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Course Catalog



Office Training Lady.com

Instructor-led Classroom Training
Specializing in Microsoft Office



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Microsoft Word 2016/365 Course Outlines

Version differences will be noted in the outline

Microsoft Word 2016/365 Level I

Duration:

One day

Description:

This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Word 2016/365 productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents.

Table of Contents:

Unit 1: Getting started

Topic A: The Word window

Topic B: New documents

Topic C: Document navigation

Unit 2: Editing text

Topic A: Working with text

Topic B: The Undo and Redo commands

Topic C: Cut, copy, and paste

Topic D: Find and replace

Unit 3: Formatting text

Topic A: Character formatting

Topic B: Tab settings

Topic C: Paragraph formatting

Topic D: Paragraph spacing and indents

Unit 4: Tables

Topic A: Creating tables

Topic B: Working with table content

Topic C: Changing the table structure

Topic D: Table design options

Topic E: Table data

Unit 5: Page layout

Topic A: Headers and footers

Topic B: Page setup

Unit 6: Graphics

Topic A: Adding graphics and clip art

Topic B: Working with graphics

Unit 7: Styles and outlines
Topic A: Examining formatting
Topic B: Working with styles
Topic C: Working with outlines

Unit 8: Proofing, printing, and exporting
Topic A: Spelling and grammar
Topic B: AutoCorrect
Topic C: Printing and exporting documents

Word 2016/365 Level II

Duration:

One day

Description:

This Instructor-led Training course builds on the skills and concepts taught in Word previous versions of Word. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Table of Contents:

Unit 1: Styles and outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 2: Table formatting

Topic A: Table design options

Topic B: Table data

Unit 3: Illustrations

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

Unit 4: Advanced document formatting

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

Unit 5: Document sharing

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

Unit 6: Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Word 2016/365 Level III

Duration:

One day

Description:

This Instructor-led Training course covers advanced skills and concepts students need to use Microsoft Word 2016/365 productively and efficiently. Students will learn to create form letters and labels using Mail Merge, add interactive elements such as forms and content from other applications, and to save a file as a web page. Then they will learn how to use document references such as citations, indexes, and tables of contents. Next, they will learn to work more efficiently in Word by customizing the ribbon, creating macros, and using building blocks. In addition, students will learn to record and copy macros.

Table of Contents:

Unit 1: Using Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

Topic A: Inserting content from other applications

Topic B: Changing the document background

Unit 3: Using macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

Unit 4: Working with forms

Topic A: Creating forms

Topic B: Protecting forms

Topic C: Sharing and securing documents

Unit 5: Customizing Word

Topic A: Customizing the Ribbon

Topic B: Customizing the Quick Access toolbar

Topic C: Customizing keyboard shortcuts

Unit 6: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Microsoft Word 2016/365 Advanced – Long Documents

Duration:

One day

Target student: Anyone in the Legal field, students (especially students who need to do research papers), administrative assistants, or anyone needing to build and manage long documents.

Description:

This Instructor-led Training course builds on the skills and concepts taught in previous levels of Word. In this custom class, students will understand how to create and manage long documents. They will work with styles and learn how to create a table of contents, index and bibliography. Students will also learn to understand various types of page breaks, sections and how to insert and manage headers, footers and page numbers. They will also learn how to manage document revisions when working with co-authors. Also included is the use of bullets, numbering and multi-level lists.

Table of Contents

Unit 1: Styles and outlines

Topic A: Examining formatting

Topic B: Creating styles

Topic C: Modifying styles

Topic D: Working with outlines

Topic E: Bullets, numbering and multi-level lists

Unit 2: Page layout

Topic A: Headers and footers

Topic B: Margins

Topic C: Page breaks

Unit 3: Sections and columns

Topic A: Creating and formatting sections

Topic B: Working with columns

Unit 4: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Unit 5: Managing document revisions

Topic A: Tracking changes

Topic B: Working with comments

Unit 6: Formatting tables

Topic A: Table formatting basics

Topic B: Borders and shading

Topic C: Table data

Topic D: Table styles

Microsoft Excel 2016/365 Course Outlines

¶Version differences will be noted in the outline

Microsoft Excel 2016/365 Level I

Duration:

One day

Description:

This Instructor-led Training course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2016/365, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets.

Table of Contents:

Unit 1: Getting started

Topic A: Spreadsheet terminology

Topic B: The Excel environment

Topic C: Navigating a worksheet

Topic D: Using a template

Unit 2: Entering and editing data

Topic A: Entering and editing text and values

Topic B: Entering and editing formulas

Topic C: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data

Topic B: Moving, copying, and viewing formulas

Topic C: Absolute and relative references

Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

Topic A: Entering functions

Topic B: AutoSum

Topic C: Other common functions

Unit 5: Formatting

Topic A: Text formatting

Topic B: Row and column formatting

Topic C: Number formatting

Topic D: Conditional formatting

Topic E: Additional formatting options

Unit 6: Charts
Topic A: Chart basics
Topic B: Formatting charts

Unit 7: Graphics
Topic A: Working with pictures
Topic B: Conditional formatting with graphics
Topic C: SmartArt graphics

Unit 8: Printing
Topic A: Preparing to print
Topic B: Page Setup options
Topic C: Printing worksheets

Microsoft Excel 2016/365 Level II

Duration:

One day

Description:

This Instructor-led Training course will teach students how to work with large worksheets in Microsoft Excel, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

Table of Contents:

Unit 1: Managing workbooks and worksheets

Topic A: Viewing large worksheets

Topic B: Printing large worksheets

Topic C: Working with multiple worksheets

Topic D: Linking worksheets with 3-D formulas

Topic E: Using multiple workbooks

Topic F: Linking workbooks

Unit 2: Advanced formatting

Topic A: Using special number formats

Topic B: Working with themes

Topic C: Other advanced formatting

Unit 3: Outlining and subtotals

Topic A: Outlining and consolidating data

Topic B: Creating subtotals

Unit 4: Cell and range names

Topic A: Creating and using names

Topic B: Managing names

Unit 5: Data structure and tables

Topic A: Sorting and filtering data

Topic B: Working with tables

Unit 6: Web and sharing features

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

Unit 7: Documenting and auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 8: Application settings and templates

Topic A: Application settings

Topic B: Working with templates

Microsoft Excel 2016/365 Level III

Duration:

One day

Description:

In this Instructor-led Training course, students will further build on the skills acquired in the Microsoft Excel 2016/365 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, students 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. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros

Table of Contents:

Unit 1: Advanced functions and formulas

Topic A: Logical functions

Topic B: Conditional functions

Topic C: Financial functions

Topic D: Text functions

Topic E: Date and time functions

Topic F: Array formulas

Topic G: Calculation options

Unit 2: Lookups and data tables

Topic A: Using lookup functions

Topic B: Creating data tables

Unit 3: Advanced data management

Topic A: Validating cell entries

Topic B: Advanced filterin

Unit 4: Advanced charting

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphical objects

Unit 5: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Modifying PivotTable data

Topic C: Formatting PivotTables

Topic D: Using PivotCharts

Topic E: PowerPivot

Unit 6: Exporting and importing data

Topic A: Exporting and importing text files

Unit 7: Analytical tools

Topic A: Goal Seek

Topic B: Scenarios

Topic C: Instant data analysis

Unit 8: Macros and Visual Basic

Topic A: Running and recording a macro

Microsoft Excel 2016/365 Advanced – Analyzing Data

Duration

One day

Description:

This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Excel 2016/365 productively and efficiently. After taking Excel Level I - III, students will learn how to analyze data with advanced Excel formulas and learn how to take advantage of Excel's built-in tools for summarizing data. They will also learn how to work with larger workbooks and "clean up" data downloaded from other sources.

Table of Contents

Lesson 1: Calculate with advanced functions

Vlookup (exact match)	Min
Vlookup (approximate match)	Max
Hlookup (exact match)	Proper
Hlookup (approximate match)	Concatenate
IF	Average
OR	AverageIf
NOT	Count
AND	CountA
SumIf	CountIf

Lesson 2: Organize worksheet and table data using various tools

- Conditional formatting
- Grouping and outlining
- Using the subtotals tool
- Advanced sorting techniques
- Using the filter tool
- Using formulas with custom filters

Lesson 3: Working with 3 dimensional formulas (formulas that calculate values across worksheets).

Lesson 4: Analyze data using PivotTables, Pivot Charts, Slicers and Sparklines.

Lesson 5: Charting and Graphing

Creating a pie chart

Creating a column chart

Manipulating chart data

Troubleshooting

Microsoft® Office Excel® 2016/365: Dashboards

Duration:

One day

Description:

You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data and present it in a visual format that enables decision makers to view key trends and conclusions at a glance.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016/365: Level I course and will help start you down the road to creating advanced workbooks and worksheets that you can use to create dashboards. The ability to analyze massive amounts of data, extract actionable intelligence from it, and present that information to decision makers is the cornerstone of driving a successful organization that is able to compete at a high level.

Course Objectives:

Upon successful completion of this course, you will be able to create dashboards in Microsoft Office Excel 2016/365 You will:

Create advanced formulas.

Automate workbook functionality.

Apply conditional logic.

Visualize data by using basic charts.

Implement advanced charting techniques.

Analyze data by using PivotTables, slicers, and PivotCharts.

Target Student:

This course is designed for students who already have foundational knowledge and skills in Excel 2016/365 and who wish to begin taking advantage of some of the higher-level functionality in Excel to summarize table data in Excel by using functions, charts, and pivot tables and display those elements in a dashboard format.

Prerequisites:

To ensure success, students should have completed Logical Operations' Microsoft® Office Excel® 2016/365: Level I or have the equivalent knowledge and experience. In particular, students should have some experience in creating workbooks with formulas and functions.

Course Content

Lesson 1: Creating Advanced Formulas

Topic A: Use Range Names in Formulas

Topic B: Use Specialized Functions

- Lesson 2: Automating Workbook Functionality
Topic A: Apply Data Validation
Topic B: Work with Forms and Controls
- Lesson 3: Applying Conditional Logic
Topic A: Use Lookup Functions
Topic B: Combine Functions
- Lesson 4: Visualizing Data with Basic Charts
Topic A: Create Charts
Topic B: Modify and Format Charts
- Lesson 5: Advanced Charting Techniques
Topic A: Use Advanced Chart Features
Topic B: Create Sparklines
- Lesson 6: Analyzing Data with PivotTables, Slicers, and PivotCharts
Topic A: Create a PivotTable
Topic B: Analyze PivotTable Data
Topic C: Present Data with PivotCharts
Topic D: Filter Data by Using Slicers

Microsoft Office Excel 2016/365: Data Analysis with PivotTables

Duration

Half Day

Description

Advances in technology have made it possible to store ever increasing amounts of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic PivotTables to summarize data. But, Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

Prerequisites

To ensure your success in this course, you should have experience working with Excel 2016/365 and PivotTables. You should already understand spreadsheet concepts and be comfortable creating basic PivotTables. You can obtain this level of skill and knowledge by taking the following courses:

Microsoft® Office Excel® 2016/365: Level I

Microsoft® Office Excel® 2016/365: Level II

Table of Contents

Lesson 1:	Preparing Data and Creating PivotTables
Topic A:	Prepare Data
Topic B:	Create a PivotTable from a Local Data Source
Topic C:	Create a PivotTable from Multiple Local Data Sources
Topic D:	Create a PivotTable from an External Data Source
Lesson 2:	Analyzing Data Using PivotTables
Topic A:	Summarize PivotTable Data
Topic B:	Organize PivotTable Data
Topic C:	Filter PivotTable Data
Topic D:	Format a PivotTable
Topic E:	Refresh and Change PivotTable Data
Lesson 3:	Working with PivotCharts
Topic A:	Create a PivotChart
Topic B:	Manipulate PivotChart Data
Topic C:	Format a PivotChart

Microsoft PowerPoint 2016/365 Course Outlines

¶Version differences will be noted in the outline

Microsoft PowerPoint 2016/365 Level I

Duration:

One day

Description:

This Instructor-led Training course covers the basic functions and features of PowerPoint 2016/365. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations.

Table of Contents:

Unit 1: Getting started

Topic A: The PowerPoint interface

Unit 2: Creating presentations

Topic A: Creating a basic presentation

Topic B: Working with slides

Unit 3: Editing slide content

Topic A: Formatting text and lists

Topic B: Editing efficiently

Unit 4: Working with shapes

Topic A: Creating shapes

Topic B: Formatting shapes

Topic C: Applying content to shapes

Unit 5: Graphics

Topic A: WordArt

Topic B: Pictures

Unit 6: Tables and charts

Topic A: Tables

Topic B: Charts

Topic C: SmartArt

Unit 7: Preparing and printing presentations

Topic A: Proofing presentations

Topic B: Preparing a presentation

Topic C: Printing presentations

Microsoft PowerPoint 2016/365 Level II and III (combined into one class)

Duration:

One day

Description:

This Instructor-led Training course builds on the skills and concepts taught in PowerPoint 2016/365 Level I. Students will learn to control global settings by using slide masters, and to apply effects such as transitions and timings. They'll learn more about working with images, and how to include media files, animation, and a photo album in a presentation. Next, they'll explore advanced tools for working with SmartArt, tables, and charts, and then learn how to create action buttons and equations. Students will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks. Then, they'll insert review comments, protect a presentation with a password, and prepare a presentation for delivery in various formats. Finally, they'll customize application settings and toolbars, and create and apply custom themes.

Table of Contents:

Unit 1: Slide masters and transitions

Topic A: Slide masters

Topic B: Transitions and timings

Topic C: Custom slide shows

Unit 2: Graphics and media

Topic A: Modifying graphics

Topic B: Media clips

Topic C: Animations

Topic D: Photo albums

Unit 3: Customizing slide elements

Topic A: Working with SmartArt graphics

Topic B: Customizing tables

Topic C: Working with charts

Unit 4: Action buttons and equations

Topic A: Action buttons

Topic B: Equations

Unit 5: Integrating Microsoft Office files

Topic A: Applying content from a Word outline

Topic B: Embedding and linking content

Unit 6: Finalizing and distributing presentations

Topic A: Reviewing and finishing

Topic B: Distributing presentations

Unit 7: Customizing PowerPoint

Topic A: Application settings

Microsoft Outlook 2016/365 Course Outlines

¶Version differences will be noted in the outline

Microsoft Outlook 2016/365 Level I

Duration:

One day

Description:

This Instructor-led Training course covers the basic functions and features of Outlook 2016/365. After an introduction to Outlook's window components, students will learn how to read and send email messages using several methods, learn how to manage email messages and attachments, configure message options, and use basic search functions. Students will also learn to manage contacts and contact groups, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

Table of Contents:

Unit 1: Getting started

Topic A: The program window

Topic B: Outlook Today

Unit 2: Email basics

Topic A: Reading messages

Topic B: Creating and sending messages

Topic C: Working with messages

Topic D: Handling attachments

Topic E: Printing messages and attachments

Unit 3: Email management

Topic A: Setting message options

Topic B: Organizing the Inbox folder

Topic C: Managing junk email

Unit 4: Contacts

Topic A: Working with contacts

Topic B: Address books

Topic C: Using contact groups

Unit 5: Tasks

Topic A: Working with tasks

Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments

Topic B: Modifying appointments

Topic C: Using Calendar Views

Unit 7: Meeting requests and responses

Topic A: Scheduling meetings

Topic B: Managing meetings

Microsoft Outlook 2016/365 Level II and III (combined into one class)

Duration:

One day

Description:

This Instructor-led Training course builds on the skills and concepts taught in Outlook 2016/365 Level I. Students will learn how to customize Outlook, use Quick Steps, create Folder pane shortcuts, customize the Navigation bar, customize their messages and signatures, and set up automatic replies. Then students will learn how to set rules for organizing messages and use advanced techniques for managing and maintaining their mailboxes. Students will also learn how to search various folders, use filters, and apply categories, as well as how to work with notes and Journal entries.

Table of Contents:

- Unit 1: Customizing Outlook
 - Topic A: The Outlook environment
 - Topic B: General options and account settings
 - Topic C: Quick Steps
 - Topic D: The Folder pane and Navigation bar

- Unit 2: Customizing messages
 - Topic A: Message appearance
 - Topic B: Signatures
 - Topic C: Voting buttons
 - Topic D: Out-of-office messages

- Unit 3: Mailbox organization and management
 - Topic A: Setting rules
 - Topic B: Managing your mailbox

- Unit 4: Organizing items
 - Topic A: Folders
 - Topic B: Searching
 - Topic C: Advanced filtering
 - Topic D: Categories

Microsoft Access 2016/365 Course Outlines

¶Version differences will be noted in the outline

Microsoft Access 2016/365 Level I

Duration:

One day

Description:

This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Access 2016/365 productively and efficiently. After an introduction to the Access 2016/365 environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports.

Table of Contents:

- Unit 1: Getting started
 - Topic A: Database Concepts
 - Topic B: Exploring the Access environment

- Unit 2: Databases and tables
 - Topic A: Planning and designing databases
 - Topic B: Exploring tables
 - Topic C: Creating tables

- Unit 3: Fields and records
 - Topic A: Changing the design of a table
 - Topic B: Finding and editing records
 - Topic C: Organizing records

- Unit 4: Data Entry rules
 - Topic A: Setting field properties
 - Topic B: Working with input masks
 - Topic C: Setting validation rules

- Unit 5: Basic queries
 - Topic A: Creating and using queries
 - Topic B: Modifying query results and queries
 - Topic C: Performing operations in queries

- Unit 6: Using forms
 - Topic A: Creating forms
 - Topic B: Using Design view
 - Topic C: Sorting and filtering records

- Unit 7: Working with reports
 - Topic A: Creating reports
 - Topic B: Modifying and printing reports

Microsoft Access 2016/365 Level II

Duration:

One day

Description:

This Instructor-led Training course provides students with additional skills and concepts needed to use Microsoft Access 2016/365 productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, subforms and subreports, navigation forms, and calculated fields.

Table of Contents:

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Table relationships

Topic C: Referential integrity

Unit 2: Related tables

Topic A: Creating lookup fields

Topic B: Modifying lookup fields

Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries

Topic B: Using calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Topic E: Advanced form types

Unit 5: Reports and printing

Topic A: Report formatting

Topic B: Calculated values and subreports

Topic C: Printing

Topic D: Label printing

Unit 6: Charts

Topic A: Charts in forms

Topic B: Charts in reports

Microsoft Access 2016/365 Level III

Duration: One day

Prerequisites: Microsoft Office Access 2016/365 Intermediate, or equivalent

Unit 1: Querying with SQL

Topic A: SQL and Access

Topic B: Writing SQL statements

Topic C: Attaching SQL queries to controls

Unit 2: Advanced queries

Topic A: Creating crosstab queries

Topic B: Creating parameter queries

Topic C: Using action queries

Unit 3: Macros

Topic A: Creating, running, and modifying macros

Topic B: Attaching macros to the events of database objects

Unit 4: Advanced macros

Topic A: Creating macros to provide user interaction

Topic B: Creating macros that require user input

Topic C: Creating AutoKeys and AutoExec macros

Topic D: Creating macros for data transfer

Unit 5: Importing, exporting, and linking objects

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Working with XML documents

Topic D: Linking Access objects

Topic E: Using hyperlink fields

Unit 6: Database management

Topic A: Optimizing resources

Topic B: Protecting databases

Topic C: Setting options and properties

Introduction to Personal Computers Using Windows 7 or 10

Duration:

One day

Description:

This course is for students who have little or no experience with personal computers and who want to learn the basics. Students will learn about the main components of a typical computer system and the basic elements of the Windows interface. Students will learn how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows. Students will also learn how to browse the Web with Internet Explorer and how to protect their computers from virus' and malware.

Table of Contents:

Unit 1: Computer basics

Topic A: Computer components

Topic B: What makes computers work

Unit 2: Managing computer contents

Topic A: Storing items on your computer

Topic B: Working with folders

Topic C: Working with files

Unit 3: Searching for content and using Help

Topic A: Searching for data on your computer

Topic B: Windows Help and Support

Unit 4: Customizing Windows

Topic A: Shortcuts

Topic B: Gadgets

Topic C: System settings

Unit 5: Using the Internet

Topic A: Browsing the Web

Topic B: Customizing Internet Explorer

Topic C: Social networking

Unit 6: Security and maintenance

Topic A: Basic security

Topic B: Routine maintenance

Microsoft Office Publisher 2016/365

Duration:

One day

Microsoft® Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher offers a large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates mail merge features, which is handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Microsoft Publisher makes it easy to create and edit publications.

Course Objectives:

In this course, you will create, format, edit, and share publications.

You will:

- Perform basic tasks in the Microsoft Publisher interface.
- Add content in a publication.
- Format text in a publication.
- Edit the contents of a publication.
- Add and format graphics.
- Print and share a publication.

Target Student:

This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Publisher 2103 to create, lay out, edit, and share publications.

Table of Contents:

Lesson 1: Getting Started with Microsoft Publisher 2016/365

Topic A: Explore the Interface

Topic B: Customize the Publisher Interface

Topic C: Create a Publication

Lesson 2: Adding Content to a Publication

Topic A: Add Text to a Publication

Topic B: Organize Text Boxes and Picture Placeholders in a Layout

Topic C: Control the Display of Content in Text Boxes

Topic D: Apply Building Blocks

Lesson 3: Formatting Text in a Publication

Topic A: Format Text and Paragraphs

Topic B: Apply Paragraph Styles

Topic C: Apply Schemes

Lesson 4: Editing Text in a Publication

Topic A: Edit Text in a Publication

Topic B: Present Content in Tables

Topic C: Insert Symbols and Special Characters

Lesson 5: Adding and Formatting Graphics in a Publication

Topic A: Add Graphical Objects to a Publication

Topic B: Manipulate the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

Topic A: Save a Publication

Topic B: Run Design Checker

Topic C: Preview and Print a Publication

Topic D: Share a Publication