

KOENIG SOLUTIONS • COURSE OUTLINE

MS Office

Learn to apply advanced Excel functions, PowerPoint design techniques and Word formatting tools for everyday office tasks.

4 Days

DURATION

3

MODULES

129

TOPICS

COURSE OVERVIEW

This course covers advanced Excel features including functions and formulas, lookups, data tables, data validation, charting, PivotTables and PivotCharts, analytical tools, and macros with VBA. It then moves into intermediate PowerPoint skills, covering customised themes, slide masters, special effects, SmartArt, multimedia, slide show setup, and sharing and securing presentations. Finally, it addresses intermediate Word skills, covering tables, advanced page layout, automatic text features, graphics and charts, and creating forms.

WHO THIS COURSE IS FOR

Excel Users

PowerPoint Users

Word Users

Office Administrators

Data Analysts

LEARNING OBJECTIVES

- Apply advanced Excel functions such as VLOOKUP, MATCH and INDEX
- Build PivotTables and PivotCharts from Excel data
- Use Goal Seek and scenarios for data analysis
- Record and edit macros using VBA code
- Customise PowerPoint themes, masters and backgrounds
- Apply animations and special effects to slides
- Insert and format SmartArt graphics and multimedia in presentations
- Create tables, forms and page layouts in Word

3 Modules, 129 Topics

01

2 days

MS Excel 2016 - Advanced

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.

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

02

1 day

MS PowerPoint 2016 - Intermediate

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

MS PowerPoint 2016 - Intermediate (continued)

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

WORD 2016 INTERMEDIATE COURSE OBJECTIVES

- 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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com