exercise - Using Design View

Using Advanced Form Design

- Using Forms in Design View
- Creating a Combo Box
- Creating a List Box
- Creating an Option Group
- Setting the Tab Order Automatically
- Setting the Tab Order Manually
- Adding a Form Header and Footer
- Creating a Blank Form
- Exercise - Using Advanced Form Design

Using Advanced Report Design

- Using Reports in Design View
- Creating a Calculated Control
- Grouping Data in a Report
- Creating a Header for Each Group
- Creating a Running Summary
- Inserting a Date/Time Control
- Inserting a Page Break
- Changing the Report Margins
- Using the Label Wizard
- Creating a Blank Report
- Exercise - Using Advanced Report Design

Using Editing Tools

- Selecting a Font Name
- Selecting a Font Size
- Selecting a Font Style
- Using the Format Painter
- Selecting Objects with the Toolbar
- Using AutoFormat
- Running the Spelling Checker
- Setting AutoCorrect Options
- Adding AutoCorrect Entries
- Deleting AutoCorrect Entries
- Exercise - Using Editing Tools

Microsoft Project for Project Managers

Course Length: Can be scheduled as an 18 Hour class over 3 Days or a 12 hour class over 2 days

Difficulty

Scale (1 – 10): 7

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a **confident** Introductory or Intermediate level user of Excel and Word. Students should also have some project management experience and be familiar with terms such as Gantt Chart, PERT Chart, task, critical path, and resource. No previous knowledge of Microsoft Project is required.

Target Student: This course is the first in a series of two courses designed for individuals who will use Microsoft Project as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments. Students enrolling in this course should have some project management experience and have a **business need** to use Microsoft Project to manage a new or ongoing project.

Mission: You will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project in order to implement the project plan.

Objectives

- The history of modern project management
- Benefits and limitations of using project management software
- Steps to building a project
- Getting help
- Sizing columns
- The task form
- Active/Inactive panes
- Moving around
- Entering tasks
- Durations
- Saving
- Milestones
- Summary tasks
- Outlining
- Obtaining project status
- Linking
- Relationships
- Slack, lag and lead
- Formatting text
- Displaying the critical path in the Gantt chart
- Task information
- The PERT chart/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
- Tracking Gantt chart
- Printing
- Reports
- Day 3 - Custom Class Group Consultation building your own project(s)