Excel Outlines: 4-Hour Sessions

Excel Level 1

Modifying and formatting data
- Entering and editing text and values
- Moving, copying, and inserting data
- Text and number formatting
- Using special and custom formats
- Conditional formatting

Calculating data
- Creating basic formulas
- Using basic functions
- Understanding Relative and absolute cell references

Preparing to print
- Setting page orientation and margins
- Inserting headers and footers
- Printing large worksheets

Managing multiple worksheets
- Moving and copying worksheets
- Grouping multiple worksheets
- Copying sheets to other workbooks

Excel Level 2

Managing and organizing lists
- Viewing and navigating in large lists
- Printing large worksheets
- Sorting and subtotaling data
- Filtering records
- Conditional formatting
- Organizing data with tables

Pivot tables
- Creating pivot tables
- Formatting pivot table data
- Filtering a pivot table report
- Creating multiple pivot table pages

Charts
- Creating and formatting charts
- Changing chart types
- Chart layout options
- Combination charts
- Using shapes in charts

Excel Level 3

Creating Formulas
- Relative and absolute cell references
- Using 3-D cell references
- Linking workbook data
- Consolidating workbook data
- Creating and using names in formulas

Using Excel Functions
- Text and date functions
- Logical functions
- Nested functions
- Lookup functions
- Database functions

Analyzing and protecting data
- Goal seek and scenarios
- Locking and unlocking cell data
- Protecting worksheet data
- Protecting the workbook structure

Macros
- Recording basic macros
- Running macros with shortcuts and buttons

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Contact: Stacy Reagan Instructor: Lucy Thompson

Access Outlines: Full-day Classes

Access Level 1

Tables
- Adding and editing table data
- Sorting and filtering records
- Setting field properties
- Creating table relationships

Forms
- Creating a data-entry form
- Finding and deleting records

Queries
- Creating a select query
- Selecting data from multiple tables
- Using criteria to select data
- Creating calculated fields
- Grouping and summarizing data

Reports
- Creating a list report
- Grouping and sorting the report
- Adding totals to the report
- Creating address labels

Access Level 2

Database design
- Importing data
- Applying database design rules

Table design
- Creating lookup fields
- Enforcing referential integrity

Form design
- Creating sub-forms
- Adding command buttons

Summarizing with queries
- Selecting top values
- Changing relationship join types
- Working with pivot table views

Report design
- Multiple grouping in reports
- Adding totals and calculations
- Changing page layout options

Access Level 3

Automating forms
- Creating macros to provide user interaction
- Creating macros with conditions

Complex queries
- Creating crosstab queries
- Creating parameter queries
- Updating, deleting, and appending data with queries
- Using the make-table query to create new tables

Advanced reports
- Creating parameter reports
- Creating subreports
- Applying macros to reports

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PowerPoint Outline: 4-Hour Sessions

PowerPoint Level 1

Creating presentations

- Inserting new slides
- Changing the slide layout
- Using slides from other presentations
- Rearranging and deleting slides

Adding slide content

- Inserting bulleted text
- Inserting clipart and pictures
- Drawing and formatting shapes
- Inserting WordArt
- Creating SmartArt diagrams
- Inserting and formatting tables and charts

Formatting slides

- Applying a design theme
- Using slide master view to format slide layouts
- Adding a logo to the slide master
- Applying slide transitions
- Animating text and objects

Presenting the content

- Running the show automatically with set timings
- Using presentation shortcuts
- Using the annotation pen while presenting
- Saving as a slide show

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Word Outline: 4-Hour Sessions

Word Level 1

Selecting and editing text
- Selection techniques
- Entering and editing text
- Find and replace text
- Cutting, copying, and pasting text

Formatting text
- Character formatting
- Paragraph formatting
- Paragraph spacing and indents
- Setting bullets and numbered lists
- Inserting line breaks
- Setting custom Tabs
- Automatic formatting

Tables
- Creating tables
- Changing the table structure
- Formatting tables

Page setup options
- Setting page orientation and margins
- Adding headers and footers
- Inserting page breaks

Word Level 2

Templates
- Using Word templates
- Creating and saving templates

Styles
- Applying styles
- Creating and modifying styles

Sections and columns
- Creating sections
- Formatting sections
- Applying columns
- Inserting column breaks

Graphics
- Inserting pictures and clipart
- Cropping and modifying graphics
- Creating and modifying WordArt
- Inserting SmartArt

Enhancing the document
- Adding cover pages
- Creating headers and footers
- Creating watermarks
- Inserting drop caps

Word Level 3

Using Mail Merge
- Form letters
- Managing the data source
- Creating labels and envelops

Working with forms
- Creating forms
- Inserting text fields
- Inserting check boxes and combo boxes
- Protecting forms

Working with long documents
- Creating master documents and sub documents
- Inserting footnotes and end notes
- Insert bookmarks and cross-references
- Insert markups for indexes
- Insert a Table of Contents

Macros
- Recording and running macros
- Modifying and deleting macros
- Adding a macro button