

EXCEL

BASICS 1

- ❖ Overview of the screen
- ❖ Creating a spreadsheet
- ❖ Using AutoFill
- ❖ Using AutoSum
- ❖ Creating Simple Formulas
- ❖ Formatting Text & Numbers
- ❖ Previewing & Printing Options

EXCEL

BASICS 2

- ❖ Customizing the Quick Access Toolbar
- ❖ Basic Functions
- ❖ AutoCalculate
- ❖ Working with Rows & Columns
- ❖ Working with Sheets
- ❖ Arrange Multiple Files

EXCEL

INTERMEDIATE 1

- ❖ Creating Custom Lists
- ❖ Creating Absolute Cell References
- ❖ Arrange Multiple Files
- ❖ Using Freeze Panes
- ❖ More Printing Options
- ❖ Comments

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INTERMEDIATE 2

- ❖ Creating & Using Named Ranges
- ❖ Linking Information
- ❖ Conditional Formatting
- ❖ Protecting Specific Cells
- ❖ Quick Analysis

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CHARTS & GRAPHS

- ❖ Creating Graphs
 - ❖ F11 & Quick Analysis
- ❖ Using Non-contiguous Data
- ❖ Formatting & Modifying Graphs
- ❖ Updating Data
- ❖ Expected vs. Non-expected
- ❖ Creating Sparklines
- ❖ Transferring Graphs to PowerPoint

EXCEL

SORTING, FILTERING & MORE

- ❖ Sorting a List
- ❖ Using AutoFilter
- ❖ Formatting as Table
- ❖ Using Subtotals
- ❖ Copying Visible Cells
- ❖ Using FlashFill

EXCEL

PIVOT TABLES

- ❖ Creating & Using Pivot Tables
- ❖ Inserting Pivot Charts
- ❖ Formatting the Pivot Table
- ❖ Filtering out by sheets
- ❖ Using Slicers
- ❖ Updating data
- ❖ Creating Multiple Pivot Tables
- ❖ Using the Group By option

EXCEL ADVANCED

VLOOKUP & OTHER FUNCTIONS

- ❖ COUNTA
- ❖ SUMIF
- ❖ COUNTIF
- ❖ IF
- ❖ VLOOKUP

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DATA TOOLS

- ❖ Remove Duplicates & Unique Values
- ❖ Pick From List
- ❖ Data validation
 - ❖ Error messages
 - ❖ Drop-Downs
- ❖ Consolidating Data
- ❖ Conditional formatting – Formula

EXCEL ADVANCED MACRO BASICS

- ❖ Concepts of a Macro
- ❖ Recording a Macro
- ❖ Running a Macro
- ❖ Absolute vs. Relative Reference Macros
- ❖ Personal Macro Workbook
- ❖ Shortcut Keys & Toolbar Buttons
- ❖ Basic Editing in Visual Basic Edito

EXCEL

TIPS & TRICKS 1

- ❖ Learning Keyboard Shortcuts
- ❖ Customizing the Quick Access Toolbar
- ❖ Pinning Files & Folders
- ❖ Using AutoFill
- ❖ Working with AutoCalculate
- ❖ Viewing Multiple Files
- ❖ Using Freeze Panes
- ❖ Formatting Shortcuts
- ❖ Creating a Quick Graph

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TIPS & TRICKS 2

- ❖ Learning Keyboard Shortcuts
- ❖ Navigating/Highlighting Shortcuts
- ❖ Columns & Rows Shortcuts
- ❖ Working with Comments
- ❖ Using Sorting/Filtering
- ❖ Applying Conditional Formatting
- ❖ Working with Sheets
- ❖ Using Format as Table
- ❖ Using Quick Analysis & FlashFill

POWERPOINT

ONE

- ❖ Overview of the Screen
- ❖ Choosing Templates/Themes
- ❖ Creating a Presentation
- ❖ Inserting & Formatting Text, Bullets & Pictures
- ❖ Inserting & Manipulating Pictures
- ❖ Using PowerPoint's Views
- ❖ Printing Options

POWERPOINT

TWO

- ❖ Creating Charts & Graphs
- ❖ Copying & Pasting Between Presentations
- ❖ Using Sections
- ❖ Working in the Masters
- ❖ Creating Hyperlinks

POWERPOINT

TRANSITIONS & ANIMATION

- ❖ Working with Transitions
- ❖ Creating & Applying Custom Animation
- ❖ Inserting Sound & Video
- ❖ Working with the Playback Options

POWERPOINT

GRAPHICS

- ❖ Creating Organization Charts
- ❖ Inserting and Formatting SmartArt
- ❖ Formatting Images Tips & Tricks
 - ❖ CTRL & D (Duplicate)
 - ❖ Eye dropper
 - ❖ Format Painter
 - ❖ Design Ideas
- ❖ Inserting Screenshots

OUTLOOK

BASICS

- ❖ Overview of the Screen
- ❖ Creating & Sending Messages
- ❖ Using the Address Book
- ❖ Using Folders
- ❖ Creating Attachments
- ❖ Sorting, Finding & Flagging Mail
- ❖ Deleting Mail
- ❖ Creating a Signature
- ❖ Out of Office
- ❖ Calendar Overview

OUTLOOK

ADVANCED

- ❖ Additional Ribbon Options
- ❖ Recalling a Message
- ❖ Rules
- ❖ Categories
- ❖ New Search Folder
- ❖ Conditional Formatting
- ❖ Creating a Template
- ❖ More Calendar & Meeting Options
- ❖ Sharing & Delegation Options

OUTLOOK

TIPS & TRICKS

- ❖ Keyboard Shortcuts
- ❖ Quick Access Toolbar
- ❖ Working with different views
- ❖ Out of Office (Automatic Replies)
- ❖ Email Options
- ❖ Attachment Tips
- ❖ Quick Parts
- ❖ Searching, Filtering & Flagging Mail
- ❖ Notes
- ❖ Screenshots
- ❖ Calendar Tips

WORD

TIPS & TRICKS

- ❖ Learning Keyboard Shortcuts
- ❖ Customizing Quick Access Toolbar
- ❖ Quick Formatting Options
- ❖ Tips on Bullet/Number Lists
- ❖ Working with Pictures & Screenshots
- ❖ Using Quick Parts
- ❖ Applying Styles
- ❖ Using Templates

WORD

STYLES & TABLE OF CONTENTS

- ❖ Applying Styles
- ❖ Formatting Styles
- ❖ Format Painter/F4
- ❖ Using Themes
- ❖ Using the Navigation Pane
- ❖ Creating a Table of Contents
- ❖ Updating a Table of Contents

OFFICE

OFFICE FORMATTING TIPS

Universal Shortcuts across Word, Excel,
PowerPoint and Outlook

- ❖ Keyboard shortcuts
- ❖ Quick Access Toolbar
- ❖ Format Painter & F4
- ❖ Screenshots
- ❖ Move or Copy shortcuts
- ❖ Thesaurus
- ❖ Arrange All
- ❖ Charts & Graphs
- ❖ Comments
- ❖ Styles

ONENOTE

OVERVIEW

- ❖ Overview of the Screen
- ❖ Creating Notebooks, Sections & Pages
- ❖ Inserting Text, Pictures, Videos, Audio & Screen clips
- ❖ Creating & Searching Tags
- ❖ Searching in OneNote
- ❖ Integrating with Outlook & Office Apps
- ❖ Formatting Text & Changing the View
- ❖ Sharing OneNote Information
- ❖ Working with Versions
- ❖ Password Protecting & Locking the Screen
- ❖ Working with Quick Notes

OFFICE 365

OVERVIEW

- ❖ What is Office 365?
- ❖ Logging In & Logging Out
- ❖ Overview of the Screen
- ❖ Opening Outlook Email & Calendar
- ❖ Using OneDrive
- ❖ Working with Online Applications
- ❖ Overview of SharePoint
- ❖ Using Mobile Apps

ONEDRIVE

OVERVIEW

- ❖ Overview of O365 & OneDrive Screens
- ❖ Saving Files to OneDrive
- ❖ Uploading Files
- ❖ Creating & Using Folders
- ❖ Opening & Editing Files
- ❖ Deleting Files & Recycle Bin
- ❖ Using Version History
- ❖ Sharing Files
- ❖ Co-Authoring
- ❖ Printing

SHAREPOINT

OVERVIEW

- ❖ Overview of the Screen
- ❖ Following and Sharing Sites
- ❖ Understanding Web Content
- ❖ Working in Libraries
- ❖ Working in Applications e.g. Excel
- ❖ Using the Calendar & Other Apps
- ❖ Working with Views
- ❖ Editing Web Content

MICROSOFT PLANNER

OVERVIEW

- ❖ Overview of Planner
- ❖ Creating a Plan
- ❖ Creating & Editing Tasks
- ❖ Assigning Tasks
- ❖ Using Labels
- ❖ Working with the Views
- ❖ Filtering & Grouping the Tasks
- ❖ Working with Planner Hub
- ❖ Copying and Deleting a Plan

MICROSOFT TEAMS

OVERVIEW

- ❖ Overview of the Screen
- ❖ Creating Teams and Channels
- ❖ Manage Team Membership
- ❖ Adding Tabs – Apps & Files
- ❖ Creating Posts & @Mentions
- ❖ Working with Files
- ❖ Customizing Notifications
- ❖ Using the Command Bar
- ❖ Keyboard Shortcuts
- ❖ Using the Chat Feature
- ❖ Creating and Attending Team Meetings