

“ Full Suites of Office 2007, 2010, 2013 and 365 ”

# MS Office Apps Courses

Professional Development Training has a specialised division of MS Office Apps experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs

# MS Office Apps Courses

- Access 2007 Essentials
- Excel 2007 Advanced
- PowerPoint 2007 Essentials
- Word 2007 Advanced
- Project 2007 Essentials
- InfoPath 2010 Essentials
- InfoPath 2007 Advanced
- Access 2010 Advanced
- Outlook 2010 Introduction
- Microsoft Office 365 Excel Essentials
- Excel 2010 Intermediate
- Word 2010 Introduction
- Excel 2010 Advanced
- Publisher 2010 Advanced
- Office Upgrade 2010
- Microsoft Office 365 Lync Essentials Training
- Microsoft Office 365 Sharepoint Essentials Training
- Microsoft Word 2013 Essentials
- Microsoft PowerPoint 2013 Advanced
- Microsoft OneNote 2013 Essentials
- Computer Basics Advanced Training
- Effective Time Management Using Outlook Training
- Microsoft Project 2013 Advanced
- Access 2007 Advanced
- Outlook 2007 Essentials
- PowerPoint 2007 Advanced
- InfoPath 2007 Essentials
- Publisher 2007 Essentials
- OneNote 2010 Essentials
- InfoPath 2010 Advanced
- Access 2010 Introduction
- Outlook 2010 Intermediate
- PowerPoint 2010 Introduction
- Publisher 2010 Introduction
- Visio 2010 Advanced
- PowerPoint 2010 Advanced
- Word 2010 Advanced
- OneNote 2010 Advanced
- Microsoft Office 365 OneNote Essentials Training
- Microsoft Excel 2013 Essentials
- Microsoft Word 2013 Advanced
- Microsoft Outlook 2013 Essentials
- Windows 8 Foundation Training
- Computer Basics Foundation Training
- Microsoft Project 2013 Introduction
- Excel 2007 Essentials
- Outlook 2007 Advanced
- Word 2007 Essentials
- OneNote 2007 Essentials
- Visio 2007 Essentials
- Project 2007 Advanced
- Publisher 2007 Advanced
- Access 2010 Intermediate
- Microsoft Office 365 Word Essentials
- Project 2010 Introduction
- Word 2010 Intermediate
- Visio 2010 Basic
- Project 2010 Advanced
- Outlook 2010 Advanced
- OneNote 2007 Advanced
- Microsoft Office 365 Outlook Essentials Training
- Microsoft Excel 2013 Advanced
- Microsoft PowerPoint 2013 Essentials
- Microsoft Outlook 2013 Advanced
- Computer Basics Intermediate Training
- Computer Basics Expert Training
- Microsoft Project 2013 Intermediate

*Our trainer Kirsty was excellent, she listened to how our business operates & made the content more relevant to us. Also listened to what we hoped to achieve & added extra content to suit. Excellent, fun, stimulating and entirely appropriate for my needs. Thank You*

*Public Class Participant - Time Management*



## **Master the** Essential Skills on Today's Essential Software

Professional Development Training has a specialised division of MS Office Apps experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs. Our extensive curriculum in MS Office Apps, outstanding depth of trainers across the country and diverse range of industry experience means that pd training is the best choice for MS Office Apps courses. pd training will exceed your expectations and help you achieve the results you are seeking.

# In-House Training

# Public Courses

## In-House Training Benefits:

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- Tailored to your needs and goals
- Cost-effective - from \$140 per person (full-day)
- You choose the day, place and time
- Greatest impact in the shortest time
- Great team building opportunity
- Convenient - Employees do not need to go off-site

## Tailored Delivery – Standard

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We will always tailor the delivery of your In-House Training course to ensure it is relevant to your team and targeted at your learning goals. We can incorporate your company's examples and terminology to ensure that the training can be directly related back to your workplace. This is standard and included in the price.

### The "1-hour Motivator" Training Sessions

These 60-90 minute sessions are highly motivating and thought-provoking - ideal for those people who need to fit training in around a busy work schedule - great as an early morning kick-start or lunchtime boost!

### Full-day Short Courses

1-day and 2-day short courses are delivered with a unique focus on 80% activities 20% content - just the way learning should be!

### The "3-hour Power" Sessions

3-hour power sessions are a great solution when you have very specific outcomes you are targeting, or if scheduling the team to be off the job for a whole day is proving to be a challenge!

### Conferences and Workshops

Do you want your conference to be memorable, fun, interactive and be a real highlight? pd training's dynamic trainers can add that flair, excitement and much more!

## Expert Trainers

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"While you are training with us, you receive experiential training from an expert in their field which ensures you can apply what you have learned directly back to your workplace. When you are training with us, you are there to learn from the trainer, not the manual!"

## Training Style:

Your course will be activity-based learning. You receive some background theory, and then spend most of the time working together and with the trainer to apply the concepts to workplace situations that are applicable to your specific situation.

## Class Size:

Classes are an average of 6 people, max of 12. We keep classes small to ensure the trainer can work with each participant to tailor each activity to be relevant to each person's workplace/common scenarios.

## Where:

Sydney, Melbourne, Brisbane, Canberra, Adelaide, Perth, Parramatta.

## Scheduling & Times:

**Classes run from 9:00am - 4:30pm each day**

Quality Lunch (tell us your dietary requirements)

Comprehensive up-to-date courseware

## Practical & Real - Activities tailored to you...

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Training is much more effective and enjoyable if you can apply the concepts you learn directly to your own circumstances. So the trainer will change textbook activities to be relevant to you.

## For example:

If the example activity is based in a retail setting, but you work in a customer service call-centre, we will adapt activities to reflect the culture of a call-centre environment, so your team will be learning relational tools and techniques that really make sense to their world. Helping you learn today, and

## Fun & Relaxed - Laugh while you learn...

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Our relaxed and practical approach with experienced trainers that like to 'have a laugh' will ensure you enjoy the experience of learning as much as you enjoy acquiring new skills that help you perform better.

Yes, lunch is free - and we all like a free lunch. However, the highlight of your course will be the learning experience - not the break!



Customised, Interactive  
and Practical

Each course involves about 20 activities each day to assist practical skill development and understanding of concepts. Training is customised according to the requirements of the participants for maximum benefit.

Considering your needs, pd training has made Administration available at your place, online and at various locations across Australia. The courses are designed to be of short-duration, lively, informal and highly valuable.



Making Training  
Accessible



World Leading  
Reinforcement  
Framework

Reinforcement Package

- Training Booster Reinforcement System
- Free Re-sit
- eHelpDesk Support
- Bonus Supplementary eLearning
- Quick Reference Job Aid
- Hours of Business Video content



Creating databases made simple. This course, together with the new enhanced usability of Access 2007 make creating database easy – we'll show you how.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Access 2007 Essentials Course Outline

### Foreword:

Access is the world's premier database software. You can use Access to create and edit databases by just downloading a ready-made database template and start typing. It's that easy. You can create a database of contacts, expenses, household and/or business inventory.

In other words, if you have data, you can create a database of that data using Access. Microsoft's newest version of Access uses the new ribbon interface and offers significant improvement to its database capability.

### Who Should Attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

### Outcomes:

- Create a blank database from a template
- Open, close, and save a database
- Use the Ribbon Interface
- Work with database Objects
- Sort and Filter the View
- Create a blank table from a template, in Datasheet view, and Design View
- Use Lookup columns in a table
- Add information to a table
- Edit, delete and search records
- Create a form with the Wizard and in Layout View
- Modify a form in Design View
- Perform common formatting tasks on forms
- Use Auto Format
- Add or move controls on a form
- Create reports using the Report Wizard
- Understand the Report Design View
- Create Queries using the Wizard
- Execute a Query
- Understand the Query Design View
- Understand Access file formats and save a database as another file format
- Back up the database
- Email the database

Access 2007 Essentials Training Course - Lesson 1

**Getting Started**

- Workshop Objectives

Access 2007 Essentials Training Course - Lesson 2

**Getting Started with Access**

- Opening Access
- Common Database Terms
- Understanding the Getting Started Window
- Creating a Blank Database from a Template

Access 2007 Essentials Training Course - Lesson 3

**Using the Access Interface**

- Understanding Security Warnings
- Interface Overview
- Overview of the Ribbon Interface
- Using the Navigation Pane

Access 2007 Essentials Training Course - Lesson 4

**Working with Database Objects**

- Viewing Database Objects
- Exporting an Object
- Renaming an Object
- Sorting and Filtering Your View

Access 2007 Essentials Training Course - Lesson 5

**Creating Tables**

- Creating a Blank Table in Datasheet View
- Creating a Blank Table from a Template
- Understanding Data Types
- Understanding Lookup Columns
- Creating a Blank Table using Design View
- Saving Your Table
- Key Table Tools

Access 2007 Essentials Training Course - Lesson 6

**Working with Tables**

- Adding Information to a Table
- Editing Records
- Deleting Records
- Searching for Records

Access 2007 Essentials Training Course - Lesson 7

**Creating Forms**

- Types of Controls
- Creating a Form with the Wizard
- Creating a Form In Layout View
- Modifying Your Form in Design View
- Key Features on the Form Tools Tab

Access 2007 Essentials Training Course - Lesson 8

**Working with Forms**

- Working with Forms
- Common Formatting Tasks
- Using AutoFormat
- Adding Controls
- Moving Controls
- Deleting Records

Access 2007 Essentials Training Course - Lesson 9

**Creating Reports**

- Creating Reports
- Using The Report Wizard
- Using Design View
- Adding a Logo
- Working with Controls
- Key Features on the Report Tools Tab

Access 2007 Essentials Training Course - Lesson 10

**Creating Queries**

- Creating Queries
- Types of Queries
- Creating a Query with the Wizard
- Executing a Query
- Query Views
- Key Features on the Query Tools Tab

Access 2007 Essentials Training Course - Lesson 11

**Managing Your Database**

- Understanding Access File Formats
- Printing an Object
- Backing Up Your Database
- Emailing Your Database

Access 2007 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words From the Wise



You will learn how to use the advanced features of Microsoft Access 2007 to help you better manage your database. This workshop incorporates a hands-on approach to learning. You will get both teaching and a chance to practice. This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Access 2007 Advanced Course Outline

### Foreword:

This workshop is designed to teach you a deeper understanding of Access 2007 in a practical way. You will learn how to use the advanced features of Access to help you better manage your database. This workshop incorporates a hands-on approach to learning. You will get both teaching and a chance to practice some of the advanced features right on a computer.

This workshop is meant to provide a safe learning environment where you can practice and learn Access 2007 advanced functions without worrying about making mistakes. Making mistakes is a part of learning and is expected in this workshop. Taking the time to learn the advanced features of Access 2007 will increase your knowledge on how databases work and make creating and managing an Access 2007 database easier for you.

### Who Should Attend?

Anyone that wants to quickly learn to build and manage databases in Microsoft Access.

### Outcomes:

- Use advanced table tasks
- Use advanced form tasks
- Use advanced reporting tasks
- Understand database relationships
- Use advanced query tasks
- Work with SQL
- Link data
- Import data
- Export data
- Use advanced database tools



Access 2007 Advanced Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Access 2007 Advanced Training Course - Lesson 2

### Advanced Table Tasks

- Using the Property Sheet
- Adding, Moving & Removing Controls
- Formatting Controls
- Setting the Primary Key

Access 2007 Advanced Training Course - Lesson 3

### Advanced Form Tasks

- Creating a Subform
- Creating a split-form
- Creating a Modal Dialog
- Creating a Pivot Table

Access 2007 Advanced Training Course - Lesson 4

### Advanced Reporting Tasks

- Using Report Sections
- Grouping and Sorting Data
- Adding Calculated Controls
- Creating Labels

Access 2007 Advanced Training Course - Lesson 5

### Understanding Relationships

- Types of Relationships
- Viewing Relationships
- Editing Relationships
- About Referential Integrity
- Establishing Referential Integrity

Access 2007 Advanced Training Course - Lesson 6

### Advanced Query Tasks

- Sorting & Filtering a Query
- Adding Calculated Fields
- Using the Expression Builder
- Using Logical Functions

Access 2007 Advanced Training Course - Lesson 7

### Working with SQL

- What is SQL?
- Understanding SQL Statements
- Basic SQL Syntax
- Uses for SQL in Access

Access 2007 Advanced Training Course - Lesson 8

### Linking Data

- Linking to an Excel Spreadsheet
- Linking to an Access Database
- Linking to a Sharepoint List
- Linking to a Text or XML File
- Other Types of Links

Access 2007 Advanced Training Course - Lesson 9

### Importing Data

- Importing from an Excel Spreadsheet
- Importing from an Access Database
- Importing from a Sharepoint List
- Importing from a Text or XML File
- Other Types of Imports

Access 2007 Advanced Training Course - Lesson 10

### Exporting Data

- Saving an Object as PDF
- Exporting to an Excel Spreadsheet
- Exporting to a Word Document or Text File
- Other Types of Exports

Access 2007 Advanced Training Course - Lesson 11

### Advanced Database Tools

- Using the Database Documenter
- Analysing Table Performance
- Analysing Database Performance
- Compact & Repair a Database

Access 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words From the Wise



Excel is the world's premier spreadsheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information.

With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – we'll show you how.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

## Excel 2007 Essentials Course Outline

### Foreword:

Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – and better information leads to better decision making!

### Outcomes:

- Open and close Excel
- Differentiate between worksheets, workbooks, rows, columns and cells
- Enter labels and values
- Edit data
- Check spelling
- Open, close, and save workbooks (including publishing to PDF)
- Switch between Excel views
- Use Zoom
- Set up your page
- Preview and print your workbook
- Build and edit formulas
- Copy formulas
- Use absolute referencing appropriately
- Use basic Excel functions including SUM, AVERAGE, MAX, and MIN
- Use Selection Statistics
- Use AutoFill and AutoComplete
- Sort and filter data
- Format text and numbers
- Apply borders
- Use cell styles
- Change the workbook theme

Excel 2007 Essentials Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Excel 2007 Essentials Training Course - Lesson 2

### Opening and Closing Excel

- Opening Excel
- Understanding the Interface
- Understanding Worksheets
- Understanding Workbooks
- Closing Excel

Excel 2007 Essentials Training Course - Lesson 3

### Your First Worksheet

- Entering Data
- Using the Wrap Command
- Editing Data
- Adding Rows and Columns
- Checking Your Spelling

Excel 2007 Essentials Training Course - Lesson 4

### Working with Excel Files

- About the New File Format
- Saving Files
- Publishing Files to PDF
- Closing Files
- Opening Files

Excel 2007 Essentials Training Course - Lesson 5

### Viewing Excel Data

- An Overview of Excel's Views
- Switching Views
- Using Zoom
- Switching Between Open Files

Excel 2007 Essentials Training Course - Lesson 6

### Printing Excel Data

- An Overview of the Page Layout Tab
- Setting Up Your Page
- Using Print Preview
- Printing Data

Excel 2007 Essentials Training Course - Lesson 7

### Building Formulas

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute Referencing

Excel 2007 Essentials Training Course - Lesson 8

### Using Excel Functions

- Formulas vs. Functions
- Understanding the Formulas Tab
- Using the SUM Function
- Using Other Basic Excel Functions
- Using the Status Bar to Perform Calculations

Excel 2007 Essentials Training Course - Lesson 9

### Using Time Saving Tools

- Using AutoFill
- Using AutoComplete
- Sorting Data
- Filtering Data

Excel 2007 Essentials Training Course - Lesson 10

### Formatting your Data

- Changing the Appearance of Your Text
- Changing the Appearance of Numbers
- Setting Alignment Options
- Using Merge
- Removing Formatting

Excel 2007 Essentials Training Course - Lesson 11

### More Formatting

- Adding Borders
- Adding Fill Color
- Using Cell Styles
- Using Conditional Formatting
- Changing the Theme

Excel 2007 Essentials Training Course - Lesson 12

### Wrapping Up

- Words From the Wise
- Your Notebook



Excel is the world's premier spreadsheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information.

With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – we'll show you how.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

## Excel 2007 Advanced Course Outline

### Foreword:

Knowing how to use the advanced features of Microsoft Excel 2007 leads to a completely new experience in using this spreadsheet program. The novice user tends to use Excel 2007 as a holding place for report data. They may know how to insert data and move columns around, but rarely go into the deeper functions that Excel 2007 offers.

This workshop will teach you the most common advanced features of Microsoft Excel 2007.

The goal of this course is to get you familiar with these functions in a safe learning environment. Once you complete the course, your familiarity and confidence in using the advanced feature of Excel 2007 will increase, making Excel 2007 a more useful tool for you at work or at home.

### Outcomes:

- Use SmartArt
- Insert Objects
- Create Charts
- Create Pivot Tables
- Work with Pivot Tables
- Create Pivot Charts
- Solve Formula Errors
- Use What-If Analysis
- Manage Your Data
- Group and Outline Data

Excel 2007 Advanced Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Excel 2007 Advanced Training Course - Lesson 2

### SmartArt

- Inserting SmartArt
- An Overview of the SmartArt Tabs
- Adding Text to the Diagram
- Resizing and Moving the Diagram
- Resetting the Diagram

Excel 2007 Advanced Training Course - Lesson 3

### Inserting Objects

- About Contextual Tabs
- Adding Pictures from Your Computer
- Adding ClipArt
- Adding Text Boxes
- Drawing Shapes

Excel 2007 Advanced Training Course - Lesson 4

### Creating Charts

- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Changing the Chart Style
- Resizing and Moving the Chart

Excel 2007 Advanced Training Course - Lesson 5

### Creating Pivot Tables

- Inserting a Pivot Table
- Overview of the Pivot Table Tools Tab
- Choosing Fields

Excel 2007 Advanced Training Course - Lesson 6

### Working with Pivot Tables

- Changing the Data Displayed
- Applying a Style to Your Pivot Table
- Some Real-life Examples

Excel 2007 Advanced Training Course - Lesson 7

### Creating Pivot Charts

- Creating a Pivot Chart from a Pivot Table
- Creating a Pivot Chart from Data

Excel 2007 Advanced Training Course - Lesson 8

### Solving Formula Errors

- Using Named Ranges
- Understanding Formula Errors
- Tracing Dependents and Precedents
- Using the Trace Errors Commands
- Evaluating Formulas

Excel 2007 Advanced Training Course - Lesson 9

### Using What-If Analysis

- Using Goal Seek
- Using the Scenario Manager
- Using a One Input Data Table
- Using a Two Input Data Table

Excel 2007 Advanced Training Course - Lesson 10

### Managing Your Data

- Transposing Data from Rows to Columns
- Using the Text to Columns Feature
- Checking for Duplicates
- Creating Data Validation Rules
- Consolidating Data

Excel 2007 Advanced Training Course - Lesson 11

### Grouping and Outlining Data

- Grouping Data
- Adding Subtotals
- Outlining Data
- Viewing Grouped and Outlined Data

Excel 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words From the Wise



Be more organised and quickly get up to speed with the new features and interface of Outlook 2007.

## Outlook 2007 Essentials Course Outline

### Foreword:

Outlook is a powerful e-mail application. However, it does much more than that to help you stay organized. With contacts, calendars, and tasks, Outlook can help you manage every aspect of your life.

### Outcomes:

- Open & Close Outlook
- Use the Outlook Interface, including the new Backstage view
- Set up an e-mail account
- View the Inbox
- Send and Receive messages
- View messages
- Use Quick Steps
- Reply to or forward messages
- Delete e-mail
- Ignore e-mail
- Create and send a new message
- Address a new message
- Create the body of an e-mail message
- Attach files to messages
- Mark an item as Read or Unread
- Print messages
- Create folders and use them to organise messages
- Understand and handle Junk Mail
- Create Rules for handling messages
- Use Categories
- Flag items for follow-up
- Search for items
- Understand appointments and the calendar
- Understand tasks and the To-Do List
- Create and organise contacts

Outlook 2007 Essentials Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Outlook 2007 Essentials Training Course - Lesson 2

### Opening and Closing Outlook

- Opening Outlook
- Understanding the Interface
- Using Backstage View
- Setting up an E-mail Account
- Viewing Your Inbox
- Closing Outlook

Outlook 2007 Essentials Training Course - Lesson 3

### Working with E-mail

- Sending and Receiving Mail
- Viewing an E-mail
- Replying To or Forwarding an E-mail
- Deleting an E-mail
- Ignoring E-mail
- Using Quick Steps

Outlook 2007 Essentials Training Course - Lesson 4

### Creating a New E-mail

- Creating an E-mail
- Addressing an E-mail
- Creating the Body
- Attaching a File
- Sending the Message

Outlook 2007 Essentials Training Course - Lesson 5

### Managing E-mail

- Marking an Item as Read or Unread
- Printing a Message
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving, and Deleting Folders

Outlook 2007 Essentials Training Course - Lesson 6

### Managing Junk Mail

- About the Junk Mail Filter
- Enabling Junk Mail Filtering
- Enabling the Phishing Filter
- Modifying Safe and Blocked Senders Lists
- Marking a Message as Junk or Not Junk

Outlook 2007 Essentials Training Course - Lesson 7

### Outlook's Organisation Tools

- Creating a Basic Rule
- Creating an Advanced Rule
- Using Categories
- Flagging an Item for Follow-Up
- Viewing Favorite Folders

Outlook 2007 Essentials Training Course - Lesson 8

### Searching for Items

- Understanding Search Folders
- Setting Up and Using Search Folders
- Using Instant Search
- Using Advanced Search
- Using Contact Search

Outlook 2007 Essentials Training Course - Lesson 9

### An Introduction to the Calendar

- Getting Started
- Creating an Appointment
- Changing Your Calendar View
- Editing an Appointment
- Managing Reminders

Outlook 2007 Essentials Training Course - Lesson 10

### An Introduction to Tasks

- Getting Started
- Creating a New Task
- Editing a Task
- Updating Task Status
- Basic Task Views

Outlook 2007 Essentials Training Course - Lesson 11

### An Introduction to Contacts

- Getting Started
- Creating a New Contact
- Editing a Contact
- Organising Contacts

Outlook 2007 Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



Take your organisation to the next level with Microsoft Outlook 2007.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Outlook 2007 Advanced Course Outline

### Foreword:

In this Microsoft Outlook 2007 Advanced workshop, we'll cover some of the more advanced tasks in Outlook 2007, like customising your Outlook interface and profile and how to use Word elements in your E-mails.

This course explains some of the advanced e-mail, calendar, and task commands, as well as the Notes feature. You'll also learn about RSS feeds and how to manage and protect your Outlook data.

### Outcomes:

- Customise Outlook
- Change the Reading Pane
- Add Word elements to e-mails like, SmartArt, Pictures & tables
- Setup a signature
- Add voting buttons
- Add a follow-up flag
- Create recurring appointments
- Track meeting responses
- Create recurring tasks
- Set task options
- Create & edit Notes
- Add, modify & delete an RSS feed
- Use Mailbox cleanup
- Understand data configurations
- Manage Outlook data



Outlook 2007 Advanced Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Outlook 2007 Advanced Training Course - Lesson 2

### Customising Outlook

- Customising the Navigation Pane
- Changing the Reading Pane
- Changing the To-Do Bar
- Resizing Panes

Outlook 2007 Advanced Training Course - Lesson 3

### Adding Word Elements to an E-mail

- Common Formatting Tasks
- Adding SmartArt
- Adding Pictures
- Adding Tables

Outlook 2007 Advanced Training Course - Lesson 4

### Customising Your Profile

- Setting up a Signature
- Changing Font Options
- Changing Stationary Options
- Enabling or Disabling Automatic Spell Check

Outlook 2007 Advanced Training Course - Lesson 5

### Advanced E-mail Tasks

- Adding Voting Buttons
- Setting the Priority
- Changing the Message Format
- Adding a Follow-Up Flag

Outlook 2007 Advanced Training Course - Lesson 6

### Advanced Calendar Tasks

- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Colour-Coding Appointments
- Changing Calendar Options

Outlook 2007 Advanced Training Course - Lesson 7

### Doing More with Tasks

- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options

Outlook 2007 Advanced Training Course - Lesson 8

### Using Notes

- Opening the Notes Folder
- Create a Note
- Editing a Note
- Colour-Coding a Note
- Changing Note Views

Outlook 2007 Advanced Training Course - Lesson 9

### Viewing RSS Feeds

- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items

Outlook 2007 Advanced Training Course - Lesson 10

### Managing Outlook Data - Part One

- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data

Outlook 2007 Advanced Training Course - Lesson 11

### Managing Outlook Data - Part Two

- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File

Outlook 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



Wow them with your presentations!

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## PowerPoint 2007 Essentials Course Outline

### Foreword:

PowerPoint is the world's premier presentation software. You can use PowerPoint to create and edit slides and then run the slide show while you deliver your presentation. Slides can have a variety of information on them and you can add interest to your slides using formatting and animation.

Microsoft's 2007 version of PowerPoint uses the new ribbon interface and offers significant improvements to its graphical capabilities.

### Outcomes:

- Open and close PowerPoint
- Create a presentation, either blank or from a template
- Open, close, and save presentations
- Use the Slide and Outline tab
- Add slides to a presentation and choose the layout
- Add text to slides
- Check spelling
- Change the font, size and colour of text
- Enhance text using character spacing, bold, italic and underline
- Use the Font dialogue
- Modify bullets and numbering
- Change the alignment and spacing
- Use tabs and indents
- Move and copy text
- Use Undo and Redo
- Change the Slide background
- Change the presentation theme and colour scheme
- Add animation
- Add transitions
- Record narrations and time your slide show
- Run a slide show

PowerPoint 2007 Essentials Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives

PowerPoint 2007 Essentials Training Course - Lesson 3

### Working with Presentations

- Creating a Presentation from a Template
- Saving Files
- Opening Files
- Closing Files

PowerPoint 2007 Essentials Training Course - Lesson 5

### Formatting Text

- Changing Font Face and Size
- Changing the Font Colour
- Changing Character Spacing
- Adding Font Enhancements
- Clearing Formatting
- Using the Font Dialog

PowerPoint 2007 Essentials Training Course - Lesson 7

### Working with Text

- Using Cut, Copy and Paste
- Using the Outline Tab
- Using Undo and Redo
- Finding and Replacing Text

PowerPoint 2007 Essentials Training Course - Lesson 9

### Customising Slide Elements

- Adding a Header or Footer
- Applying a Standard Animation
- Creating a Custom Animation
- Adding a Slide Transition
- Setting Slide Advance Options

PowerPoint 2007 Essentials Training Course - Lesson 11

### Showtime!

- Our Top Five PowerPoint Tips
- Starting a Show
- Navigating through the Show
- Changing Your Pointer
- Switching to a Blank Screen

PowerPoint 2007 Essentials Training Course - Lesson 2

### Opening and Closing PowerPoint

- Opening PowerPoint
- Understanding the Interface
- Creating a Blank Presentation
- Closing PowerPoint

PowerPoint 2007 Essentials Training Course - Lesson 4

### Your First Presentation

- Adding Text to a Slide
- Adding a Slide
- Adding Text to the Content Placeholder
- Using the Slides Tab
- Checking Your Spelling

PowerPoint 2007 Essentials Training Course - Lesson 6

### Formatting Paragraphs

- Modifying Bullets and Numbering
- Changing Alignment
- Adjusting the Indent
- Using Tabs
- Changing Line Spacing

PowerPoint 2007 Essentials Training Course - Lesson 8

### Advanced Formatting Tasks

- Using the Format Painter
- Changing the Slide Background
- Applying a Theme
- Changing the Color Scheme
- Changing the Slide Layout

PowerPoint 2007 Essentials Training Course - Lesson 10

### Setting up Your Slide Show

- Using the Set Up Show Dialog
- Recording a Narration
- Timing your Show
- Hiding Slides

PowerPoint 2007 Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans & Evaluations



Take your presentations to the next level!

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## PowerPoint 2007 Advanced Course Outline

### Foreword:

If you develop presentations or visuals for any reason, the skills included in this course will help you maximise your use of many robust PowerPoint features to create effective, visually attractive and useful presentations.

### Outcomes:

- Insert pictures & ClipArt images
- Insert, resize, move & delete Text Boxes
- Insert SmartArt
- Insert tables
- Modify rows and columns
- Insert advanced objects like a movie, a sound clip & shapes
- Use advanced drawing tools like grids, guides, ordering & grouping
- Use the Research Task Pane
- Use the Translation tool
- Set the language
- Add Notes to slides
- Create a Notes Master
- Create a Handout Master
- Switch to & use the Slide Master view
- Insert slides from other presentations
- Package a presentation on CD

PowerPoint 2007 Advanced Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives

PowerPoint 2007 Advanced Training Course - Lesson 3

### Working with Text Boxes

- Inserting A Text Box
- Adding Text
- Using the Text Box Tools Tab
- Resizing, Moving and Deleting a Text Box
- Formatting a Text Box

PowerPoint 2007 Advanced Training Course - Lesson 5

### Adding Tables

- Inserting a Table
- Adding Text
- Using the Table Tools Tab
- Modifying Rows and Columns

PowerPoint 2007 Advanced Training Course - Lesson 7

### Advanced Drawing Tasks

- Using the Grid and Guides
- Rotating and Flipping Objects
- Aligning and Distributing Objects
- Ordering Objects
- Grouping Objects

PowerPoint 2007 Advanced Training Course - Lesson 9

### Creating Notes and Handouts

- Adding Notes to a Slide
- Creating a Notes Master
- Creating a Handout Master
- Printing Notes and Handouts

PowerPoint 2007 Advanced Training Course - Lesson 11

### Advanced Presentation Tasks

- Inserting Slides from Other Presentations
- Creating a Custom Show
- Packaging Your Presentation for CD
- About the PowerPoint Viewer

PowerPoint 2007 Advanced Training Course - Lesson 2

### Adding Pictures

- Inserting a Picture from a File
- Inserting ClipArt
- Using the Picture Tools Tab
- Resizing, Moving or Deleting a Picture

PowerPoint 2007 Advanced Training Course - Lesson 4

### Adding SmartArt

- Inserting SmartArt
- Using the SmartArt Tools Tab
- Adding Text to SmartArt
- Resizing, Moving and Deleting SmartArt

PowerPoint 2007 Advanced Training Course - Lesson 6

### Inserting Advanced Objects

- Adding a Movie
- Adding a Sound Clip
- Creating WordArt
- Drawing Shapes
- About the Drawing Tools Tab

PowerPoint 2007 Advanced Training Course - Lesson 8

### PowerPoint's Research Tools

- Checking Spelling
- Using the Research Task Pane
- Using the Translation Tool
- Setting the Language

PowerPoint 2007 Advanced Training Course - Lesson 10

### Using Slide Masters

- Switching to Slide Master View
- Using the Slide Master Tab
- Creating a Slide Master
- Applying a Slide Master
- Editing a Slide Master

PowerPoint 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans & Evaluations



Work more efficiently and create great looking documents using MS Word 2007.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Word 2007 Essentials Course Outline

### Foreword:

Microsoft Word is one of the most widely used applications in the world today, so it's important to have a firm grasp on the basics. To begin, you'll learn basic word processing tasks, such as how to type, delete, and edit text. Then, we'll look at some of Word's essentials features, including formatting tools, bullets and numbering, themes, and headers and footers.

### Outcomes:

- Open and close Word
- Use Word's new interface
- Create a new document, add and edit text
- Open, close and save files
- Use Word's templates
- Perform basic word processing functions such as selecting text, using drag and drop, and using cut, copy, and paste
- Check spelling in a document
- Format your document at a character, paragraph, page and document level
- Use the basic features of styles

Word 2007 Essentials Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives
- Action Plans and Evaluations

Word 2007 Essentials Training Course - Lesson 2

### Opening and Closing Word

- Opening Word
- Interface Overview
- Creating a Blank Document
- Typing Text
- Closing Word

Word 2007 Essentials Training Course - Lesson 3

### Working with Documents

- Saving Files
- Closing Files
- Opening Files
- Creating a Document from a Template
- Using the Recent List

Word 2007 Essentials Training Course - Lesson 4

### Your First Document

- Selecting Text with the Mouse or Keyboard
- Dragging and Dropping Text
- Checking Your Spelling
- Starting a New Page

Word 2007 Essentials Training Course - Lesson 5

### Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text

Word 2007 Essentials Training Course - Lesson 6

### Basic Formatting Tasks

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Clearing Formatting

Word 2007 Essentials Training Course - Lesson 7

### Advanced Formatting Tasks

- Highlighting Text
- Changing Case
- Using the Format Painter
- Using the Font Dialog

Word 2007 Essentials Training Course - Lesson 8

### Formatting Paragraphs

- Changing Spacing
- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets and Numbering
- Adding Borders and Shading

Word 2007 Essentials Training Course - Lesson 9

### Working with Styles

- About Styles
- Applying a Style
- Changing a Style
- Changing the Style Set
- Changing the Theme

Word 2007 Essentials Training Course - Lesson 10

### Formatting the Page

- Formatting Text as Columns
- Adding Headers and Footers
- Changing Page Orientation
- Changing the Page Colour
- Adding a Page Border

Word 2007 Essentials Training Course - Lesson 11

### Adding the Finishing Touches

- Adding a Cover Page
- Using the Page Setup Dialog
- Previewing Your Document
- Printing Your Document
- E-Mailing Your Document

Word 2007 Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations



Harness the power of the world's leading Word Processing application.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Word 2007 Advanced Course Outline

### Foreword:

Whether you are a business writer, a marketer, or someone who uses the software for general document creation and handling, the skills included in this MS Word 2007 course will help you maximise your use of many powerful Word features to create effective, visually attractive and useful documents.

### Outcomes:

- Use the features of the Word Window: zoom, views, how to arrange windows, splitting a document, and using the document map
- Add ClipArt images and pictures from a file, use the Picture Tools tab, and move or delete added images
- Work with SmartArt by inserting SmartArt shapes, adding, moving or deleting SmartArt images, and making use of the SmartArt Tools tab
- Quickly add tables, text, and styles by using the Table Tools tab features
- Maximize your use of tables by adding, resizing, moving and deleting rows
- Insert special objects such as a cover page or WordArt, and draw shapes or add a text box
- Enhance your document's usability by adding a table of contents page, adding footnotes, endnotes, and citations, adding a bibliography, and inserting an index
- Work with synonyms, use the research task pane, translate screen tips into other languages, and set your default language
- Review a document electronically, add and review comments, track and review changes, and compare two documents
- Customise your personal operating environment in Word by minimising the ribbon, using the Quick Access toolbar, and tweaking the Word colour scheme.



Word 2007 Advanced Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives
- Action Plans and Evaluations

Word 2007 Advanced Training Course - Lesson 2

### Working with the Word Window

- Using Zoom
- An Overview of Word's Views
- Arranging Windows
- Splitting a Document
- Using the Document Map

Word 2007 Advanced Training Course - Lesson 3

### Adding Pictures

- Inserting Clip Art
- Inserting a Picture from a File
- Using the Picture Tools Tab
- Moving or Deleting a Picture

Word 2007 Advanced Training Course - Lesson 4

### Adding SmartArt

- Inserting SmartArt
- Using the SmartArt Tools Tab
- Adding Text to SmartArt
- Resizing, Moving and Deleting SmartArt

Word 2007 Advanced Training Course - Lesson 5

### Adding Tables

- Inserting a Table
- About QuickTables
- Adding Text
- About the Table Tools Tab
- Applying a Style

Word 2007 Advanced Training Course - Lesson 6

### Advanced Table Tasks

- Resizing Rows and Columns
- Adding Rows and Columns
- Deleting Rows and Columns
- Moving Rows and Columns

Word 2007 Advanced Training Course - Lesson 7

### Inserting Special Objects

- Adding a Cover Page
- Adding WordArt
- Drawing Shapes
- Adding a Text Box

Word 2007 Advanced Training Course - Lesson 8

### Adding In-Document References

- Adding a Table of Contents
- Managing Sources
- Adding Footnotes, Endnotes, and Citations
- Inserting a Bibliography
- Creating an Index

Word 2007 Advanced Training Course - Lesson 9

### Advanced Research Tasks

- Viewing Synonyms
- Using the Research Task Pane
- Using Translation Screen Tips
- Setting Your Language

Word 2007 Advanced Training Course - Lesson 10

### Reviewing a Document

- Adding a Comment
- Reviewing Comments
- Tracking Changes
- Reviewing Changes
- Comparing Documents

Word 2007 Advanced Training Course - Lesson 11

### Customising Word

- Minimising the Ribbon
- Customising the Quick Access Toolbar
- Accessing Word's Options
- Changing Word's Colour Scheme

Word 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations



Take your organisation to the next level with Microsoft InfoPath 2007.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

## InfoPath 2007 Essentials Course Outline

### Foreword:

This course will take a close look at InfoPath 2007 to give you all the tools you need to create, manage, and fill out forms. You'll be amazed at how InfoPath can help your organisation streamline its information flow!

### Outcomes:

- Open and close InfoPath
- Use InfoPath's Getting Started window and the interface
- Explain XML at a high level
- Use InfoPath to fill out forms
- Design a form from scratch
- Work with InfoPath tables
- Create field labels
- Add and modify basic controls, including picture and file attachments
- Understand what advanced control types can be used for
- Format controls
- Add data validation and conditional formatting rules to controls
- Use the Logic Inspector and Design Checker
- View and modify data sources, fields, and groups
- Manually bind controls to a data source
- Create, modify, and delete InfoPath views
- Change the colour scheme of a form
- Check spelling
- Preview and test a form
- Protect a form
- Publish or print a form

InfoPath 2007 Essentials Training Course - Lesson 1

**Getting Started**

- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

InfoPath 2007 Essentials Training Course - Lesson 3

**Filling Out a Form**

- Launching Fill-Out-A-Form Mode
- Entering Data
- Checking Your Spelling
- Printing the Form
- Saving the Form

InfoPath 2007 Essentials Training Course - Lesson 5

**Adding Labels**

- Adding Labels
- Changing the Font Face and Size
- Changing the Font Colour
- Adding Effects
- Using the Font Task Pane
- Aligning Text

InfoPath 2007 Essentials Training Course - Lesson 7

**Formatting Controls**

- Changing the Visual Properties of a Control
- Using the Control Properties Dialog
- Adding Data Validation Rules
- Applying Conditional Formatting
- Running the Logic Inspector

InfoPath 2007 Essentials Training Course - Lesson 9

**Creating a View**

- Creating a Custom View
- Creating a Print View
- Setting a View as Default
- Deleting Views

InfoPath 2007 Essentials Training Course - Lesson 11

**Distributing Your Form**

- Protecting Your Form
- Understanding Saving vs. Publishing
- Using the Publishing Wizard
- Printing the Form

InfoPath 2007 Essentials Training Course - Lesson 2

**Opening and Closing InfoPath**

- Opening InfoPath
- Using the Getting Started Window
- Interface Overview
- An XML Primer
- Closing InfoPath

InfoPath 2007 Essentials Training Course - Lesson 4

**Designing a Form Framework**

- Creating a Blank Form
- Adding a Table
- Adding and Removing Rows or Columns
- Merging and Splitting Cells
- Formatting Tables
- Changing Table Properties

InfoPath 2007 Essentials Training Course - Lesson 6

**Adding Controls**

- Adding a Standard Control
- Adding Repeating and Optional Controls
- Adding File Controls
- Adding Picture Controls
- Advanced Types of Controls

InfoPath 2007 Essentials Training Course - Lesson 8

**Working with Data Sources**

- Viewing Data Source Information
- Managing Fields and Groups
- Adding a Data Connection
- Manually Binding Controls

InfoPath 2007 Essentials Training Course - Lesson 10

**Finishing the Form**

- Changing the Color Scheme
- Checking Your Spelling
- Using the Design Checker
- Previewing the Form

InfoPath 2007 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations



Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2007! In this course, we'll show you how. This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## OneNote 2007 Essentials Course Outline

### Foreword:

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2007! In this course, we'll show you how.

### Outcomes:

- Open, close, and use OneNote
- Use and modify the OneNote taskbar icon
- Create a notebook with text, drawings, pictures, lists, tables, screenshots, and recordings
- Use basic editing tools, including cut, copy, paste, undo, and redo
- Format and manage OneNote information
- Use OneNote to perform research and basic calculations
- Use OneNote to manage information from other applications, including Outlook
- Create and modify notebooks, section groups, sections, pages, and sub-pages
- Use organisational tools such as tags, the Page List pane, Find, and the Unfiled Notes section
- Use Full Page view
- Save, print, e-mail, and back up OneNote information

OneNote 2007 Essentials Training Course - Lesson 1

**Getting Started**

- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

OneNote 2007 Essentials Training Course - Lesson 3

**Your First Notebook**

- Typing Text
- Handwriting Text
- Adding Text and Objects from Other Applications
- Using the Formatting Toolbar

OneNote 2007 Essentials Training Course - Lesson 5

**Working with Pages**

- Adding Pages and Sub-Pages
- Moving, Renaming, and Deleting Pages and Sub-Pages
- Using the Page Setup Task Pane
- Adding Rule Lines

OneNote 2007 Essentials Training Course - Lesson 7

**Advanced OneNote Objects**

- Calculating in OneNote
- Adding an Audio Recording
- Adding a Video Recording
- Linking to Files
- Linking to Outlook Meetings and Tasks

OneNote 2007 Essentials Training Course - Lesson 9

**Managing Notes**

- Tagging Notes
- Using the Unfiled Notes Section
- Adding Sections
- Adding Section Groups
- Renaming, Moving, and Deleting Sections and Section Groups

OneNote 2007 Essentials Training Course - Lesson 11

**Adding the Finishing Touches**

- Using the Page List Task Pane
- Using Full Page View
- Password Protecting Your Notebook
- Using OneNote Backups
- E-Mailing Your Notes
- Printing Your Notes

OneNote 2007 Essentials Training Course - Lesson 2

**Opening and Closing OneNote**

- Opening OneNote
- Interface Overview
- Closing OneNote
- About the OneNote Icon

OneNote 2007 Essentials Training Course - Lesson 4

**Basic Editing Tasks**

- Resizing Objects
- Moving Objects
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling

OneNote 2007 Essentials Training Course - Lesson 6

**Adding Objects to Your Notebook**

- Creating Lists
- Creating Tables
- Inserting Pictures
- Inserting Screen Clippings
- Researching in OneNote

OneNote 2007 Essentials Training Course - Lesson 8

**Drawing in OneNote**

- Drawing Shapes
- Selecting Shapes
- Resizing and Deleting Shapes
- Formatting Shapes
- Rotating and Flipping Shapes

OneNote 2007 Essentials Training Course - Lesson 10

**Working with Notebooks**

- Creating a New Notebook
- Saving Notebooks
- Searching in Notebooks
- Opening Notebooks
- Closing Notebooks

OneNote 2007 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations



Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets and analysing workloads for projects.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2007 Essentials Course Outline

### Foreword:

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

### Outcomes:

- Open and close Project
- Understand the Interface
- Create a blank project
- Create a project from a template
- Open and close project files
- Add tasks to a project
- Set constraints on tasks
- Understand key terms
- View task information
- Sort and filter tasks
- Understand Task Indicators
- Split tasks
- Link and unlink tasks
- Create summary and sub tasks
- Create recurring tasks
- Understand resources
- Add and view resource information
- Assign resources to tasks
- Level resources
- Understand different task and resource views, including the Team Planner
- Use the Tools tabs and format the Timescale
- Create a baseline
- Update tasks and update the project
- Understand the Project Status date
- View the critical path
- Use change highlighting
- Create basic and visual reports
- Compare projects

Project 2007 Essentials Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Project 2007 Essentials Training Course - Lesson 2

### Opening and Closing Project

- Opening Project
- Understanding the Interface
- Creating a Blank Project
- Creating a Project from a Template
- Opening and Closing Files
- Closing Project

Project 2007 Essentials Training Course - Lesson 3

### Your First Project

- Creating a Basic Project
- Adding Tasks to Your Project
- Setting Constraints on Tasks

Project 2007 Essentials Training Course - Lesson 4

### Adding Tasks

- Understanding Key Terms
- Viewing Task Information
- Sorting and Filtering Tasks
- Understanding Task Indicators
- Sorting and Filtering Tasks
- Understanding Task Indicators

Project 2007 Essentials Training Course - Lesson 5

### Advanced Task Operations

- Splitting Tasks
- Linking and Unlinking Tasks
- Creating Summary and Sub Tasks
- Creating Recurring Tasks

Project 2007 Essentials Training Course - Lesson 6

### Adding Resources

- Understanding Resources
- Adding Resources
- Viewing Resource Information
- Assigning Resources to Tasks
- Leveling Resources

Project 2007 Essentials Training Course - Lesson 7

### Other Ways to View Project Information

- The Team Planner
- Important Task Views
- Important Resource Views
- Using the Tools Tabs
- Formatting the Timescale

Project 2007 Essentials Training Course - Lesson 8

### Managing Your Project Status

- Creating a Baseline
- Updating Tasks
- Updating the Project
- About the Project Status Date

Project 2007 Essentials Training Course - Lesson 9

### Updating and Tracking Your Progress

- Viewing the Critical Path
- Using Change Highlighting
- Using the Task Inspector Pane

Project 2007 Essentials Training Course - Lesson 10

### Creating Reports

- Creating Basic Reports
- Creating a Visual Report
- Comparing Projects

Project 2007 Essentials Training Course - Lesson 11

### Adding the Finishing Touches

- Checking Your Spelling
- Using the Page Setup Dialog
- Printing a Project
- E-mailing a Project
- E-Mailing Your Notes
- Printing Your Notes
- Creating a PDF

Project 2007 Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



Publisher is a task-based desktop publishing tool and is flexible and powerful authoring software. It goes well beyond what you can produce with a type of word processing software like Word.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Publisher 2007 Essentials Course Outline

### Foreword:

Have you ever tried to use a word processing program to produce a publication and find that the program restricts your ability to be creative? Inserting graphics creates an editing nightmare. You just can't seem to get the text to behave the way you want. Your inspiration for creativity succumbs to the limitations of your word processing program. This is both frustrating and unnecessary.

Publisher 2007 can solve all these challenges. In this course, you will learn the basic functionality and editing essentials that will allow you to produce high quality publications for both personal and business use. Microsoft Publisher 2007 is a flexible and powerful authoring tool. This course will teach you how to begin, edit, format and produce a publication in Microsoft Publisher 2007.

This MS Publisher 2007 course is a hands-on class that will have you producing documents straight away. Once you gain a basic understanding of Microsoft Publisher 2007, you will be able to produce a wide variety of documents for publication.

### Outcomes:

- Open and close Publisher
- Work with publications
- Create a publication
- Perform basic editing tasks
- Use the Format Publication task pane
- Perform basic formatting tasks
- Format paragraphs
- Format the page
- Add finishing touches



Publisher 2007 Essentials Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Publisher 2007 Essentials Training Course - Lesson 2

### Opening and Closing Publisher

- Opening Publisher
- Using the Getting Started Window
- Interface Overview
- Creating a Blank Publication
- Closing Publisher

Publisher 2007 Essentials Training Course - Lesson 3

### Working with Publications

- Saving Files
- Opening Files
- Closing Files
- Using the Recent List

Publisher 2007 Essentials Training Course - Lesson 4

### Your First Publication

- Setting up Your Business Information
- Adding Text
- Navigating Through the Publication
- Adding a New Page
- Working with Pages

Publisher 2007 Essentials Training Course - Lesson 5

### Basic Editing Tasks

- Using Cut, Copy and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text

Publisher 2007 Essentials Training Course - Lesson 6

### Using the Format Publication Task Pane

- Viewing the Pane
- Setting Page Options
- Choosing a Colour Scheme
- Choosing a Font Scheme
- Setting Publication Options

Publisher 2007 Essentials Training Course - Lesson 7

### Basic Formatting Tasks

- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Applying Styles

Publisher 2007 Essentials Training Course - Lesson 8

### Formatting Paragraphs - Part 1

- Changing Spacing
- Setting the Alignment
- Indenting Text

Publisher 2007 Essentials Training Course - Lesson 9

### Formatting Paragraphs - Part 2

- Adding Bullets and Numbering
- Adding Borders
- Adding Shading
- Using the Paragraph Dialog

Publisher 2007 Essentials Training Course - Lesson 10

### Formatting the Page

- Creating Columns
- Changing the Background
- Adding Page Numbers
- Applying a Page Master

Publisher 2007 Essentials Training Course - Lesson 11

### Adding the Finishing Touches

- Checking Your Spelling
- Previewing Your Publication
- Printing Your Publication
- E-Mailing Your Publication

Publisher 2007 Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



This course will help you get up and running with Visio 2007. We'll show you how to create drawings, add shapes, customize your screen for maximum productivity, and format your drawing. This workshop will get you up and running fast!

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Visio 2007 Essentials Course Outline

### Foreword:

This course will help you get up and running with Visio 2007.

We'll show you how to create drawings, add shapes, customize your screen for maximum productivity, and format your drawing. This workshop will get you up and running fast!

### Outcomes:

- Open and close Visio
- Use the Getting Started window
- Manage Visio files
- Create a basic drawing (including adding and connecting shapes)
- Customize the drawing area
- Edit and format shapes
- Add, edit, and format text
- Print or e-mail a Visio drawing

Visio 2007 Essentials Training Course - Lesson 1

**Getting Started**

- Workshop Objectives

Visio 2007 Essentials Training Course - Lesson 2

**Opening and Closing Visio**

- Opening Visio
- Using the Getting Started Window
- Interface Overview
- Closing Visio

Visio 2007 Essentials Training Course - Lesson 3

**Working with Files**

- Creating a New Drawing
- Switching Between Files
- Saving Files
- Closing Files
- Opening Files

Visio 2007 Essentials Training Course - Lesson 4

**Your First Drawing**

- Finding the Required Shape
- Placing the Shape in the Drawing
- Selecting Shapes
- Resizing, Moving, and Deleting Shapes
- Connecting Shapes
- Adding Text to a Shape

Visio 2007 Essentials Training Course - Lesson 5

**Setting Up Your Drawing**

- Showing and Hiding Screen Elements
- Adding a Guide
- Moving or Deleting a Guide
- Changing Ruler and Grid Settings

Visio 2007 Essentials Training Course - Lesson 6

**Basic Editing Tasks**

- Cutting, Copying, and Pasting Shapes
- Duplicating Shapes
- Using Undo and Redo
- Finding and Replacing Text
- Checking Your Spelling

Visio 2007 Essentials Training Course - Lesson 7

**Formatting Shapes**

- Changing a Shape's Outline Colour
- Changing a Shape's Fill Colour
- Modifying Corners
- Adding Shadows
- Changing Line Types and Ends

Visio 2007 Essentials Training Course - Lesson 8

**Formatting Text**

- Changing the Font Face and Size
- Changing Font Colour
- Adding Effects
- Using the Format Text Dialog
- About the Visio Status Date

Visio 2007 Essentials Training Course - Lesson 9

**Formatting Blocks of Text**

- Aligning Text
- Indenting Text
- Changing Paragraph Spacing
- Creating a Bulleted List

Visio 2007 Essentials Training Course - Lesson 10

**Formatting Your Drawing**

- Aligning Shapes
- Using the Format Painter
- Applying a Theme
- Centering Your Drawing

Visio 2007 Essentials Training Course - Lesson 11

**Adding the Finishing Touches**

- Using the Page Setup Dialog
- Previewing Your Drawing
- Saving Your Drawing as a Picture
- Printing Your Drawing
- E-mailing Your Drawing
- Creating a PDF

Visio 2007 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise



Take your organisation to the next level with Microsoft InfoPath 2010.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## InfoPath 2010 Essentials Course Outline

### Foreword:

In this workshop, you will learn how to create, manage, and fill out interactive forms. Microsoft InfoPath 2010 has new great features such as, the Office Fluent UI and the ability to customize SharePoint list forms in just one click. Are you ready to take your organization to the next level with Microsoft InfoPath 2010?

### Outcomes:

- Understand InfoPath's Interface
- Use the InfoPath Filler
- Design a Forms Framework
- Add Labels
- Add Controls
- Format Controls
- Work with Different Data Sources
- Manage Data Connections
- Create a View
- Add Final Touches to a Form
- Distribute a Form

InfoPath 2010 Essentials Training Course - Lesson 1

**Getting Started**

- Workshop Objectives

InfoPath 2010 Essentials Training Course - Lesson 2

**Opening and Closing InfoPath**

- Opening InfoPath
- Using the Available Form Templates Window
- Exploring the InfoPath Interface
- An XML Primer
- Closing InfoPath

InfoPath 2010 Essentials Training Course - Lesson 3

**Using the InfoPath Filler 2010**

- Launching Microsoft InfoPath Filler 2010
- Entering Data
- Checking Your Spelling
- Printing the Form
- Saving the Form

InfoPath 2010 Essentials Training Course - Lesson 4

**Designing a Form Framework**

- Creating a Blank Form
- Adding a Table
- Adding and Removing Rows or Columns
- Merging and Splitting Cells
- Formatting Tables
- Changing Table Properties

InfoPath 2010 Essentials Training Course - Lesson 5

**Adding Labels**

- Adding Labels
- Changing the Font Face and Size
- Changing the Font Colour
- Adding Effects
- Using the Font Task Pane
- Aligning Text

InfoPath 2010 Essentials Training Course - Lesson 6

**Adding Controls**

- Adding a Standard Control
- Adding Repeating and Optional Controls
- Adding File Controls
- Adding Picture Controls
- Advanced Types of Controls

InfoPath 2010 Essentials Training Course - Lesson 7

**Formatting Controls**

- Changing the Visual Properties of a Control
- Using the Control Properties Dialog
- Adding Data Validation Rules
- Applying Conditional Formatting
- Running the Logic (Rule) Inspector

InfoPath 2010 Essentials Training Course - Lesson 8

**Working with Data Sources**

- Viewing Data Source Information
- Managing Fields and Groups
- Adding a Data Connection
- Manually Binding Controls

InfoPath 2010 Essentials Training Course - Lesson 9

**Creating a View**

- Creating a Custom View
- Creating a Print View
- Setting a View as Default
- Deleting Views

InfoPath 2010 Essentials Training Course - Lesson 10

**Finishing the Form**

- Changing the Colour Scheme
- Checking Your Spelling
- Using the Design Checker
- Protecting Your Form
- Previewing the Form

InfoPath 2010 Essentials Training Course - Lesson 11

**Distributing Your Form**

- Understanding Saving vs. Publishing
- Using the Publishing Wizard
- Printing the Form Objects

InfoPath 2010 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise



Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2010! In this course, we'll show you how.

## OneNote 2010 Essentials Course Outline

### Foreword:

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2010! In this course, we'll show you how.

### Outcomes:

- Open and close OneNote
- Dock OneNote to Desktop Mode
- Understand the OneNote 2010 interface and the OneNote icon
- Use the backstage view to create a new notebook
- Use the backstage view to save, print, or share notebooks
- Understand notebooks Open, close, save, and search a notebook
- Add pages and sub-pages and move, rename, and delete them
- Insert a variety of notes, including typewritten, handwritten, linked files, audio, and video
- Use cut, copy, and paste Format text and use styles
- Add extra writing space
- Undo and redo tasks
- Check spelling
- Insert lists, tables, pictures, and screen clippings
- Search your notes
- Use OneNote to perform calculations
- Link to Outlook Meetings and Tasks
- Draw, format, and rotate shapes
- Use Tags
- Understanding the Unfiled Section
- Understanding the History
- Use links to make finding information easy
- Add, move, rename, or delete sections or section groups
- Use time stamps
- Understand different views
- Use Password protection
- Backup, e-mail, or print your notes

OneNote 2010 Essentials Training Course - Lesson 1

**Getting Started**

- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

OneNote 2010 Essentials Training Course - Lesson 2

**Opening and Closing OneNote**

- Opening OneNote
- Understanding the Interface
- Using the Backstage View
- About the OneNote Icon
- Docking OneNote
- Closing OneNote

OneNote 2010 Essentials Training Course - Lesson 3

**Working with Notebooks**

- Understanding Your Notebook
- Creating a New Notebook
- Saving Notebooks
- Searching Notebooks
- Closing Notebooks
- Opening Notebooks

OneNote 2010 Essentials Training Course - Lesson 4

**Working with Pages and Sections**

- Adding Pages
- Adding Sub-Pages
- Moving, Renaming, and Deleting Pages
- Using the Templates Pane
- Adding Sections
- Adding Section Groups
- Working with Sections and Section Groups

OneNote 2010 Essentials Training Course - Lesson 5

**Your First Notebook**

- Typing Text
- Handwriting Text
- Using Copy and Paste
- Adding Extra Writing Space
- Using the Formatting Toolbar
- Applying Styles
- Using the Font Task Pane
- Aligning Text

OneNote 2010 Essentials Training Course - Lesson 6

**Adding Objects to Your Notebook**

- Creating Lists
- Creating Tables
- Inserting Pictures
- Inserting Screen Clippings
- Researching in OneNote

OneNote 2010 Essentials Training Course - Lesson 7

**Basic Editing Tasks**

- Using the Page Setup Group
- Resizing Objects
- Moving Objects
- Using Undo and Redo
- Checking Your Spelling

OneNote 2010 Essentials Training Course - Lesson 8

**Advanced OneNote Objects**

- Using the Calculator
- Using OneNote with Outlook Tasks and Meetings
- Inserting Audio
- Inserting Video
- Attaching Files

OneNote 2010 Essentials Training Course - Lesson 9

**Drawing in OneNote**

- Drawing Shapes
- Selecting Shapes
- Formatting Shapes
- Rotating Shapes
- Using the Eraser

OneNote 2010 Essentials Training Course - Lesson 10

**Managing Notes**

- Tagging Notes
- Using the Unfiled Section
- Using History
- Linking Like a Wiki

OneNote 2010 Essentials Training Course - Lesson 11

**Adding the Finishing Touches**

- Time Stamping Items
- Using OneNote Views
- Password Protecting Your Notebook
- Using OneNote Backups
- E-Mailing Your Notes
- Printing Your Notes

OneNote 2010 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise



Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets and analysing workloads for projects.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2007 Advanced Course Outline

### Foreword:

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

### Outcomes:

- Split the view
- Sort, group, and filter tasks
- Use zoom
- Overlap, delay, or split tasks
- Set task deadlines and constraints
- Understand task types
- Assign a task calendar
- Understand task indicators
- Delay resource start times
- Apply predefined resource contours
- Specify Resource availability
- Group resources
- Assign a Resource calendar
- Enter resource rates and overtime rates
- Specify pay rates for different dates
- Apply a different pay rate to an assignment
- Use material resource consumption rates
- Entering task fixed costs
- Schedule resource overtime
- Identify and balance resource over allocation
- Save a baseline plan
- Update project, actual values, completion percentage, actual work and actual costs
- View project statistics, costs, and critical path
- Check duration variance, work variance, and cost variance
- Identify slipped tasks
- Save an interim plan
- Open and add page elements to a report
- Sort a report
- Define report contents
- Create a visual report
- Create links between multiple projects
- Consolidate multiple projects
- View multiple project critical paths
- View consolidated project statistics
- Create a resource pool



Project 2007 Advanced Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Project 2007 Advanced Training Course - Lesson 2

### Viewing the Project

- Using Split Views
- Sorting Information
- Grouping Information
- Filtering Information
- Using AutoFilters
- Using Zoom

Project 2007 Advanced Training Course - Lesson 3

### Working with Tasks - Part 1

- Overlapping Tasks
- Delaying Tasks
- Setting Task Deadlines
- Setting Task Constraints
- Splitting Tasks

Project 2007 Advanced Training Course - Lesson 4

### Working with Tasks - Part 2

- Understanding Task Type
- Assigning a Task Calendar
- Understanding Task Indicators

Project 2007 Advanced Training Course - Lesson 5

### Working with Resources

- Assigning a Resource Calendar
- Delaying Resource Start Time
- Applying Predefined Resource Contours
- Specifying Resource Availability Dates
- Grouping Resources

Project 2007 Advanced Training Course - Lesson 6

### Working with Costs

- Adding Pay Rates for a Resource
- Specifying Pay Rates for Different Dates
- Applying a Different Pay Rate to an Assignment
- Using Material Resource Consumption Rates
- Entering Task Fixed Costs

Project 2007 Advanced Training Course - Lesson 7

### Balancing the Project

- Scheduling Resource Overtime
- Identifying Resource Over allocation
- Balancing Resource Over allocations Manually
- Balancing Resource Over allocations Automatically

Project 2007 Advanced Training Course - Lesson 8

### Updating Project Progress

- Saving a Baseline Plan
- Updating the Entire Project
- Updating Task Actual Values
- Updating Task Completion Percentage
- Updating Actual Work
- Updating Actual Costs

Project 2007 Advanced Training Course - Lesson 9

### Checking Project Progress

- Viewing Project Statistics
- Viewing Project Costs
- Viewing the Project's Critical Path
- Checking Duration Variance
- Checking Work Variance
- Checking Cost Variance
- Identifying Slipped Tasks
- Saving an Interim Plan

Project 2007 Advanced Training Course - Lesson 10

### Working with Reports

- Opening a Report
- Adding Page Elements to a Report
- Sorting a Report
- Defining Report Contents
- Creating a Visual Report

Project 2007 Advanced Training Course - Lesson 11

### Working with Multiple Projects

- Creating Links Between Projects
- Consolidating Projects
- Viewing Multiple Project Critical Paths
- Viewing Consolidated Project Statistics
- Creating a Resource Pool

Project 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



Take your organisation to the next level with Microsoft InfoPath 2007.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## InfoPath 2007 Advanced Course Outline

### Foreword:

This course extends on InfoPath's Office Fluent UI and SharePoint's customisation features. In addition, it looks at other useful topics such as importing designs from other Office products, managing data connections and much more.

### Outcomes:

- Use buttons to switch views or simulate multi-page forms
- Apply conditional formatting
- Calculate fields
- Validate form data
- Import designs from Word or Excel
- Create cascading drop down lists
- Work with forms that can be merged
- Create and use a custom task pane with resource files
- Understand how InfoPath uses XML Technologies
- Understand InfoPath Form Events
- Manage data connections
- View and manage Add-ins
- Understand form security
- Set Form Template Security Level
- Publish forms to a network location
- Understand How to Host InfoPath Forms in Another Application
- Understand the use of SharePoint form libraries
- Promote fields to use as SharePoint columns
- Understand the use of email enabled document libraries
- Understand use of SharePoint workflow with InfoPath forms
- Publish to a SharePoint Form Library
- Publish to a SharePoint Site as a Content Type
- Publish Browser capable forms
- Publish Installable Form Template

InfoPath 2007 Advanced Training Course - Lesson 1

**Getting Started**

- Workshop Objectives
- Pre-Assignment Review
- Action Plans and Evaluations

InfoPath 2007 Advanced Training Course - Lesson 3

**Repeating and Optional Controls**

- Using Repeat Tables
- Using Repeating Sections
- Creating an Optional Section

InfoPath 2007 Advanced Training Course - Lesson 5

**Importing Form Designs**

- About Importing Designs from Other Applications
- Importing Word Forms
- Importing Excel Forms

InfoPath 2007 Advanced Training Course - Lesson 7

**Custom Task Panes**

- About Using a Custom Task Pane
- Adding Resource Files to Your Form Template
- Creating a Custom Task Pane

InfoPath 2007 Advanced Training Course - Lesson 9

**Publishing Forms**

- Understanding Form Security
- Setting Form Template Security Level
- Network Location
- Hosting InfoPath Forms

InfoPath 2007 Advanced Training Course - Lesson 11

**Publishing Forms for Use with SharePoint**

- Publishing To a SharePoint Form Library
- Publishing To a SharePoint Site as a Content Type
- Browser Capable Forms
- Installable Form Template

InfoPath 2007 Advanced Training Course - Lesson 2

**Types of Controls**

- Insert Controls on a Form Template
- Understanding Controls and the Data Source
- Standard Controls
- Repeating and Optional Controls
- File and Picture Controls
- Custom and Advanced Controls
- Remove a Control from a Form Template

InfoPath 2007 Advanced Training Course - Lesson 4

**Actions**

- Creating an Action Based on User Input
- Using Buttons to Switch Views
- Applying Conditional Formatting
- Calculating Fields
- Validating Your Form Input Data

InfoPath 2007 Advanced Training Course - Lesson 6

**Advanced Topics**

- Cascading List Box
- Merging Forms

InfoPath 2007 Advanced Training Course - Lesson 8

**Understanding Code**

- How InfoPath uses XML Technologies
- InfoPath Form Events
- Working with Data Connections
- Using an Add-In

InfoPath 2007 Advanced Training Course - Lesson 10

**SharePoint Integration**

- Form Libraries
- Promoting Field Properties
- Email Enabling Document Libraries
- SharePoint Workflow

InfoPath 2007 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations



Take your organisation to the next level with Microsoft InfoPath 2010.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## InfoPath 2010 Advanced Course Outline

### Foreword:

This course extends on InfoPath's Office Fluent UI and SharePoint's customisation features. In addition, it looks at other useful topics such as importing designs from other Office products, managing data connections and much more.

### Outcomes:

- Understand various types of controls
- Validate form data
- Import designs from Word or Excel
- Create cascading drop down lists
- Work with forms that can be merged
- Add resource files to form templates
- Understand InfoPath Form Events
- Manage data connections
- Publish in various types of forms

InfoPath 2010 Advanced Training Course - Lesson 1

**Getting Started**

- Workshop Objectives

InfoPath 2010 Advanced Training Course - Lesson 2

**Types of Controls**

- Insert Controls on a Form Template
- Understanding Controls and the Data Source
- Input Controls
- Object Controls
- Container Controls
- Custom Controls
- Remove a Control from a Form Template

InfoPath 2010 Advanced Training Course - Lesson 3

**Repeating and Optional Controls**

- Using Repeat Tables
- Using Repeating Sections
- Creating an Optional Section

InfoPath 2010 Advanced Training Course - Lesson 4

**Control Tool Properties & Table Tools Tabs**

- Control Tool Properties Tabs
- Using the Control Properties Dialog Box
- Table Tools Tab

InfoPath 2010 Advanced Training Course - Lesson 5

**Actions**

- Creating an Action Based on User Input
- Using Buttons to Switch Views
- Applying Conditional Formatting
- Calculating Fields
- Validating Form Input Data

InfoPath 2010 Advanced Training Course - Lesson 6

**Importing Form Designs**

- Importing Designs from Other Applications
- Importing Word Forms
- Importing Excel Forms

InfoPath 2010 Advanced Training Course - Lesson 7

**Advanced Topics**

- Cascading List Box
- Merging Forms
- Adding Resource Files to Your Form Template

InfoPath 2010 Advanced Training Course - Lesson 8

**Understanding Code**

- How InfoPath uses XML Technologies
- InfoPath Form Events
- Working with Data Connections
- Using an Add-In
- The Developer Tab

InfoPath 2010 Advanced Training Course - Lesson 9

**Publishing Forms**

- Understanding Form Security
- Setting Form Template Security Level
- Network Location
- Hosting InfoPath Forms

InfoPath 2010 Advanced Training Course - Lesson 10

**SharePoint Integration**

- Form Libraries
- Promoting Field Properties
- Email Enabling Document Libraries
- SharePoint Workflow

InfoPath 2010 Advanced Training Course - Lesson 11

**Publishing Forms for Use with SharePoint**

- Publishing To a SharePoint Form Library
- Publishing To a SharePoint Site as a Content Type
- Browser Capable Forms
- Installable Form Template

InfoPath 2010 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise



Publisher is a task-based desktop publishing tool and is flexible and powerful authoring software. It goes well beyond what you can produce with a type of word processing software like Word.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## **Publisher 2007 Advanced Course Outline**

### **Foreword:**

Publisher is a task-based desktop publishing tool and is flexible and powerful authoring software. It goes well beyond what you can produce with a type of word processing software like Word. This course will help you learn more advanced skills for working with publications, including print, e-mail and web-based.

### **Outcomes:**

- Import text from another file
- Work with Text Box Overflow
- Use special characters
- Work with tab stops
- Insert the date and time
- Convert pictures to watermarks
- Make pictures transparent
- Use the Graphics Manager Task Pane
- Move, group, ungroup, align, distribute and order objects
- Add an object for multiple pages
- Use sound and motion clips with keywords
- Use animated gifs
- Create a data source, and address list and a mail merge
- Track the effectiveness of marketing materials
- Add postal bar codes to labels or envelopes
- Create a catalogue
- Use the Design Checker to check for publication errors
- Set Commercial Print Information
- Send Files via email
- Save files as different formats, including XPS
- Use the Pack and Go Wizard to prepare a publication for commercial printing

Publisher 2007 Advanced Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Publisher 2007 Advanced Training Course - Lesson 2

### Working With Text

- Import Text from a File
- Working with Text Box Overflow
- Inserting Symbols, Fractions, or Special Characters
- Set or Change Tab Stops
- Insert Date and Time

Publisher 2007 Advanced Training Course - Lesson 3

### Working with Pictures

- Wrapping Text Around a Picture
- Cropping Pictures
- Inserting a Picture into an AutoShape
- Converting Pictures to Watermarks
- Make Pictures Transparent

Publisher 2007 Advanced Training Course - Lesson 4

### Graphics and Objects

- Graphics Manager Task Pane
- Using the Building Blocks Library
- Adding Text to a Shape
- Graphic File Formats and Filters

Publisher 2007 Advanced Training Course - Lesson 5

### Moving and Grouping Objects

- Moving an Object
- Group and Ungroup Objects
- Align or Distribute Objects
- Send an Object to the Back

Publisher 2007 Advanced Training Course - Lesson 6

### Page Layout

- Change the Paper Size
- Changing Page Size
- Scratch Area
- Add or Remove Headers and Footers
- Make an Object Appear on Multiple Pages

Publisher 2007 Advanced Training Course - Lesson 7

### Media Files

- About Media Files
- Adding a File to Microsoft Clip Organizer
- Add, Change, or Delete Keywords for a Clip
- Sound and Motion Clips
- Animated GIFs

Publisher 2007 Advanced Training Course - Lesson 8

### Mail and E-mail Merges

- Creating a Data Source for a Mail Merge
- The Mail Merge Wizard
- Tracking Effectiveness
- Creating an Address List for a Mail Merge
- Add Postal Bar Codes to Labels or Envelopes in Publisher

Publisher 2007 Advanced Training Course - Lesson 9

### Creating a Catalogue

- Insert Catalogue Pages
- Create a Product List
- Choosing a Catalogue Layout
- Finishing Your Catalogue Merge

Publisher 2007 Advanced Training Course - Lesson 10

### Publication Information

- Personalising Your Publication
- Using the Design Checker
- Setting Commercial Print Information
- View or Change Properties

Publisher 2007 Advanced Training Course - Lesson 11

### Save and Send Files

- Send Using Email
- Save Files in Other Formats
- Save as an XPS File
- Using the Pack and Go Wizard for Commercial Printing

Publisher 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



This third and final course in the Access 2010 series, really helps tie the previous two courses up and elevate Access skills to an expert level.

Topics covered in this course include, SQL statements, crosstab queries, macros, data validation, importing and database maintenance.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Access 2010 Advanced Course Outline

### Foreword:

This Access 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Access 2010: Intermediate](#). Participants will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimise, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

### Prerequisites:

[Access 2010: Intermediate](#) or equivalent experience.

### Outcomes:

- Write SQL statements
- Create aliases for fields
- Attach a SQL query to a control in a form
- View a crosstab query and use the Crosstab Query Wizard
- Create single-criterion & multiple-criteria parameter queries
- Use action queries to append, delete & modify records
- Create and run macros
- Attach macros to events and command buttons in forms
- Create data validation, data entry, & user-input macros
- Use the Query Wizard & Design view to create joins
- Export & import XML documents
- Link database objects
- Analyse database performance
- Split a database
- Compact, repair & backup a database
- Assign & remove passwords & encryption
- Open a database in exclusive mode
- Configure Access options
- Populate database file properties



Access 2010 Advanced Training Course - Lesson 1

**Querying with SQL**

- SQL and Access
- Writing SQL statements
- Attaching SQL queries to controls

Access 2010 Advanced Training Course - Lesson 3

**Macros**

- Creating, running, and modifying macros
- Attaching macros to the events of database objects

Access 2010 Advanced Training Course - Lesson 5

**Importing, exporting, and linking objects**

- Importing objects
- Exporting objects
- Working with the XML documents
- Linking Access objects
- Using hyperlink fields

Access 2010 Advanced Training Course - Lesson 2

**Advanced queries**

- Creating crosstab queries
- Creating parameter queries
- Using action queries

Access 2010 Advanced Training Course - Lesson 4

**Advanced macros**

- Creating macros to provide user input
- Creating macros that require user input
- Creating the AutoKeys and AutoExec macros
- Creating macros for data transfer

Access 2010 Advanced Training Course - Lesson 6

**Database management**

- Optimising resources
- Protecting databases
- Setting options and properties



This course introduces the power of the popular Microsoft Access 2010. We'll introduce the concept of relationships, tables & joins, and how that opens up a world of possibilities with data. This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Access 2010 Introduction Course Outline

### Foreword:

This Access 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Access 2010.

After an introduction to database concepts and the Access environment and Help systems, participants will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Participants will then learn to create queries, forms, and reports.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

### Outcomes:

- Identify database components
- Start and examine Access
- Open a database
- Examine the database window, including using Help
- Plan and create a database
- Examine a table in Datasheet & Design views
- Add a field to a table and set the primary key
- Sort & filter records
- Set field properties
- Create queries using the Query Wizard & Design view
- Sort & filter query results
- Use comparison operators & calculations in queries
- Create & modify forms
- Create reports
- Group & summarise data in a report
- Print a report

Access 2010 Introduction Training Course - Lesson 1

### Getting Started

- Database concepts
- Exploring the Access environment
- Getting help

Access 2010 Introduction Training Course - Lesson 2

### Databases and tables

- Planning and designing databases
- Exploring tables
- Creating tables

Access 2010 Introduction Training Course - Lesson 3

### Fields and records

- Changing the design of a table
- Finding and editing records
- Organising records

Access 2010 Introduction Training Course - Lesson 4

### Data entry rules

- Setting field properties
- Working with input masks
- Setting validation rules

Access 2010 Introduction Training Course - Lesson 5

### Basic queries

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries

Access 2010 Introduction Training Course - Lesson 6

### Using forms

- Creating forms
- Using Design view
- Sorting and filtering records

Access 2010 Introduction Training Course - Lesson 7

### Working with reports

- Creating reports
- Modifying and printing reports



This second class in a series, begins to really show what Access 2010 is capable of.

Topics like normalisation, subdatasheets, advanced form design, custom reports, PivotTables and PivotCharts are covered in depth.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Access 2010 Intermediate Course Outline

### Foreword:

This Access 2010 Intermediate training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Access 2010: Introduction](#). Participants will learn how to normalise data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts. This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

### Prerequisites:

[Access 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Normalise tables, use the Table Analyser, & identify object dependencies
- Set relationships between tables
- Implement referential integrity
- Plan & print table relationships
- Work with orphan records
- Set and test cascading deletes & updates
- Create & modify lookup fields
- Work with controls
- Enter data in a related table
- Use the Query Wizard & Design view to create joins
- Master inner & outer joins
- Create self-join queries
- Find records that do not match between tables
- Create calculated fields
- Use the Expression Builder in queries
- Create a query to display summary values
- Master forms
- Create PivotTables
- Create PivotCharts

Access 2010 Intermediate Training Course - Lesson 1

### Relational Databases

- Database normalisation
- Table relationships
- Referential integrity

Access 2010 Intermediate Training Course - Lesson 2

### Related tables

- Creating lookup fields
- Modifying lookup fields
- Subdatasheets

Access 2010 Intermediate Training Course - Lesson 3

### Complex queries

- Joining tables in queries
- Using calculated fields
- Summarising and grouping values

Access 2010 Intermediate Training Course - Lesson 4

### Advanced form design

- Adding unbound controls
- Adding graphics
- Adding calculated values
- Adding combo boxes
- Advanced form types

Access 2010 Intermediate Training Course - Lesson 5

### Reports and printing

- Customised headers and footers
- Calculated values
- Printing
- Labels

Access 2010 Intermediate Training Course - Lesson 6

### Charts

- Charts in forms
- Charts in reports

Access 2010 Intermediate Training Course - Lesson 7

### PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- PivotCharts
- PivotTable forms



This course introduces the power and flexibility of Microsoft Outlook 2010. We'll introduce the concept of Outlook Today, adding senders to Blocked Senders or the Safe Senders lists, and how to set up and use Search folders. These high-energy, engaging training courses are being scheduled now in Brisbane, Sydney, Melbourne, Canberra, Adelaide and Perth.

## Outlook 2010 Introduction Course Outline

### Foreword:

This Outlook 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Outlook 2010. Participants will learn how to read, create, send, and forward e-mail messages.

Participants will then learn how to manage messages and attachments, configure message options, and use search folders. Participants will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

### Outcomes:

- Identify elements of the Outlook window
- Use the Navigation pane, Reading pane, and To-Do Bar
- Access folders from Outlook Today
- Customise Outlook Today
- Create, format and send messages
- Check a message's spelling
- Reply to and forward messages
- Delete and restore messages
- Send and forward attachments
- Compress large attachments
- Preview and save attachments
- Define delivery options
- Flag an email message
- Use delivery and read receipts
- Add senders to Blocked Senders or Safe Senders lists
- Mark a message as not junk
- Set up and use a Search folder
- Add and modify Contacts
- Create, edit and delete Tasks
- Add, delete, modify and restore Appointments
- Add, delete and modify Meetings

Outlook 2010 Introduction Training Course - Lesson 1

### Getting started

- The program window
- Outlook Today
- Getting help

Outlook 2010 Introduction Training Course - Lesson 2

### E-mail

- Reading messages
- Creating and sending messages
- Working with messages
- Handling attachments

Outlook 2010 Introduction Training Course - Lesson 3

### E-mail management

- Setting message options
- Managing junk e-mail
- Using Search folders
- Printing messages and attachments

Outlook 2010 Introduction Training Course - Lesson 4

### Contacts

- Working with contacts
- Using contact groups
- Using the People Pane

Outlook 2010 Introduction Training Course - Lesson 5

### Tasks

- Working with tasks
- Managing tasks

Outlook 2010 Introduction Training Course - Lesson 6

### Appointments and events

- Creating and sending appointments
- Modifying appointments
- Working with events
- Using Calendar views

Outlook 2010 Introduction Training Course - Lesson 7

### Meeting requests and responses

- Scheduling meetings
- Managing meetings



Building on the skills and concepts taught in [Outlook 2010: Introduction](#), this Outlook 2010 Intermediate training course teaches participants how to work more efficiently in Outlook.

These high-energy, engaging training courses are being scheduled now in Brisbane, Sydney, Melbourne, Canberra, Adelaide and Perth.

## Outlook 2010 Intermediate Course Outline

### Foreword:

Building on the skills and concepts taught in [Outlook 2010: Introduction](#), this Outlook 2010 Intermediate training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches participants how to work more efficiently in Outlook.

Participants will learn how to customise Outlook, use Quick Steps, create Navigation-pane shortcuts, work with contacts and contact groups, manage address books, customise their messages and signatures, and set up automatic replies. In addition, participants will learn how to search various folders, use filters, apply categories, create custom views, and set rules for organising messages.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

### Prerequisites:

[Outlook 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Customise the ribbon
- Customise the Quick Access bar
- Change user interface options
- Add a language
- Remove keyboard layouts
- Use & configure Quick Steps
- Change the startup folder
- Create shortcuts in the Navigation pane
- Use address books
- Create a Contacts folder
- Work with contact groups
- Apply themes to messages
- Use instant search
- Specify a message format
- Use an electronic business card as a signature
- Create, assign and group messages with categories
- Use views to organise messages
- Create mail rules manually & using the Rules Wizard



Outlook 2010 Intermediate Training Course - Lesson 1

### Customising Outlook

- The Outlook environment
- General options
- Language & keyboard options
- Quick Steps
- The Navigation pane

Outlook 2010 Intermediate Training Course - Lesson 2

### Working with contacts

- Address books
- Contact groups

Outlook 2010 Intermediate Training Course - Lesson 3

### Customising messages

- Message appearance
- Signatures
- Voting buttons
- Out-of-office messages

Outlook 2010 Intermediate Training Course - Lesson 4

### Organising items

- Folders
- Searching
- Filters
- Categories

Outlook 2010 Intermediate Training Course - Lesson 5

### Organising mail

- Organising the Inbox folder
- Setting rules

Outlook 2010 Intermediate Training Course - Lesson 6

### Working with folders

- Public folders
- Offline folders



In this Microsoft Word 365 Essentials course, participants will become efficient using the new web application interface to create and share documents, as well as learn standard document-editing skills. Collaborate with co-workers with a click of a button with this new web-based software. Users will master workflow efficiency by learning about the work modes that are offered, including the benefits of working in the browser versus Word, pop-out windows, and converting documents. Formatting and editing techniques will be taught, as well as inserting tables and pictures.

This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Office 365 Word Essentials Course Outline

### Foreword:

In this Microsoft Word 365 Essentials course, participants will become efficient using the new web application interface to create and share documents, as well as learn standard document-editing skills. Collaborate with co-workers with a click of a button with this new web-based software. Users will master workflow efficiency by learning about the work modes that are offered, including the benefits of working in the browser versus Word, pop-out windows, and converting documents. Formatting and editing techniques will be taught, as well as inserting tables and pictures.

With Office 365 Word your participants will learn how to edit, share, and publish Word files using the Office 365 interface. The Office 365 experience is designed to render your documents to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

### Outcomes:

In this course, participants will

- Learn the basics of sharing documents with collaborators, increasing productivity
- Understand how to proficiently use the web app interface of this new document editing web application
- Learn all of the basics of the traditional out-of-the-box Word software, including creating, opening, saving, and printing files
- Master workflow efficiency using Pop Out Windows, converting documents, and printing from the Reading View without opening the file
- Understand the work modes offered, including editing in the browser and opening in Word
- Discover ways to enhance documents with various formatting options for fonts, paragraphs, lists, and pages
- Understand how to insert and format tables and pictures, increasing ways to relate information to readers

Office 365 Word Essentials Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Office 365 Word Essentials Training Course - Lesson 3

### Viewing Web App Documents - Part 1

- Opening a Document
- Overview of the Reading View
- Paging Through Documents
- Printing From the Reading View
- Finding Text in Your Document
- Closing Documents

Office 365 Word Essentials Training Course - Lesson 5

### Editing in the Browser

- A New File
- Saving Files
- The Word Web App Interface
- Typing Text
- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text

Office 365 Word Essentials Training Course - Lesson 7

### Font Formatting

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Highlighting Text

Office 365 Word Essentials Training Course - Lesson 9

### Working with Styles

- About Styles
- Quick Styles versus the Style Gallery
- Applying a Style
- Clearing Formatting

Office 365 Word Essentials Training Course - Lesson 11

### The Insert Tools - Part 2

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures

Office 365 Word Essentials Training Course - Lesson 2

### Welcome to Office 365 Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document

Office 365 Word Essentials Training Course - Lesson 4

### Viewing Web App Documents - Part 2

- Zooming in your Document
- Using the Pop Out
- Editing in Browser
- About Converting Documents
- Opening in Word

Office 365 Word Essentials Training Course - Lesson 6

### Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language
- Printing from the Editing View
- Accessing the Reading View

Office 365 Word Essentials Training Course - Lesson 8

### Formatting Paragraphs

- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets and Numbering
- Text Direction

Office 365 Word Essentials Training Course - Lesson 10

### The Insert Tools - Part 1

- Inserting a Table
- Adding Text to a Table
- Inserting Links

Office 365 Word Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



In this Excel 365 Essentials course, participants will learn ways this new web application can increase collaboration and productivity. Users of this software will share and simultaneously work on spreadsheets, as well as be able to easily access spreadsheets from anywhere and across computers. This course will teach the new interface, as well as all of the basics of creating and using spreadsheets. Techniques for managing data and displaying data visually will be taught.

This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Office 365 Excel Essentials Course Outline

### Foreword:

In this Excel 365 Essentials course, participants will learn ways this new web application can increase collaboration and productivity. Users of this software will share and simultaneously work on spreadsheets, as well as be able to easily access spreadsheets from anywhere and across computers. This course will teach the new interface, as well as all of the basics of creating and using spreadsheets. Techniques for managing data and displaying data visually will be taught.

The Office 365 experience is designed to render your documents to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

### Outcomes:

In this course, participants will

- Discover features this Excel web application offers to increase productivity and convenience, such as the ability to access spreadsheets anywhere and share with collaborators
- Understand how to work simultaneously on a spreadsheet
- Learn the basics of creating, editing, and saving spreadsheets
- Understand the work modes offered, including working in the browser and Excel
- Increase knowledge of editing spreadsheets in the browser and be able to proficiently use the new interface
- Understand the difference between Formulas and Functions, and how to use both to calculate required data
- Learn formatting options to make data more readable and emphasize important sections
- Recognise how to organize and display data in Charts, improving the visual readability of data trends
- Learn techniques for managing data, such as sorting and using filters to display only the data that is required

Office 365 Excel Essentials Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Office 365 Excel Essentials Training Course - Lesson 3

### Worksheets and Workbooks

- Opening a Spreadsheet
- Overview of the Reading View
- Understanding Worksheets vs. Workbooks
- Downloading and Reloading
- Closing Spreadsheets

Office 365 Excel Essentials Training Course - Lesson 5

### Editing in the Browser - Part 1

- About Saving and Save As
- A New File and Autosaving
- Entering Data
- Editing Data
- Using the Wrap Command

Office 365 Excel Essentials Training Course - Lesson 7

### Building Formulas

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References

Office 365 Excel Essentials Training Course - Lesson 9

### Working with Data

- Sorting Data
- Filtering Data
- About Collaborating
- About Refreshing External Data

Office 365 Excel Essentials Training Course - Lesson 11

### The Insert Tools

- Inserting Tables
- Inserting Charts
- Working with Charts
- Inserting Links

Office 365 Excel Essentials Training Course - Lesson 2

### Welcome to Office 365 Excel

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Spreadsheet

Office 365 Excel Essentials Training Course - Lesson 4

### Working with Excel Files

- Using the Find Command
- Saving a Copy
- Editing in Browser
- The Excel Web App Interface
- Opening in Excel

Office 365 Excel Essentials Training Course - Lesson 6

### Editing in the Browser - Part 2

- Using Undo and Redo
- Adding Rows and Columns
- Deleting Cells
- Using Timesaving Shortcuts

Office 365 Excel Essentials Training Course - Lesson 8

### Understanding Functions

- Formulas vs. Functions
- Using the SUM Function
- Using Other Basic Excel Functions
- Using AutoComplete

Office 365 Excel Essentials Training Course - Lesson 10

### Formatting Your Data

- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Setting Alignment Options
- Adding Borders
- Adding Fill Colour

Office 365 Excel Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



PowerPoint 2010 is the most widely used presentation tool available. You can create presentations that combine text, graphics, charts, clipart and WordArt into stunning visuals that command attention. This Microsoft PowerPoint 2010 training course from pdtraining, introduces the PowerPoint environment as well as showing how to create outstanding presentations, formatting text and drawing objects. This engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## PowerPoint 2010 Introduction Course Outline

### Foreword:

This PowerPoint 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, participants will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, participants will learn to proof, run, and print presentations. This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the [Introduction](#) and [Advanced](#) courses for PowerPoint 2010.

### Outcomes:

- Open & close presentations
- Create a presentation
- Add, rearrange & delete slides
- Add, edit & format slide text
- Insert slides from other presentations
- Apply character & paragraph formatting
- Find & replace text
- Copy & paste text
- Draw & format shapes
- Duplicate, delete and move objects
- Resize, rotate and align objects
- Add text to objects & use text boxes
- Add & modify WordArt
- Insert & modify pictures
- Create & format charts & diagrams
- Apply design themes
- Specify slide transitions & timings
- Add & format speaker notes
- Set up a slide show
- Preview, print & run presentations

PowerPoint 2010 Introduction Training Course - Lesson 1

### Getting started

- The PowerPoint window
- Getting help

PowerPoint 2010 Introduction Training Course - Lesson 2

### New presentations

- Creating presentations
- Saving presentations
- Rearranging and deleting slides
- Using slides from other presentations

PowerPoint 2010 Introduction Training Course - Lesson 3

### Formatting slides

- Formatting text
- Modifying text
- Formatting paragraphs

PowerPoint 2010 Introduction Training Course - Lesson 4

### Using drawing objects

- Adding shapes
- Modifying objects
- Using text in objects

PowerPoint 2010 Introduction Training Course - Lesson 5

### Working with graphics

- WordArt
- Pictures
- Clip art

PowerPoint 2010 Introduction Training Course - Lesson 6

### Using tables and charts

- Tables
- Charts
- Diagrams

PowerPoint 2010 Introduction Training Course - Lesson 7

### Modifying presentations

- Templates and themes
- Slide masters
- Transitions and timings
- Speaker notes
- Slide shows

PowerPoint 2010 Introduction Training Course - Lesson 8

### Proofing and delivering presentations

- Proofing presentations
- Running presentations
- Printing presentations



Microsoft Project 2010 is the world's most popular software for tracking and managing projects. It's correct usage is essential for completing projects on time, within budget and that meets customer requirements.

This Microsoft Project 2010 training course from pdtraining, introduces basic project management concepts and principles, acquaints you with the Project environment as well as showing how to create a task list, manual & automatic scheduling, establishing a Work Breakdown Structure and so much more.

This engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2010 Introduction Course Outline

### Foreword:

This Project 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, teaches the basic commands and features of Microsoft Project 2010. Participants will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables.

Participants will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

### Outcomes:

- Become familiar with project management concepts & principles
- Learn to identify Project 2010 interface components
- Identify Gantt chart elements
- Create projects
- Set the project start date
- Create a task list
- Work in manual scheduling mode
- Work in automatic scheduling mode
- Change the default scheduling mode
- Set task durations
- Modify & rearrange tasks
- Format a Gantt chart
- Link & unlink tasks
- Change task predecessors
- Apply lead & lag time
- Modify task relationships
- Set task constraints
- Create resource pools
- Use the Cost table
- Format the Timeline
- Apply filter & AutoFilters
- Highlight information
- Group & sort tasks & resources
- Display critical tasks
- Display free slack
- Apply automatic resource leveling
- Level resources manually



Project 2010 Introduction Training Course - Lesson 1

### Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Project 2010 Introduction Training Course - Lesson 2

### Getting started

- Project management concepts
- The Project window
- Project files
- The Help window

Project 2010 Introduction Training Course - Lesson 3

### Tasks

- Creating a task list
- Modifying a task list
- The Work Breakdown Structure

Project 2010 Introduction Training Course - Lesson 4

### Task scheduling

- Task links
- Task relationships
- Task options

Project 2010 Introduction Training Course - Lesson 5

### Resource management

- The base calendar
- Resources and calendars
- Project costs

Project 2010 Introduction Training Course - Lesson 6

### Views and tables

- Working with views
- Working with tables

Project 2010 Introduction Training Course - Lesson 7

### Filters, groups and sorting

- Filters
- Groups
- Sorting tasks and resources

Project 2010 Introduction Training Course - Lesson 8

### Finalising the task plan

- Finalising schedules
- Handling resource conflicts



This second class in a series, begins to really show the power of Excel 2010.

Topics like linking workbooks, advanced formatting, outlining, chart formatting options and PivotTables are covered in depth.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Excel 2010 Intermediate Course Outline

### Foreword:

This Excel 2010 Intermediate training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Excel 2010: Introduction](#).

Participants will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables.

Participants will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, participants will learn to work with PivotTables and PivotCharts.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Excel 2010.

### Prerequisites:

[Excel 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Switch between workbooks
- Create 3-D formulas linking worksheets & workbooks
- Add a Watch window
- Create a workspace
- Use functions to format text
- Transpose data
- Add backgrounds & watermarks
- Name cells & ranges
- Sort & filter data
- Create, format and modify tables
- Use structured references in table formulas
- Calculate SUM, AVERAGE and COUNT values in filtered tables
- Insert, edit and delete hyperlinks
- Send worksheets via e-mail
- Create combination charts & trendlines
- Insert sparklines
- Use audit features
- Protect a worksheet
- Customise the Ribbon
- Download templates
- Create PivotCharts

Excel 2010 Intermediate Training Course - Lesson 1

### Using multiple worksheets and workbooks

- Using multiple workbooks
- Linking worksheets with 3-D formulas
- Linking workbooks
- Managing workbooks

Excel 2010 Intermediate Training Course - Lesson 2

### Advanced formatting

- Using special number formats
- Using functions to format text
- Working with styles
- Working with themes
- Other advanced formatting

Excel 2010 Intermediate Training Course - Lesson 3

### Outlining and subtotals

- Outlining and consolidating data
- Creating subtotals

Excel 2010 Intermediate Training Course - Lesson 4

### Cell and range names

- Creating and using names
- Managing names

Excel 2010 Intermediate Training Course - Lesson 5

### Tables

- Sorting and filtering data
- Advanced filtering
- Working with tables

Excel 2010 Intermediate Training Course - Lesson 6

### Web and sharing features

- Saving workbooks as Web pages
- Using hyperlinks
- Sharing workbooks

Excel 2010 Intermediate Training Course - Lesson 7

### Advanced charting

- Chart formatting options
- Combination charts
- Graphical elements

Excel 2010 Intermediate Training Course - Lesson 8

### Documenting and auditing

- Auditing features
- Comments in cells and workbooks
- Protection
- Workgroup collaboration

Excel 2010 Intermediate Training Course - Lesson 9

### Templates and settings

- Changing application settings
- Using built-in templates
- Creating and managing templates

Excel 2010 Intermediate Training Course - Lesson 10

### PivotTables and PivotCharts

- Working with PivotTables
- Rearranging PivotTables
- Formatting PivotTables
- Using PivotCharts



Microsoft Publisher 2010 makes it easier than ever to create custom, professional quality publications, newsletters, marketing materials and more.

Use Publisher to create and edit publications, arrange text and pictures and so much more.

This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Publisher 2010 Introduction Course Outline

### Foreword:

This Publisher 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, teaches the core features and functions of Publisher 2010. Participants will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables.

They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

### Outcomes:

- Identify & use interface components
- Add a command to the Quick Access toolbar
- View and edit publication properties
- Navigate pages
- Use the mouse to select text
- Use help
- Create a new publication
- Create and insert text in a publication
- Insert pictures
- Define custom colours
- Position, align and distribute objects
- Edit the default master page
- Create and apply master pages
- Add continuation notices
- Set tab stops and leaders
- Create indents and bulleted lists
- Adjust vertical spacing
- Create a drop cap
- Create a table
- Import & modify an Excel document
- Modify table cells & apply formats
- Shade table cells
- Format cell borders
- Position text within a text box
- Control text wrap
- Adjust picture brightness
- Apply styles & recolour pictures
- Group & stack objects
- Print a publication
- Save a publication as PDF
- Check design and spelling for errors
- Prepare a publication for commercial printing

Publisher 2010 Introduction Training Course - Lesson 1

### **Introduction**

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Publisher 2010 Introduction Training Course - Lesson 2

### **Getting started**

- The Publisher interface
- Navigation and selection techniques
- Publisher Help

Publisher 2010 Introduction Training Course - Lesson 3

### **Basic publication**

- Publication basics
- Object positioning

Publisher 2010 Introduction Training Course - Lesson 4

### **Multi-page publications**

- Multi-page layouts
- Master pages

Publisher 2010 Introduction Training Course - Lesson 5

### **Working with text**

- Text box linking
- Paragraph formatting

Publisher 2010 Introduction Training Course - Lesson 6

### **Tables**

- Table basics
- Table structure
- Table formatting

Publisher 2010 Introduction Training Course - Lesson 7

### **Layout and design techniques**

- Text boxes
- Graphics adjustments
- Stacking and grouping objects

Publisher 2010 Introduction Training Course - Lesson 8

### **Finalising publications**

- Publication output
- Print preparation



Microsoft Word 2010 is the standard in word processors and Word skills are highly desired in the workplace. Building on the skills and concepts taught in [Word 2010: Introduction](#), this Word 2010 Intermediate training course teaches participants how to work with styles, tables, graphics and even how to manage document revisions. This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Word 2010 Intermediate Course Outline

### Foreword:

This Word 2010 Intermediate training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Word 2010: Introduction](#). Participants 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.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

### Prerequisites:

[Word 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Use the Reveal Formatting pane
- Apply, modify, override & export styles
- Create styles by example
- Base one style on another
- Create, organise & format section breaks
- Format sections
- Insert section headers & footers
- Format section page numbers
- Align text in a table cell
- Merge & split table cells
- Change row height
- Change table borders & shading
- Sort table data
- Split a table
- Repeat a table's header row
- Enter formulas in tables
- Apply & modify table styles
- Print labels & envelopes
- Use templates
- Use building blocks
- Protect a document
- View & edit document properties
- Create & format organisational charts
- Draw & modify shapes
- Insert & format text boxes
- Change a shape into another
- Use WordArt
- Insert & modify drop caps
- Insert pull quotes
- Track changes while editing
- Review & accept revisions
- Insert & modify comments
- Preview & save documents as Web pages
- Insert hyperlinks

Word 2010 Intermediate Training Course - Lesson 1

### Styles and outlines

- Examining formatting
- Creating styles
- Modifying styles
- Working with outlines

Word 2010 Intermediate Training Course - Lesson 2

### Sections and columns

- Creating and formatting sections
- Working with columns

Word 2010 Intermediate Training Course - Lesson 3

### Formatting tables

- Table formatting basics
- Borders and shading
- Table data
- Table styles

Word 2010 Intermediate Training Course - Lesson 4

### Printing labels and envelopes

- Labels
- Envelopes

Word 2010 Intermediate Training Course - Lesson 5

### Templates and building blocks

- Template basics
- Building blocks
- Document properties

Word 2010 Intermediate Training Course - Lesson 6

### Graphics

- Creating diagrams
- Using the Drawing tools
- Formatting text graphically

Word 2010 Intermediate Training Course - Lesson 7

### Managing document revisions

- Tracking changes
- Working with comments

Word 2010 Intermediate Training Course - Lesson 8

### Web features

- Web pages
- Hyperlinks



Microsoft Word 2010 is the standard in word processors and Word skills are highly desired in the workplace. Microsoft Word 2010 can be used to create stunning, professional-quality documents and share them with colleagues. This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Word 2010 Introduction Course Outline

### Foreword:

This Word 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Word 2010. After an introduction to Word's window components, participants will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

### Outcomes:

- Create a document
- Enter text & display nonprinting characters
- Save a document
- Save a document in a new folder
- Set an AutoRecover interval
- Rename a folder
- Use Word Help
- Open a document
- Navigate throughout a document
- Use the mouse & keyboard to select text
- Insert the date & time
- Insert symbols
- Use the Undo and Redo commands
- Cut, copy & paste text
- Apply character formatting
- Use the Font dialog box
- Set & clear tab stops
- Format paragraphs
- Add & edit bulleted & numbered lists
- Set paragraph spacing & indents
- Use AutoFormat
- Create a table
- Convert text to a table
- Format text in a table
- Add & delete rows and columns in a table
- Align a table
- Create & edit headers & footers
- Change page margins and orientation
- Add & delete page breaks
- Check spelling and grammar
- Find synonyms & antonyms
- Create PDF and XPS documents
- Control text flow around graphics
- Resize & rotate graphics
- Adjust contrast, brightness & compressions on graphics



Word 2010 Introduction Training Course - Lesson 1

### Getting started

- The Word window
- New documents
- Word Help

Word 2010 Introduction Training Course - Lesson 2

### Navigation and selection techniques

- Document navigation
- Selection techniques

Word 2010 Introduction Training Course - Lesson 3

### Editing text

- Working with text
- Using Undo and Redo
- Cutting, copying and pasting text

Word 2010 Introduction Training Course - Lesson 4

### Formatting text

- Character formatting
- Tab settings
- Paragraph formatting
- Paragraph spacing and indents
- Automatic formatting

Word 2010 Introduction Training Course - Lesson 5

### Tables

- Creating tables
- Working with table content
- Changing the table structure

Word 2010 Introduction Training Course - Lesson 6

### Page layout

- Headers and footers
- Margins
- Page breaks

Word 2010 Introduction Training Course - Lesson 7

### Proofing and printing documents

- Checking spelling and grammar
- Using AutoCorrect
- Finding and replacing text
- Printing documents
- PDF and XPS documents

Word 2010 Introduction Training Course - Lesson 8

### Graphics

- Adding graphics and clip art
- Working with graphics



This second and final course in the Visio 2010 series, really helps tie the previous course up and elevate Visio skills to an expert level.

Topics like creating technical layouts, custom themes, custom shapes, import and export XML data and much more are covered.

This engaging and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Visio 2010 Advanced Course Outline

### Foreword:

This Visio 2010 Advanced training course, running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, builds on the concepts and skills taught in [Visio 2010: Introduction](#). Participants will learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams.

They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

### Prerequisites:

[Visio 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Create and assign layers
- Customise layers
- Add custom shapes to a layer
- Manually add and adjust shapes to scale
- Duplicate shapes
- Add and adjust dimension lines
- Set display units
- Calculate and display the area of a room
- Create custom themes
- Create and apply custom templates
- Enable developer mode
- Create complex shapes
- Apply shape behaviours
- Protect a shape
- Create custom master shapes
- Work with ShapeSheets
- Set master shape properties
- Create and save custom stencils
- Create block diagrams
- Create workflow diagrams
- Create cross-functional flowcharts
- Compare organisational charts
- Create an organisational chart by importing data
- Create timelines
- Create PERT charts
- Create Gantt charts
- Generate Web site maps
- Embed a Visio drawing in a Word document
- Insert drawings in PowerPoint
- Create calendars
- Convert drawings to Web pages
- Draw system diagrams
- Create database model diagrams
- Use the Reverse Engineer Wizard

Visio 2010 Advanced Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Visio 2010 Advanced Training Course - Lesson 2

**Exploring Advanced Diagrams (I)**

- Understanding Visio Definitions
- Creating Calendars
- Creating Maps
- Flowcharts
- Creating Organisation Charts
- Using Perspective

Visio 2010 Advanced Training Course - Lesson 3

**Exploring Advanced Diagrams (II)**

- Network Diagrams
- Marketing Diagrams
- Create Work Flow Diagrams
- Create Fishbone (Cause and Effect) Diagrams
- Project Management Diagrams
- Gantt Charts
- PERT Charts

Visio 2010 Advanced Training Course - Lesson 4

**Working with Stencils and Shapes**

- Creating Custom Stencils
- Adding Shapes to the Stencil
- Saving the Stencil
- Controlling Shape Placement

Visio 2010 Advanced Training Course - Lesson 5

**Advanced Custom Shape Design**

- Using Quick Shapes
- Creating New Shapes
- Revising Existing Shapes
- Locking and Protecting Shapes

Visio 2010 Advanced Training Course - Lesson 6

**Layers (I)**

- Understanding Layers
- The Layer Properties Dialog Box
- Working with Existing Layers
- Hiding or Showing a Layer
- Activating a Layer

Visio 2010 Advanced Training Course - Lesson 7

**Layers (II)**

- Creating Layers
- Renaming and Removing Layers
- Assigning Shapes to Layers
- Assigning Colour to a Layer
- Protecting a Layer from Changes
- Printing Only the Layers You Want

Visio 2010 Advanced Training Course - Lesson 8

**Multi-Page Drawings**

- Adding Pages to a Drawing
- Arranging Pages
- Working with Background Pages
- Hyperlinking Between Pages

Visio 2010 Advanced Training Course - Lesson 9

**Creating Technical Layouts**

- Drawing with Precision
- Setting a Drawing Scale
- Working with Building Plan Layouts

Visio 2010 Advanced Training Course - Lesson 10

**Working with Data Graphics**

- About Data Graphics
- Using the Data Selector Wizard
- Applying Data Graphics
- Editing Data Graphics
- Data Graphic Legends

Visio 2010 Advanced Training Course - Lesson 11

**The ShapeSheet**

- Viewing the ShapeSheet
- Modifying ShapeSheet Data
- Using a Formula in the ShapeSheet

Visio 2010 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans



Microsoft Visio 2010 makes it easier than ever to simplify complex, data-driven visuals and share them on the web. Visio 2010 can be used to diagram networks, databases, flow charts and more, with predefined shapes and built-in templates.

This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Visio 2010 Basic Course Outline

### Foreword:

This Visio 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, teaches the basic functions and features of Visio Professional 2010. Participants will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties.

Finally, participants will create network and brainstorming diagrams, set shape properties, and create reports.

### Outcomes:

- Identify & use interface components
- Use Visio Help
- Navigate a Visio drawing
- Change View settings
- Modify stencils
- Select, scale and resize objects
- Draw objects and change their size
- Work with compound lines
- Plan a flowchart
- Use master shapes
- Connect shapes in a diagram
- Work with text
- Create an organisational chart
- Format shapes and lines
- Apply style themes and effects
- Set file properties
- Create and apply background pages
- Create hyperlinks
- Use Print Preview
- Create print headers and footers
- Print a diagram
- Create network diagrams
- Create rack diagrams
- Create brainstorming diagrams
- Import and export XML data
- Use guides to precisely align and glue shapes
- Create new connection points
- Set properties for shapes
- Create custom properties
- Create and modify reports

Visio 2010 Introduction Training Course - Lesson 1

### **Introduction**

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Visio 2010 Introduction Training Course - Lesson 2

### **Getting started**

- The Visio 2010 interface
- Windows, stencils, and objects

Visio 2010 Introduction Training Course - Lesson 3

### **Drawing tools**

- Basic shapes and lines
- Compound lines
- Editing objects

Visio 2010 Introduction Training Course - Lesson 4

### **Basic diagrams**

- Planning a diagram
- Creating a basic diagram
- Working with text
- Organisation charts

Visio 2010 Introduction Training Course - Lesson 5

### **Formatting drawings**

- Formatting text
- Formatting shapes and lines

Visio 2010 Introduction Training Course - Lesson 6

### **Working with Pages**

- File and print properties
- Working with background pages
- Working with links

Visio 2010 Introduction Training Course - Lesson 7

### **Network and brainstorming diagrams**

- Network diagrams
- Rack diagrams
- Brainstorming diagrams

Visio 2010 Introduction Training Course - Lesson 8

### **Customisation and reporting**

- Layout and connection techniques
- Shape properties
- Reporting



This third and final course in the Excel 2010 series, really helps tie the previous two courses up and elevate Excel skills to an expert level.

Topics like logical functions, math & statistical functions, VLOOKUP, MATCH, INDEX and editing VBA functions, are covered in depth.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

## Excel 2010 Advanced Course Outline

### Foreword:

This Excel 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Excel 2010: Intermediate](#). Participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, participants will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases.

Finally, participants will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Excel 2010.

### Prerequisites:

[Excel 2010: Intermediate](#) or equivalent experience.

### Outcomes:

- Use logical functions (IF, OR, AND & NOT)
- Use math & statistical functions
- Use the PMT function
- Use data functions (YEAR, DAYS360 & NETWORKDAYS)
- Calculate time
- Create array formulas
- Use VLOOKUP, MATCH & INDEX functions
- Validate data
- Use database functions
- Import & export text files
- Import & export XML data
- Use Goal Seek & Solver
- Use the Analysis ToolPak
- Create scenarios
- Run and record macros
- Edit VBA modules
- Create custom functions

Excel 2010 Advanced Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Excel 2010 Advanced Training Course - Lesson 2

**SmartArt and Objects**

- Inserting SmartArt
- Adding Text to the Diagram
- Resizing and Moving the Diagram
- Resetting the Diagram
- Adding Pictures from Your Computer
- Adding Clip Art
- Adding Text Boxes
- Drawing Shapes
- About the Contextual Tabs
- Lesson Two: Review Questions

Excel 2010 Advanced Training Course - Lesson 3

**Auditing**

- Tracing Precedent Cells
- Tracing the Dependents of a Cell
- Displaying Formulas Within the Sheet
- Adding, Displaying, Editing ,and Removing Comments
- Lesson Three: Review Questions

Excel 2010 Advanced Training Course - Lesson 4

**Creating Charts**

- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Resizing and Moving the Chart
- Changing the Chart Style
- Lesson Four: Review Questions

Excel 2010 Advanced Training Course - Lesson 5

**Creating Pivot Tables**

- Inserting a PivotTable
- Choosing Fields and Grouping Data
- Overview of the Pivot Table Tools Tabs
- Lesson Five: Review Questions

Excel 2010 Advanced Training Course - Lesson 6

**Working with PivotTables and PivotCharts**

- Changing the Data Displayed and Refreshing the PivotTable
- Applying a Style to Your Pivot Table
- Creating a Pivot Chart from a Pivot Table
- Creating a Pivot Chart from Data
- Some Real-life Examples
- Lesson Six: Review Questions

Excel 2010 Advanced Training Course - Lesson 7

**Macros**

- Displaying the Developer Tab
- Recording and Running Macros
- Changing the Security Level
- Customising and Changing the Quick Access Toolbar
- Lesson Seven: Review Questions

Excel 2010 Advanced Training Course - Lesson 8

**Solving Formula Errors**

- Using Named Ranges
- Understanding Formula Errors
- Using the Trace Errors Commands
- Using Error Checking
- Evaluating Formulas
- Lesson Eight: Review Questions

Excel 2010 Advanced Training Course - Lesson 9

**Using What If Analysis**

- Using Goal Seek
- Using the Scenario manager
- Using a One Input Data Table
- Using a Two Input Data Table
- Lesson Nine: Review Questions

Excel 2010 Advanced Training Course - Lesson 10

**Managing Your Data**

- Transposing Data from Rows to Columns
- Using the Text to Columns Feature
- Checking for Duplicates
- Creating Data Validation Rules
- Consolidating Data
- Lesson Ten: Review Questions

Excel 2010 Advanced Training Course - Lesson 11

**Grouping and Outlining Data**

- Grouping Data
- Adding Subtotals
- Outlining Data
- Viewing Grouped and Outlined Data
- Lesson Eleven: Review Questions

Excel 2010 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



This second and final course in the PowerPoint 2010 series, really helps tie the previous course up and elevate PowerPoint skills to an expert level.

Topics like creating & applying custom themes, adding & modifying action buttons and exploring the Broadcast Slide Show feature, are covered in depth.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## PowerPoint 2010 Advanced Course Outline

### Foreword:

This PowerPoint 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [PowerPoint 2010: Introduction](#). Participants will customise PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables.

Participants will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, participants will integrate PowerPoint with Word and Excel.

This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the [Introduction](#) and [Advanced](#) courses for PowerPoint 2010.

### Prerequisites:

[PowerPoint 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Add, remove & rearrange Quick Access toolbar buttons
- Customise Ribbon tabs
- Create & apply custom themes
- Crop clip art objects
- Remove background elements in an image
- Add & edit video & audio clips
- Animate text
- Use the Animation Painter to copy & paste effects
- Resize & format associate shapes
- Draw tables
- Modify the design, layout & format of a chart
- Create & edit custom slide shows
- Insert, review, delete & print comments
- Prepare to share a presentation
- Package a presentation for CD
- Explore the Broadcast Slide Show feature
- Create a presentation from a Word outline
- Embed & link content
- Create hyperlinks



PowerPoint 2010 Advanced Training Course - Lesson 1

### **Customising PowerPoint**

- Application settings
- The Ribbon
- Custom themes

PowerPoint 2010 Advanced Training Course - Lesson 2

### **Using graphics and multimedia**

- Clip art
- Media clips
- Animations
- Photo albums

PowerPoint 2010 Advanced Training Course - Lesson 3

### **Customising SmartArt graphics, tables, and charts**

- Customising SmartArt graphics
- Customising tables
- Working with Chart Tools

PowerPoint 2010 Advanced Training Course - Lesson 4

### **Action buttons, custom slide shows, and equations**

- Interactive elements
- Custom slide shows
- Equations

PowerPoint 2010 Advanced Training Course - Lesson 5

### **Distributing presentations**

- Using comments
- Finishing a presentation
- Distributing presentations
- Broadcasting a slide show online

PowerPoint 2010 Advanced Training Course - Lesson 6

### **Integrating Microsoft Office files**

- Building slides from Word outlines
- Embedding and linking content
- Working with hyperlinks



This second and final course in the Project 2010 series, really helps tie the previous course up and elevate Project skills to an expert level.

Topics like applying templates, examining project statistics and task slippage, creating reports, consolidating projects and much more are covered

This engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2010 Advanced Course Outline

### Foreword:

This Project 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, builds on the concepts and skills taught in the [Introduction course](#). Participants will learn how to work with templates, create baseline plans, monitor and update projects, analyse project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customise Project.

Participants will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

### Prerequisites:

[Project 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Apply templates
- Convert project files to templates
- Import data
- Create, save and update a baseline plan
- Compare progress with the baseline
- Mark tasks as completed
- Update actual start and finish dates
- Mark tasks as being on track
- Analyse costs over time
- View project statistics
- Display task slippage
- Shorten a task duration
- Inactivate tasks
- Use the Team Planner view to manage resources
- Create reports
- Print project information
- Save a project to PDF or XPS format
- Create and modify visual reports
- Customise the Quick Access toolbar
- Record and run macros
- Customise Gantt chart elements
- Use the drawing tools
- Apply formulas to custom fields
- Apply graphical indicators
- Insert subprojects
- Set task priorities
- Link tasks and resources to supporting documents
- Export project information

Project 2010 Advanced Training Course - Lesson 1

### **Introduction**

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Project 2010 Advanced Training Course - Lesson 2

### **Using templates and importing data**

- Working with templates
- Creating projects from other programs

Project 2010 Advanced Training Course - Lesson 3

### **Managing a project**

- Setting baselines
- Updating an active project
- Monitoring progress

Project 2010 Advanced Training Course - Lesson 4

### **Analysing and adjusting the plan**

- Analysing the plan
- Delays and conflicts
- Team Planner view

Project 2010 Advanced Training Course - Lesson 5

### **Working with reports**

- Standard reports
- Visual reports

Project 2010 Advanced Training Course - Lesson 6

### **Customising Project**

- Custom views
- Macros
- Gantt chart formatting
- Custom fields

Project 2010 Advanced Training Course - Lesson 7

### **Managing multiple projects**

- Consolidating and sharing projects
- Sharing resources among projects

Project 2010 Advanced Training Course - Lesson 8

### **Exchanging project information**

- Collaboration
- Hyperlinks
- Exporting to Office applications



This second and final course in the Publisher 2010 series, really helps tie the previous course up and elevate Publisher skills to an expert level.

Topics like custom colours, typography, mail and catalogue merges and much more are covered

This engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Publisher 2010 Advanced Course Outline

### Foreword:

This Publisher 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, builds on the skills and concepts taught in [Publisher 2010: Introduction](#). Participants will learn how to control colours and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks.

They will also learn how to create and manage mail merge lists, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, participants will learn to customise the Ribbon and Quick Access toolbar.

### Prerequisites:

[Publisher 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Create a brochure
- Create a business information set
- Change the colour scheme
- Create tint swatches
- Create gradients
- Add elements to the Building Block Library
- Insert building blocks
- Link and replace pictures
- Work with styles
- Change font schemes
- Insert & create a type mask with WordArt
- Snap text to baseline guides
- Insert symbols & special characters
- Create sections in a publication
- Add bookmarks
- Specify a recipient list
- Customise a form letter
- Merge recipient list data with a form letter
- Create and use a form letter
- Sort & filter records
- Insert catalogue pages
- Format catalogue merge fields
- Send form data via e-mail
- Create hyperlinks
- Insert a navigation bar
- Publish a Web site
- Create a Ribbon tab
- Reset the Ribbon
- Add buttons to the Quick Access toolbar
- Customise the Quick Access toolbar
- Reset the Quick Access toolbar

Publisher 2010 Advanced Training Course - Lesson 1

### **Introduction**

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Publisher 2010 Advanced Training Course - Lesson 2

### **Basic design options**

- Publication setup
- Custom colours
- Building blocks
- The Graphics Manager pane

Publisher 2010 Advanced Training Course - Lesson 3

### **Typography**

- Styles and font schemes
- Graphics in typography
- Precise spacing control
- Symbols and special characters

Publisher 2010 Advanced Training Course - Lesson 4

### **Long publications**

- Sections
- Bookmarks

Publisher 2010 Advanced Training Course - Lesson 5

### **Mail merge and catalogue merge**

- Form letters
- Data sources for the recipient list
- Catalogue merge

Publisher 2010 Advanced Training Course - Lesson 6

### **Interactive forms**

- Editing Web forms
- Modifying form properties

Publisher 2010 Advanced Training Course - Lesson 7

### **Web site publishing**

- Adding elements to a Web site
- Finalising and publishing a site

Publisher 2010 Advanced Training Course - Lesson 8

### **Customising Publisher**

- Customising the Ribbon
- Customising the Quick Access toolbar



Microsoft Word 2010 is the standard in word processors and Word skills are highly desired in the workplace. This third and final course in the Word 2010 series, really helps tie the previous two courses up and elevate Word skills to an expert level.

Advanced topics in this course include mail merge, macros, forms, tables of content, indexes, bibliographies and much more.

This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Word 2010 Advanced Course Outline

### Foreword:

This Word 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Word 2010: Intermediate](#). Participants will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

### Prerequisites:

[Word 2010: Intermediate](#) or equivalent experience.

### Outcomes:

- Insert and modify mail merge fields
- Specify a starting document & recipient list for a mail merge
- Customise a form letter
- Create a recipient list
- Sort and filter records
- Prepare & print mailing labels
- Create envelope documents from a recipient list
- Insert & modify linked or embedded objects
- Apply background colours to documents
- Apply fill effects to documents
- Apply themes to documents
- Insert a watermark
- Enter data on a form
- Protect a form
- Set permissions for form users
- Use the Compatibility Checker
- Use the Document Inspector
- Publish a file as an XPS document
- Use digital signatures
- Record macros to automate tasks
- Run macros
- Modify macros
- Copy & delete macros
- Add tabs, groups & commands to the Ribbon
- Add buttons to the Quick Access toolbar
- Create a master document
- Add a cover page
- Generate & update a table of contents
- Generate & update a table of figures
- Create a table of authorities
- Create an index
- Create a bibliography
- Create footnotes
- Work with bookmarks
- Work with cross-references
- Add frames to a Web page document
- Attach an XML schema
- Apply XML tags to content

- Modify XML options
- Use XML transforms & style sheets

Word 2010 Advanced Training Course - Lesson 1

### Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Word 2010 Advanced Training Course - Lesson 3

### Objects and backgrounds

- Inserting content from other applications
- Changing the document background

Word 2010 Advanced Training Course - Lesson 5

### Working with forms

- Creating forms
- Protecting forms
- Sharing and securing documents

Word 2010 Advanced Training Course - Lesson 7

### Long documents

- Master documents
- Tables of contents and figures
- Indexes, bibliographies and other references
- Bookmarks and cross-references
- Web frames

Word 2010 Advanced Training Course - Lesson 2

### Using Mail Merge

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes

Word 2010 Advanced Training Course - Lesson 4

### Using macros

- Recording and running macros
- Modifying and deleting macros

Word 2010 Advanced Training Course - Lesson 6

### Customising Word

- Customising the Ribbon
- Customising the Quick Access toolbar
- Customising keyboard shortcuts

Word 2010 Advanced Training Course - Lesson 8

### XML features

- Working with XML





This third and final course in the Outlook 2010 series, really helps tie the previous two courses up and elevate Outlook skills to an expert level.

Topics covered in this course include, staying informed by subscribing to RSS feeds, staying connected to colleagues, archiving email, delegating access to calendars and contacts, and using mail merge to send email messages to many people.

These high-energy, engaging training courses are being scheduled now in Brisbane, Sydney, Melbourne, Canberra, Adelaide and Perth.

## Outlook 2010 Advanced Course Outline

### Foreword:

In this Outlook 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, participants will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues.

Participants will also learn how to manage their mailboxes and archive their mail, create and work with notes and Journal entries, share Outlook calendars and contacts, create e-mail templates, and use mail merge to send personalised messages to groups of contacts.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

### Prerequisites:

[Outlook 2010: Intermediate](#) or equivalent experience.

### Outcomes:

- Connect Outlook to a social network account
- Connect to a colleague
- Subscribe to RSS feeds
- Archive messages
- Restore archive messages
- Create and work with notes
- Create Journal entries manually and automatically
- Learn to share calendars and contacts
- Grant and remove folder sharing permissions
- Delegate access to calendar and contacts
- Access a SharePoint calendar in Outlook
- Access SharePoint contacts in Outlook
- Learn to send many messages using mail merge

Outlook 2010 Advanced Training Course - Lesson 1

**Introduction**

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Outlook 2010 Advanced Training Course - Lesson 2

**Collaboration**

- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS

Outlook 2010 Advanced Training Course - Lesson 3

**Mailbox management**

- Managing your mailbox
- Archiving your mail

Outlook 2010 Advanced Training Course - Lesson 4

**The Notes and Journal folders**

- Recording information with Notes
- Tracking activities with the Journal

Outlook 2010 Advanced Training Course - Lesson 5

**Calendars and contacts**

- Managing your calendar
- Managing your contacts

Outlook 2010 Advanced Training Course - Lesson 6

**Mail merges and templates**

- Performing mail merges
- Working with templates



This course covers those features of Microsoft Office 2010 that are new to the Office system, with dedicated units for the new features of each application. Participants will be provided an overview of the new interface, and then learn new features for each program.

This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Office Upgrade 2010 Course Outline

### Foreword:

This Upgrade to Microsoft Office 2010 training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, covers those features of Microsoft Office 2010 that are new to the Office system, with dedicated units for the new features of each application.

In Word, participants will learn to use the Navigation pane and apply new text effects.

In Excel they will use sparklines, filter data with slicers, and create a PivotChart.

In PowerPoint they will organize slides into sections, edit movie clips, apply animation effects, and learn how to broadcast slide shows.

In Outlook they will manage e-mail conversations, create Quick Steps, and use the People Pane.

In Access, they will learn how to use the tabbed document window, create Lookup list fields, and use the data type gallery.

In addition, participants will learn about ribbon customization and Backstage view, and save a file as a PDF.

### Outcomes:

- Use the Ribbon
- Use Live Preview
- Add commands to the Quick Access toolbar
- Rearrange, hide, remove and create Ribbon tabs
- View and edit document properties
- Specify print settings
- Check documents for compatibility problems
- Save a file as PDF or XPS document
- Apply text effects in Word
- Organise outlines in Word
- Create PivotTables and PivotCharts
- Preview and run presentations in PowerPoint
- Work with sections in a presentation
- Format video clips on slides
- Use the Outlook window
- Manage e-mail conversations in Outlook
- Use, configure and create Quick Steps in Outlook
- Use tabbed documents in Access
- Use the Lookup Wizard in Access
- Create a lookup list
- Use the Attachment data type
- Use the Data Type gallery

Upgrade to Office 2010 Training Course - Lesson 1

### Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Upgrade to Office 2010 Training Course - Lesson 2

### The Office 2010 interface

- Office interface elements
- New Ribbon features
- Microsoft Office Backstage view

Upgrade to Office 2010 Training Course - Lesson 3

### New Word features

- Formatting options
- The Navigation pane

Upgrade to Office 2010 Training Course - Lesson 4

### New Excel features

- Sparklines
- PivotTables and slicers
- PivotCharts

Upgrade to Office 2010 Training Course - Lesson 5

### New PowerPoint features

- Reading view
- Sections
- Media clips
- Animations
- Broadcasting a slide show online

Upgrade to Office 2010 Training Course - Lesson 6

### New Outlook features

- The Outlook interface
- Conversation management
- Quick Steps
- The People Pane

Upgrade to Office 2010 Training Course - Lesson 7

### New Access features

- The Access 2010 environment
- Data features

Upgrade to Office 2010 Training Course - Lesson 8

### Collaboration in Outlook 2010

- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS



Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2010. This second and final course in the OneNote 2010 series, really helps tie the previous course up and elevate OneNote skills to an expert level.

Advanced topics in this course include upgrading from OneNote 2007 or 2003, linked notes, note taking tools, collaborating and much more.

This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## OneNote 2010 Advanced Course Outline

### Foreword:

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2010! In this OneNote 2010 Advanced course, we'll show you how.

### Outcomes:

- Understand the file and organization changes when upgrading from OneNote 2007
- Sort and view pages
- Work with Page Versions
- Create hyperlinks to web locations, other files, or other OneNote pages
- Use the Translator tools
- Use tables
- Work with Equations
- Format text using the Mini Tool bar
- Select a page template for a new page
- Create a new template
- Understand the use of the drawing and pen tools
- Understand how OneNote works on a Tablet PC
- Specify a pen as drawing or handwriting
- Convert ink to text
- Attach files to notes pages
- Insert Files as Printouts
- Use scanned pages
- Print to OneNote from Other Applications
- Send to Word and other formats
- Use the Side Note Window
- Send Web Pages to OneNote
- Use the Research task pane
- Make text in pictures searchable
- Work with Linked Notes
- Understand Universal Access to Notebooks
- Share notebooks with other computers and other authors
- Understand notebook synchronization
- Find notes by author
- Assign a password to a section
- Understand audio and video options
- Use the search tools

OneNote 2010 Advanced Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

OneNote 2010 Advanced Training Course - Lesson 3

### Staying Organised

- The Navigation Bar
- Drag and Drop
- View Recent Edits
- Working with Page Versions

OneNote 2010 Advanced Training Course - Lesson 5

### Text and Page Formatting

- Format Using the Mini Toolbar
- Select a Page Template
- Select a Default Template
- Create a New Template

OneNote 2010 Advanced Training Course - Lesson 7

### Office Integration

- Attach Files to Your Notes
- Insert Files as Printouts
- Print to OneNote from Other Applications
- Send to Word and Other Formats

OneNote 2010 Advanced Training Course - Lesson 9

### Linked Notes

- Starting and Finishing a Linked Notes Session
- View or Remove Linked Notes
- Disable and Re-enable Linked Notes

OneNote 2010 Advanced Training Course - Lesson 11

### Other Tools

- Password Protection
- Audio and Video Options
- Search Tools

OneNote 2010 Advanced Training Course - Lesson 2

### Upgrading from OneNote 2007 or 2003?

- What You Need to Know About the New File Format
- New Features in OneNote 2010

OneNote 2010 Advanced Training Course - Lesson 4

### Note Taking Tools

- Hyperlinks
- Translating Words or Phrases
- Table Editing Tools
- Understand the Calculator Capabilities
- Working with Equations

OneNote 2010 Advanced Training Course - Lesson 6

### Drawing and Handwriting Notes

- The Drawing and Pen Tool Bars
- OneNote Basics on a Tablet PC
- Specifying Pen Mode
- Convert Ink to Text

OneNote 2010 Advanced Training Course - Lesson 8

### Researching a Topic

- Side Note Window
- Send Web Pages to OneNote
- The Research Task Pane
- Make Text in Pictures Searchable

OneNote 2010 Advanced Training Course - Lesson 10

### Collaborating

- About Universal Access to Notebooks
- Sharing Notebooks with Other Computers and Other Authors
- Understanding Notebook Synchronization Status
- Find By Author

OneNote 2010 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2007. This second and final course in the OneNote 2007 series, really helps tie the previous course up and elevate OneNote skills to an expert level.

Advanced topics in this course include send to Word, convert handwriting to text, start a Live Sharing session, use advanced audio recording tools and much more.

This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## OneNote 2007 Advanced Course Outline

### Foreword:

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2007! In this Advanced OneNote 2007 course, we'll show you how.

### Outcomes:

- Understand the file & organisation changes when upgrading from OneNote 2003
- Sort and view pages
- Create hyperlinks to web locations, other files, or other OneNote pages
- Use tables
- Understand the use of the drawing and pen tools
- Create a custom pen to use when drawing or handwriting
- Understand the calculator capabilities
- Use the task pane for formatting text and lists
- Select a page template for a new page
- Select a default page template
- Create a new template
- Attach files to notes pages
- Insert Files as Printouts
- Print to OneNote from Other Applications
- Send to Word
- Use the Side Note Window
- Send Web Pages to OneNote
- Use the Research task pane
- Make text in pictures searchable
- Take screen clippings from the Windows task bar
- Understand how OneNote works on a Tablet PC
- Understand the use of the writing tools
- Specify a pen as drawing or handwriting
- Convert handwriting to text
- Use OneNote with multiple computers
- Understand how to use OneNote Mobile with OneNote 2007
- Start a Live Sharing Session
- Join a Live Sharing Session
- Understand the Current Live Session task pane
- Assign a password to a section
- Use advanced audio recording tools
- Use advanced video recording tools
- Search for audio

OneNote 2007 Advanced Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

OneNote 2007 Advanced Training Course - Lesson 3

### Staying Organised

- The Navigation Bar
- Drag and Drop
- Sorting and Viewing Pages
- Hyperlinks

OneNote 2007 Advanced Training Course - Lesson 5

### Text and Page Formatting

- Format Using the Task Pane
- Select a Page Template
- Select a Default Template
- Create a New Template

OneNote 2007 Advanced Training Course - Lesson 7

### Researching a Topic

- Side Note Window
- Send Web Pages to OneNote
- The Research Task Pane
- Screen Clipping
- Make Text in Pictures Searchable

OneNote 2007 Advanced Training Course - Lesson 9

### On the Road

- Multiple Computer Support
- Understanding Notebook Synchronization Status
- OneNote Mobile for Mobile Devices

OneNote 2007 Advanced Training Course - Lesson 11

### Other Tools

- Password Protection
- Audio and Video Recording Tools
- Audio Search

OneNote 2007 Advanced Training Course - Lesson 2

### Upgrading from OneNote 2003?

- What You Need to Know About the New File Format
- New Features in OneNote 2007

OneNote 2007 Advanced Training Course - Lesson 4

### Note Taking Tools

- Table Editing Tools
- The Drawing and Pen Tool Bars
- Understand the Calculator Capabilities

OneNote 2007 Advanced Training Course - Lesson 6

### Office Integration

- Attach Files to Your Notes
- Insert Files as Printouts
- Print to OneNote from Other Applications
- Send to Word

OneNote 2007 Advanced Training Course - Lesson 8

### Handwriting Notes

- OneNote Basics on a Tablet PC
- The Writing Tool Bar
- Specifying Pen Mode
- Convert Handwriting to Text

OneNote 2007 Advanced Training Course - Lesson 10

### Live Sharing

- Start a Live Sharing Session
- Join a Live Sharing Session
- The Live Session Task Pane

OneNote 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations





Lync Online is Microsoft's premiere online communications software with instant messaging, audio and video calls, and online meetings that include sharing your desktop.

Your participants will be well versed in this great tool that will provide a great benefit in their Office 365 usage.

This exciting new course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Microsoft Office 365 Lync Essentials Training Course Outline

### Foreword:

Lync Online is Microsoft's premiere online communications software with instant messaging, audio and video calls, and online meetings that include sharing your desktop. Your participants will be well versed in this great tool that will provide a great benefit in their Office 365 usage.

Office 365 Lync Essentials will get your participants started on their path to using Lync for all your communications. We'll first look at how to sign into Lync Online. Then your participants will learn how to set up Lync to start automatically and configuring their Lync profiles.

### Outcomes:

- Sign in and out of Lync
- Set Lync to start up automatically
- Build your contacts list
- Tag or Pin a contact
- Check status, location, and calendar for contacts
- Change your status
- Hide your activity feed
- Enable privacy mode
- Send an IM to a contact or a group
- End a conversation
- Understand organiser and presenter best practices
- Share your desktop or a program
- Open a whiteboard
- Make a Lync Online Call

Office 365 Lync Essentials Training Course - Lesson 1

**Getting Started**

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Office 365 Lync Essentials Training Course - Lesson 3

**Working with Contacts**

- Searching for People
- Building Your Contacts List
- Adding a Contact
- Tagging or Pinning a Contact
- Creating Groups
- Organizing Contacts
- Module Three: Review Questions

Office 365 Lync Essentials Training Course - Lesson 5

**Working with Instant Messaging**

- Sending an Instant Message
- Sending an Instant Message to a Group
- Accepting or Ignoring an Instant Message
- Inviting Another Contact to an Instant Message Conversation
- Using Emoticons and Formatting
- Ending a Conversation
- Module Five: Review Questions

Office 365 Lync Essentials Training Course - Lesson 7

**Working with the Lync Online Web Scheduler**

- Scheduling a Meeting or Call
- Sending Invitations
- Customising Roles
- Joining a Meeting
- Viewing or Editing Meetings
- Deleting a Meeting
- Module Seven: Review Questions

Office 365 Lync Essentials Training Course - Lesson 9

**Sharing Your Desktop or a Program**

- Sharing Your Desktop
- Choosing an Open Program to Share
- Stopping Sharing
- Changing Control When Sharing
- Stopping People from Sharing
- Requesting Control
- Module Nine: Review Questions

Office 365 Lync Essentials Training Course - Lesson 11

**Using Audio and Video**

- Making a Lync Call
- Making a Video Call
- Answering or Declining a Call
- Setting Your Ringtones and Sound Options
- Making a Conference Call
- Setting Options
- Module Eleven: Review Questions

Office 365 Lync Essentials Training Course - Lesson 2

**Welcome to Office**

- Signing In to Lync
- Setting Up Lync to Start Automatically
- Adding a Picture
- Signing Out
- Module Two: Review Questions

Office 365 Lync Essentials Training Course - Lesson 4

**Working with Presence Indicators**

- About Presence Indicators
- Changing Status
- Hiding Activity Feed
- Changing or Hiding Location
- Understanding Privacy Relationships
- Working with Privacy Settings
- Module Four: Review Questions

Office 365 Lync Essentials Training Course - Lesson 6

**Working with Online Meetings**

- Starting an Unscheduled Meeting
- Scheduling a Meeting
- Changing Access and Presenter Options
- Joining a Meeting
- Organiser and Presenter Best Practices
- Module Six: Review Questions

Office 365 Lync Essentials Training Course - Lesson 8

**Working with PowerPoint Presentations**

- Working with PowerPoint Presentations
- Controlling Permissions
- Changing Presenters
- Making Annotations
- Saving a Copy of the Annotated File
- Module Eight: Review Questions

Office 365 Lync Essentials Training Course - Lesson 10

**Collaborating on a Whiteboard**

- Opening a Whiteboard
- Working with Whiteboard Content
- Viewing a Whiteboard Privately
- Closing a Whiteboard
- Module Ten: Review Questions

Office 365 Lync Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



In this OneNote 2013 Essentials course, participants will discover the benefits of taking, storing, and sharing notes electronically without losing the benefits of handwritten notes. This course will teach features to improve your note-taking, whether it be for meeting notes, remembering important information, or for research purposes. Powerful features to assist in keeping related information in one place, including adding audio, video, files, links and handwritten notes, will be taught in this one-day workshop.

This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Office 365 OneNote Essentials Training Course Outline

### Foreword:

In this OneNote 2013 Essentials course, participants will discover the benefits of taking, storing, and sharing notes electronically without losing the benefits of handwritten notes. This course will teach features to improve your note-taking, whether it be for meeting notes, remembering important information, or for research purposes. Powerful features to assist in keeping related information in one place, including adding audio, video, files, links and handwritten notes, will be taught in this one-day workshop.

OneNote 2013 allows you to track appointments, take meeting notes, record research, and keep to-do items all in one place. With Office 2013 you are provided a new landing screen which makes launching and creating documents easier than previous versions of OneNote. OneNote 2013 also has an improved user interface with an array of powerful tools to help you manage your data through Skydrive – and better information leads to better decision making!

### Outcomes:

In this course, participants will

- Discover exciting and powerful features to increase the quality of their notes and enhance the process of recording and sharing information
- Learn the basics of creating and working with Notebooks required to get up and running taking Notes
- Become an expert at adding, re-arranging, and deleting pages and sections
- Learn different ways to add and format text, including typing and handwriting options
- Understand options to store all related information in one place by adding audio, video, links, and attached files
- Gain knowledge of how to add sketches to notes with drawing capabilities and related formatting options
- Increase productivity by quickly finding information with tagged notes
- Discover advanced techniques, such as time-stamping, password-protecting and backing up your notes

Office 365 OneNote Essentials Training Course - Lesson 1

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Office 365 OneNote Essentials Training Course - Lesson 3

### Working with Notebooks

- Understanding Your Notebook
- Opening a Notebook
- The OneNote Web App Interface
- Creating a New Notebook
- About Saving
- Closing Notebooks
- Module Three: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 5

### Editing in the Browser

- Using the Pop Out
- Minimizing the Ribbon
- Opening in OneNote
- Typing Text
- Module Five: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 7

### Formatting Your Text

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Highlighting Text
- Clearing Formatting
- Module Seven: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 9

### The Insert Tools (I)

- Inserting a Table
- Adding Text to a Table
- Working with Tables
- Inserting Links
- Module Nine: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 11

### The View Tab

- Overview of the Reading View
- Show Authors
- Page Versions
- Module Eleven: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 2

### Welcome to Office 365 Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document
- Module Two: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 4

### Working with Pages and Sections

- About the Pages Pane
- Adding Pages
- Creating Sub-Pages
- Moving and Deleting Pages
- Adding Sections
- Module Four: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 6

### Basic Editing Tasks

- Selecting and Editing Text with the Mouse or Keyboard
- Using Cut, Copy and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language
- Module Six: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 8

### Paragraph Formatting, Styles and Tags

- Setting the Alignment or Text Direction
- Using Indents and Tabs
- Adding Bullets and Numbering
- Applying Styles
- Tagging Notes
- Module Eight: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 10

### The Insert Tools (II)

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures
- Module Ten: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



In this Outlook 365 Essentials course, participants will learn new features of this web application that offers the ability to access and write e-mails from any computer that has WiFi and a browser. The basics of creating and working with e-mails will also be taught. At the completion of this course, users of this software will be able to proficiently move around the interface to create e-mails, appointments, and tasks. Knowledge of organization capabilities will advance with the ability to group related e-mails and data into folders. Users will also customize their profile with a signature and formatting options.

This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Office 365 Outlook Essentials Training Course Outline

### Foreword:

In this Outlook 365 Essentials course, participants will learn new features of this web application that offers the ability to access and write e-mails from any computer that has WiFi and a browser. The basics of creating and working with e-mails will also be taught. At the completion of this course, users of this software will be able to proficiently move around the interface to create e-mails, appointments, and tasks. Knowledge of organization capabilities will advance with the ability to group related e-mails and data into folders. Users will also customize their profile with a signature and formatting options.

The Office 365 experience is designed to render your documents and emails to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

### Outcomes:

In this course, participants will

- Gain the ability to access and write e-mails from anywhere
- Understand the Outlook 365 interface and proficiently use this web application to complete e-mail tasks
- Learn the basics of creating, sending, saving, printing, and managing emails
- Become efficient at creating appointments, tasks, and reminders to plan meetings, events, and the day
- Understand how to use the instant message option to collaborate with others
- Learn to use junk mail filters to increase productivity
- Organize and group e-mails with folders
- Learn how to personalize profiles with a Signature and formatting options
- Understand how to store contact information about co-workers, collaborators and prospects, including organizing with grouping options

Outlook 365 Essentials Training Course - Lesson 1

**Getting Started**

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Outlook 365 Essentials Training Course - Lesson 2

**Welcome to Office 365 Outlook**

- The Home Page
- Opening Outlook
- Understanding the Outlook 365 Interface
- About IM
- Selecting a Theme
- Closing Outlook
- Lesson Two: Review Questions

Outlook 365 Essentials Training Course - Lesson 3

**Working with Your Inbox (I)**

- Viewing Your Inbox
- Filtering Messages
- Checking Messages
- Marking an Item Read or Unread
- Replying to or Forwarding a Message from the Inbox
- Ignoring Conversations
- Lesson Three: Review Questions

Outlook 365 Essentials Training Course - Lesson 4

**Working with Your Inbox (II)**

- Changing the View
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving and Deleting Folders
- Adding to Favorites
- About Junk Mail
- Lesson Four: Review Questions

Outlook 365 Essentials Training Course - Lesson 5

**Creating a New E-Mail**

- Creating an E-mail
- About the Address Book
- Finishing Your Message
- Attaching a File
- Inserting a Picture
- Sending the Message
- Lesson Five: Review Questions

Outlook 365 Essentials Training Course - Lesson 6

**Managing E-Mail Messages**

- The Received Message Window
- Opening a Chat Message
- Viewing Message Details
- Printing a Message
- Deleting an E-Mail
- Lesson Six: Review Questions

Outlook 365 Essentials Training Course - Lesson 7

**Using Outlook's Organizational Tools**

- Flagging an Item for Follow-up
- Using Categories
- Performing a Simple Search
- Performing a Complex Search
- Creating a Basic Rule
- Creating an Advanced Rule
- Lesson Seven: Review Questions

Outlook 365 Essentials Training Course - Lesson 8

**Outlook Options**

- About the Outlook Options
- Setting Automatic Replies
- Creating a Group
- Creating a Signature
- Lesson Eight: Review Questions

Outlook 365 Essentials Training Course - Lesson 9

**An Introduction to the Calendar**

- Getting Started
- Creating an Appointment
- Changing Your Calendar View
- Creating a Meeting Request and Using the Scheduling Assistant
- Editing an Appointment
- Managing Reminders
- Sharing Your Calendar
- Lesson Nine: Review Questions

Outlook 365 Essentials Training Course - Lesson 10

**An Introduction to Contacts**

- Getting Started
- About Importing Contacts
- Creating a New Contact
- Working with Contacts
- Creating a New Group
- Working with Groups
- Lesson Ten: Review Questions

Outlook 365 Essentials Training Course - Lesson 11

**An Introduction to Tasks**

- Getting Started
- Creating a New Task
- Setting a Date and Reminder
- Setting a Repeating Task
- Forwarding a Task
- Updating a Task Status
- Lesson Eleven: Review Questions

Outlook 365 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



Sharepoint Online is the Office 365 answer to collaboration. Sharepoint Online will let your participants manage documents and information in one place that customers and colleagues can access from virtually anywhere. This exciting new course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Microsoft Office 365 Sharepoint Essentials Training Course Outline

### Foreword:

In this workshop your participants will learn how to sign on to the Microsoft Office 365 portal, and see where their Sharepoint content will be stored. They will learn about the home page of the portal, where to sign into the Team Site and the Office 365 web apps, including Outlook.

Through Sharepoint Essentials your participants will take a look at the Team Site and how to navigate around and view the Sharepoint site. Sharepoint Online is the Office 365 answer to collaboration. Sharepoint Online will let your participants manage documents and information in one place that customers and colleagues can access from virtually anywhere.

### Outcomes:

- Sign on to Office 365
- Understand the Home page
- Understand the Team Site
- Update your profile
- Share Information
- Understand content types
- Share and track items
- Track versions
- Understand the Library tools
- Create a site
- Understand Types of Lists
- Manage events
- Connect to Outlook
- Create a New calendar
- Understand Web Parts
- Creating a Site
- Modifying a view
- Understand workflows
- Update a task status

## Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

## Basic Sharepoint Concepts

- The Home Page
- The Team Site
- About Permissions
- Changing Site Theme
- Module Two: Review Questions

## Working with My Site

- View Your Profile
- Update Your Profile
- Follow Colleagues
- Share Information
- Follow Newsfeed and Status Updates
- Module Three: Review Questions

## Working with Sharepoint Content

- About Content Types
- Adding an Item to a List
- Uploading a File to a Library
- Checking Items In and Out
- Tracking Versions
- Module Four: Review Questions

## Working with Libraries

- Types of Libraries
- Viewing Library Items
- Creating a New Document in Your Library
- Editing or Deleting a Library Item
- Understanding the Library Tools
- Create a Library
- Module Five: Review Questions

## Working with Lists

- Types of Lists
- The List Tool Bars
- Viewing Items
- Editing or Deleting a List Item
- Creating a New List
- Module Six: Review Questions

## Working with Other Types of Lists

- Viewing and Adding Announcements
- Working with an Issues List
- Adding a Link
- Adding a Task
- Searching List Items
- Module Seven: Review Questions

## Working with Calendars

- Viewing and Navigating Calendars
- Adding a New Event
- Managing Events
- Connecting to Outlook



- Creating a New Calendar
- Module Eight: Review Questions

## **Working with Sites and Pages**

- Editing a Page
- Understanding Web Parts
- Editing and Deleting Web Parts
- Creating a Site
- Module Nine: Review Questions

## **Working with Views**

- Sorting and Filtering Lists and Libraries
- Creating a Column
- Creating a Private View
- Selecting a View
- Modifying a View
- Module Ten: Review Questions

## **Using Workflows**

- About Workflows
- Types of Workflows
- Add a Three-State Workflow to a List
- Start a Workflow
- Monitor a Workflow
- Review a Workflow
- Module Eleven: Review Questions

## **Wrapping Up**

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



To stay competitive in today's fast changing world, organisations and individuals need to update their skills and knowledge. This essential training course in Excel 2013 covers essential features including using cells, rows and columns, Paste Special, undo and redo commands, cut, copy, spell check, and filter tools. This practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft Excel 2013 Essentials Course Outline

### Foreword:

Excel 2013 Essentials Training Course is designed to provide a comprehensive understanding of the basic features of Excel 2013 and how to use them correctly to fulfill various tasks. During the course, participants will learn to use basic Excel tools so that they are able to use Excel 2013 effortlessly.

### Outcomes:

This extensive training course in Excel 2013 Essentials develops basic skills and understanding of the application. After this course, participants will be able to use all of Excel 2013's basic functions to complete tasks expertly.

### After completing this course, participants will have learned to:

- Create a new workbook
- Save a workbook
- Enter and delete data
- Insert rows and columns
- Merge and split cells
- Select data
- Use Find and Replace
- Hide and unhide cells
- Understand cell references and formulas
- Use basic formulas
- Understand and use basic functions
- Use spell check

## Excel 2013 Essentials Training Course - Lesson 1

### Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

## Excel 2013 Essentials Training Course - Lesson 3

### Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Understanding Worksheets vs. Workbooks
- Closing Files
- Closing Excel
- Lesson Three: Review Questions

## Excel 2013 Essentials Training Course - Lesson 5

### Viewing Excel Data

- An Overview of Excel's Views
- Switching Views
- Creating Custom Views
- Using Zoom
- Switching Between Open Files
- Lesson Five: Review Questions

## Excel 2013 Essentials Training Course - Lesson 7

### Using Excel Functions

- Formulas vs. Functions
- Using AutoComplete
- Using the SUM Function
- Using Other Basic Excel Functions
- Understanding the Formulas Tab
- Understanding the Function Names
- Lesson Seven: Review Questions

## Excel 2013 Essentials Training Course - Lesson 9

### Formatting Your Data

- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Working with Alignment Options /Using the Wrap Command/Using Merge
- Removing Formatting
- Lesson Nine: Review Questions

## Excel 2013 Essentials Training Course - Lesson 11

### Printing and Sharing Your Workbook

- Setting up Your Page
- Previewing and Printing Your Workbook
- Inviting People
- E-Mailing Your Workbook
- Lesson Eleven: Review Questions

## Excel 2013 Essentials Training Course - Lesson 2

### Opening Excel

- Opening Excel
- Using the Recent List
- Opening Files
- Creating a Blank Workbook
- Creating a Workbook from a Template
- Lesson Two: Review Questions

## Excel 2013 Essentials Training Course - Lesson 4

### Your First Worksheet

- Entering Data
- Using Flash Fill
- Using Auto Fill
- Editing Data
- Adding Rows and Columns
- Checking Your Spelling
- Lesson Four: Review Questions

## Excel 2013 Essentials Training Course - Lesson 6

### Building Formulas

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References
- Using the Status Bar to Perform Calculations
- Lesson Six: Review Questions

## Excel 2013 Essentials Training Course - Lesson 8

### Using Quick Analysis

- Formatting Tables
- Creating Quick Analysis Charts
- Calculating Totals
- Creating Quick Analysis Tables
- Using Sparklines
- Lesson Eight: Review Questions

## Excel 2013 Essentials Training Course - Lesson 10

### Using Styles, Themes, and Effects

- Using Conditional Formatting
- Using Table Styles
- Using Cell Styles
- Formatting Cells
- An Overview of the Page Layout Tab
- Changing the Theme
- Lesson Ten: Review Questions

## Excel 2013 Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



Organisations and individuals are constantly updating their skills and knowledge to stay competitive in today's fast changing economy. This advanced training course in Excel 2013 covers advanced features of the application including the new Flash Fill feature, using formulas and functions, inserting PivotTables and PivotCharts, and customising the interface.

The course also includes training in formatting text, data, and workbooks; insert art and objects; and chart data. This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft Excel 2013 Advanced Course Outline

### Foreword:

Excel 2013 Advanced Training Course is designed to provide a comprehensive understanding of the advanced features of Excel 2013, and how to use them correctly to fulfill various tasks. During the course, participants learn to email a workbook, insert PivotCharts, create timelines, customise the Quick Access toolbar, re-set interface changes, use slicers and more.

### Outcomes:

This extensive advanced training course in Excel 2013 helps develop basic skills and understanding of the application. After this course, participants will have gained expertise in using Excel 2013.

### After completing this course, participants will have learned to:

- Insert SmartArt
- Insert equations, shapes, pictures, text boxes
- Create sparklines
- Insert PivotTables and PivotCharts
- Use slicers
- Create timelines
- Share your workbook on SkyDrive
- Change Ribbon display options
- Customise the Quick Access toolbar
- Create Custom Ribbon tabs
- Reset interface changes
- Use cell styles
- Format data as a table
- Add a background
- Print and email a workbook

Excel 2013 Advanced Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Excel 2013 Advanced Training Course - Lesson 2

**SmartArt and Objects**

- Inserting SmartArt
- Editing the Diagram
- Adding Pictures
- Adding Text Boxes
- Drawing Shapes
- About the Contextual Tabs
- Lesson Two: Review Questions

Excel 2013 Advanced Training Course - Lesson 3

**Auditing**

- Tracing Precedent cells
- Tracing the Dependents of a Cell
- Displaying Formulas Within the Sheet
- Adding, Displaying, Editing ,and Removing Comments
- Lesson Three: Review Questions

Excel 2013 Advanced Training Course - Lesson 4

**Creating Charts**

- Using Recommended Charts
- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Resizing and Moving the Chart
- Lesson Four: Review Questions

Excel 2013 Advanced Training Course - Lesson 5

**Working with Charts**

- Using Chart Elements
- Using Chart Styles and Colours
- Changing the Chart Style
- Using Chart Filters
- Working with Data Labels
- Lesson Five: Review Questions

Excel 2013 Advanced Training Course - Lesson 6

**Creating Pivot Tables and Pivot Charts**

- Inserting a PivotTable using Excel Recommendations
- Choosing Fields and Grouping Data
- Overview of the Pivot Table Tools Tabs
- Changing the Data Displayed and Refreshing the PivotTable
- Creating a Pivot Chart from a Pivot Table or Data
- Some Real-life Examples
- Lesson Six: Review Questions

Excel 2013 Advanced Training Course - Lesson 7

**Macros**

- Displaying the Developer Tab
- Recording and Running Macros
- Changing the Security Level
- Customising and Changing the Quick Access Toolbar
- Lesson Seven: Review Questions

Excel 2013 Advanced Training Course - Lesson 8

**Solving Formula Errors**

- Using Named Ranges
- Understanding Formula Errors
- Using the Trace Errors Commands
- Using Error Checking
- Evaluating Formulas
- Lesson Eight: Review Questions

Excel 2013 Advanced Training Course - Lesson 9

**Using What If Analysis**

- Using Goal Seek
- Using the Scenario manager
- Using a One Input Data Table
- Using a Two Input Data Table
- Lesson Nine: Review Questions

Excel 2013 Advanced Training Course - Lesson 10

**Managing Your Data**

- Transposing Data from Rows to Columns
- Using the Text to Columns Feature
- Checking for Duplicates
- Creating Data Validation Rules
- Consolidating Data
- Lesson Ten: Review Questions

Excel 2013 Advanced Training Course - Lesson 11

**Grouping and Outlining Data**

- Grouping Data
- Adding Subtotals
- Outlining Data
- Viewing Grouped and Outlined Data
- Lesson Eleven: Review Questions

Excel 2013 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



Updating of existing skills is an essential requirement in today's fast changing world. Users of Word may quickly learn essential skills in using Word 2013 with this dynamic course. This training course in Word 2013 Essentials includes training in inserting art and objects to a document, customising a document, formatting, customising the interface, and printing and sharing a document. This dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft Word 2013 Essentials Course Outline

### Foreword:

Word 2013 Essentials Training Course covers all important features of the word processing application that are necessary for using it expertly. During the training course, participants gain understanding and use of the various new features of Word including formatting tools, working with paragraphs, formatting the page, and working with art and objects.

The course provides comprehensive training in a short time, and is designed for developing practical skills that benefit participants in their work.

### Outcomes:

Word 2013 Essentials Training Course is the fastest way to gain a comprehensive understanding of all essential features of Word 2013, and gain skills in using it expertly.

### After completing this course, participants will have learned to:

- Use basic features such as find, replace, text selection, and typing and deleting text
- Change the font face, size and colour
- Add effects
- Change themes
- Alter document formatting
- Use the format painter
- Clear formatting
- Align and justify text
- Apply bullets and numbers
- Insert a cover page
- Add watermarks
- Add page border
- Insert tables, charts, equations, SmartArt, and screenshots
- Insert local and online pictures
- Insert videos
- Use the Navigation Pane
- Print and share a document
- Change Ribbon Display options
- Customise the Quick Access toolbar

Word 2013 Essentials Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Word 2013 Essentials Training Course - Lesson 2

**Opening Word**

- Opening Word
- Using the Recent List
- Opening Files
- Creating a Blank Document
- Creating a Document from a Template
- Module Two: Review Questions

Word 2013 Essentials Training Course - Lesson 3

**Working with the Interface**

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files
- Closing Word
- Module Three: Review Questions

Word 2013 Essentials Training Course - Lesson 4

**Your First Document**

- Typing Text
- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text
- Dragging and Dropping Text
- Inserting a Symbol or Number
- Starting a New Page
- Module Four: Review Questions

Word 2013 Essentials Training Course - Lesson 5

**Basic Editing Tasks**

- Using Cut, Copy, and Paste
- Using Undo and Redo
- Finding and Replacing Text
- Setting Paste Options
- Checking Your Spelling
- Module Five: Review Questions

Word 2013 Essentials Training Course - Lesson 6

**Working with Font Formatting**

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Colour
- Highlighting Text
- Adding Font Enhancements
- Module Six: Review Questions

Word 2013 Essentials Training Course - Lesson 7

**Advanced Formatting Tasks**

- Changing Case
- Using the Format Painter
- Using the Font Dialog
- Clearing Formatting
- Module Seven: Review Questions

Word 2013 Essentials Training Course - Lesson 8

**Formatting Paragraphs**

- Changing Spacing
- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets, Numbering, and Multilevel Lists
- Adding Borders and Shading
- Using the Paragraph Dialog
- Module Eight: Review Questions

Word 2013 Essentials Training Course - Lesson 9

**Working with Styles**

- About Styles
- Applying a Style
- Changing the Theme
- Changing the Style Set
- Changing Theme Colours and Fonts
- Module Nine: Review Questions

Word 2013 Essentials Training Course - Lesson 10

**Formatting the Page**

- Formatting Text as Columns
- Changing Page Orientation
- Changing the Page Colour
- Adding a Page Border
- Adding Headers and Footers
- Module Ten: Review Questions

Word 2013 Essentials Training Course - Lesson 11

**Sharing Your Document**

- Previewing and Printing Your Document
- Inviting People
- E-Mailing Your Document
- Module Eleven: Review Questions

Word 2013 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



Users of Word can now master the newest version of Word quickly. This advanced training course in Word 2013 provides skill development in advanced editing and formatting tasks, inserting and formatting pictures and illustrations, using comments and tracking, and more.

This highly valuable and practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft Word 2013 Advanced Course Outline

### Foreword:

During the course, participants will gain deep knowledge and use of the advanced features of Word 2013. This advanced training course in Word 2013 provides comprehensive lessons in using views and Word window tasks, advanced editing and formatting, formatting pictures and illustrations, using tables and special objects, using translation and language review, and use comments and tracking.

The short course offers easy-to-understand and comprehensive training lessons that help participants to gain mastery over Word 2013.

### Outcomes:

This extensive training course helps participants develop advanced skills in Word 2013, so that they gain mastery over it.

### After completing this course, participants will have learned to:

- Arrange windows
- Split a document
- Use the navigation pane
- Customise the ribbon and quick access toolbar
- Use office clipboard and phonetic guide
- Enclose characters
- Use text effects
- Add WordArt
- Insert a screenshot
- Remove a picture's background
- Position a picture and wrap text
- Add border
- Alter rows and columns
- Insert online media
- Work with document references
- Use comments and tracking



Word 2013 Advanced Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Word 2013 Advanced Training Course - Lesson 2

**Working with the Word Window**

- Using Zoom
- An Overview of Word's Views
- Arranging Windows
- Splitting a Document
- Using the Navigation Pane
- Customising the Ribbon and the Quick Access Toolbar
- Lesson Two: Review Questions

Word 2013 Advanced Training Course - Lesson 3

**Advanced Editing and Formatting Tasks**

- Using the Office Clipboard and the Selection Pane
- Using the Phonetic Guide
- Using Character Borders and Shading
- Enclosing characters
- Using Text Effects
- Showing Formatting Marks
- Lesson Three: Review Questions

Word 2013 Advanced Training Course - Lesson 4

**Working with Illustrations**

- Inserting a Picture from a File
- Inserting an Online Picture
- Adding WordArt
- Drawing Shapes
- Inserting a Screenshot
- Moving or Deleting a Picture
- Lesson Four: Review Questions

Word 2013 Advanced Training Course - Lesson 5

**Formatting Pictures**

- Using the Picture tools Tab
- Adding a Border
- Removing a Picture's Background
- Adding Artistic Effects
- Positioning Pictures and Wrapping Text
- Lesson Five: Review Questions

Word 2013 Advanced Training Course - Lesson 6

**Adding SmartArt**

- Inserting SmartArt
- Adding Text to SmartArt
- Using the SmartArt Tools Tabs
- Moving and Deleting SmartArt
- Using SmartArt Layout Options
- Lesson Six: Review Questions

Word 2013 Advanced Training Course - Lesson 7

**Adding Tables**

- Inserting a Table
- Adding Text to a Table
- About the Table Tools Tabs
- Altering Rows and Columns
- Applying a Table Style
- Lesson Seven: Review Questions

Word 2013 Advanced Training Course - Lesson 8

**Inserting Special Objects**

- Adding a Cover Page
- Inserting a Text Box
- Inserting an App
- Inserting Online Media
- Inserting a Database
- Lesson Eight: Review Questions

Word 2013 Advanced Training Course - Lesson 9

**Working with Document References**

- Inserting a Caption
- Adding a Table of Contents
- Adding Footnotes, Endnotes, and Citations
- Managing Sources
- Inserting a Bibliography
- Creating an Index
- Lesson Nine: Review Questions

Word 2013 Advanced Training Course - Lesson 10

**Reviewing Your Document**

- Using Define, Thesaurus and Word Count
- Using Translation Tools
- Setting Proofing Language and Language Preferences
- Lesson Ten: Review Questions

Word 2013 Advanced Training Course - Lesson 11

**Using Comments and Tracking**

- Adding a Comment
- Reviewing Comments
- Tracking Changes
- Reviewing Changes
- Comparing Documents
- Combining Documents
- Lesson Eleven: Review Questions

Word 2013 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



PowerPoint 2013 is the world's premier presentation software that allows the creation of highly customised professional presentations. This training course in PowerPoint 2013 essentials provides beginners an understanding and development of skills in the basic functions of the software.

This highly valuable and practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft PowerPoint 2013 Essentials Course Outline

### Foreword:

PowerPoint 2013 helps create and launch documents easily. This newest version of PowerPoint has an improved Presentation View with gives your presentations that extra focus. It also comes with an improved user interface with a variety of powerful tools to help you share your presentations through Skydrive.

During the course, participants learn to use the standard features of PowerPoint 2013 including creating presentations from templates, creating presentations without templates, adding slides, inserting text, editing and formatting text, inserting and altering images, using transitions and animation, and preparing narration.

### Outcomes:

This extensive training course helps participants develop basic skills in PowerPoint 2013, so that they use it effortlessly to complete tasks.

### After completing this course, participants will have learned to:

- Open recent and other files
- Create a new blank presentation
- Understand and use the interface
- Use backstage view
- Add slides
- Use a content placeholder
- Add and edit text
- Use the slides tab
- Select, edit, cut, copy, paste and delete text
- Use the Office clipboard
- Find and replace text
- Format fonts
- Add pictures
- Use advanced formatting options
- Work with transitions and animations
- Set up a slideshow

PowerPoint 2013 Essentials Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

PowerPoint 2013 Essentials Training Course - Lesson 3

**Working with the Interface**

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files vs. Closing PowerPoint
- Lesson Three: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 5

**Working with Text**

- Adding Text
- Selecting, Editing, and Deleting Text
- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text
- Lesson Five: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 7

**Adding Pictures**

- Inserting a Picture from a File or Online
- Adding Screenshots
- An Introduction to the Picture Tools Tab
- Resizing, Moving, and Deleting a Picture
- Lesson Seven: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 9

**Working with Transitions and Animations**

- Adding a Slide Transition
- Setting Slide Advance Options
- Add a Basic Animation
- Using the Animation Painter
- Lesson Nine: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 11

**Showtime!**

- Our Top Five PowerPoint Tips
- Starting a Show
- About the In Show Tools
- Changing Your Pointer
- Switching to a Blank Screen
- Lesson Eleven: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 2

**Opening PowerPoint**

- Opening PowerPoint
- Opening Recent and Other Files
- Creating a New Presentation Using a Template
- Creating a New Presentation Using a Theme
- Creating a New Blank Presentation
- Lesson Two: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 4

**Your First Presentation**

- About Slide Types
- Adding Slides
- Using the Slides Tab
- About Types of Content
- Using a Content Placeholder
- Lesson Four: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 6

**Formatting Text and Paragraphs**

- Formatting Fonts
- Clearing Formatting
- Using the Font Dialog
- Adding Bullets and Numbering
- Using the Paragraph Dialog
- Lesson Six: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 8

**Advanced Formatting Tasks**

- Using the Format Painter
- Changing Slide Layout
- Changing the Theme and Variants
- About Slide Sizes
- Changing to Standard or Widescreen Slide Size
- Lesson Eight: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 10

**Setting Up Your Slide Show**

- Previewing Your Slide Show
- Using the Set Up Show Dialog
- Recording a Narration
- Timing Your Show
- Hiding Slides
- Lesson Ten: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



PowerPoint is a powerful presentation application used worldwide for creating professional presentations. This training course in PowerPoint 2013 Advanced is designed for those who want to develop advanced skills in PowerPoint 2013. Participants will learn to use the new and advanced features of PowerPoint 2013 so that they gain mastery over it. This highly valuable and practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft PowerPoint 2013 Advanced Course Outline

### Foreword:

PowerPoint 2013 is the world's premier presentation software. PowerPoint 2013 comes with a new landing screen, which makes launching and creating of documents easier than in previous versions. It includes an improved Presentation View and user interface.

During this training course, participants work with shapes, pictures, text boxes, tables, audio, video, research tools, slides, and more. The course provides a deep understanding and use of all the advanced features of the application.

### Outcomes:

This extensive training course helps participants develop advanced skills in PowerPoint 2013, so that they gain mastery over it.

### After completing this course, participants will have learned to:

- Use smart guides
- Use text fill and outline
- Add text effects
- Insert SmartArt
- Use alignment guides
- Align and distribute objects
- Format a table
- Add a sound and video clip
- Record audio
- Modify rows and columns
- Check spelling
- Use the Research Task Pane
- Use proofing and translating tools
- Prepare their presentations
- Use slide masters
- Share their presentations

PowerPoint 2013 Advanced Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

PowerPoint 2013 Advanced Training Course - Lesson 3

**Working with Text Boxes and Pictures**

- Inserting a Text Box
- Resizing, Moving, and Deleting an Object
- Using Picture Styles
- Using Text Fill and Outline
- Using the Colour-Matching Eyedropper
- Adding Text Effects
- Module Three: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 5

**Advanced Drawing Tasks**

- Using Alignment Guides
- Rotating and Flipping Objects
- Aligning and Distributing Objects
- Ordering Objects
- Grouping Objects
- Module Five: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 7

**Inserting Audio and Video**

- Adding a Sound Clip
- Recording Audio
- Adding a Video Clip
- Module Seven: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 9

**Preparing for Your Presentation**

- About Presenter View
- Adding Notes to Slides
- Viewing the Notes Page
- Printing Notes
- Creating Handouts
- Module Nine: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 11

**Advanced Presentation Tasks**

- Inviting People
- Presenting Online
- Creating a Custom Show
- Recording Your Show as a Video
- Packaging Your Presentation for CD
- Module Eleven: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 2

**Working with Shapes**

- Inserting a Shape
- Using the Drawing Tools Tab
- Using Shape Fill and Outline
- Using Shape Effects
- Using Smart Guides
- Module Two: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 4

**Adding SmartArt**

- Inserting SmartArt
- Using the SmartArt Tools Tabs
- Adding Text to SmartArt
- Resizing, Moving, and Deleting SmartArt
- Module Four: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 6

**Adding Tables**

- Inserting a Table
- Adding Text to a Table
- Using the Table Tools Tabs
- Modifying Rows and Columns
- Formatting a Table
- Module Six: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 8

**PowerPoint's Research Tools**

- Checking Spelling
- Using the Research Task Pane
- Using the Thesaurus
- Using Translation ScreenTips
- Setting the Language
- Module Eight: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 10

**Using Slide Masters**

- Switching to Slide Master View
- Using the Slide Master Tab
- Creating a Slide Master
- Applying a Slide Master
- Editing a Slide Master
- Using Master Guides
- Module Ten: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



Outlook 2013 assists in managing, organising and communicating effectively and easily. This intensive training course in Outlook 2013 Essentials provides skill development in the basic features of the application, including setting up an email account, sending a mail, searching for items, and using the calendar.

This highly valuable and practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft Outlook 2013 Essentials Course Outline

### Foreword:

During this training course, participants gain knowledge and skills in using Outlook 2013. The essential training course is designed for beginners where they receive training in using the basic functions of the application including the new features.

The comprehensive course provides learning in an easy-to-understand and effective manner, which helps them to learn and apply the knowledge easily. Outlook 2013 Essentials Training Course includes lesson in organising messages in folders, setting up an email account, sending emails, reading and working with messages, using the task list, using the Outlook interface and more.

### Outcomes:

Outlook 2013 has a new improved user interface and more powerful search tools. After this extensive training course, participants will have developed skills in using the basic functions and new functions of Outlook 2013, so that they can effortlessly use the application to fulfill tasks.

### After completing this course, participants will have learned to:

- Use backstage view
- Send feedback
- Understand the ribbon and the status bar
- Use the to-do bar
- Peek at other modes
- Use folder pane and the message list
- Preview messages
- Sort, filter, and group messages
- Work with attachments
- Use inline replies
- Ignore email and delete messages
- Create and manage emails
- Search for items
- Use calendar and tasks
- Create, edit and organise contacts

Outlook 2013 Essentials Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Outlook 2013 Essentials Training Course - Lesson 2

**Opening and Closing Outlook**

- Opening Outlook
- Setting up an E-mail Account
- Understanding the Ribbon and the Status Bar
- Using Backstage View
- About Your Office Account
- Closing Outlook
- Lesson Two: Review Questions

Outlook 2013 Essentials Training Course - Lesson 3

**Understanding the Interface**

- About the Folders Pane
- About the Reading Pane
- About the To-Do Bar Pane
- About the People Pane
- Peeking at Other Modes
- About the View Tab
- Lesson Three: Review Questions

Outlook 2013 Essentials Training Course - Lesson 4

**Working with the Message List and the Reading Pane**

- Previewing Messages
- About the Reading Pane
- Opening or Saving Attachments
- Filtering and Sorting Messages
- Using Inline Replies
- Lesson Four: Review Questions

Outlook 2013 Essentials Training Course - Lesson 5

**Using Message List Commands**

- Flagging Messages
- Deleting Messages
- Marking Messages as Read or Unread
- Ignoring E-mail
- Lesson Five: Review Questions

Outlook 2013 Essentials Training Course - Lesson 6

**Creating a New E-mail**

- Creating an E-mail
- Addressing an E-mail
- Attaching a File
- Sending the Message
- Lesson Six: Review Questions

Outlook 2013 Essentials Training Course - Lesson 7

**Managing E-mail**

- Printing a Message
- About the Folder Pane
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving, and Deleting Folders
- Working with Favorite Folders
- Sending and Receiving Mail
- Lesson Seven: Review Questions

Outlook 2013 Essentials Training Course - Lesson 8

**Searching for Items**

- Understanding Search Folders
- Setting Up and Using Search Folders
- Using Instant Search
- Using Advanced Search
- Using Contact Search
- Lesson Eight: Review Questions

Outlook 2013 Essentials Training Course - Lesson 9

**An Introduction to the Calendar**

- Getting Started
- Using the Weather Bar
- Creating an Appointment
- Changing Your Calendar View
- Editing an Appointment
- Managing Reminders
- Lesson Nine: Review Questions

Outlook 2013 Essentials Training Course - Lesson 10

**An Introduction to Tasks**

- Getting Started
- Creating a New Task
- Editing a Task
- Updating Task Status
- Basic Task Views
- Lesson Ten: Review Questions

Outlook 2013 Essentials Training Course - Lesson 11

**An Introduction to Contacts**

- Getting Started
- Creating a New Contact
- Editing a Contact
- Organising Contacts
- Basic Contact Views
- Lesson Eleven: Review Questions

Outlook 2013 Essentials Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



Gaining mastery over Outlook 2013 requires deep understanding of the application and skills in using its advanced features. This intensive training course is designed to equip learners with the knowledge and the skills in Outlook 2013 so that they develop mastery over it.

This highly valuable and practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

## Microsoft Outlook 2013 Advanced Course Outline

### Foreword:

Outlook 2013 helps you to manage, organise and communicate easily and effectively. Outlook 2013 Advanced Training Course is designed for advanced learners who have basic knowledge of the application.

This comprehensive training course includes skill development in formatting messages, prioritising, tracking options, customising messages, working with RSS feeds, printing from Outlook, managing data, and using advanced calendar tasks.

### Outcomes:

This extensive training course helps participants develop advanced skills in Outlook 2013 through understanding and practice so that they gain mastery over it.

### After completing this course, participants will have learned to:

- Format fonts and paragraphs
- Use styles and themes
- Alter stationary options
- Use various categories
- Add screenshots and pictures
- Delay delivery of emails
- Add voting buttons to emails
- Use email tracking options
- Enable junk mail filter
- Enable the phishing filter
- Modify safe and blocked senders list
- Create a recurring appointment, meeting requests, and additional calendars
- Use Colour-coding
- Create and editing a note



Outlook 2013 Advanced Training Course - Lesson 1

**Getting Started**

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Outlook 2013 Advanced Training Course - Lesson 2

**Working with Messages**

- Formatting Fonts and Paragraphs
- Using Styles and Themes
- Adding Pictures or Screenshots
- Using Spell Check
- Using the Other Review Options
- Lesson Two: Review Questions

Outlook 2013 Advanced Training Course - Lesson 3

**Customising Your Profile**

- Setting up a Signature
- Changing Stationery Options
- Enabling or Disabling Automatic Spell Check
- Using Categories
- Lesson Three: Review Questions

Outlook 2013 Advanced Training Course - Lesson 4

**Advanced E-Mail Tasks**

- Adding Voting Buttons
- Setting the Priority
- Using Tracking Options
- Delaying Delivery
- Directing Replies
- Lesson Four: Review Questions

Outlook 2013 Advanced Training Course - Lesson 5

**Managing Junk Mail**

- About the Junk Mail Filter
- Enabling Junk Mail Filtering
- Enabling the Phishing Filter
- Modifying Safe and Blocked Senders Lists
- Marking a Message as Junk or Not Junk
- Lesson Five: Review Questions

Outlook 2013 Advanced Training Course - Lesson 6

**Advanced Calendar Tasks**

- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Colour-Coding Appointments
- Changing Calendar Options
- About Calendar Groups
- Lesson Six: Review Questions

Outlook 2013 Advanced Training Course - Lesson 7

**Doing More with Tasks**

- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options
- Lesson Seven: Review Questions

Outlook 2013 Advanced Training Course - Lesson 8

**Using Notes**

- Opening the Notes Folder
- Create a Note
- Editing a Note
- Colour-Coding a Note
- Changing Note Views
- Lesson Eight: Review Questions

Outlook 2013 Advanced Training Course - Lesson 9

**Viewing RSS Feeds**

- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items
- Lesson Nine: Review Questions

Outlook 2013 Advanced Training Course - Lesson 10

**Managing Outlook Data (I)**

- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data
- Lesson Ten: Review Questions

Outlook 2013 Advanced Training Course - Lesson 11

**Managing Outlook Data (II)**

- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File
- Lesson Eleven: Review Questions

Outlook 2013 Advanced Training Course - Lesson 12

**Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations



OneNote 2013 is a powerful digital notebook that captures, stores and shares information of various kinds. With OneNote 2013, you can create notes, keep them in the cloud, access them from anywhere, collaborate, and sync notes across computers and devices. OneNote 2013 Essentials Training Course takes your hand and guides you through every basic feature of OneNote 2013 to enable you to use them effortlessly to fulfil tasks.

This highly valuable and dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft OneNote 2013 Essentials Course Outline

### Foreword:

During this training course, participants learn all the basic functions and features of OneNote 2013 that allows them to create exquisite notes, store them, and share them with others and on other devices. The course uses screenshots, graphics and teaching tools to help faster learning and better retention.

After participating in this short course, participants develop important skills in using OneNote 2013 to help them effortlessly conduct essential tasks such as working with page versions, using drag and drop, customising tags, creating a new Quick Note, viewing recent edits, and working with Outlook tasks.

### Outcomes:

**After completing this course, participants will have learned to:**

- Open and close NoteBook
- Understand the interface
- Save NoteBooks
- Type text and titles
- Format text
- Add sections and section groups
- Add pages and create sub-groups
- Use the templates pane
- Use the navigation bar
- Work with page versions
- Customise tags
- Take a screen clipping
- Use instant search
- Insert a table
- Add a file
- Add images
- Insert links
- Use the calculator
- Draw in OneNote
- Review and share notes
- Timestamp items

OneNote 2013 Essentials Training Course - Lesson 1

**The Basics**

- Getting Started
- Signing In
- Opening Notebooks
- About the Notification Icon
- Using the Page Tabs
- Lesson 1: Review Questions

OneNote 2013 Essentials Training Course - Lesson 2

**Your First Notebook**

- Creating a Notebook
- Creating Pages and Subpages
- Working with Pages and Subpages
- Working with Containers
- Entering and Deleting Text
- Checking Your Spelling
- Lesson Two: Review Questions

OneNote 2013 Essentials Training Course - Lesson 3

**Formatting Text**

- Changing the Font Face, Size, and Color
- Highlighting Text
- Applying Text Effects
- Applying Styles
- Using the Format Painter
- Clearing Formatting
- Lesson Three: Review Questions

OneNote 2013 Essentials Training Course - Lesson 4

**Using the Send To OneNote Tool**

- Showing and Hiding the Send To OneNote Tool
- Creating a Screen Clipping
- Sending Information to OneNote
- Creating a Quick Note
- Lesson Four: Review Questions

OneNote 2013 Essentials Training Course - Lesson 5

**Using Basic Note Tools**

- Creating Lists
- Inserting Tables
- Inserting Pictures
- Creating Links
- Inserting Files
- Lesson Five: Review Questions

OneNote 2013 Essentials Training Course - Lesson 6

**Using Advanced Note Tools**

- Using the Calculator
- Adding Outlook Meetings and Tasks
- Adding Audio and Video Clips
- Drawing Objects
- Using Page Templates
- Lesson Six: Review Questions

OneNote 2013 Essentials Training Course - Lesson 7

**Using Editing Tools**

- Using Cut, Copy, and Paste
- Dragging and Dropping Text
- Using Undo and Redo
- Using Search
- Lesson Seven: Review Questions

OneNote 2013 Essentials Training Course - Lesson 8

**Using Tags**

- Applying Tags
- Creating Tags
- Removing Tags
- Searching for Tags
- Lesson Eight: Review Questions

OneNote 2013 Essentials Training Course - Lesson 9

**Using Quick Notes and Docked Notes**

- Creating a Quick Note
- Managing Quick Notes
- Docking and Undocking a Window
- Using Linked Note Taking
- Lesson Nine: Review Questions

OneNote 2013 Essentials Training Course - Lesson 10

**Sharing Your Notebook**

- Creating Shared Notebooks
- Sending Invitations
- Using Shared Notebooks
- Stopping Sharing
- Lesson Ten: Review Questions

OneNote 2013 Essentials Training Course - Lesson 11

**Saving and Printing Your Notebook**

- Saving Your Notebook as PDF or XPS
- E-mailing Your Notebook
- Exporting Your Notebook
- Printing Your Notebook
- Lesson Eleven: Review Questions

OneNote 2013 Essentials Training Course - Lesson 12

**Customising the Interface**

- Changing Ribbon Display Options
- Customising the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes
- Lesson Twelve: Review Questions



Windows 8 is the latest version of Microsoft's widely-used Windows operating system. This new version of Windows incorporates hundreds of new features, as well as improvements to existing tools. This foundation training course in Windows 8 provides both novice and experienced users the skills to use all features of Windows 8 expertly. This dynamic and highly valuable training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

## Windows 8 Foundation Training Course Outline

### Foreword:

During the course, participants gain training in using the new Start screen, touch gestures, mail, messaging, photo, travel, sports, and the desktop and its applications.

Windows 8 Foundation Training Course is designed to help participants become familiar with the enhancements that have been made to Windows with this release. This course also provides training with previous Windows so that the learner can become familiar with the enhanced Start screen of Windows 8.

### Outcomes:

This short and comprehensive course is the fastest way to develop a deep understanding and skills using the Windows 8 operating system.

#### After completing this course, participants will have learned to:

- Understand the basics of Windows 8
- Interact with computer using keyboard and mouse
- Use touch gestures to perform functions
- Lock and unlock the computer
- Use sleep mode, restart and turn off
- Understand the anatomy of the Start screen
- Work with Windows 8 apps
- Use the charms bar
- Use the windows store
- Manage accounts
- Use mail, calendar, messaging, photos
- Use Internet Explorer
- Use news apps, maps, SkyDrive
- Manage desktop windows
- Understand interface basics
- Customise file explorer

Windows 8 Foundation Training Course - Lesson 1

**Getting Started**

- The Basics of Windows 8
- Interacting with the Computer Using a Mouse & Keyboard
- Interacting with the Computer Using Touch Gestures
- Exiting Windows 8

Windows 8 Foundation Training Course - Lesson 2

**Working with the Windows 8 Start Screen**

- Introducing the Windows 8 Start Screen
- Using the Windows 8 Start Screen
- Working with Windows 8 Apps
- Using the Charms Bar
- Using the Windows Store

Windows 8 Foundation Training Course - Lesson 3

**The Basic Windows 8 Applications (Part I)**

- Getting Started
- Managing Accounts
- Using Mail
- Using Calendar
- Using People & Messaging
- Using Photos

Windows 8 Foundation Training Course - Lesson 4

**The Basic Windows 8 Applications (Part II)**

- Using Windows 8 Internet Explorer
- Using News Apps
- Using Maps
- Using SkyDrive

Windows 8 Foundation Training Course - Lesson 5

**Working with the Windows 8 Desktop**

- Introducing the Windows 8 Desktop
- Managing Desktop Windows
- Using Desktop Features
- Using Jump Lists
- Desktop Application Basics
- Interface Basics

Windows 8 Foundation Training Course - Lesson 6

**Working with Files and Folders**

- The Basic Components
- The File Explorer Tabs
- Customising File Explorer
- Using the Recycle Bin
- Getting Help in Windows 8

# Computer Basics Intermediate Training Course



This intermediate training course in computer basics is designed for users with little to no experience with computers. During this course, participants will develop an understanding and skills using operating systems, basic applications, files and folders, WordPad, NotePad, and more.

This engaging and dynamic training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

## Computer Basics Intermediate Training Course Outline

### Foreword:

During this intensive intermediate training course in computer basics, participants learn to understand the various concepts of computing including general computing concepts, hardware and software, operations of information networks, and tasks. Participants also receive training in using basic Windows applications including Paint, Internet Explorer, WordPad, NotePad, Task Manager, and Calculator.

This comprehensive course includes lessons in the use of the keyboard, mouse and Windows desktop.

### Outcomes:

This short and exhaustive training course is the fastest way to develop deep understanding of computing basics and skills using a computer.

### After completing this course, participants will have learned to:

- Understand general computing concepts
- Understand the difference between hardware and software, and how each works
- Understand how information networks operate
- Become aware of security concerns and how to work safely
- Learn the first steps of using a computer, including using the keyboard, mouse, and Windows desktop
- Be able to effectively manage and use files and folders
- Learn how to use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use input, output, and storage devices
- Understand legal issues, including licensing of software
- Understand telecommuting and the electronic world
- Be proactive about security
- Protect your data
- Understand malware
- Customise your computer
- Print
- Browse the Web

Computer Basics Intermediate Training Course - Lesson 1

**Getting Started**

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

Computer Basics Intermediate Training Course - Lesson 2

**Information Networks**

- Basic Terms
- Advanced Terms
- Networking Basics
- Basic Internet Concepts
- Internet Security

Computer Basics Intermediate Training Course - Lesson 3

**Application**

- Computers in the Workplace
- Tele-Commuting
- The Electronic World
- Ergonomics
- Safety and the Environment

Computer Basics Intermediate Training Course - Lesson 4

**Security**

- Being Proactive
- Identifying Yourself
- Protecting your Data
- Understanding Malware
- Protecting Against Malware

# Computer Basics Advanced Training Course



This training course is designed for computer users who have little understanding of computer operations. This Computer Basics Advanced Training Course provides participants with an in-depth knowledge and skill development of basic computer applications, general computing concepts, and use of computer hardware and software.

This highly valuable and dynamic training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

## Computer Basics Advanced Training Course Outline

### Foreword:

During this computer basic advanced training course, participants learn to understand how information networks operate, use of and difference between hardware and software, and general computing concepts. Participants also develop skills in using Windows applications such as WordPad, Internet Explorer, NotePad, Paint, Calculator, Task manager, and more.

The course is designed for an easy understanding of the use of important computer operations including operating systems and networking.

### Outcomes:

This short and comprehensive course is the fastest way to develop a deep understanding and skills to effortlessly use a computer.

#### After completing this course, participants will have learned to:

- Use the keyboard, mouse, and Windows desktop
- Understand general computing concepts
- Understand the difference between hardware and software, and how each works
- Understand how information networks operate
- Be aware of security concerns and how to protect your privacy
- Effectively manage and use files and folders
- Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use input, output, and storage devices
- Use operating systems and applications
- Understand legal issues, including licensing of software
- Understand and use networking and Internet basics
- Understand tele-commuting and the electronic world
- Understand ergonomics, safety, and the environment
- Understand malware
- Customise your computer
- Understand and using files and folders
- Use basic Windows applications
- Work with a window
- Work with applications
- Browse the Web



Computer Basics Advanced Training Course - Lesson 1

**Getting Started**

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

Computer Basics Advanced Training Course - Lesson 2

**Working with the Computer**

- First Steps
- Basic Tasks
- Using the Desktop
- Customising your Computer
- Printing

Computer Basics Advanced Training Course - Lesson 3

**Working with Files and Folders**

- The Basics of Files and Folders
- Managing Files and Folders, Part I
- Viewing File or Folder Properties
- Working with Files and Folders
- Compressing Files

Computer Basics Advanced Training Course - Lesson 4

**Wrapping Up**

- Words From the Wise

# Computer Basics Foundation Training Course



Knowledge of computers is essential in today's world for personal and professional purposes. This four-level comprehensive course is designed for those with little to no experience in using computers. This Computer Basic Foundation Training Course provides a deep understanding of the basic functions of a computer, including the use of basic applications and operating system.

This fun and practical training course is available now Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

## Computer Basics Foundation Training Course Outline

### Foreword:

During this training course, participants will learn basic computing concepts and basic functions such as using file folders, keywords, the mouse, the Windows desktop, Paint, Task Manager, Calculator, Internet Explorer, WordPad, NotePad and more.

This foundation training course in computer basics is designed for easy learning and understanding. The participants learn and practice to develop the ability to use a computer effortlessly.

### Outcomes:

This extensive course allows a participant to develop basic skills in operating a computer to fulfill tasks.

### After completing this course, participants will have learned to:

- Understand basic computing concepts
- Understand the difference between hardware and software, and how each works
- Understand how information networks operate
- Become aware of security concerns and how to work safely
- Use the keyboard, mouse, and Windows desktop
- Effectively manage and use files and folders
- Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use basic terms
- Understand the functions of a computer
- Browse the Internet
- Download and save files
- Understand how a laptop is different from a desktop computer

Computer Basics Foundation Training Course - Lesson 1

**Getting Started**

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

Computer Basics Foundation Training Course - Lesson 2

**General Concepts**

- Basic Terms
- Types of Computers
- Anatomy of a PC
- How a PC Works

Computer Basics Foundation Training Course - Lesson 3

**Hardware Devices**

- CPU and Memory
- Input Devices
- Output Devices
- Secondary Storage Devices

Computer Basics Foundation Training Course - Lesson 4

**Software**

- The Basics
- Operating Systems and Applications
- How is Software Built?
- Types of Software
- Legal Issues

# Computer Basics Expert Training Course



Being computer savvy is essential for personal and professional success. This computer basics expert training course provides practical skill development in computer fundamentals to help participants gain mastery with using a computer.

This highly valuable and practical training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

## Computer Basics Expert Training Course Outline

### Foreword:

During this training course, participants will learn the advanced features and functionality of a computer including browsing the web, working with various applications, working with web pages, and working with a window.

### Outcomes:

This extensive training course provides training in all basic functions of a computer so that you are able to use it effortlessly to perform basic functions including browsing the Internet, downloading, using word processing applications, and managing files and folders.

### After completing this course, participants will have learned to:

- Use Calculator, Paint, Task Manager, WordPad, Notepad
- Resize windows, and move them
- Uninstall an application
- Halt a frozen program
- Switch between windows
- Work with a window
- Understand general computing concepts
- Understand how information networks operate
- Become aware of security concerns and how to work safely
- Effectively manage and use files and folders
- Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use the Control Panel
- Find an installed application

Computer Basics Expert Training Course - Lesson 1

**Getting Started**

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

Computer Basics Expert Training Course - Lesson 2

**Understanding Applications**

- Application Basics
- Basic Applications
- Working with a Window
- Working with WordPad
- Working with Applications

Computer Basics Expert Training Course - Lesson 3

**Web Browsers and the Internet**

- Basics of Web Browsers
- Browsing the Web
- Working with Book Marks
- Working with Web Pages
- Printing Web Pages

Computer Basics Expert Training Course - Lesson 4

**Wrapping Up**

- Words From the Wise



Managing time is not difficult if you use the right tools. Microsoft Outlook is used for time management worldwide. This short one-day training course helps participants to gain practical skills in using Outlook to manage their time effectively. This highly valuable and practical training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

## Effective Time Management Using Outlook Training Course Outline

### Foreword:

This Effective Time Management Using Outlook Training Course teaches understanding and skill development in customising the Outlook screen, changing notification options, sorting based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

### Outcomes:

This extensive training course in effective time management using Outlook provides useful strategies and skill development for easily managing your work.

### After completing this course, participants will have learned to:

- Use planning tools
- Change notification options
- Customise panes
- Customise the Quick Access toolbar
- Use Viewing tools
- Work with email messages
- Use Search in Outlook
- Dump, delay and delegate
- Send task requests
- Sort by categories
- Manage electronic files
- Get rid of the junk
- Organise their workspace

Effective Time Management Using Outlook Training Course - Lesson 1

**Getting Started**

- The Power of Change
- Case Study: Another Day at the Office
- Planning Tools
- Using Outlook's Viewing Tools

Effective Time Management Using Outlook Training Course - Lesson 2

**Setting Up Outlook**

- Changing Notification Options
- Customising the Quick Access Toolbar
- Customising the Outlook Screen
- Customising Your Panes

Effective Time Management Using Outlook Training Course - Lesson 3

**The Four D's**

- Do, Dump, Delay, and Delegate
- Do: Working with E-mail Messages
- Dump: Working with Deleted Items
- Delay: Setting up Your Outlook Task List
- Delegate: Sending Task Requests
- STING

Effective Time Management Using Outlook Training Course - Lesson 4

**Finding What You Need**

- Organising Your Workspace
- Sorting Based on File Type
- Sorting with Categories
- Managing Electronic Files
- Using Search in Outlook
- Getting Rid of the Junk



Microsoft Project 2013 is a project management application used for managing projects easily and efficiently. The application uses various features to easily collaborate on projects, understand its history and progress in a glance, and create professional reports. Microsoft Project 2013 Introduction Training Course is designed for beginners where they will develop important skills in planning a project, task entry, resource entry, task linking, and more. After the completion of the course, participants are able to effortlessly conduct all basic tasks to create and track projects.

This highly valuable and dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Project 2013 Introduction Course Outline

### Foreword:

This course includes skill-building in each of the basic functions of Microsoft Project 2013 such as using the interface, applying filters, project planning, setting project start dates, adding recurring tasks, resolving scheduling conflicts, using lag time and lead time, and setting deadlines on tasks. The training course provides an understanding and practice in performing every basic task that is essential to begin and track projects successfully.

Microsoft Project 2013 Introduction Training Course is the first course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

### Outcomes:

**After completing this course, participants will have learned to:**

- Access the toolbar
- Open and view a project
- Use the TimeLine feature
- Apply filters
- View the network diagram
- Define a project
- Set project properties
- Create a new basic calendar
- Save a project file
- Amend a standard calendar
- Enter milestone and summary tasks
- Insert, delete and move tasks
- Add notes to tasks
- Add recurring tasks
- Work with task durations and relationships
- Set resource availability dates
- Assign resources to tasks
- Understand resource costs
- Baseline a project



Project 2013 Introduction Training Course - Lesson 1  
**Project Management overview and introduction to the Project 2013 interface**

- New features and edition comparison
- The new user interface with ribbon and Quick Access Toolbar
- Using the new TimeLine feature
- Introduction to Project Views
- Exercise: Opening and viewing a project
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Viewing and changing the Project Information
- Viewing the Network Diagram
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology

Project 2013 Introduction Training Course - Lesson 3  
**Task Entry and Task Linking**

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2010
- Working with task durations and relationships
- Using lag time and lead time
- Exercise: Creating a new project
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

Project 2013 Introduction Training Course - Lesson 2  
**Planning the Project**

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File
- Ending a Project Session

Project 2013 Introduction Training Course - Lesson 4  
**Resources and Resource Entry**

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Baselining your project



To manage projects efficiently using Project 2013, it is essential to build on basic skills already known and learn additional features of the software. Microsoft Project 2013 Intermediate Training Course provides understanding and skill development builds upon basic skills and covers intermediate features of the application, such as customising the Gantt chart, using network diagrams, creating custom WBS code, updating a project, printing and reporting, sharing resources, and more.

The course is designed for users that have elementary skills in Project 2013. Beginners may consider developing basic skills in the application with Microsoft Project 2013 Introduction Training Course.

This highly valuable and lively training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Project 2013 Intermediate Course Outline

### Foreword:

This training course helps participants to build upon basic skills in Microsoft Project 2013. Intermediate and new features of Microsoft Project 2013 will be covered, including understanding project views, managing projects, examining projects, updating projects, printing reports and project views, reporting by report type, updating the resource pool, and comparing project versions. During the course, participants will learn and practice the use of the various functions of Project 2013 to gain expertise in managing projects skilfully.

Microsoft Project 2013 Intermediate Training Course is the second course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

### Outcomes:

**After completing this course, participants will have learned to:**

- Change time scales
- Add a custom Gantt Chart
- Use network diagrams
- Work with the Network Box (or Node)
- Modify and format tables
- Create, display and use custom WBS codes
- Use team planner
- Create a budget
- Use AutoFilters
- Track and update tasks
- Understand project costs
- Work with Project Server and Deliverable Fields
- View, organise and print reports
- Change print settings
- Review and update assignments
- Compare project versions
- Perform resource sharing functions
- Update the Resource Pool
- Stop resource sharing temporarily and permanently
- Consolidate projects

Project 2013 Intermediate Training Course - Lesson 1

**Managing the project and understanding project views**

- Exercises: Preparing a project for analysis and tracking and performing Resource Leveling
- Customising the Gantt Chart bars
- Displaying the Critical Path
- Using the Formatting Tab of the ribbon
- Using Network Diagrams
- Displaying Tables
- Inserting and hiding columns
- Creating a New Table
- Applying Filters
- Using AutoFilters
- Understanding and viewing WBS Codes

Project 2013 Intermediate Training Course - Lesson 2

**Examining and Updating the Project**

- Amending tasks using various views
- Using Resource Leveling
- Understanding baseline and interim plans
- View project baseline information
- Compare baseline and scheduled information
- Tracking and Updating Tasks Effectively
- Exercise: Updating the Holiday project
- Viewing Progress Lines
- Exercise: Show the Project Progress Line
- Understanding project costs
- Exercise: Adding costs
- Creating a budget
- Viewing total resource costs
- Viewing total task costs
- Reducing project costs
- Understanding Project Deliverables

Project 2013 Intermediate Training Course - Lesson 3

**Printing and Reporting**

- Printing project views
- Viewing and changing the print settings
- Add a header, footer, or legend to a view
- Viewing the built in Reports
- Editing Reports
- Visual Reports
- What You Can Print
- Reports by Report Type

Project 2013 Intermediate Training Course - Lesson 4

**Multiple Projects and Resource Sharing**

- The Resource Pool
- Exercise: Create a resource pool from an existing project and share the resources
- Updating the Resource Pool
- Review and update assignments
- Update resource availability or cost information
- Stop sharing resources (temporarily)
- Stop sharing resources from a Resource Pool (permanently)
- Consolidating projects
- When to use a master project and subprojects
- Insert subprojects into a master project
- Compare Project Versions



Microsoft Project 2013 offers new features, such as easy sharing of project status information, advanced built-in Lync features, and tracing of task paths. Microsoft Project 2013 Advanced Training Course provides extensive training in the use of the advanced features of the new Project 2013, including customising the ribbon, charting data, grouping, creating interactive filters, using macros, and working with the VBA Editor. The customised new set of reports in Project 2013 allows you to understand an entire project and its history at a glance.

This training course is designed for users that have basic skills in Project 2013. Beginners may consider our Microsoft Project 2013 Introduction Training Course to build basic skills in the application.

This highly practical and engaging training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Project 2013 Advanced Course Outline

### Foreword:

This course includes training in each of the advanced functions of Project 2013. During the training, participants learn to manage projects, examine existing projects, manage resources, customise Project 2013, modify displays, use templates, customise projects, edit macros, and more. The course aims to provide quick and practical learning to help participants master the use of Project 2013 in a short amount of time.

Microsoft Project 2013 Advanced Training Course is the third course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

### Outcomes:

**After completing this course, participants will have learned to:**

- Modify a project
- Identify resource over-allocation
- Use task inspector
- Manage time
- Display progress data
- Chart data
- Manage recurring tasks
- Import into Project
- Use templates
- Customise tables
- Customise filters
- Create interactive filters
- Customise the Ribbon
- Create VBA code
- Work with modules
- Edit macros

Project 2013 Advanced Training Course - Lesson 1

**Managing the Project**

- Management Criteria
- Display progress data
- Planned Dates
- Actual Dates
- Scheduled Dates
- Managing Time
- Variance
- Examine an Existing Project
- Modify it According to Current Information
- Managing Resources
- Identifying Resource Over-allocations
- Resolve Resource Over-allocations Manually
- Task Inspector
- Resolve Over-allocations Using Resource Leveling

Project 2013 Advanced Training Course - Lesson 2

**Special Features and Advanced Analysis**

- Exercise: Use the Course Development project
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

Project 2013 Advanced Training Course - Lesson 3

**Templates**

- Templates
- Exercise: Use a Sample Template
- Global Template

Project 2013 Advanced Training Course - Lesson 4

**Customising MS Project**

- Customisation
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- Custom Filter Values
- Exercise: Create an Interactive Filter
- Customising the Ribbon

Project 2013 Advanced Training Course - Lesson 5

**Macros Overview**

- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros

**Client  
Benefits**



**Strategic  
Partnerships**

