Excel Outlines: 4-Hour Sessions

Excel Level 1

Selecting, Modifying, and formatting data
- Viewing and navigating large lists
- Entering and editing text and values
- Moving, copying, and inserting data
- Text and number formatting
- Using special and custom formats

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

Charts
- Creating basic charts
- Basic chart formatting

Excel Level 2

Linking Sheets and Books
- Relative and absolute cell references
- Using 3-D cell references
- Linking and Consolidating workbook data

Managing and organizing lists
- Sorting and subtotaling data
- Filtering records
- Conditional formatting
- Organizing data with tables

Pivot tables
- Creating and formatting pivot tables
- Filtering a pivot table report
- Filtering with Slicers
- Creating multiple pivot table pages

Charts
- Changing chart types
- Chart layout options
- Combination charts and secondary axis
- Using shapes in charts
- Creating Sparklines

Excel Level 3

Creating Formulas and Using Names
- Relative and absolute cell references
- Using 3-D cell references
- Naming cells and ranges
- Applying Names
- Using Names in Formulas

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

Analyzing and protecting data
- Validating cell data
- Goal seek and scenarios
- Creating and editing comments
- 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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Instructor: Lucy Thompson

Access Outlines: 6-Hour Classes

Access Level 1

Tables
- Adding and editing table data
- Sorting and filtering records
- Exploring table design view
- Setting data types and field properties

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

Access Level 2

Relational database
- Database normalization
- Creating table relationships
- 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

Database design
- Importing data
- Applying database design rules
- Planning and creating a database
- Using the make table query to create new tables

Complex queries
- Creating parameter queries
- Creating crosstab queries
- Updating, deleting, and appending data with queries

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

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

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PowerPoint Outlines: 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
- 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

PowerPoint Level 2

Creating Custom Design Themes
- Modifying the slide master
- Creating slide layouts
- Inserting a logo to the slide master
- Changing the color scheme and fonts
- Saving a custom design theme

Customizing Graphics and Objects
- Adding hyperlinks to graphics
- Cropping pictures
- Setting a transparent background on clipart
- Customizing and grouping shapes
- Removing background images from pictures

Customizing Video
- Inserting video
- Trimming your videos
- Inserting video from the web
- Adjust playback options

Printing Handouts, and Speaker Notes
- Printing handouts in PowerPoint
- Sending slides to Word for handouts

Custom Shows, and Photo Albums
- Creating and running custom shows
- Creating and modifying photo albums

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Word Outlines: 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

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Outlook & Email Etiquette Outline: 4-hour Session

Email

- Creating and sending messages
- Handling attachments
- Organizing and searching messages
- Setting messages options
- Creating signatures

Contacts

- Working with contacts
- Creating and using contact groups

Appointments and Meeting Requests

- Creating and modifying appointments
- Working with recurring appointments
- Scheduling meetings

Email Etiquette

- Using email effectively in the workplace
- Get your email noticed and read
- Proper email etiquette tips

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Intro to Computers Outline: 4-hour Session

The Windows 7 Environment

- The Desktop
- The Taskbar
- Window Management
- Windows Help and Support

Files, Folders, and Libraries

- Folders and Libraries
- Working with Files

Managing Content

- Working with Windows Explorer
- Searching for Content

Customizing the Environment

- Icons and Shortcuts
- Gadgets
- System Settings

Internet Explorer

- Web Browsing
- Tabbed Browsing
- Web Searching
- Customization
- Multimedia Content

Business and Email Writing: 2-hour Session

Back to the Basics

- Mastering Spelling, Punctuation, and Usage
- Six Tips for Better Spelling
- Punctuation Pointers

Choosing Your Words Carefully

- Sharpening Your Writing Style
- Deleting (Unnecessary) Redundancies
- Forming Parallel Construction
- Recognizing Clichés
- Avoiding Sexist Language

Writing for Special Circumstances

- Special Kinds of Business Writing
- Conveying Bad News Tactfully
- Writing Persuasively
- Using the Motivated Sequence Outline

Know Your Audience

- Identifying Communication Styles
- Writing to Specific Styles
- Ten Techniques for Effective Communication

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