

KOENIG SOLUTIONS • COURSE OUTLINE

MS Office 2 Day Custom

2 Days

16 HOURS

3

MODULES

100

TOPICS

COURSE 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.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- Navigate the Excel interface and ribbon layout
- Create and manage tables and PivotTables in Excel
- Apply conditional formatting and use formulas such as VLOOKUP
- Manage email using flags, rules and message options in Outlook
- Organise calendars, tasks and contacts in Outlook
- Schedule and manage meetings using Outlook's scheduling tools
- Build presentations using slide master, transitions and charts
- Insert shapes, images and charts using PowerPoint's Insert ribbon

3 Modules, 100 Topics

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
- 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

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

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