

Microsoft Training Details

A Microsoft Excel

Navigation of the Excel Interface Understanding the Excel Start Screen Excel Tab Interface Introduction to Microsoft Excel Excel Workbook Screen Ribbon Name Box Formula Bar Worksheet Tab Understanding the Backstage View Accessing the Backstage View Understanding Dialog Boxes Launching Dialog Boxes Understanding the Quick Access Toolbar Changing the Location of the Bar Understanding the Status Bar	Use of Lists and Tables Understanding Lists Applying and Clearing a Filter Performing an Alphabetical Sort Performing a Numerical Sort Inserting or Deleting Table Records Creating & Modifying Table Removing Duplicates Naming and Resizing Tables Sorting Data in a Table Converting a Table to a Range Deleting a Table	Bringing your Presentation to Life Understanding Conditional Formatting Highlighting Cells Containing Values Highlighting Cells Containing Text Highlighting Duplicate Values Using Top and Bottom Rules Using Data Bars Using Colour Scales Using Icon Sets Creating Custom Rules Conditional Formatting Rules Manager Clearing Rule	Using Formulas and Creating Pivot Tables Using Sparklines Using Formulas in Excel Using Functions in Excel Working with Names and Ranges Insert Function Button IF Formulas AVERAGE Function and COUNT Function Create a PivotTable from an Excel Data List Common Logical Functions Refresh Data/Change Data Source Changing the PivotTable Design Creating and Modifying a Pivot Chart VLOOKUP Undo, Redo, and Repeat with Keystrokes Hyperlink			
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B Microsoft Outlook

Getting Started with Outlook Outlook Components Inbox Ribbons and Calendar Ribbons Folder View and Reading Pane Accessing the Reading Pane Message Options Ribbon Moving Objects to a Folder Folders and QAT Adding Importance Requesting Delivery Receipts CC and BCC Add Comments Related Messages	Flagging Messages Message Flags Flagging Messages in Message List Sending Messages with a Flag Reminders Changing the Default Quick Click Flag	Working with the Calendar Calendar Overview Calendar Arrangement Time Zones Create New Calendar Working with Multiple Calendar Weather	People People View New Contact Group Remove Members of Contact Group	Tasks To Do Bar Creating Tasks Task Views Deleting and Printing	Working with Rules Rules Overview Creating a New Rule Creating a New Rule from a Template Renaming a Rule Testing the Rule Managing Existing Rules	Scheduling Meetings Creating a new meeting Scheduling Assistants Recurring Meetings
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C Microsoft PowerPoint

Ribbons Home Ribbon Insert Ribbon Layout Ribbon References Ribbon Sendto Back Ribbon View Ribbon	Getting Started Themes Variants	Views Changing the views Normal View	Working with Shapes Drawing Shapes	Slide Master, Transitions and Steps for Accessing Slide Master Slide Transitions	Using the Insert Ribbon Insert an Online Image Adding a Table	Chart Inserting a Chart Editing a Chart data
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