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Course Catalog

OfficeTrainingLady.com

Instructor-led Classroom Training

Specializing in Microsoft Office

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Contents

Microsoft Word 365 Course Outlines
Microsoft Word 365 Level I
Duration:
One day

Description:
This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Word 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:
Chapter 1: Fundamentals
Module A: Getting around
Module B: Creating documents
Module C: Document views

Chapter 2: Formatting
Module A: Formatting characters
Module B: Formatting paragraphs
Module C: Quick Styles
Module D: Making lists

Chapter 3: Document setup
Module A: Page layout
Module B: Proofing documents
Module C: Printing, headers, and footers
Module D: Templates

Chapter 4: Graphics
Module A: Inserting pictures
Module B: Formatting pictures
Module C: Picture layout

Chapter 5: Tables
Module A: Creating tables
Module B: Formatting tables

Word 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:
Chapter 1: Shapes, WordArt, and SmartArt
Module A: Shapes and text
Module B: SmartArt

Chapter 2: Managing documents
Module A: Custom themes
Module B: Building blocks
Module C: Section breaks
Module D: Page backgrounds

Chapter 3: Styles
Module A: Character styles
Module B: Paragraph styles

Chapter 4: References and hyperlinks
Module A: Reference notes
Module B: Table of contents
Module C: Hyperlinks

Chapter 5: Navigation and organization
Module A: Navigating documents
Module B: Master documents

Chapter 6: Saving and sharing documents
Module A: Saving and sending
Module B: Comments
Module C: Protecting documents

COURSE CATALOG

Word 365 Level III

Duration:
One day

Description:
This Instructor-led Training course covers advanced skills and concepts students need to use Microsoft Word 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:
Chapter 1: Advanced formatting
Module A: Tables and charts
Module B: Creating building blocks
Module C: Linking text

Chapter 2: Advanced document management
Module A: Configuring Word options
Module B: Working with templates
Module C: Tracking and reviewing changes

Chapter 3: Using references
Module A: Internal references
Module B: Indexing
Module C: Citing external sources

Chapter 4: Creating mailings
Module A: Recipient lists
Module B: Performing mail merges
Module C: Envelopes and labels

Chapter 5: Macros and forms
Module A: Macros
Module B: Forms

Microsoft Word 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 365 Course Outlines

Microsoft Excel 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 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:
Chapter 1: Fundamentals
Module A: Getting around
Module B: Workbook basics

Chapter 2: Creating worksheets
Module A: Entering data
Module B: Formulas
Module C: Functions
Module D: Moving and copying data
Module E: Reference types

Chapter 3: Formatting
Module A: Text formatting
Module B: Number formatting
Module C: Alignment
Module D: Borders and highlighting
Module E: Styles and themes

Chapter 4: Manipulating data
Module A: Data entry shortcuts
Module B: Paste options
Module C: Inserting, deleting, and hiding

Chapter 5: Charts
Module A: Creating charts
Module B: Chart types and elements

Chapter 6: Output
Module A: Managing worksheet windows
Module B: Printing worksheets
Module C: Sharing workbooks

Microsoft Excel 365 Level II

Duration:
One day

Description:
This Instructor-led Training course will teach students how to work with large worksheets 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, and how to share and merge workbooks. Finally, students will customize the Excel environment and create and modify custom templates.

Table of Contents:
Chapter 1: Managing workbooks
Module A: Managing worksheets
Module B: Customizing Excel

Chapter 2: Named ranges
Module A: Using names in formulas

Chapter 3: Tables
Module A: Sorting
Module B: Filtering tables
Module C: Structured references
Module D: Validation
Module E: Transposing data

Chapter 4: Summarizing data
Module A: Consolidation
Module B: Subtotals

Chapter 5: PivotTables
Module A: Creating and formatting PivotTables
Module B: Manipulating PivotTables
Module C: PivotCharts

Chapter 6: Presentation features
Module A: Conditional formats
Module B: Custom Formats
Module C: Graphics

Chapter 7: Advanced charts
Module A: Special chart types
Module B: Sparklines
Module C: Quick Analysis
Topic D: Workgroup collaboration

Microsoft Excel 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 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:
Chapter 1: Logical and Lookup Functions
Module A: Decision-making functions
Module B: Lookup and reference functions

Chapter 2: Advanced Formulas
Module A: Auditing and error-trapping
Module B: Formula options
Module C: Arrays

Chapter 3: Special functions
Module A: Date and time functions
Module B: Text functions
Module C: Other functions

Chapter 4: Importing and Exporting
Module A: The Power Pivot Data Model
Module B: Exporting data

Chapter 5: Analysis
Module A: What-if analysis
Module B: The Analysis Toolpak

Chapter 6: Macros and Forms
Module A: Recording macros
Module B: Running macros
Module C: Forms
Topic B: Scenarios
 Topic C: Instant data analysis

Unit 8:   Macros and Visual Basic
 Topic A: Running and recording a macro

Microsoft Excel 365 Advanced – Analyzing Data

Duration
One day

Description:
This Instructor-led Training course covers more advanced skills and concepts students need to use Microsoft Excel 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)
- Vlookup (approximate match)
- Hlookup (exact match)
- Hlookup (approximate match)
- IF
- OR
- NOT
- AND
- SumIf
- Min
- Max
- Proper
- Concatenate
- Average
- AverageIf
- Count
- CountA
- 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 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 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:

Prerequisites:
To ensure success, students should have completed Logical Operations' Microsoft Office Excel 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 PowerPoint 365 Course Outlines

Microsoft PowerPoint 365 Level I

Duration:
One day

Description:
This Instructor-led Training course covers the basic functions and features of PowerPoint 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:
Chapter 1: Fundamentals
Module A: Exploring the PowerPoint environment

Chapter 2: Creating a presentation
Module A: Creating a presentation
Module B: Creating and modifying slide content

Chapter 3: Formatting
Module A: Working with slide masters and layouts
Module B: Formatting slides and text

Chapter 4: Working with shapes and images
Module A: Creating and formatting shapes
Module B: Working with images

Chapter 5: Working with charts and tables
Module A: Working with charts
Module B: Working with tables

Chapter 6: Customization
Module A: Slide transitions
Module B: Additional text options
Module C: Printing

Microsoft PowerPoint 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 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:
Chapter 1: Advanced formatting
Module A: Inserting and formatting SmartArt
Module B: Inserting and formatting 3D models
Module C: Additional formatting options

Chapter 2: Animation, time effects, and media
Module A: Animating slide content
Module B: Inserting and formatting media

Chapter 3: Reviewing content, tracking changes, and saving in other formats
Module A: Reviewing content and tracking changes
Module B: Saving a presentation in other formats

Chapter 4: Custom slide shows
Module A: Working with notes pages
Module B: Configuring, rehearsing, and presenting slide shows

Chapter 5: Sharing, collaborating, and security
Module A: Protecting your presentations
Module B: Sharing your presentations

Microsoft Outlook 365 Course Outlines
Microsoft Outlook 365 Level I

Duration:
One day

Description:
This Instructor-led Training course covers the basic functions and features of Outlook 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:
Chapter 1: Fundamentals
Module A: Getting around
Module B: Viewing Outlook items

Chapter 2: Email basics
Module A: Creating messages
Module B: Acting on messages
Module C: Adding content
Module D: Signatures

Chapter 3: Contacts
Module A: Managing contacts
Module B: Using contact groups
Module C: Using contact cards

Chapter 4: Tasks
Module A: Creating tasks
Module B: Managing tasks
Module C: Assigning tasks

Chapter 5: Scheduling
Module A: Appointments
Module B: Meetings
Module C: Using the calendar

Chapter 6: Customization
Module A: Customizing the ribbon
Module B: Customizing Outlook

Microsoft Access 365 Course Outlines
Microsoft Access 365 Level I
Duration:
One day

Description:
This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Access 365 productively and efficiently. After an introduction to the Access 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:
Chapter 1: Database fundamentals
Module A: Understanding general database terms
Module B: Relational databases
Module C: Access interface and objects

Chapter 2: Tables
Module A: Creating tables
Module B: Creating fields
Module C: Data Validation
Module D: Relationships and keys

Chapter 3: Queries
Module A: Creating basic queries
Module B: Modifying queries
Module C: Using calculated fields

Chapter 4: Forms
Module A: Creating simple forms
Module B: Form design
Module C: Form controls

Chapter 5: Reports
Module A: Creating Reports
Module B: Report controls
Module C: Formatting reports

COURSE CATALOG

Microsoft Access 365 Level II

Duration:
One day

Description:
This Instructor-led Training course provides students with additional skills and concepts needed to use Microsoft Access 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:
Chapter 1: Advanced queries
Module A: Grouping and summarizing
Module B: Updating, deleting, and relationships
Module C: Indexing for performance

Chapter 2: Advanced forms
Module A: Subforms
Module B: Advanced control types
Module C: Specialized form types

Chapter 3: Advanced reports
Module A: Subreports
Module B: Advanced grouping
Module C: Advanced formatting

Chapter 4: Macros
Module A: Creating basic macros
Module B: Using variables
Module C: Troubleshooting macros

Chapter 5: Database management
Module A: Compact & Repair
Module B: Restoring a database
Module C: Other maintenance tasks

COURSE CATALOG

Microsoft Access 365 Level III
Duration: One day

Prerequisites: Microsoft Office Access 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

COURSE CATALOG

Introduction to Personal Computers Using Windows 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 Microsoft Edge and how to protect their computers from virus' and malware.

Table of Contents:
Chapter 1: Getting started
Module A: Windows 10 highlights
Module B: Setting up Windows 10
Module C: Navigating the interface

Chapter 2: Managing apps
Module A: Using apps
Module B: Installing apps

Chapter 3: Files and devices
Module A: Managing files
Module B: Folders and locations
Module C: Common devices

Chapter 4: Internet features
Module A: Web browsers
Module B: Internet and cloud apps
Module C: Network connections

Chapter 5: Computer management
Module A: Windows settings
Module B: Accounts and security
Module C: Updates and maintenance

Chapter 6: Personalization
Module A: Personalizing the Windows environment
Module B: Privacy settings

COURSE CATALOG

Introduction to Personal Computers Using Windows 11

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 Microsoft Edge and how to protect their computers from virus' and malware.

Chapter 1:   Getting started
Module A: Windows 11 highlights
Module B: Setting up Windows 11
Module C: Navigating the interface

Chapter 2: Managing apps
Module A: Using apps
Module B: Installing apps

Chapter 3: Files and devices
Module A: Managing files
Module B: Folders and locations
Module C: Common devices

Chapter 4: Internet features
Module A: Web browsers
Module B: Internet and cloud apps
Module C: Network connections

Chapter 5: Computer management
Module A: Windows settings
Module B: Accounts and security
Module C: Updates and maintenance

Chapter 6: Personalization
Module A: Personalizing the Windows environment
Module B: Privacy settings

COURSE CATALOG

Microsoft Office Publisher 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 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