MICROSOFT OFFICE COURSES

HALF DAY SESSIONS

Know it Sooner
Computer Training

Excel Sessions (3 hours in length)

Excel for Beginners

If you have never built a spreadsheet or consider yourself a newbie in this area, this course is for you! Learn to create a spreadsheet and put in some basic formulas to make Excel do the math for you! We'll also cover some printing techniques. Anybody can do it, it's easy! This hands-on course will get you started!

Excel - Tips and Tricks

Do you use currently use Excel and are pretty sure there are things you might be doing the long way? Would you like to come and learn some faster ways to get your spreadsheet working for you? This hands-on course will also review formulas, including absolute references, printing techniques, as well as dozens of tips regarding copying cells, autofill, formatting and more. It will give you a whole new appreciation for Excel! If you have some experience with Excel, you'll love this course. If you're a beginner, take this one after you've taken the Excel for Beginners course.

Excel - Intermediate Formulas and Functions

If you're comfortable with basic and absolute formulas, now it's time to learn IF, VLOOKUP, NOW, ROUND, SUMIF, COUNTIF and more! You will also learn how to name ranges and use them in a formula. Pre-requisite is Excel Tips and Tricks.

Excel – Working with Large Lists

This session is a must for anybody working with a large spreadsheet. Review guidelines to making your list workable, and then prepare to learn how to take control and produce amazing results! Advanced sorting, filtering, subtotaling and pivot tables will be discussed. Please make sure you've taken the Excel Tips or Excel Beginner course before taking this course.

Excel - Linking Sheets and Files

If you have more than one sheet in your Excel workbook, learn to unleash the full power by adding linked formulas to it! Also, imagine making one change and having it affect all your sheets! Learn how to have more control over your workbook by taking this hands-on course. You should be pretty comfortable with the basics of Excel to take this course.

Excel – Analyzing, Protecting and Importing Data, Drop Down Lists

In this more advanced course, you will learn about using What-If Tools such as Goal Seek and Scenario Manager to analyze your data. If you import data from another program, you may need to manipulate your data to make it usable and would find such tools as Text to Columns useful as well as other functions (Concatenate, UPPER, LOWER, PROPER). Learn how to create a drop down list in a series of cells to maintain consistency with data entry. Finally, learn how to protect certain parts of your spreadsheet to prevent accidental deletion of data. You should be pretty comfortable with the basics of Excel to take this course.

Word Sessions (3 hours in length)

Microsoft Word Introduction

Anyone wanting to learn how to use the world's most popular word processor, come and spend some hands-on hours with us! This course is for beginners needing to know how to create a document and add some pizzazz to it using font and paragraph formatting. The only prerequisite is that you can use a mouse.

Microsoft Word Tips and Tricks

Learn how to get around Microsoft Word! This hands-on course allows you to unveil all the goodies! If you currently are a Microsoft Word User, and have never taken any formal training (or it's been awhile), this course is for you. Learn how to quickly format and enhance your document and line text up (properly!) with margins, tabs and tables. Tons of keystroke shortcuts will be covered. This hands-on course allows will show you the proper way to work with it so that it is painless to update when changes need to be made!

Word – Mail Merge, Labels, Forms, Fields and Tables

If you want to create a letter/certificate/label/envelope, etc for a list of people, you need to learn how to use Mail Merge! It is simple and saves you hours of time personalizing each one. Learn how to place fields in your document to make forms and other important information such as the date you created your document. You should be a bit familiar with Word before taking this course, but it's not too advanced, anybody can do it!

Word Styles – Using Styles, Automatic Numbering and Creating a Table of Contents

Do you have a manual or a report where you would like to keep consistent titles? Even this one page document was created using styles (for the course names)! If I change the formatting on one, I can automatically change them all! And the beauty of it is that I can use these styles to create a table of contents, complete with page numbers! Take this hands on course and learn how to make Word really work for you! You should be pretty comfortable with the basics of Word to take this course.

Word Sections – Working with Advanced Headers and Footers

Have you ever needed to change the header or footer part way through a document? What if one page is landscape and the rest are portrait? You need to use Word's Section Break feature to accomplish these tasks. Easier said than done! This feature can be tricky. Come and learn how section breaks work, and you will be able to create amazing documents! You should be pretty comfortable with the basics of Word to take this course.

Word –Intermediate Tools (Track Changes, Comparing Documents, Autotext, Find and Replace, etc)

If you need to keep track of what has changed in your document, Word has two options – Track Changes and Compare. Learn them both and see how these powerful features can work for you. Also covered is Autotext and Autocorrect for keeping commonly used text/pictures/tables handy for reuse later. Find and Replace is a very powerful tool for users to search for troublesome formatting or codes. You should be pretty comfortable with the basics of Word to take this course.

PowerPoint Sessions (3 hours in length)

PowerPoint Beginner

PowerPoint is a program that is becoming more and more popular to make presentations. Learn right from the basics and prepare to create your own professional looking presentation and wow your audience! No pre-requisites required.

PowerPoint Tips and Tricks/Intermediate

Tons of tips are covered in order to make creating a presentation a fun and productive experience! We'll add Smart Art, audio, video, and special effects to our presentations and talk about special ways to save it so others can view it easily. You will want to have worked with PowerPoint a little bit previously to get full advantage out of the session.

Outlook Sessions (3 hours in length)

Outlook Beginner

If you're new to the email world, this course is for you. Learn the terminology involved in emailing and get started sending messages and organizing your inbox. We'll cover creating, replying, forwarding, deleting and filing emails. We will then take a quick look at using the calendar and creating contacts.

Outlook Intermediate

This course is for those people who have already been using Outlook for email and want to take their knowledge to the next level. We'll go into more advanced tasks including creating recurring appointments and meetings. Sharing calendars and checking your co-worker's calendar are covered as well as contacts and tasks.

Email Etiquette (1 Hour)

Everyone could use a refresher on Email Etiquette! When to use BCC and Reply/Reply All are discussed as well as how to make sure your emails are not taken the wrong way due to the lack of body language. Other topics include response time, "text typing", keeping emails professional, and the importance of proofreading your email before sending.