# THE TRAINING HOUSE

# **PROSPECTUS 2018**

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# WELCOME TO OUR PROSPECTUS

Thank you for considering THE TRAINING HOUSE for your computer training requirements. We do hope you will be impressed by the range of high-quality courses we offer and hope that this prospectus will help you make the decision to come to use our services to provide your training.

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# WHY CHOOSE THE TRAINING HOUSE?

THE TRAINING HOUSE has been running for 26 very successful years under the partnership of Mark and Barbara Davies. **THE TRAINING HOUSE** has a company policy of only using our own trainers to carry out our training courses. We do not use freelance trainers and believe that this enables us to provide training courses, which are of a consistently high quality. **We believe that THE TRAINING HOUSE is the only training organisation based in South Wales that does NOT use freelance trainers.** Between our trainers we amass a total of almost 60 years of IT training experience.

THE TRAINING HOUSE is committed to providing an extensive range of quality training courses. We always aim to provide a personal, yet professional approach, helping our customers to optimise the performance of the technology within their organisations.

We do not sell software or hardware, so are therefore able to dedicate 100% of our time to computer training.

# WHAT FACILITIES CAN THE TRAINING HOUSE OFFER?

For all course attendees, a post-course support service is provided, **free-of-charge**. Any delegates who are experiencing a problem, on a software package that we have provided training upon, can simply pick up the telephone & one of our trainers will then talk them through their problem, or a message can be sent to our email support line.

# ABOUT THE STAFF...

### **Barbara Davies**

Babs has been in the IT industry since 1982, working in both Software Technical Support and Training. She has been a trainer at THE TRAINING HOUSE since the setup of the company in 1991. She is Microsoft trained. As well as delivering training, she is responsible for designing new courses, writing course material, preparing business accounts and carrying out training needs analysis for clients.

**Mark Davies** 

Mark has been a trainer at THE TRAINING HOUSE since 1992. Prior to this he has been in the IT industry since 1982 working in both IT training and Hardware Technical Support.

# SERVICES AVAILABLE AT THE TRAINING HOUSE

**THE TRAINING HOUSE** can offer a wide range of business services designed to help your organisation gain the maximum benefit from the technology available.

Training

A division specialising in offering both structured and customised training solutions for a wide range of personal computer software.

Consultancy

A division providing objective advice to help you select and design the system best suited for your needs.

Tailoring

All these services can be integrated into a tailored programme giving continuity to the on-going development of the computer systems in your organisation.

We believe our unique approach provides an effective mechanism for helping your organisation optimises its use of computer technology.

Courses are tailored at no extra cost. Visits to your premises to discuss tailoring courses are also free-of-charge.

Employee questionnaires can be provided for your colleagues to establish their knowledge levels of the software being used.

We can also develop courses around tailored software programmes, which you may have had developed specifically for your organisation.

# TRAINING SERVICES

# **Standard Courses**

THE TRAINING HOUSE offers over 60 introductory and advanced structured courses on all the most popular PC software products used today. The Introductory level courses are suitable for delegates who require development in the basic skills of a software package. The Advanced level courses are designed for delegates who have completed the introductory level or who have an equivalent knowledge and wish to develop their skills further.

If your organisation needs specific tasks to be performed, such as transferring data between software packages or needing to produce a specific brochure on a desk top publishing package, then the workshop courses can be designed to perform exactly the task you require.

### Customised

Workshop

You may find that the content of our structured courses does not match the specific skills your organisation requires. By allowing you to choose the topics relevant to you, you save both time and money. Courses are tailored at no extra charge. A visit to your premises to discuss course tailoring is also free-of charge.

THE TRAINING HOUSE specialises in providing tailored training programmes, whereby we design the training to match your specific needs.

### **Saving Your Time**

THE TAILORED APPROACH

A tailored course can include elements from a few standard courses. You, therefore, only spend time learning what you need to know - not what someone else needs to know.

### **Corporate Standards**

Where appropriate, a Company Day can include a session on standard company procedures for letter, memo & accounting page layouts and typefaces, etc.

# Continuity

THE TRAINING HOUSE allocates an individual trainer to be responsible for the management of the programme and, where skills permit, they will carry out all the training. The trainer can then make sure that training is of a consistent standard and build up a rapport with individual delegates. We pride ourselves in ensuring that all skills are in-house, and therefore <u>no freelance trainers are used.</u>

# **Free Post-Course Email Support**

A free post-course support service is provided to all delegates.

# **COURSE FEES**

Our course fees are £275 per day for courses held in South Wales (plus a small charge for travelling expenses). Additional costs apply for courses further afield. For this fee, we will train up to 6 delegates. Included in this cost are detailed course notes for each student to keep and writing materials. A cost course email support service is also provided to delegates who have attended a specific course.

HOW TO BOOK A COURSE

- 1. Contact Babs Davies at THE TRAINING HOUSE, on 07753558105, or send an email to Babs on babs.davies@training-house.co.uk
- 2. Let us know:
  - a. The Course Name
  - b. The Course Level
  - c. The Number of Delegates
  - d. Dates Required.
  - e. If course is to be tailored, topics required

We will then confirm whether the dates, which you require, are available (if not we will offer you alternatives to select from), and then will make a provisional booking for you.

- 3. We will then forward to you, by email or post, a Course Booking Form. Please complete and return the booking form to us.
- 4. On our receipt of the completed Course Booking Form, we will confirm your reservation by email, and post an invoice to you.

# **TRAINING PROSPECTUS 2018**

# PRODUCTION OF PROSPECTUS

This document was produced using Microsoft Word.



# COURSES AVAILABLE AT THE TRAINING HOUSE

The following is a full list of all courses that we can offer at the time of the document's construction, please contact us for an up-to-date list.

Microsoft Word **Microsoft Excel** Microsoft PowerPoint Microsoft Access Microsoft Outlook **Microsoft Project** Microsoft OneDrive Microsoft OneNote Microsoft PowerPivot Microsoft Power Bl **Microsoft Publisher** Microsoft SharePoint Microsoft Excel as a Database Microsoft Word – Designing Templates Microsoft PowerPoint – Designing Templates Microsoft Word & Excel – Time Saving Shortcuts Microsoft Word Mail Merge – All the Options **Microsoft Excel Macros & Forms** Microsoft Word Macros & Forms **Excel Data Analysis & Visualisation** Adobe Acrobat Professional Adobe Photoshop File Explorer for File Management

Bespoke courses written for your In-house systems

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# PLEASE NOTE:

If the course that you require is not listed on the previous page, please contact us. The above list is just a range of courses that we can offer. We can also provide training for *older* versions of software packages.

All course overviews listed in this prospectus are designed only as a summary of the topics covered in each course. If you would like a detailed list of the topics covered on specific courses, please contact us, and we will send you the 'Table of Contents' from the front of the relevant course notes.

# MICROSOFT WORD

### Microsoft Word

### Introduction

#### Suitable for:

Delegates who would like to be able to use the basic features of Microsoft Word effectively.

#### Aim of the course:

To introduce the basic features of Microsoft Word and provide an opportunity to practice working with these features.

#### **Duration:**

2 Days.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

#### Content:

- Understanding the Screen Layout
- Inserting, Editing, Formatting & Deleting Text
- Creating, Saving, Printing & Opening Documents
- Moving Around the Document-Quickly
- Selecting Text Shortcuts
- General Keyboard Shortcuts
- Setting Tabs
- Paragraph Indentation
- Search & Replace
- + Spelling, Grammar & Thesaurus
- 🕈 Cut, Copy & Paste, Drag & Drop
- Changing the Document Layout (Margins etc)
- Inserting Special Characters & Short-Cut Keys
- Creating & Using Bookmarks
- Creating & Using Auto Text Phrases (Building Blocks)
- Setting Up & Using Auto Correct
- 🕈 Customising Quick Access Bar

### **Microsoft Word**

#### Advanced

#### Suitable for:

Delegates who wish to be able to use the advanced features of Microsoft Word effectively.

#### Aim of the course:

To introduce the advanced features of Microsoft Word and provide an opportunity to practice working with those features.

#### **Duration:**

3 Days.

#### **Pre-requisites:**

Delegates should be familiar with using the basic features of Microsoft Word.

- Creating & Formatting Tables
- Mail Merge & Selective Mail Merge
- Mail Merge Labels & Selective Mail Merge Labels
- General Labels
- Creating & Using Templates & Styles
- Automatic Generation of a Table of Contents
- Using WordArt to Create Effective 'Fancy' Text
- SmartArt
- Using Microsoft Chart to Create Impressive Charts/Graphs
- Using Microsoft Draw (Shapes) to Create Drawings & Diagrams
- Creating & Editing Headers & Footers
- Working with Columns
- Sectioning Documents
- Creating Numbered & Bulleted Lists
- Creating & Customising Tabs & Ribbon Bar
- Macros & Pausing Macros
- Importing & Manipulating Pictures & Logos

# MICROSOFT WORD (continued)

### Microsoft Word

#### Best of the Rest

#### Suitable for:

Delegates who have attended the Microsoft Word Introduction and Advanced courses and would like to learn about the remaining features available within Microsoft Word.

#### Aim of the course:

To introduce the best of the remaining features available from within Microsoft Word, which was not addressed during the Microsoft Word Introduction & Advanced courses.

#### **Duration:**

1 Day.

#### Pre-requisites:

Delegates must have attended the Microsoft Word Advanced course.

#### **Content:**

- Outline View & Styles
- Master and Sub Documents
- Footnotes & End Notes
- Comments and Captions
- Cross Referencing
- Indexing
- Hyperlinks
- Forms

# **Microsoft Word**

#### Mail Merge

#### Suitable for:

Experienced users of Microsoft Word who wish to know about all the variations of using Word with Mail Merge.

#### Aim of the course:

To cover all the aspects of using Microsoft Word Mail Merge.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates must have good basic knowledge of Microsoft Word.

- The Concepts of Mail Merge
- Creating the Mail Merge Letter (Form File)
- + Issues & Solutions Which May Arise
- Creating the Data Source with Word
- ✦ Selective Mail Merge
- 🕈 Email Mail Merge
- Using Excel as a Data Source
- Using Access as a Data Source
- Setting up Examples

# MICROSOFT WORD & EXCEL – MACROS & FORMS

### Microsoft Excel

### Macros & Forms

### Suitable for:

Delegates who have a good knowledge of using Microsoft Excel and wish to learn about some of the more complex features and uses of Excel.

#### Aim of the course:

To introduce the advanced features of Microsoft Excel and provide an opportunity to practice working with those features.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should have a good knowledge of Microsoft Excel.

#### Content:

- Brief Recap on Range Names & Shortcuts (Topics Required for this Course)
- An Overview of Macros
- Generating User Forms Using the Visual Basic Editor
- Macro Shortcuts
- Using the Developer Tab to Generate User Forms
- Data Validation
- Q & A Session on any aspects of Microsoft Excel

#### **Microsoft Word**

#### Macros & Forms

#### Suitable for:

Delegates who have a good knowledge of using Microsoft Word and wish to learn about some of the more complex features and uses of Word.

#### Aim of the course:

To introduce the advanced features of Microsoft Word and provide an opportunity to practice working with those features.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should have a good knowledge of Microsoft Word.

- Brief Recap of Tables, Templates & Shortcuts (Topics Required for this Course)
- Generating User Forms Within Templates
- Using the Developer Tab to Generate Forms & Controls
- Using Macros to Enhance Forms
- Q & A Session on any aspects of Microsoft Word

# MICROSOFT WORD & POWERPOINT – DESIGNING CORPORATE TEMPLATES

### **Microsoft PowerPoint**

### **Designing Templates**

#### Suitable for:

Delegates who are experienced using Microsoft PowerPoint but wish to set up templates for themselves or their organisation, to ensure consistency of corporate identity.

#### Aim of the course:

To setup corporate templates for your organisation.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should have a good knowledge of Microsoft PowerPoint.

#### **Content:**

- An Introduction to Templates & Their Uses
- An Introduction to Masters
- Understanding and Using Themes
- Creating New Layouts
- Saving, Editing and Distributing Templates and Themes

#### Microsoft Word

#### **Designing Templates**

#### Suitable for:

Delegates who are experienced using Microsoft Word but wish to set up templates for themselves or their organisation, to ensure consistency of corporate identity.

#### Aim of the course:

To design and setup corporate Word templates for your organisation.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should have a good knowledge of Microsoft Word.

- An Introduction to Templates & Their Uses
- + Page Layout
- Setting Defaults
- Styles
- Saving, Editing & Distributing Templates

# **MICROSOFT WORD & EXCEL – TIME SAVING SHORTCUTS**

# **Microsoft Word & Excel**

#### Shortcuts

#### Suitable for:

Delegates who are experienced using Microsoft Word & Excel but wish to learn about general shortcuts.

#### Aim of the course:

To improve productivity by learning the fastest and most efficient ways of carrying out various tasks.

#### **Duration:**

1 Day

#### Pre-requisites:

Delegates should have a good basic knowledge of Microsoft Word & Excel.

- An Overview of Excel Shortcuts
- An Overview of Word Shortcuts

# MICROSOFT EXCEL

### **Microsoft Excel**

### Introduction

### Suitable for:

Delegates who are newcomers to Spreadsheets and/or Microsoft Excel.

#### Aim of the course:

To introduce the basic features and concepts of Microsoft Excel and provide an opportunity to practice working with these features.

#### **Duration:**

2 Days.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

#### **Content:**

- An Introduction to Spreadsheet Concepts
- Understanding the Microsoft Excel Screen Layout
- Entering, Editing, Deleting & Formatting Text & Numbers
- Creating, Saving & Retrieving Worksheets
- Moving Around the Worksheet Using Shortcuts
- Selecting Cells Shortcuts
- Entering Basic Formulae Add, Subtract, Division, Multiply, Percentages, Averages, Maximum, Minimum and Count)
- Absolute & Relative Cell Addressing
- Creating & Customising Graphs
- Printing Worksheets & Graphs
- Cut, Copy & Paste and Drag and Drop
- A Range of Useful "Quick" Features
- AutoFill & Custom Lists
- Swapping Rows & Columns
- Customising Quick Access Bar

### **Microsoft Excel**

#### Advanced

#### Suitable for:

Delegates who wish to be able to use the advanced features of Microsoft Excel effectively.

#### Aim of the course:

To introduce the advanced features of Microsoft Excel and provide an opportunity to practice working with those features.

#### **Duration:**

3 Days.

#### **Pre-requisites:**

Delegates should be familiar with using the basic features of Microsoft Excel.

- Working on Multiple Workbooks
- Worksheet Tabs & Features
- Formulas Between Workbooks & Worksheets
- Using "If" Statements (Formulae)
- Using Lookup Tables (Formulae)
- Data Validation
- Using Range Names to Enhance Formulae
- Using the Outliner to Manage Large Spreadsheets Easier
- Creating & Editing the Tabs & Ribbon Bar
- Protecting Data & Spreadsheets
- Using Pivot Tables to Analyse Data
- Using Goal Seek & Scenario Manager to Analyse "What if" Situations
- Using Sort, AutoFilter & Advance Filter to Analyse Lists of Data
- Creating & Using Custom Views
- 🔶 Sub Total Feature
- Using Analysis Formulae
- Creating & Editing Macros
- Cell Comments
- Formulas for Enhancing/Correcting Data

# **MICROSOFT EXCEL (continued)**

### **Microsoft Excel**

#### Working with Graphs

#### Suitable for:

Delegates who are experienced in using Microsoft Excel for creating basic spreadsheets and formatting them.

#### Aim of the course:

To introduce all features and concepts available of using Microsoft Excel graphs.

#### **Duration:**

½ Day.

#### **Pre-requisites:**

Delegates should have a good basic understanding of Microsoft Excel, but do not know how to create graphs.

#### **Content:**

- Creating a Basic Graph on a New Sheet
- Creating a Basic Graph Using a Wizard
- Changing Graph Types
- Changing the Appearance of the Graph (Colours, Fonts etc)
- Adding Pictures onto Bars
- Rotating 3D Graphs
- Custom Type Graphs
- Adding Graph Headings
- Data Values & Data Labels
- Graph Legends & Tables
- Gridlines & Scales
- Changing the Location of the Graph
- Adding & Removing Data
- Trend Lines
- Exploding Pie Graphs

### **Microsoft Excel**

#### Best of the Rest

#### Suitable for:

Delegates who have attended the Microsoft Excel Introduction and Advanced courses and would like to learn more about the remaining features available within Microsoft Excel.

#### Aim of the course:

To introduce the best of the remaining features available from within Microsoft Excel, which was not addressed during the Microsoft Excel Introduction & Advanced courses.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates must have attended the Microsoft Excel Advanced course.

- Working with Styles
- Sharing Workbooks
- Tracking Changes
- Error Tracing
- 🕈 Data Tables
- Solver
- Forms

# **MICROSOFT EXCEL AS A DATABASE & POWERPIVOT**

### **Microsoft Excel**

### Using Excel as a Database

#### Suitable for

Delegates who wish to be able to use the database facilities within Microsoft Excel.

#### Aim of the course:

To introduce the database features of Microsoft Excel and provide an opportunity to practice working with those features.

#### **Duration:**

1 Day.

#### Pre-requisites:

Delegates should have a good basic understanding of Microsoft Excel.

#### **Content:**

- Sorting Lists
- 🕈 Outliner
- Pivot Tables
- Pivot Charts
- Filtering
- Advanced Filtering
- 🕈 Sub Totals
- Custom Views
- Conditional Formatting
- DSUM, DMIN, DMAX, DCOUNT, DAVERAGE

### **Microsoft Excel**

#### PowerPivot

#### Suitable for:

Experienced Microsoft Excel users who have an interest in using PowerPivot to analyse their data.

#### Aim of the course:

To get to grips with all the great features of Microsoft PowerPivot.

#### **Duration:**

2 Days.

#### **Pre-requisites:**

Delegates must have a good working knowledge of Excel.

- What is PowerPivot?
- Launching PowerPivot
- Navigation
- Adding Data to PowerPivot
- Importing Data
- Preparing Data for Analysis:
- 🕈 Tables
- Columns
- Filtering & Sorting
- Relationships Between Tables
- Data Formatting & Layout
- Creating Pivot Tables, Charts & Reports

# MICROSOFT POWER BI

### **Microsoft Power Bl**

#### Suitable for:

Users who wish to know about the main features of using Microsoft Power BI.

#### Aim of the course:

This course will walk you through the essentials of this product, demonstrating functionality and letting you get hands on and learn to use this powerful tool to help you transform your rows and columns of data into a compelling interactive visual story.

#### **Duration:**

2 Days.

#### Pre-requisites:

Delegates should have a good basic understanding of Microsoft Excel.

- Introducing Power BI and Getting Started
- Uploading Data to Power BI
- Introducing Natural Language Queries
- Quick Insights
- Reporting
- Visual Interactions
- Decorating Reports
- Saving Reports
- Pinning Reports
- Filtering Reports
- Sharing the Dashboard
- Inviting Users to View Your Dashboard
- Power BI Group Workspaces
- Publishing
- Hiding and Removing Tables
- Getting Data from Existing Systems
- Power BI on Tablet & Phone Apps

# MICROSOFT ACCESS

#### Microsoft Access

#### For End Users

### Suitable for:

Delegates who are newcomers to Databases and/or Microsoft Access and will be using the Microsoft Access system to process data.

#### Aim of the course:

To introduce the basic features and concepts of Microsoft Access and provide an opportunity to practice working with these features.

#### **Duration:**

1 Day.

#### Pre-requisites:

No previous computer experience is necessary.

#### Content:

- An Introduction to Database Concepts
- Understanding the Microsoft Access Screen Layout
- Retrieving A Database
- Entering, Amending & Deleting Records
- Saving & Modifying Records
- Running Queries & Filters
- Printing an Existing Report

#### **Microsoft Access**

#### Introduction

#### Suitable for:

Delegates who have no existing knowledge of Microsoft Access but would like to know how to create and use a simple database.

#### Aim of the course:

To introduce the basic concepts of using Microsoft Access, and how to set up a simple database.

#### **Duration:**

2 Days.

#### **Pre-requisites:**

Delegates should be familiar with using a database. Previous experience of setting up a database is not required, although experience of using Windows is desired.

- Understanding Database Concepts & Terminology
- Understand the Access Screen Layout
- Creating & Amending Tables (Including Field Types and Options)
- Entering, Amending & Deleting Data
- Creating & Running Basic Queries & Filters

# MICROSOFT ACCESS (continued)

### **Microsoft Access**

#### Advanced Database Development

#### Suitable for:

Delegates who have attended the Introduction course, as discussed on the previous page, and would like to progress a step further.

#### Aim of the course:

To introduce some additional features of Microsoft Access to further enhance your databases.

#### **Duration:**

3 Days.

#### **Pre-requisites:**

Delegates must have attended the Introduction course as indicated on the previous page.

#### **Content:**

- Creating & Running More Complex Queries & Filters
- Linking Tables with Relationships
- Creating Forms to Enhance the Database
- Creating & Printing Report Information
- Creating Basic Macros & Command Buttons

#### **Microsoft Access**

#### Further Development

#### Suitable for:

Delegates who have attended our 3-day Advanced course but would like to know more of the additional features to gain the maximum benefits of working with Microsoft Access.

#### Aim of the course:

To introduce existing Database Developers to some more of the Microsoft Access development features.

#### Duration

2 Days.

#### Pre-requisites:

Delegates must have attended the Advanced course as indicated in the previous column.

- Database Launch Options
- Database Performance
- Compacting a Database
- Converting Macros to Visual Basic
- Converting a Database to MDE Format
- Database Security
- The Switchboard Manager
- 🔶 Editing Tabs & Ribbon Bar
- Creating & Utilising Macros and Conditions in a Form

# MICROSOFT PUBLISHER

### **Microsoft Publisher**

#### Suitable for:

Delegates who will be Microsoft Publisher to produce publications of newsletters and magazines.

#### Aim of the course:

To introduce the main features and concepts of Microsoft Publisher and provide an opportunity to practice working with these features.

#### **Duration:**

2 Days.

#### **Pre-requisites:**

Delegates should have a basic knowledge of computers.

- An Introduction to Microsoft Publisher & Desk Top Publishing Concepts
- Setting Up the Page Layout
- Entering, Editing & Formatting Text
- Drawing & Amending Various Shapes
- Using Colours & Patterns
- Resizing & Moving Objects
- Creating, Saving, Retrieving & Printing
- Importing & Positioning Text & Graphics
- Using the Spell Checker
- Considering Different Document Layouts
- Using Master Pages

# ADOBE PHOTOSHOP

### Adobe Photoshop

#### Suitable for:

Delegates who have photographs or scanned images which need to be manipulated.

#### Aim of the course:

To introduce the main features and concepts of Photoshop and provide an opportunity to practice working with these features.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should have a basic knowledge of computers.

#### **Content:**

- An Introduction to Photoshop Basic Concepts & Applications
- The Photoshop Screen Layout
  - Layout Settings Tool Settings & Screen Configuration

#### Photo Manipulation

Selecting & Masking Layering Marquee Tools Retouching-Blur, Soften, Sharpen, Lighten, Darken & Cloning Histogram Functions & Adjustments Colour Selection & Application Filtering

# MICROSOFT POWERPOINT

# Microsoft PowerPoint

# Introduction

#### Suitable for:

Delegates who will be using PowerPoint to produce on-screen, slide, overhead or on-paper presentations.

#### Aim of the course:

To introduce the main features of Microsoft PowerPoint and Presentation software concepts.

#### **Duration:**

1 Day.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

#### **Content:**

- An Introduction to PowerPoint & Presentation Software Concepts
- Selecting a Template
- Changing to a Different Template
- Using the Slide Sorter, Notes & Outliner Views
- Altering the Slide Layout
- Entering, Editing & Formatting Text
- Creating, Saving, Retrieving & Printing
- Creating & Editing Charts
- Creating Tables & Organisational Charts
- Importing & Positioning Graphics
- Setting Transition & Animation Effects
- Running an Effective Slide Show
- Slide Masters
- SmartArt

# Microsoft PowerPoint

#### Advanced

#### Suitable for:

Delegates who have attended our Microsoft PowerPoint Introduction course and would like to learn about the remaining features of Microsoft PowerPoint.

#### Aim of the course:

To cover the remaining topics that was not addressed during the Introduction course.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should have attended the Introduction to PowerPoint course or achieved equivalent standards.

#### **Content:**

- Using the Shapes Feature to Create Diagrams and Drawings
- Using Package & Go
- Creating Your Own Templates
- Creating & Working with Hyperlinks
- Creating Customised Tabs & Ribbon Bar
- Creating Custom Shows
- Setting Up Interactive Presentations
- Creating Layouts
- Editing Masters

# BOTH INTRODUCTION & ADVANCED COURSES TAKEN CONSECUTIVELY IS ADVISABLE

# MICROSOFT PROJECT

### **Microsoft Project**

#### Set-up and Use of

#### Suitable for:

Delegates who will be using Microsoft Project to manage and run basic and/or complex projects.

#### Aim of the course:

To introduce the main features and concepts of Microsoft Project and Project Management software concepts and provide an opportunity to practice working with these features.

#### **Duration:**

2 Days.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

#### Content:

- An Introduction to Microsoft Project & Project Management Concepts & Terminology
- Understanding the Project Screen Layout
- Creating a New Project
- Entering & Editing Task Information
- Setting Outline Levels
- Assigning Relationships Between Tasks
- Entering & Allocating Resources
- Setting up the Calendars
- Saving & Retrieving Projects
- Altering the Layout of the Project
- The "Views", "Tables" & "Filters"
- The GANTT & PERT Charts
- Customising & Printing Projects
- Entering Planned, Scheduled & Actual Data

### **Microsoft Project**

#### Advanced

#### Suitable for:

The course has been designed for those users managing projects requiring careful and detailed scheduling of resources. Exercises cover methods for ensuring an even workload across resources and for tracking the progress of the project once it has started. The course will include the use of customised views and reports to carry out some of these features.

#### Aim of the course:

To cover the additional features of Microsoft Project which provide additional analysis.

#### Duration

1 Day

#### Pre-requisites

This course is only open to delegates who have attended the course indicated in the previous column.

- Use More Resource Management Options: Resolve overallocation using levelling; Resource Management Toolbar; Resource Views
- Enter Work Units for Multi Resourced tasks
- + Enter Overtime
- Set the baseline for a project
- + Save Interim plans
- Enter the following: Actual Information, Duration, Progress, Start/Finish Dates,
- 🔶 Cost & Work
- Display reports to view the actual performance against the baseline of interim plans

# **MICROSOFT ONE NOTE & ONE DRIVE**

### **Microsoft One Note**

#### Suitable for:

Delegates who would like to know everything about Microsoft One Note.

#### Aim of the course:

To get to grips with all the great and quirky features of Microsoft One Note.

#### **Duration:**

1 Day.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

#### **Content:**

- What is One Note?
- How is One Note Organised?
- Typing and Formatting Text
- 🕈 Saving
- Organising A Note Book (Sections, Pages, Moving)
- Quick Notes
- 🕈 Tables
- Templates and Sub Pages
- 🕈 Tags
- Attach Files and Printouts
- Spell Check
- Adding Images and Screen Clippings
- Capture Screen Clipping
- Follow and Copy a Link
- Record Audio & Video Notes
- Time and Date Stamps
- Symbols and Equations
- 🕈 🗧 Format a List
- + Export
- Sharing
- Other Features (Calculator, Draw Tools, Outlook, Linked Notes, Passwords)
- Keyboard Shortcuts
- Searching

### **Microsoft One Drive**

#### Suitable for

Delegates who would like to know everything about Microsoft One Drive.

#### Aim of the course:

To get to grips with all the great features of Microsoft One Drive.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should have a basic knowledge of computers.

- What is One Drive?
- ♠ One Drive Desktop
- 🕈 Sign In
- Uploading Files
- Managing Folders
- Using One Drive on a Tablet or Phone
- Sharing Office Documents
- Save Files Directly to One Drive
- Opening Files Directly from One Drive
- 🔶 Collaborate (Sharing)
- Sync Files
- The Cloud Icon
- Deleting Files and Folders
- Renaming Files
- Download a Local Copy of File
- History
- Changing Views
- One Drive on Demand
- Searching

# MICROSOFT OUTLOOK

### Microsoft Outlook

#### Introduction

#### Suitable for:

Delegates who wish to use the tools available within Microsoft Outlook as effectively as possible.

#### Aim of the course:

To introduce the key features of Microsoft Outlook, and practice working with these features.

#### **Duration:**

1 Day.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

#### Content:

- Using E-Mail to Send and Receive Messages
- Arranging Meetings Through E-Mail
- Sending & Reading Attachments
- Forwarding and Filtering Messages
- Email Shortcuts
- Calendar Features
- Entering Contact Information
- Notes
- Using Task Lists
- Deleting Unwanted Entries
- General Tips and Tricks

# Microsoft Outlook

#### Advanced

#### Suitable for:

Delegates who wish to use the more advanced features of Microsoft Outlook.

#### Aim of the course:

To introduce the more complex, less well-known features of Microsoft Outlook.

#### **Duration:**

1 Day.

#### **Pre-requisites:**

Delegates should be familiar with the basic features of Microsoft Outlook.

- Outlook Tool Bars
- Working with Groups
- Rules Wizard
- Signature Picker
- Views
- Custom Fields
- Forms Designing & Customising

# ADOBE ACROBAT PROFESSIONAL

### **Microsoft Acrobat Professional**

#### Suitable for:

Delegates who use Adobe Acrobat to generate and amend PDFs

#### Aim of the course:

To introduce the main features and concepts of Adobe Acrobat and provide an opportunity to practice working with these features.

#### **Duration:**

1 Day.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

- An Introduction to Acrobat Basic Concepts
  & Applications
- Understanding the Acrobat Screen Layout
- Saving/Converting Files to PDFs:
- An Overview of Creating PDFs
- Font Embedding & Substitution
- Exporting PDFs to Other File Formats
- Editing PDFs:
- Page Thumbnails and Bookmarks
- Links and Attachments
- Actions
- Articles
- Optimising:
  - Editing Text and Objects:
  - Choosing a Tool
  - Edit Text
  - Add New Text
  - Add Text Using the Typewriter Tool
  - Insert Special Characters
  - Embed Fonts Using the Touch-up Text Tool
  - Place an Image or Object
  - Move or Edit an Object

# FILE MANAGEMENT/HOUSEKEEPING

# File Management Using the Microsoft Windows Explorer

#### Suitable for:

Delegates who have experience in using Microsoft Windows & appropriate applications (such as Word, Excel etc), but do not have adequate knowledge of file management and its' principles.

#### Aim of the course:

To introduce the main features and concepts of file management in order that delegates can manage their files in a more structured way.

#### **Duration:**

½ Day.

#### Pre-requisites:

Delegates should be familiar with PCs, Windows & Microsoft Office applications.

- What is the Explorer?
- The General Screen Layout
- Folder Structures
- Local & Network Drives
- Creating, Deleting & Renaming Folders
- Deleting & Renaming Files
- Saving & Retrieving into Folders Using Microsoft Excel & Word
- Moving Files to a Different Folder
- Copying Files to Other Devices
- Using "Find" to search for files
- 🕈 The Recycle Bin

# **MICROSOFT SHAREPOINT**

### **Microsoft SharePoint**

#### Suitable for:

For organisations who wish to implement SharePoint for data storage and collaboration.

#### Aim of the course:

To introduce concepts and features of Microsoft SharePoint and provide an opportunity to practice working with those features.

#### **Duration:**

2 Days.

#### Pre-requisites:

Delegates should have a basic knowledge of computers.

- The SharePoint Screen Layout (Tabs, Commands, Groups & Ribbon Bar)
- Creating a New Site
- Creating a New WiKi and Formatting the Pages and Applying Content
- Creating Libraries
- Creating Folders
- Uploading Files into SharePoint
- Check Out, Check in and Versions
- Alert Me, I Like It & Tags
- My Profile
- Discussion Boards
- Blogs
- Announcements
- Security
- Search Features