

MS Office 4 days Training

MS Excel 2016 – Advanced

(Course Duration: 2 Days)

Description

Participants will further build on the skills acquired in the Microsoft Excel 2016 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, Participants will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Participants will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

Course Outline

Advanced functions and formulas

- Logical functions
- Conditional functions
- Financial functions
- Text functions
- Date and time functions
- Array formulas
- Calculation options

Lookups and data tables

- Using lookup functions
- Creating data tables

Advanced data management

- Validating cell entries
- Advanced filtering

Advanced charting

- Chart formatting options
- Combination charts
- Graphical objects

PivotTables and PivotCharts

- Working with PivotTables
- Modifying PivotTable data
- Formatting PivotTables
- Using PivotCharts
- PowerPivot

Analytical tools

- Goal Seek Scenarios
- Instant data analysis

Macros and Visual Basic

- Running and recording a macro
- Working with VBA code

MS PowerPoint 2016 - Intermediate

(Course Duration: 1 Day)

MS PowerPoint 2016

Objective

This Advanced Microsoft PowerPoint training class is for PowerPoint users who want to build upon their basic skills. Students will use advanced techniques such as working with Masters and Special Effects within their presentations. Our instructor-led online classes are conducted in the 2016 version of the software. Your instructor will point out the minor differences between versions where they exist. For our custom instructor-led online and onsite classes, we use the version of the software you use in your office.

Expertise in

- ♦ Create customized presentations with templates.
- ♦ Add special effects.
- ♦ Use the slide, notes, and handout masters.
- ♦ Create, edit, and import charts.
- ♦ Manage hyperlinks.
- ♦ Create custom shows.
- ♦ Secure and share presentations.

Customizing Presentations

Applying a Theme

Previewing and Selecting a Theme

Customizing a Theme

Saving a Custom Theme

Setting a Default Theme

Applying a Background Style

Apply a Built-in Background Style

Create and Apply a Background Style

Adding a Footer

Arranging and Printing Sections

Using Sections

Removing Sections

Printing Sections

Presentation Masters

Working with the Slide Master

Formatting Slide Masters and Layouts

Adding a Watermark to Your Presentation

Adding Slide Numbers Using the Slide Master

Inserting a New Slide Master

Preserving a Slide Master

Modifying the Notes Master

Modifying the Handout Master

Adding a Header and Footer to Notes and Handouts

Working with Special Effects

Animating Text and Objects

Working with the Animation Painter

Setting Animation Timing

Animating a Chart

Using SmartArt

Inserting SmartArt Graphics

Modifying SmartArt Graphics

Resizing/Repositioning a SmartArt Object

Resize a SmartArt Shape

Resize a SmartArt Graphic

Reposition a SmartArt Graphic

Inserting Text into a SmartArt Object

Formatting Text in a SmartArt Object

Adding Shapes to a SmartArt Object

Ungrouping SmartArt Objects

Multimedia

Creating a Photo Album

Adding Captions

Applying a Theme to Your Album

Customizing an Album

Inserting a Video File

Setting up the Slide Show

Setting up a Custom Show

Creating a Hyperlink

Jumping to Another Presentation

Annotating a Presentation

Creating a Presenter-Independent Slide Show

Setting Up a Slide Show to Repeat Automatically

Outlines and Slides

Exporting Notes and Handouts to Word

Exporting an Outline to Word

Saving a Presentation as an Outline

Saving a Slide as a Graphic

Sharing and Securing a Presentation

Sharing a Presentation with a Remote Audience

Embedding the Fonts in a Presentation

Packaging a Presentation for CD

Using the PowerPoint Viewer

Saving a Presentation to the Web

Encrypting a Presentation

Adding a Digital Signature

Granting Permissions

Compressing Pictures

Sending a Presentation in PDF Format

Word 2007 Intermediate Training

Course Contents (1 day)

Audience: This MS Word intermediate course will build on the basic course. The course is perfect for existing Word users whom need to produce documents that are more complex with graphics or charts.

Word 2016 Intermediate Course Objectives: After the course, you will be able to:

- Create Tables
- Create Newspaper Columns
- Create AutoText and AutoCorrect Entries
- Apply Section Breaks
- Odd/Even and Different Headers & Footers
- Advanced Proofing Tools

Word Tables

- Inserting a table
- Changing column widths and row heights, Inserting new columns and rows
- Distributing columns and rows evenly
- Merging and splitting cells
- Applying table formatting
- Repeating heading rows
- Splitting a tables and cells
- Converting a tabbed list into a table
- Sorting table contents
- Using table formulae
- Features of the Tables and Borders Toolbar
- Nesting one table within another
- Drawing non-uniform tables
- Using tabs within tables

Advanced Page Layout Tools

- Page layout for sections
- Entering vertically within a section

- Different Headers and Footers for different sections
- Odd / Even Header and Footers
- Newspaper columns

Word Auto Features

- Understanding Word 2003 Automatic Features
- AutoText
- Autocorrect
- Autoformat as you type
- Autocorrect Options Smart Tag
- Customising auto features to suit you
- Create your own autotext entries

Inserting Graphics, Charts and Objects

- Inserting Clipart and Pictures
- Controlling graphic placement and text wrapping
- The drawing canvas and drawing tools
- Inserting diagrams
- Inserting and Linking Excel Charts

Creating Forms

- Creating a layout for your form
- Using Text, Checkbox and Dropdown form fields
- Locking a form
- Saving as a template
- Password protection forms