MS Office 2-day custom

Course Duration: 16 Hours (2 Days)

Overview

Embark on a comprehensive 2-day custom MS Office course tailored for Toyotetsu India Auto Parts Pvt Ltd., starting 5/27/2024. Enhance your proficiency in Microsoft Excel, Outlook, and PowerPoint through practical and hands-on learning. ### Learning Objectives: -Microsoft Excel: Master essential skills like creating and managing tables, PivotTables, and Pivot Charts. Learn advanced tactics such as formula creation, conditional formatting, and data sorting to streamline your data analysis.-Microsoft Outlook: Develop expertise in email management, use of flags and rules, and effective scheduling through calendars and tasks.-Microsoft PowerPoint: Create impactful presentations by utilizing features such as slide master, transitions, and charts.### Practical Applications:- Excel: Improve your data organization and presentation to facilitate better decision-making.-Outlook: Enhance your productivity by managing communications and schedules efficiently.- PowerPoint: Make visually engaging presentations that communicate your ideas effectively. Join us for a transformative training experience that equips you with essential IT skills for today's workplace.

Audience Profile

The "MS Office 2-Day Custom" course by Koenig Solutions offers comprehensive training in Microsoft Excel, Outlook, and PowerPoint, making it ideal for professionals seeking to enhance their productivity and technical proficiency.

- Office Administrators
- HR Professionals
- Financial Analysts
- Data Analysts
- Project Managers
- Executive Assistants
- Marketing Professionals
- Sales Managers
- Client Support Representatives
- IT Support Staff
- Small Business Owners
- Team Leads
- Operations Managers
- Educators and Trainers
- Business Consultants

Course Syllabus

A. Microsoft Excel

Navigating the Excel Interface

- Understanding the Excel Start Screen
- Excel Tab Interface
- Introduction to Microsoft Excel
- Excel Workbook Screen
- Ribbon Overview
- 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

Using Lists and Tables

- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Inserting or Deleting Table Records
- Creating & Modifying Tables
- 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
- Applying and Clearing Filters
- Using Top and Bottom Rules

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step forward

Microsoft
Solutions Partner

Microsoft Cloud
Training Services

- Using Data Bars
- Using Color Scales
- Using Icon Sets
- Creating Custom Rules
- Conditional Formatting Rules Manager

Using Formulas and Pivot Tables

- Using Formulas in Excel
- Using Functions in Excel
- Working with Names and Ranges
- Insert Function Button
- IF Formulas
- AVERAGE and COUNT Functions
- Creating a PivotTable from an Excel Data List
- Refreshing Data/Changing Data Source
- Changing the PivotTable Design
- Creating and Modifying a Pivot Chart
- VLOOKUP

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 Quick Access Toolbar (QAT)

Flagging Messages and Message Management

- Message Flags
- Flagging Messages in the Message List
- Sending Messages with a Flag
- Changing the Default Quick Click Flag
- Adding Importance
- Requesting Delivery Receipts
- CC and BCC

- Adding Comments
- Related Messages

Working with the Calendar

- Calendar Overview
- Calendar Arrangement
- Creating a New Calendar
- Working with Multiple Calendars
- Time Zones
- Weather Integration

People and Tasks

- People View
- New Contact Group
- Removing Members from a Contact Group
- To-Do Bar
- Creating Tasks
- Task Views

Working with Rules and Scheduling Meetings

- 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
- Deleting and Printing

C. Microsoft PowerPoint

Getting Started with PowerPoint

- Ribbons Overview
- File View
- Home Ribbon
- Themes and Variants

- Changing the Views
- Normal View

Working with Shapes

- Drawing Shapes
- Steps for Accessing Slide Master

Slide Master, Transitions, and Animation

- Slide Transitions
- Adding a Table
- Inserting a Chart
- Editing Chart Data

Using the Insert Ribbon

- Inserting an Online Image
- Adding a Chart