

# OFFICE PRODUCTIVITY

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**/training/etc**

*The Art of Knowledge.*

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**Course Description:** In this course, students will be introduced to the concept of the relational database and the Microsoft® Office Access 2003 relational database application and its information management tools. This is one of a series of courses that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is designed for the individual whose responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more technical Access responsibilities, such as creating and maintaining new databases and using programming techniques that enhance Access applications.

**Prerequisites:** Students should have taken Windows 2000: Introduction, Windows XP: Introduction, Windows XP: Level 1 or Windows XP: Level 2 or equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Examine the Microsoft® Office Access 2003 database application.
- Manage the data in a database.
- Query the database.
- Examine existing table relationships.

### Course Outline:

#### An Overview Of Access 2003

Relational Databases  
The Access Environment  
The Database Environment  
Examining an Access Table

#### Managing Data

Examining an Access Form  
Adding and Deleting Records  
Sorting Records  
Displaying Record Sets  
Updating Records  
Running a Report

#### Establishing Table Relationships

Identifying Table Relationships  
Identifying Primary and Foreign Keys in the Relationships Window  
Working with Subdatasheets

#### Querying The Database

The Select Query  
Adding Criteria to a Query  
Adding a Calculated Field to a Query  
Performing a Calculation on a Record Grouping

#### Designing Forms

Forming Design Guidelines  
Creating AutoForms  
Creating a Form Using the Form Wizard  
Modifying the Design of a Form

#### Producing Reports

Creating an AutoReport  
Creating a Report by Using the Wizard  
Examining a Report in Design View  
Adding a Calculated Field to a Report  
Modifying the Format Properties of a Control  
AutoFormatting a Report  
Adjusting the Width of a Report

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** Students will learn how to design and create a new Access database, customize database components, and share Access data with other applications. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is for students who wish to learn intermediate-level operations of the Access program. This course is also designed for students pursuing the Microsoft Office Specialist Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.

**Prerequisites:** Students should have taken Microsoft Access 2003: Level 1 or have equivalent knowledge. A basic understanding of Microsoft® Excel and Microsoft® Word would also be helpful but is not required.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Follow the steps required to design a simple database.
- Create a new database with related tables.
- Control data entry by modifying the design of a table.
- Find and retrieve desired data by using filters and joins between tables and within a single table.
- Create flexible queries.
- Enhance the appearance, data entry, and data access capabilities of your forms.
- Customize reports.
- Use Access data in other applications.

### Course Outline:

#### Planning A Database

Designing a Relational Database  
Identifying Database Purpose  
Reviewing Existing Data  
Determining Fields  
Grouping Fields into Tables  
Normalizing the Data  
Designating Primary and Foreign Keys

#### Building The Structure Of A Database

Creating a New Database  
Creating a Table Using a Wizard  
Creating Tables in Design View  
Creating Relationships Between Tables

#### Controlling Data Entry

Restricting Data Entry with Field Properties  
Creating an Input Mask  
Creating a Lookup Field

#### Finding And Joining Data

Finding Data with Filters  
Creating Query Joins  
Joining Unrelated Tables  
Relating Data Within a Table

#### Creating Flexible Queries

Setting Select Query Properties  
Creating Parameter Queries  
Creating Action Queries

#### Improving Your Forms

Enhancing the Appearance of a Form  
Restricting Data Entry in Forms  
Adding Command Buttons  
Creating a Subform

#### Customizing Your Reports

Organizing Report Information  
Setting Report Control Properties  
Controlling Report Pagination  
Summarizing Information  
Adding a Subreport to an Existing Report  
Creating Mailing Labels

#### Expanding The Reach Of Your Data

Publishing Access Data as a Word Document  
Analyzing Access Data in Excel  
Exporting Data to a Text File  
Merging Access Data with a Word Document

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** Students will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms. In addition, students will gain experience with Internet-related features, including hyperlinks and the Web toolbar.

**Who Should Attend:** This course is for students wishing to learn the advanced features of Microsoft Access.

**Prerequisites:** To ensure your success with this course, we recommend that you first take the following courses or have equivalent knowledge: Access 2003: Level 1 and Access 2003: Level 2.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Make select queries more versatile and useful by using parameters; use action queries to update data values and add or delete records.
- Generate different query types by creating various types of joins between tables; use crosstab queries to summarize data.
- Use advanced form features including properties, functions, and design tools to facilitate data entry and improve accuracy in forms; display table information that has a one-to-many relationship by creating forms that contain subforms.
- Automate tasks by creating macros to open forms and control form properties.
- Make forms more functional by using macros to provide user interaction and automate data entry.
- Make reports more concise and easier to understand by using properties and functions in report controls; create mailing labels.
- Use Internet-related Access tools by inserting hyperlinks and using the Web toolbar.

### Course Outline:

#### Parameter and action queries

Creating parameter queries  
Creating action queries

#### Query joins and crosstab queries

Joining tables and working with join properties  
Creating crosstab queries  
Editing limitations in query datasheets

#### Using advanced form techniques

Organizing field placement  
Using functions to control data entry  
Adding an option group to a form  
Using a form as the user interface  
Creating a form that contains a subform

#### Creating basic macros to automate forms

Macro basics  
Attaching a macro to a command button  
Revising a macro  
Attaching a macro to an event in a form

#### Using macros to provide user interaction and automate tasks

Using a macro to provide user interaction  
Using macros to automate data entry  
AutoKeys and AutoExec macros

#### Using advanced report techniques

Customizing the appearance and functionality of a report  
Mailing and other types of labels  
Using hyperlinks  
Access tools for working on the Internet

**Course Description:** Students will learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code.

**Who Should Attend:** This course is for students wishing to develop applications using MS Access.

**Prerequisites:** Students should have taken Access: Levels 1 and 2, and Access: Advanced, or have equivalent knowledge. Students should understand table, query, form, report, and macro design and function, as well as data normalization and table relationships.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Design an application by defining application objectives and requirements and by using external data sources.
- Navigate from one form to another in data-entry mode by using a command button.
- Automate a form designed as a dialog box by using a macro group.
- Create and modify a Switchboard form by using the Switchboard Manager.
- Customize forms by creating custom toolbars and menus.
- Create a form to use as a splash screen on application startup by setting properties and writing Visual Basic for Applications code.
- Identify elements of Visual Basic for Applications syntax and decide where to place code by examining a standard function, a module-level function, and an event procedure, including an event procedure to display a Web page in a Web Browser control on a form.
- Secure an application by defining application-level and file-level security, by creating a workgroup information file, and by setting a database password.

### Course Outline:

#### Application Design Concepts

Planning an Application  
Examining a Completed Application  
Developing a Distributed Application Design

#### Adding Command Buttons to Guide User Navigation

Using One Form for Two Purposes: To Add or Edit Records

#### Automating a Dialog-box Form with a Macro Group

Creating a Macro Group  
Customizing an Unbound Form to Behave like a Dialog Box  
Documenting a Macro Group

#### Creating a Switchboard Form

Using the Switchboard Manager  
Setting Database Startup Properties

#### Working with Custom Toolbars and Menus

Using a Macro Group to Show and Hide a Toolbar  
Creating a Custom Menu Bar for a Form  
Startup Properties for Toolbars and Menu Bars

#### Creating a Splash Screen Form

Creating a Form as a Splash Screen  
Automating the Splash Screen Form by Using Visual Basic Code  
Modifying Startup Properties to Display a Splash Screen Form  
Documenting the Application

#### Using Visual Basic Procedures

Creating a Public Function  
Adding General Procedures in a Form Module  
Creating Event Procedures  
Viewing a Live Web Site on a Form

#### Adding Security to an Application

Security Overview  
Steps to Securing a Database by Using User-level Security  
Documenting Database Security  
Securing a Database with a Database Password  
Distributing the Secured Application

**Course Description:** Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2007 relational database application.

**Who Should Attend:** This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database.

**Prerequisites:** Students should have completed the following courses or possess equivalent knowledge before starting this course: Windows 2000: Introduction, Windows XP: Introduction, Windows XP: Level , and Windows XP: Level 2.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- Design a simple database.
- Build a new database with related tables.
- Manage data in a table.
- Query a database using different methods.
- Design forms.
- Generate reports.

### Course Outline:

#### Exploring the Microsoft® Office Access™ 2007 Environment

Examine Database Concepts  
Explore the User Interface  
Use an Existing Access Database  
Customize the Access Environment  
Obtain Help

#### Designing a Database

Describe the Relational Database Design Process  
Define Database Purpose  
Review Existing Data  
Determine Fields  
Group Fields into Tables  
Normalize Data  
Designate Primary and Foreign Keys  
Determine Table Relationships

#### Building a Database

Create a New Database  
Create a Table  
Manage Tables  
Create a Table Relationship  
Save a Database as a Previous Version

#### Managing Data in a Table

Modify Table Data  
Sort Records  
Work with Subdatasheets

#### Querying a Database

Filter Records  
Create a Query  
Add Criteria to a Query  
Add a Calculated Field to a Query  
Perform Calculations on a Record Grouping

#### Designing Forms

View Data Using an Access Form  
Create a Form  
Modify the Design of a Form

#### Generating Reports

View an Access Report  
Create a Report  
Add a Custom Calculated Field to a Report  
Format the Controls in a Report  
Apply an AutoFormat Style to a Report  
Prepare a Report for Print

**Course Description:** You have the basic skills needed to work with Microsoft® Office Access™ 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

**Who Should Attend:** Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007.

**Prerequisites:** To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course, or equivalent knowledge, is recommended.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Modify the design and field properties of a table to streamline data entry and maintain data integrity.
- Retrieve data from tables using joins.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- Enhance the capabilities of a form.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data across different applications.

### Course Outline:

#### Controlling Data Entry

Restrict Data Entry Using Field Properties  
Establish a Pattern for Entering Field Values  
Create a List of Values for a Field

#### Joining Tables

Create Query Joins  
Join Unrelated Tables  
Relate Data Within a Table

#### Creating Flexible Queries

Set Select Query Properties  
Create Parameter Queries  
Create Action Queries

#### Improving Forms

Design a Form Layout  
Enhance the Appearance of a Form  
Restrict Data Entry in Forms  
Add a Command Button to a Form  
Create a Subform

#### Customizing Reports

Organize Report Information  
Format the Report  
Set Report Control Properties  
Control Report Pagination  
Summarize Report Information  
Add a Subreport to an Existing Report  
Create a Mailing Label Report

#### Sharing Data Across Applications

Import Data into Access  
Export Data  
Analyze Access Data in Excel  
Export Data to a Text File  
Merge Access Data with a Word Document

**Course Description:** Your training in and use of Microsoft® Office Access 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

**Who Should Attend:** The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access 2007.

**Prerequisites:** To ensure the successful completion of Microsoft® Office Access 2007: Level 3, the following courses or equivalent knowledge are recommended: basic and intermediate features of Access tables, relationships, queries, forms, and reports, as well as Microsoft® Office Access 2007: Level 1, and Microsoft® Office Access 2007: Level 2.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise Access macros.
- Display data more effectively in a form.
- Customize reports by using various Access features, thus making them more effective.
- Maintain your database using tools provided by Access.

### Course Outline:

#### Structuring Existing Data

Analyze Tables  
Create a Junction Table  
Improve the Table Structure

#### Writing Advanced Queries

Create Subqueries  
Create Unmatched and Duplicate Queries  
Group and Summarize Records Using Criteria  
Summarize Data Using a Crosstab Query  
Create a PivotTable and a PivotChart

#### Simplifying Tasks with Macros

Create a Macro  
Attach a Macro  
Restrict Records Using a Condition  
Validate Data Using a Macro  
Automate Data Entry Using a Macro

#### Making Effective Use of Forms

Display a Calendar on a Form  
Organize Information with Tab Pages  
Display a Summary of Data in a Form

#### Making Reports More Effective

Include a Chart in a Report  
Print Data in Columns  
Cancel Printing of a Blank Report  
Create a Report Snapshot

#### Maintaining an Access Database

Link Tables to External Data Sources  
Manage a Database  
Determine Object Dependency  
Document a Database  
Analyze the Performance of a Database

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** You have worked with Microsoft® Office Access 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your databases. In this course, you will be introduced to the new features available in Microsoft® Office Access 2007.

**Who Should Attend:** This course is designed for experienced Access users who have worked with earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have upgraded to Microsoft Access 2007.

**Prerequisites:** Students enrolling in this course should understand how to use some version of Access, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Explore the Microsoft Office Access 2007 interface.
- Work with tables and forms.
- Create queries and reports using the enhanced features of Access 2007.
- Work with external data.

### Course Outline:

#### Exploring the Access Environment

Explore the User Interface  
Work with the Ribbon  
Work with Contextual Tabs  
Customize the Access Environment

#### Creating Tables and Forms

Create a Table  
Create a Form  
Design a Form Layout

#### Creating Queries and Reports

Query a Database  
Generate Reports  
Format a Report

#### Working with External Data

Import Data  
Export Data

#### Appendix A: New Features in Microsoft Office Access 2007

**Course Description:** You will create and modify new databases and their various objects.

**Who Should Attend:** This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take Windows XP Professional: Level 1 or Windows XP: Introduction or have equivalent skills and knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Identify the components of the Microsoft Access 2010 environment.
- Identify the components of a database.
- Organize data in tables.
- View data in tables.
- Query a database.
- Design forms.
- Generate reports.

### Course Outline:

#### Getting Started with Access 2010

Identify the Elements of the User Interface  
Identify the Tabs and Commands on the Ribbon  
Obtain Help in Access

#### Identifying the Components of a Database

Define Database Concepts  
Identify the Components of a Database  
Examine the Relational Database Design Process

#### Organizing Data in Tables

Create a Table  
Modify Table Data and Properties  
Create a Table Relationship

#### Viewing Data in Tables

Sort Records  
Filter Records  
View Data from Related Tables

#### Querying a Database

Create a Query  
Add Criteria to a Query  
Add a Calculated Field to a Query  
Perform Calculations on a Record Grouping

#### Designing Forms

Create a Form  
View Data Using an Access Form  
Modify a Form

#### Generating Reports

View an Access Report  
Create a Report  
Add a Calculated Field to a Report  
Format the Controls in a Report  
Apply a Theme to a Report  
Prepare a Report for Print

**Course Description:** You will improve and customize tables, queries, forms and reports, and share Access data with other applications.

**Who Should Attend:** This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target student may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

**Prerequisites:** To ensure your success, we recommend that you first take one of Element K's introductory courses, such as Microsoft® Office Access® 2010 : Level 1, or have equivalent knowledge and skills.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- Improve forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

### Course Outline:

#### Controlling Data Entry

Constrain Data Entry Using Field Properties  
Establish Data Entry Formats for Entering Field Values  
Create a List of Values for a Field

#### Joining Tables

Create Query Joins  
Join Tables with No Common Fields  
Relate Data Within a Table

#### Creating Flexible Queries

Set the Select Query Properties  
Retrieve Records Based on Input Criteria  
Create Action Queries

#### Improving Forms

Restrict Data Entry in Forms  
Organize Information with Tab Pages  
Add a Command Button to a Form  
Create a Subform  
Display a Summary of Data in a Form  
Change the Display of Data Conditionally

#### Customizing Reports

Organize Report Information  
Format Reports  
Control Report Pagination  
Summarize Report Information  
Add a Subreport to an Existing Report  
Create a Mailing Label Report

#### Sharing Data Across Applications

Import Data into Access  
Export Data to Text File Formats  
Export Access Data to Excel  
Create a Mail Merge

**Course Description:** You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

**Who Should Attend:** This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

**Prerequisites:** To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. Microsoft® Office Access® 2010: Level 1 and Microsoft® Office Access® 2010: Level 2 or equivalent knowledge is recommended:

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise Microsoft® Office Access® 2010 macros.
- Customize reports by using various Microsoft® Office Access® 2010 features.
- Maintain their databases using Microsoft® Office Access® 2010 tools.

### Course Outline:

#### Structuring Existing Data

Restructure the Data in a Table  
Create a Junction Table  
Improve the Table Structure

#### Writing Advanced Queries

Create SubQueries  
Create Unmatched and Duplicate Queries  
Group and Summarize Records Using Criteria  
Summarize Data Using a Crosstab Query  
Create a PivotTable and a PivotChart

#### Simplifying Tasks with Macros

Create a Macro  
Attach a Macro  
Restrict Records Using a Condition  
Validate Data Using a Macro  
Automate Data Entry Using a Macro

#### Creating Effective Reports

Include a Chart in a Report  
Print Data in Columns  
Cancel Printing of a Blank Report  
Publish Reports as PDF

#### Maintaining an Access Database

Link Tables to External Data Sources  
Manage a Database  
Determine Object Dependency  
Document a Database  
Analyze the Performance of a Database

**Course Description:** You will identify and use the new and enhanced features to Microsoft® Office Access® 2010 since the release of Microsoft Access 2003.

**Who Should Attend:** This course is designed for experienced Access users who have worked with the earlier versions of Microsoft Access, ideally Microsoft Access 2003, and who have or are planning to upgrade to Microsoft Access 2010.

**Prerequisites:** Students enrolling in this course should have worked on Access 2003 or earlier, and be familiar with the Internet. This course covers the commonly used new features for a typical user.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Identify the components of the Microsoft Office Access 2010 interface.
- Build tables and forms and also work with macros.
- Create queries and reports.
- Work with external data.
- Build a database for the web.

### Course Outline:

#### Identifying the Components of the Access 2010 Environment

Explore the User Interface  
Access Commands on the Ribbon Tabs  
Access the Contextual Tabs  
Customize the Access Environment

#### Building Tables and Forms

Create a Table  
Build Forms from Existing Table Data  
Design a Form  
Work with Macros

#### Creating Queries and Reports

Query a Database  
Generate Reports  
Format a Report

#### Working with External Data

Import Data  
Export Data to Other Applications

#### Building a Database for the Web

Create Tables and Forms in a Web Database  
Create Queries and Reports in a Web Database  
Prepare to Publish a Database to Access Services

#### Appendix A: New Features in Microsoft Office Access 2010

#### Appendix B: Enhanced File and Compatibility Features in Access

#### Appendix C: Publish a Database to Access Services

**Course Description:** In this course, students will use Microsoft® Office Excel 2003 to manage, edit, and print data. This is one of a series of courses that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is designed for persons preparing for certification as a Microsoft® Office Specialist in Excel, who already have knowledge of the Microsoft® Office Windows 98 (or above) operating system, and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Excel 2003 worksheets.

**Prerequisites:** Students should first take Microsoft Office Windows XP: Introduction or have equivalent knowledge. If you have taken an introductory course for an earlier version of the Windows operating system, this will also meet the prerequisite.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create a basic worksheet.
- Modify a worksheet.
- Perform calculations.
- Format a worksheet.
- Develop a workbook.
- Print the contents of a workbook.
- Customize the layout of the Excel window.

### Course Outline:

#### Getting Started With Excel

An Overview of Excel  
Navigating in Excel  
Selecting Data  
Entering Data  
Saving a Workbook  
Obtaining Help

#### Modifying A Worksheet

Moving and Copying Data Between Cells  
Filling Cells with Series of Data  
Editing Cell Data  
Inserting and Deleting Cells, Columns, and Rows  
Finding, Replacing, and Going To Cell Data  
Spell Checking a Worksheet

#### Performing Calculations

Creating Basic Formulas  
Calculating with Functions  
Copying Formulas and Functions  
Creating an Absolute Reference

#### Formatting A Worksheet

Changing Font Size and Type  
Adding Borders and Color to Cells  
Changing Column Width and Row Height  
Merging Cells  
Applying Number Formats  
Creating a Custom Number Format  
Aligning Cell Contents  
Finding and Replacing Formats  
Applying an AutoFormat  
Applying Styles

#### Developing A Workbook

Formatting Worksheet Tabs  
Repositioning Worksheets in a Workbook  
Inserting and Deleting Worksheets  
Copying and Pasting Worksheets  
Copying a Workbook

#### Printing Workbook Contents

Setting a Print Title  
Creating a Header and a Footer  
Setting Page Margins  
Changing Page Orientation  
Inserting and Removing Page Breaks  
Printing a Range

#### Customizing Layout

Splitting a Worksheet  
Arranging Worksheets  
Freezing and Unfreezing Rows and Columns  
Hiding and Unhiding Worksheets

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** This course teaches intermediate-level features and functions of Excel 2003. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trendlines, use Excel's auditing features, and work with templates. This course is approved courseware for Microsoft Office Specialist certification.

**Who Should Attend:** Students who want to gain the skills necessary to create templates, sort and filter data, and import, export, and analyze data, should take this course. This course also helps prepare students for the Microsoft Office Specialist exam in Excel .

**Prerequisites:** Students should have experience creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. Students can obtain this level of skill by taking Microsoft Excel 2003: Level 1. In addition, Web browsing experience is strongly recommended.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Navigate large worksheets effectively by using magnification, frozen panes, and split panes; and control the printing of large worksheets.
- Navigate, manage, and print multiple worksheets; link workbooks by using 3-D formulas; and summarize data by using the Consolidate command.
- Change the View, General, and Calculation settings of Excel; and customize toolbars and menus.
- Add borders and shading; apply special formats; create, apply, and modify styles; and change the orientation of cells.
- Sort lists by columns; and filter lists based on complex criteria.
- Format data points; create combination charts and trendlines; and add and format graphic elements.
- Use auditing features; add comments and text boxes; and protect a worksheet or part of a worksheet.
- Work with Excel's built-in templates; and create and manage custom templates.

## Course Outline:

### Unit 1: Working with large worksheets

Topic A: Viewing options  
Topic B: Hiding, displaying, and outlining data  
Topic C: Printing large worksheets

### Unit 2: Using multiple worksheets and workbooks

Topic A: Using multiple worksheets  
Topic B: Linking worksheets by using 3-D formulas  
Topic C: Consolidating data  
Topic D: Linking workbooks  
Topic E: Managing workbooks

### Unit 3: Customizing Excel

Topic A: Using the Options dialog box  
Topic B: Customizing toolbars and menus

### Unit 4: Advanced formatting

Topic A: Borders and shading  
Topic B: Using special number formats  
Topic C: Working with dates  
Topic D: Working with styles  
Topic E: Other advanced formatting

### Unit 5: List management

Topic A: Examining lists  
Topic B: Sorting and filtering lists  
Topic C: Advanced filtering

### Unit 6: Advanced charting

Topic A: Chart formatting options  
Topic B: Using combination charts  
Topic C: Using graphic elements

### Unit 7: Documenting and auditing

Topic A: Auditing features  
Topic B: Comments and text boxes  
Topic C: Protection  
Topic D: Workgroup collaboration

### Unit 8: Using templates

Topic A: Built-in templates  
Topic B: Creating and managing templates

### Appendix A: Web discussions

Topic A: Creating and responding to Web discussions

### Appendix B: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives  
Topic B: Expert exam objectives

**Course Description:** In this course, you will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. This is one of a series of courses that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** Students wanting to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data should attend this course. The course is also for students preparing for the Microsoft Office Specialist exam in Excel 2003 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam.

**Prerequisites:** Students should have taken Microsoft® Office Excel 2003: Level 1 and Microsoft® Office Excel 2003: Level 2 or have equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Customize workbooks.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Structure workbooks with XML.

### Course Outline:

#### Streamlining Workflow

Creating a Macro  
Editing a Macro  
Customizing Access to Excel Commands  
Applying Conditional Formatting  
Adding Data Validation Criteria  
Updating a Workbook's Properties  
Modifying Excel's Default Settings

#### Collaborating With Others

Protecting Files  
Sharing a Workbook  
Setting Revision Tracking  
Reviewing Tracked Revisions  
Merging Workbooks  
Adjusting Macro Settings  
Administering Digital Signatures

#### Auditing Worksheets

Tracing Cell Precedents  
Tracing Cell Dependents  
Locating Errors in Formulas  
Locating Invalid Data and Formulas  
Watching and Evaluating Formulas  
Grouping and Outlining Data

#### Analyzing Data

Creating a Trendline  
Creating Scenarios  
Performing What-If Analysis  
Developing a PivotTable® Report  
Developing a PivotChart® Report  
Performing Statistical Analysis with the Analysis ToolPak

#### Working With Multiple Workbooks

Creating a Workspace  
Consolidating Data  
Linking Cells in Different Workbooks  
Editing Links

#### Importing And Exporting Data

Exporting to Microsoft Word  
Importing a Word Table  
Importing Text Files

#### Structuring XML Workbooks

Developing XML Maps  
Importing, Adding, and Exporting XML Data  
Managing XML Workbooks  
Applying XML View Options

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** Students will create, edit, format and print basic worksheets and charts in Excel.

**Who Should Attend:** This course is designed for people preparing for certification as a Microsoft Office Specialist in Excel, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.

**Prerequisites:** To effectively understand this course, we recommend that you take an Microsoft Office Windows XP Introduction course or have equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Explore the Excel 2007 environment.
- Work with an Excel worksheet by entering and selecting the data in it. You will also save the data in the worksheet.
- Modify a worksheet.
- Perform calculations.
- Format a worksheet.
- Develop a workbook.
- Print workbook contents.
- Customize the layout of the Excel application window.

### Course Outline:

#### Exploring the Excel Environment

Explore the User Interface  
Explore the Ribbon  
Obtain Help  
Customize the Quick Access Toolbar

#### Working with an Excel Worksheet

Navigate in Excel  
Select and Enter Data  
Save a Workbook

#### Modifying a Worksheet

Manipulate Data  
Insert and Delete Cells, Columns, and Rows  
Search for Data in a Worksheet  
Spell Check a Worksheet

#### Performing Calculations

Create Basic Formulas  
Calculate with Functions  
Copy Formulas and Functions  
Create a Mixed Reference

#### Formatting a Worksheet

Convert Text to Columns  
Modify Fonts  
Add Borders and Color to Cells  
Change Column Width and Row Height  
Merge Cells  
Apply Number Formats  
Align Cell Contents  
Find and Replace Formats  
Apply AutoFormat  
Apply Cell Styles  
Apply Themes

#### Developing a Workbook

Format Worksheet Tabs  
Reposition Worksheets in a Workbook  
Insert and Delete Worksheets  
Copy and Paste Worksheets

#### Printing Workbook Contents

Set Print Titles  
Create a Header and a Footer  
Set Page Margins  
Change Page Orientation  
Set Page Breaks  
Print a Range

#### Customizing Layout

Split a Worksheet  
Arrange Windows  
Freeze and Unfreeze Rows and Columns  
Hide and Unhide Worksheets

#### Appendix A: Microsoft Office Specialist: Excel 2007

**Course Description:** In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

**Who Should Attend:** The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

**Prerequisites:** Before starting this course, it is recommended that students take the following course or possess equivalent knowledge: Microsoft Office Excel 2007: Level 1.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Calculate with advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using PivotTables and PivotCharts.
- Insert graphic objects.
- Customize and enhance workbooks and the Microsoft® Office Excel® environment.

### Course Outline:

#### Calculating Data with Advanced Formulas

Manage Cell and Range Names  
Calculate Data Across Worksheets  
Use Specialized Functions  
Analyze Data with Logical and Lookup Functions

#### Organizing Worksheet and Table Data

Create and Modify Tables  
Format Tables  
Sort or Filter Worksheet or Table Data  
Calculate Data in a Table or Worksheet

#### Presenting Data Using Charts

Create a Chart  
Modify Charts  
Format Charts

#### Analyzing Data Using PivotTables and PivotCharts

Create a PivotTable Report  
Analyze Data Using PivotCharts

#### Inserting Graphic Objects

Insert and Modify Pictures and ClipArt  
Draw and Modify Shapes  
Illustrate Workflow Using SmartArt Graphics  
Layer and Group Graphic Objects

#### Customizing and Enhancing Workbooks and the Excel Environment

Customize the Excel Environment  
Customize Workbooks  
Manage Themes  
Create and Use Templates

**Course Description:** Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

**Who Should Attend:** This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge Microsoft® Office Excel® 2007 Level 1 and Microsoft® Office Excel® 2007 Level 2.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Increase productivity and improve efficiency by streamlining your workflow.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Use Excel with the web.
- Structure workbooks with XML.

### Course Outline:

#### Streamlining Workflow

Create a Macro  
Edit a Macro  
Apply Conditional Formatting  
Add Data Validation Criteria  
Update a Workbook's Properties  
Modify Excel's Default Settings

#### Collaborating with Others

Protect Files  
Share a Workbook  
Set Revision Tracking  
Review Tracked Revisions  
Merge Workbooks  
Administer Digital Signatures  
Restrict Document Access

#### Auditing Worksheets

Trace Cells  
Troubleshoot Errors in Formulas  
Troubleshoot Invalid Data and Formulas  
Watch and Evaluate Formulas  
Create a Data List Outline

#### Analyzing Data

Create a Trendline  
Create Scenarios  
Perform What-If Analysis  
Perform Statistical Analysis with the Analysis ToolPak

#### Working with Multiple Workbooks

Create a Workspace  
Consolidate Data  
Link Cells in Different Workbooks  
Edit Links

#### Importing and Exporting Data

Export Excel Data  
Import a Delimited Text File

#### Using Excel with the Web

Publish a Worksheet to the Web  
Import Data from the Web  
Create a Web Query

#### Structuring Workbooks with XML

Develop XML Maps  
Import and Export XML Data

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** You are a relatively proficient user of Microsoft® Office Excel® 2007, and you now wish to take advantage of the advanced features and techniques used in Microsoft® Office Excel® 2007. Excel has many tools and functions that help you in analyzing varied data to make decisions having large scale implications on profitability, be it in the domain of sales, project management, credit, equities, futures, options, currency, and so on. In this course, you will use the advanced features of Microsoft® Office Excel® 2007 to attain a high degree of proficiency as an Excel power user.

**Who Should Attend:** This course is designed for advanced Microsoft Office Excel professionals who may work or be interested in the domain of finance, statistics, project analysis, and market analysis including the fields of micro- and macro-economics.

**Prerequisites:** Students should have Excel 2007 knowledge, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data is required. Students should also know how to write and edit simple formulas. To ensure your success, we recommend the following courses, or equivalent knowledge: Microsoft® Office Excel® 2007: Level 1, Microsoft® Office Excel® 2007: Level 2, and Microsoft® Office Excel® 2007: Level 3

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Forecast data using functions.
- Analyze data using the data analysis tools in Microsoft Office Excel 2007.
- Make investment decisions using the financial functions in Microsoft Office Excel 2007.
- Examine data using math functions in Microsoft Office Excel 2007.
- Manipulate data using text and information functions in Microsoft Office Excel 2007.
- Create templates and work with the advanced chart options.
- Manage data in Excel workbooks.

### Course Outline:

#### Lesson 1: Manipulating Data Using Statistical and Lookup Functions

Forecast GDP Using Statistical Functions  
Evaluate Sales Data Using Statistical Functions  
Analyze Stock Data Using Statistical Functions  
Mine Data Using the Lookup and Reference Functions

#### Lesson 2: Analyzing Data Using Data Analysis Tools

Analyze Sales Data Using Descriptive Statistics  
Analyze Time Series Data Using Exponential Smoothing  
Analyze Data Using Regression  
Identify Beta Value of a Security  
Analyze Sector Data Using Correlation and Covariance Matrix  
Optimize Stock Portfolio Using Solver

#### Lesson 3: Working with Data Using Financial Functions

Develop an Investment Schedule Using Financial Functions  
Make Investment Decisions Using Financial Functions

#### Lesson 4: Examining Data Using Math Functions

Analyze Sales Data Using Math Functions  
Calculate Stock Returns Using Math Functions  
Aggregate GDP Data Using Math Functions

#### Lesson 5: Manipulating Data Using Text and Information Functions

Manipulate Data Using Text Functions  
Validate Data Using Information Functions

#### Lesson 6: Working with Templates and Charts

Create Advanced Templates  
Create Advanced Charts

#### Lesson 7: Managing Data in Workbooks

Retrieve and Paste Data  
Determine the Conditional Sum  
Identify Specific Data Using the Lookup Wizard  
Clean Data in Workbooks

**Course Description:** You have worked with Microsoft® Office Excel® 2003 (or earlier), and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. In this course, you will work with the new and enhanced features in Microsoft® Office Excel® 2007.

**Who Should Attend:** This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who have upgraded to Microsoft Office Excel 2007.

**Prerequisites:** Students enrolling in this course should understand how to use some version of Excel, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Explore the new and enhanced Microsoft Office Excel 2007 environment.
- Organize data in Excel worksheets using enhanced tables and table formats.
- Analyze Excel data by applying enhanced conditional formatting, and generate specific information using the sort and filter options.
- Present Excel data using enhanced charts and illustrations, as well as work with the enhanced options of PivotTables and PivotCharts for conducting selective analysis.

### Course Outline:

#### Exploring the Excel Environment

Explore the User Interface  
Work with the Ribbon  
Work with Contextual Tabs  
Use the Excel Galleries  
Customize the Excel Interface

#### Organizing Data

Explore the Enhancements in Excel 2007 Spreadsheets  
Insert Tables  
Format Tables

#### Analyzing Data

Apply Conditional Formatting  
Sort Data in a Spreadsheet  
Filter Data in a Spreadsheet  
Apply a Formula

#### Presenting Data

Create Charts  
Format Charts  
Work with Illustrations  
Create PivotTables and PivotCharts  
Share Excel Charts  
Save Data in Presentable Formats

#### Appendix A: New Features in Microsoft Office Excel 2007

**Course Description:** By taking this course, a student will learn to record simple macros, edit code, and learn how to write their own VBA sub procedures. This course provides many examples of macro development that can help manage excel spreadsheets. Students will become familiar with the visual basic editor window and the immediate window. The course also studies many styles of code i.e. with statements, if then- else statements, and loops along with event driven code.

**Who Should Attend:** This course is for advanced Microsoft Excel professionals who need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA).

**Prerequisites:** Students should have knowledge of Microsoft Office Excel 2007, including how to create, edit, format, and print worksheets that contain charts, and sorted and filtered data. To ensure your success, we recommend the following courses, or equivalent knowledge in Microsoft Office Excel 2007: Level 1, Microsoft Office Excel 2007: Level 2, and Microsoft Office Excel 2007: Level 3.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create, edit, and debug a macro.
- Create an interactive worksheet.
- Perform calculations.
- Format worksheets using macros.
- Work with multiple worksheets.

### Course Outline:

#### Recording Simple Macros

#### Editing Recorded macros

#### Taking complex macro tasks and simplifying them

Generalizing code and making it more flexible  
Importing text files  
Inserting columns & input boxes  
Filling in empty cells  
Appending data to another file  
Naming ranges

#### Workbook and Worksheet objects using the immediate window

#### Selecting ranges using vba code

#### Code for Excel Tables, Pivot Table,& Charts

#### If then else statements

#### Loops

#### Adding Worksheet controls

#### Creating custom VBA forms and controls

**Course Description:** You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

**Who Should Attend:** This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take Windows XP Professional : Level 1 or Windows XP : Introduction, or have equivalent skills and knowledge:

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create a basic worksheet by using Microsoft Office Excel 2010.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Print the content of an Excel workbook.
- Manage an Excel workbook.

### Course Outline:

#### Creating a Basic Excel Worksheet

Identify the Elements of the User Interface  
Customize the Excel Interface  
Work with Cells  
Enter Data in an Excel Workbook  
Obtain Help in Excel

#### Performing Calculations in an Excel Worksheet

Create Basic Formulas  
Calculate the Cell Values by Using Functions  
Copy Formulas and Functions

#### Modifying an Excel Worksheet

Manipulate Data  
Modify the Worksheet Elements  
Search for Data in a Worksheet  
Modify Rows and Columns

#### Formatting an Excel Worksheet

Modify Fonts  
Check a Worksheet for Spelling Errors  
Apply Number Formatting  
Add Borders and Colors to Cells  
Align the Content in a Cell  
Apply Cell Styles

#### Printing Excel Workbooks

Set the Page Layout Options  
Set Page Breaks  
Print a Workbook

#### Managing an Excel Workbook

Format Worksheet Tabs  
Manage Worksheets  
View Worksheets and Workbooks

**Course Description:** You will use the new and enhanced features in Microsoft Office Excel 2010.

**Who Should Attend:** This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who are planning to upgrade to Microsoft Office Excel 2010.

**Prerequisites:** Students must have prior knowledge of Microsoft Office Excel 2003 or Excel XP on the Windows operating system.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Identify the elements of the Microsoft Office Excel 2010 environment.
- Organize data in Excel worksheets.
- Analyze Excel data by sorting, filtering, and conditionally formatting it.
- Present Excel data using charts, illustrations and PivotTables.
- Use Office Web Apps.

### Course Outline:

#### Identifying the Elements of the Excel 2010 Environment

Identify the User Interface Elements  
Identify the Ribbon Components  
Use Contextual Tabs  
Use Excel Galleries  
Customize the Excel Interface

#### Organizing Data

Identify the Enhancements to Excel 2010 Spreadsheets  
Insert Tables  
Format Tables

#### Analyzing Data

Apply Conditional Formatting  
Sort Data in a Spreadsheet  
Filter Data in a Spreadsheet  
Apply a Formula

#### Presenting Data

Create Charts  
Format Charts  
Work with Illustrations  
Create PivotTables and PivotCharts  
Share Excel Charts  
Save Data in Compatible Formats

#### Using Office Web Apps

Save Excel Spreadsheets to the Web  
Access and Work with Spreadsheets on the Web

#### Appendix A: New Features in Microsoft Office Excel 2010

#### Appendix B: Enhanced File and Compatibility Features in Microsoft Office Excel 2010

#### Appendix C: Link Formatting in Tablet PCs

#### Appendix D: Mobile Features

**Course Description:** In this course, students will use advanced formulas and work with various tools to analyze data in spreadsheets. They will learn how to organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

**Who Should Attend:** This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

**Prerequisites:** Before starting this course, students should take the following course or have equivalent knowledge: Microsoft® Office Excel® 2010: Level 1.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Use advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using PivotTables, Slicers, and PivotCharts.
- Insert and modify graphic objects in a worksheet.
- Customize and enhance workbooks and the Microsoft Office Excel environment.

### Course Outline:

#### Calculating Data with Advanced Formulas

Apply Cell and Range Names  
Calculate Data Across Worksheets  
Use Specialized Functions  
Analyze Data with Logical and Lookup Functions

#### Organizing Worksheet and Table Data

Create and Modify Tables  
Format Tables  
Sort or Filter Data  
Use Functions to Calculate Data

#### Presenting Data Using Charts

Create a Chart  
Modify Charts  
Format Charts

#### Analyzing Data Using PivotTables, Slicers, and PivotCharts

Create a PivotTable Report  
Filter Data Using Slicers  
Analyze Data Using PivotCharts

#### Inserting Graphic Objects

Insert and Modify Pictures and ClipArt  
Draw and Modify Shapes  
Illustrate Workflow Using SmartArt Graphics  
Layer and Group Graphic Objects

#### Customizing and Enhancing the Excel Environment

Customize the Excel Environment  
Customize Workbooks  
Manage Themes  
Create and Use Templates

**Course Description:** Students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

**Who Should Attend:** This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

**Prerequisites:** To ensure success, we recommend that students first take Microsoft® Office Excel® 2010: Level 1 and Microsoft® Office Excel® 2010: Level 2 or have equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Enhance productivity and efficiency by streamlining the workflow.
- Collaborate with other workbook users.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Integrate Excel data with the web.
- Structure workbooks with XML.

### Course Outline:

#### Streamlining Workflow

Update Workbook Properties  
Create a Macro  
Edit a Macro  
Apply Conditional Formatting  
Add Data Validation Criteria

#### Collaborating with Other Users

Protect Files  
Share a Workbook  
Set Revision Tracking  
Review Tracked Revisions  
Merge Workbooks  
Administer Digital Signatures  
Restrict Document Access

#### Auditing Worksheets

Trace Cells

#### Troubleshoot Invalid Data and Formula Errors

Watch and Evaluate Formulas  
Create a Data List Outline

#### Analyzing Data

Create a Trendline  
Create Sparklines  
Create Scenarios  
Perform a What-If Analysis  
Perform a Statistical Analysis with the Analysis ToolPak

#### Working with Multiple Workbooks

Create a Workspace  
Consolidate Data  
Link Cells in Different Workbooks  
Edit Links

#### Importing and Exporting Data

Export Excel Data  
Import a Delimited Text File

#### Integrating Excel Data with the Web

Publish a Worksheet to the Web  
Import Data from the Web  
Create a Web Query  
Structuring Workbooks with XML  
Develop XML Maps  
Import and Export XML Data

**Course Description:** In this course, students will gain the skills needed to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining calendars, scheduling meetings, and working with tasks and notes. This course is one of a series that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is designed for students who need to learn how to use Microsoft® Outlook® 2003 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is intended for persons interested in pursuing the Microsoft® Office Specialist certification for Outlook.

**Prerequisites:** Students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have taken Windows XP Professional: Levels 1 and 2, Windows XP: Introduction, or Windows 2000: Introduction or have equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Identify the components of the Outlook environment and compose and respond to a simple message.
- Compose messages.
- Use folders to manage mail.
- Schedule appointments.
- Schedule meetings.
- Manage contacts and contact information.
- Create and edit tasks.
- Create and edit notes.

### Course Outline:

#### Getting Started With Outlook

Logging On to Outlook  
The Outlook Environment  
Composing and Sending a Simple Message  
Opening a Message  
Replying to a Message  
Printing a Message  
Deleting a Message

#### Composing Messages

Addressing a Message  
Formatting a Message  
Checking Spelling and Grammar  
Attaching a File  
Forwarding a Message

#### Managing Mail

Opening and Save an Attachment  
Flagging a Message  
Creating a Folder  
Moving Messages to a Folder  
Copying Messages to Folders  
Deleting a Folder

#### Scheduling Appointments

The Outlook Calendar  
Scheduling an Appointment  
Assigning a Category to an Appointment  
Updating Calendar Entries

#### Scheduling Meetings

Scheduling a Meeting  
Replying to a Meeting Request  
Proposing a New Meeting Time  
Tracking Meeting Responses  
Updating a Meeting Request  
Canceling a Meeting Request  
Printing the Calendar

#### Managing Contacts

Adding a Contact  
Sorting Contacts  
Finding a Contact  
Generating a Map  
Editing a Contact  
Deleting a Contact  
Printing Contacts

#### Managing Tasks

Creating a Task  
Editing a Task  
Updating a Task

#### Using Notes

Creating a Note  
Editing a Note  
Copying a Note

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** Students will learn the necessary skills needed to customize the Outlook environment, calendars, and mail messages so that they meet specific needs. They will also learn how to track, share, assign, and quickly locate various Outlook items. This course is one of a series that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is designed for experienced Outlook users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items.

**Prerequisites:** Before taking this course, students are required to take Windows XP Professional: Level 1, Windows XP Professional: Level 2, Windows XP: Introduction or Windows 2000: Introduction, and Microsoft Outlook 2003: Level 1.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Track work activities using the Outlook Journal.
- Customize the calendar by setting various calendar options.
- Modify message options.
- Make folder information available to other Outlook users.
- Assign and track tasks.
- Customize the Outlook environment.
- Sort, find and color-code items in your mailbox and calendar.

### Course Outline:

#### Tracking Work Activities Using The Journal

Recording a Journal Entry Automatically  
Manually Recording a Journal Entry  
Modifying a Journal Entry

#### Setting Calendar Options

Setting Work Days and Times  
Displaying Other Time Zones  
Setting Free/Busy Options

#### Setting Message Options

Modifying Message Settings  
Modifying Delivery Options  
Modifying Message Formats  
Notifying Others that You will be Out of the Office  
Creating and Modifying a Distribution List  
Inserting a Hyperlink

#### Sharing Folder Information

Specifying Folder Permissions  
Accessing Another User's Folder  
Delegating Access To Folders

#### Managing Tasks

Assigning a Task  
Replying to a Task Request  
Sending a Task Update  
Tracking Assigned Tasks

#### Customizing Outlook

Customizing the Toolbar  
Creating a New Toolbar  
Customizing the Menu  
Creating a Folder Home Page

#### Locating Outlook Items

Sorting Messages Using Multiple Criteria  
Finding Messages  
Finding Messages Using Multiple Criteria  
Filtering Messages  
Organizing Messages  
Managing Junk Email

#### Appendix A: Using Public Folders

#### Appendix B: Microsoft Office Specialist Program

**Course Description:** This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Who Should Attend:** This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

**Prerequisites:** The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The following courses are recommended, or you should have equivalent knowledge of Windows XP Professional: Level 1, Windows XP Professional: Level 2, Windows XP: Introduction, and Windows 2000: Introduction

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- Compose messages.
- Use folders to organize messages.
- Manage contacts and contact information.
- Schedule appointments.
- Schedule meetings.
- Create and edit tasks.

### Course Outline:

#### Getting Started with Outlook

Explore the Outlook Interface  
Send a Simple Message  
Reading Messages  
Reply to and Forward a Message  
Print a Message  
Delete a Message

#### Composing Messages

Address a Message  
Format a Message  
Check Spelling and Grammar  
Attach a File

#### Organizing Messages

Open and Save an Attachment  
Flag a Message  
Organize Content with Folders

#### Managing Contacts

Add a Contact  
Sort and Find Contacts  
Find the Geographical Location of a Contact  
Manage Contacts

#### Scheduling Appointments

Explore the Outlook Calendar  
Schedule an Appointment  
Assign Categories and Edit Appointments

#### Scheduling Meetings

Schedule a Meeting  
Reply to a Meeting Request  
Propose a New Meeting Time  
Manage Meetings  
Print the Calendar

#### Managing Tasks and Notes

Create a Task  
Edit and Update a Task  
Create a Note  
Edit a Note  
Display a Note on the Desktop

**Course Description:** If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

**Who Should Attend:** This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

**Prerequisites:** Before taking this course, students are required to take the following courses or possess equivalent knowledge of: Windows® XP Professional: Level 1, Windows® XP Professional: Level 2, Windows® XP: Introduction, Windows® 2000: Introduction, and Microsoft Office Outlook 2007: Level 1.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Customize the Calendar by setting various Calendar options.
- Track work activities using the Journal.
- Customize the Outlook environment.
- Customize message options.
- Assign and track tasks.
- Locate Outlook items.
- Share folder information.
- Work with public folders.

### Course Outline:

#### Setting Calendar Options

Set Work Days and Times  
Display an Additional Time Zone  
Set Availability Options

#### Customizing Message Options

Modify Message Settings  
Modify Delivery Options  
Change the Message Format  
Notify Others that You Will Be Out of the Office  
Create a Distribution List  
Insert a Hyperlink

#### Tracking Work Activities Using the Journal

Automatically Record a Journal Entry  
Manually Record a Journal Entry  
Modify a Journal Entry

#### Managing Tasks

Assign a Task  
Reply to a Task Request  
Send a Task Update  
Track Assigned Tasks

#### Sharing Folder Information

Specify Folder Permissions  
Delegate Access to Folders  
Access Another User's Folder  
Send Calendar Information in an Email Message

#### Customizing the Outlook Environment

Customize the Toolbar  
Create a New Toolbar  
Customize the Menu Bar  
Customize the Quick Access Toolbar  
Customize the To-Do Bar  
Create a Folder Home Page

#### Locating Outlook Items

Sort Messages Using Multiple Criteria  
Find Messages  
Find Outlook Items Using Multiple Criteria  
Filter Messages  
Organize Messages  
Manage Junk Email

#### Working with Public Folders

Create a Public Folder  
Add Users to a Public Folder  
Post Information in a Public Folder  
Send an Email Message to a Public Folder

**Course Description:** You will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

**Who Should Attend:** This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders. To ensure your success, we recommend that you first take Windows XP Professional: Level 1 or Windows XP: Introduction or have equivalent skills and knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Explore the Outlook interface, send mail, and respond to messages.
- Organize email messages into folders.
- Schedule appointments.
- Compose email messages.
- Manage contacts and contact information.
- Schedule a meeting.
- Manage tasks and notes.

### Course Outline:

#### Getting Started with Outlook

Identify the Components of the Outlook Interface  
Read an Email Message  
Reply to and Forward an Email Message  
Print an Email Message  
Delete an Email Message

#### Composing Messages

Create an Email Message  
Format a Message  
Check Spelling and Grammar  
Attach a File  
Enhance an Email Message  
Send an Email Message

#### Organizing Messages

Manage Email Messages  
Move Email Messages into Folders  
Open and Save an Attachment

#### Managing Contacts

Add a Contact  
Sort and Find Contacts  
Find the Geographical Location of a Contact  
Update Contacts

#### Scheduling Appointments

Explore the Outlook Calendar  
Schedule an Appointment  
Edit Appointments

#### Managing Meetings in Outlook

Schedule a Meeting  
Reply to a Meeting Request  
Track and Update Scheduled Meetings  
Print the Calendar

#### Managing Tasks and Notes

Create a Task  
Edit and Update a Task  
Create a Note  
Edit a Note

**Course Description:** You will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

**Who Should Attend:** This course is designed for experienced Outlook users who need to customize their Outlook environment, calendar, and email messages and who wish to track, share, assign, and locate various Outlook items.

**Prerequisites:** Prerequisites: Prospective students should be familiar with using personal computers (basic typing skills are recommended). They should be comfortable with the Windows environment and be able to use Windows to manage information on the computer. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Before taking this course, it is recommended that students take Windows XP Professional: Level 1 and Windows XP Professional: Level 2 or possess equivalent knowledge of Microsoft Office Outlook 2010: Level 1, and a choice of operating systems.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Customize message settings.
- Organize and locate Outlook messages.
- Set calendar options.
- Track activities using the Journal.
- Assign and track tasks.
- Share folder information.
- Customize the Outlook environment.

### Course Outline:

#### Customizing Message Options

Modify Message Settings  
Modify Delivery Options  
Change the Message Format  
Set the Out of the Office Notification  
Create a Contact Group  
Insert a Hyperlink  
Create Quick Steps

#### Organizing and Locating Messages

Sort Messages Using Multiple Criteria  
Find Messages Using Instant Search  
Find Messages Using Multiple Criteria  
Filter Messages  
Organize Messages  
Manage Junk Email

#### Setting Calendar Options

Set Workdays and Time  
Display an Additional Time Zone  
Set Availability Options  
Create Calendar Groups  
Manage Automatic Meeting Responses

#### Tracking Activities Using the Journal

Record a Journal Entry Automatically  
Record a Journal Entry Manually  
Modify a Journal Entry

#### Managing Tasks

Assign a Task  
Reply to a Task Request  
Send a Task Update  
Track Assigned Tasks

#### Sharing Folder Information

Specify Folder Permissions  
Access Another User's Folder  
Send Calendar Information in an Email Message  
Delegate Folder Access to Users

#### Customizing the Outlook Environment

Customize the Ribbon and Quick Access Toolbar  
Customize the To-Do Bar  
Create a Folder Home Page

**Course Description:** You will identify and use the new and enhanced features of Microsoft® Outlook® 2010.

**Who Should Attend:** The course is for experienced Outlook users familiar with the 2003 version of the application, and who need to learn about the new features that Outlook 2010 has to offer.

**Prerequisites:** To ensure your success, we recommend that you first take the Microsoft® Office Outlook® 2003: Level 1 course or have equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Identify the components of the Outlook 2010 interface.
- Work with email messages.
- Manage calendars.
- Manage email messages.

### Course Outline:

#### Identifying the Components of the Outlook 2010 Interface

Identify the Components of the Outlook Window  
Identify the Tabs and Groups on the Ribbon  
Customize the Outlook Interface

#### Working with Email Messages

Format an Email Message  
Insert Graphical Objects in an Email Message  
Manage Email Messages  
Share Contact Information Using Business Cards

#### Managing Calendars in Outlook

Create Tasks Using Outlook Calendar  
Customize the Calendar View  
Schedule a Meeting  
Share Calendar Information

#### Managing Email Messages in Outlook

Manage Junk Email Messages  
Search for Information in Outlook  
Clean Up Conversations and Folders  
Set Access Permissions  
Add RSS Feeds in Outlook 2010

#### Appendix A: New Features in Microsoft® Outlook® 2010

#### Appendix B: Out of Office Notifications in Outlook

#### Appendix C: Outlook and Other Office Applications and Services

**Course Description:** In this course, students will learn how to upgrade paper presentations to an electronic format by using Microsoft® Office PowerPoint® 2003. This course is one of a series that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft® PowerPoint® 2003 presentations. This course is also intended for students who wish to pursue their Microsoft Office Specialist certification in PowerPoint 2003.

**Prerequisites:** Students should first take Windows XP: Introduction, Windows XP Professional: Levels 1 and 2 or Windows 2000: Introduction or have equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Manipulate an existing PowerPoint presentation.
- Begin creating a presentation.
- Format text slides.
- Add tables to a presentation.
- Chart data in a presentation.
- Modify objects on slides.
- Add images to a presentation.
- Prepare to deliver a presentation.

### Course Outline:

#### An Orientation To Powerpoint

The PowerPoint Environment  
Orientation to Views  
Navigating Through a Presentation  
Editing Slide Text  
Saving the Presentation  
Running a Slide Show

#### Beginning A Presentation

Creating a New Presentation  
Changing Background Color  
Adding Slides to a Presentation  
Entering Text  
Creating a Presentation from a Microsoft Word Outline

#### Formatting Text Slides

Applying Character Formats  
Aligning Text  
Changing Line Spacing  
Changing Indents

#### Adding Tables To A Presentation

Creating a Table  
Formatting Tables  
Inserting a Table from Microsoft Word

#### Charting Data

Creating a Column Chart  
Editing Chart Data  
Changing Chart Type  
Inserting a Chart from Microsoft Excel

#### Modifying Objects

Resizing Objects  
Copying and Duplicating Objects  
Moving Objects  
Changing Object Orientation  
Formatting Objects  
Grouping and Ungrouping Objects  
Changing the Order of Objects

#### Adding Images To A Presentation

Adding Clip Art  
Adding a Picture from a File  
Drawing Lines and Shapes  
Inserting WordArt

#### Preparing To Deliver A Presentation

Spelling Check  
Arranging Slides  
Adding Transitions  
Creating Speaker Notes  
Sending a Presentation to Microsoft Word  
Printing the Presentation  
Packaging a Presentation for CD

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** Students will learn how to use Microsoft® Office PowerPoint® 2003 features that draw, animate, and format presentations with professional-quality content. This course is one of a series that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is designed for students who want to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery, or students who desire to prepare for the Microsoft Office Specialist exam in Microsoft® PowerPoint® 2003.

**Prerequisites:** Students should have taken Windows XP: Introduction or Windows 2000: Introduction, and Microsoft PowerPoint 2003: Level 1. Web browsing experience is also strongly recommended.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create a design template.
- Create organization charts and diagrams.
- Add special effects to a slide.
- Create a Web-based presentation.
- Use a PowerPoint presentation for collaborative workgroup review.
- Use functionality that will enable students to deliver live, self-service, and online presentations.

### Course Outline:

#### Creating A Custom Design Template

Defining Design Template Characteristics  
Creating a Custom Color Scheme  
Setting Up a Slide Master  
Formatting Custom Bullets  
Adding a Footer  
Modifying the Notes Master  
Saving a Custom Design Template

#### Adding Organization Charts And Diagrams

Working with Organization Charts  
Updating an Organization Chart  
Applying a Chart Layout  
Creating a Diagram  
Drawing a Flowchart

#### Adding Special Effects

Adding Sound and Movies  
Adding Animation  
Emphasizing Objects  
Setting a Motion Path  
Setting the Order of Effects

#### Creating Web Presentations

Creating a Group Home Page with the AutoContent Wizard  
Hyperlinking to a Web Page  
Publishing as a Web Page

#### Collaborating In Powerpoint

Setting Password Protection  
Working with Comments  
Sending a Presentation for Review  
Merging Revision Copies  
Applying Reviewer Changes

#### Delivering A Presentation

Hyperlinking Within PowerPoint  
Adding an Action Button  
Setting Up a Custom Show  
Annotating a Presentation  
Working with Narrations and Slide Timings  
Setting Up a Slide Show to Repeat Automatically

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

**Who Should Attend:** This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.

**Prerequisites:** To ensure your success, we recommend you first take one of the following courses or have equivalent knowledge: Windows XP: Introduction, Windows XP Professional: Level 1, Windows XP Professional: Level 2, and Windows 2000: Introduction.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Get started with PowerPoint.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify objects on slides.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

### Course Outline:

#### Getting Started with PowerPoint

Explore the User Interface  
Navigate and View a Presentation  
Use Microsoft PowerPoint Help  
Enter Text  
Save a Presentation

#### Creating a Presentation

Create a Presentation  
Edit Text  
Add Slides to a Presentation  
Arrange Slides  
Work with Themes

#### Formatting Text on Slides

Apply Character Formats  
Apply Paragraph Formats  
Format Text Placeholders

#### Adding Graphical Objects to a Presentation

Insert Clip Art and Pictures  
Draw Shapes  
Insert WordArt

#### Modifying Objects

Work with Objects  
Change Object Orientation  
Format Objects  
Group and Ungroup Objects  
Arrange Objects

#### Adding Tables to a Presentation

Create a Table  
Format Tables  
Insert a Table from Microsoft Word

#### Inserting Charts in a Presentation

Create a Chart  
Edit Chart Data  
Modify a Chart  
Paste a Chart from Microsoft Excel

#### Preparing to Deliver a Presentation

Review Content  
Add Transitions  
Apply an Animation Effect  
Create Speaker Notes  
Print a Presentation

**Course Description:** As a PowerPoint 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

**Who Should Attend:** This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of Microsoft® PowerPoint® 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Windows XP: Introduction, Windows 2000: Introduction, and Microsoft® Office PowerPoint® 2007: Level 1.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Customize the PowerPoint environment.
- Customize a design template.
- Add diagrams to your presentation.
- Add special effects to a PowerPoint presentation.
- Use the various options to customize slide shows.
- Use PowerPoint to collaborate on a presentation.
- Finalize a presentation.

### Course Outline:

#### Customizing the PowerPoint Environment

Customize the Quick Access Toolbar  
Personalize the PowerPoint Interface  
Customize Save Options  
Apply Advanced Customization Options

#### Customizing a Design Template

Set Up a Slide Master  
Customize Slide Layouts  
Create Custom Themes  
Add Headers and Footers  
Modify the Notes Master  
Modify the Handout Master

#### Adding Diagrams to a Presentation

Create Diagrams  
Modify Diagrams

#### Adding Special Effects to Presentations

Add Multimedia Elements  
Customize Slide Component Animation

#### Customizing a Slide Show Presentation

Set Up a Custom Show  
Annotate a Presentation  
Create a Presenter-Independent Slide Show  
Set Up a Slide Show to Repeat Automatically

#### Collaborating on a Presentation

Review a Presentation  
Publish Slides to a Slide Library  
Share a Presentation

#### Securing and Distributing a Presentation

Secure Presentations  
Package a Presentation  
Publish a Presentation as a Web Page

**Course Description:** You have worked with Microsoft® Office PowerPoint® 2003 (or earlier) to create presentations. PowerPoint® 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. In this course, you will work with the new and enhanced features available in Microsoft® Office PowerPoint® 2007.

**Who Should Attend:** This course is designed for experienced PowerPoint users who have worked with earlier versions of Microsoft® Office PowerPoint, ideally Microsoft® Office PowerPoint® 2003, and who have upgraded to Microsoft® Office PowerPoint® 2007.

**Prerequisites:** Students enrolling in this course should understand how to use a version of PowerPoint, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Explore the new interface components of PowerPoint and customize the PowerPoint environment.
- Enhance a presentation by applying custom layouts and themes.
- Create dynamic presentations by applying advanced text and graphic effects.
- Finalize a presentation by customizing slide shows, securing the presentation, and saving the presentation.

### Course Outline:

#### Exploring the PowerPoint Environment

Explore the User Interface  
Work with the Ribbon  
Work with Contextual Tabs  
Use the PowerPoint Galleries  
Customize the PowerPoint Interface

#### Enhancing the Presentation Layouts

Create Custom Slide Layouts  
Work with Themes

#### Creating Dynamic Presentations

Apply Rich Text and Typography Effects  
Enhance Presentations with Graphic Effects  
Enhance Table Layout  
Work with Charts

#### Finalizing the Presentation

Customize Slide Shows  
Secure Presentations  
Save a Presentation

#### Appendix A: New Features in Microsoft® Office PowerPoint® 2007

**Course Description:** This course will provide students with the basic concepts required to create, edit, and enhance simple documents. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is intended for persons interested in learning how create, edit, format, lay out, and print standard business documents and for those pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

**Prerequisites:** Students should be comfortable in the Windows environment and be able to manage information on a computer. They should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Windows XP Professional: Level 1, Level 2, or Introduction or equivalent knowledge is required.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create a basic document.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Use Word tools to make your documents more accurate.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.

### Course Outline:

#### Creating A Basic Document

The Word Environment  
Getting Help Using Word  
Entering Text  
Saving a New Document  
Previewing a Document  
Printing a Document

#### Editing A Document

Navigating in a Document  
Inserting Text  
Selecting Text  
Creating an AutoText Entry  
Moving and Copying Text  
Deleting Blocks of Text  
Undoing Changes  
Finding and Replacing Text

#### Formatting Text

Changing Font and Size  
Applying Font Styles and Effects  
Changing Text Color  
Highlighting Text  
Copying Formats  
Clearing Formatting  
Finding and Replacing Text Formatting

#### Formatting Paragraphs

Setting Tabs  
Changing Paragraph Alignment  
Indenting Paragraphs  
Adding Borders and Shading  
Applying Styles  
Creating Lists  
Changing Spacing Between Paragraphs and Lines

#### Proofing A Document

Using the Thesaurus  
Checking Spelling and Grammar  
Creating a New Default Dictionary  
Checking Word Count  
Modifying a Document in Print Preview

#### Adding Tables

Creating a Table  
Entering Data in a Table  
AutoFormatting a Table  
Converting Text into a Table

#### Inserting Graphic Elements

Inserting Symbols and Special Characters  
Inserting a Clip Art Picture  
Adding a Watermark

#### Controlling Page Appearance

Setting Page Orientation  
Changing Page Margins  
Applying a Page Border  
Adding Headers and Footers  
Inserting a Page Break

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** In this course, students will increase the complexity of documents by adding components such as customized lists, tables, charts, and graphics. They will also create personalized Microsoft® Word 2003 efficiency tools. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** Students who need to learn how to use Microsoft® Word 2003 to create or modify complex business documents as well as customized Word efficiency tools will benefit from this course. It is also helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2003.

**Prerequisites:** Students should be able to create, edit, format, save, and print basic business documents. They should have taken Microsoft Word 2003: Level 1 or have equivalent knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Manage data in lists.
- Customize tables and charts.
- Customize formatting.
- Work with custom styles.
- Modify pictures in a document.
- Create customized graphic elements.
- Control text flow.
- Automate common tasks.
- Automate document creation.
- Perform mail merges.

### Course Outline:

#### Managing Lists

Sorting a List  
Restarting a List  
Creating an Outline Numbered List  
Customizing List Appearance

#### Customizing Tables And Charts

Sorting a Table  
Modifying Table Structure  
Merging or Splitting Cells  
Positioning Text in a Table Cell  
Applying Borders and Shading  
Performing Calculations in a Table  
Creating a Chart from a Word Table  
Modifying a Chart

#### Customizing Formatting

Modifying Character Spacing  
Adding Text Effects  
Controlling Paragraph Flow

#### Working With Custom Styles

Creating a Character or Paragraph Style  
Modifying an Existing Style  
Creating a List Style  
Creating a Table Style

#### Modifying Pictures

Setting Picture Contrast or Brightness  
Cropping a Picture  
Wrapping Text Around a Picture

#### Creating Customized Graphic Elements

Drawing Shapes and Lines  
Inserting WordArt  
Inserting Text Boxes  
Creating Diagrams

#### Controlling Text Flow

Inserting Section Breaks  
Inserting Columns  
Linking Text Boxes

#### Automating Common Tasks

Running a Macro  
Creating a Macro  
Modifying a Macro  
Customizing Toolbars and Buttons  
Adding Menu Items

#### Automating Document Creation

Creating a Document Based on a Template  
Creating a Document by Using a Wizard  
Creating or Modifying a Template  
Changing the Default Template Location

Inserting a MacroButton Field in a Template

#### Performing Mail Merges

The Mail Merge Process  
Performing a Merge on Existing Documents  
Merging Envelopes and Labels  
Using Word to Create a Data Source

#### Appendix A: Microsoft Office Specialist Program

**Course Description:** In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

**Who Should Attend:** This course is for persons who need to learn the more advanced features of Word 2003 to create, manage, revise, and distribute documents, forms, and Web pages. It will also benefit those pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

**Prerequisites:** Students should be able to create, edit, format, save, and print documents. They should also be able to use a Web browser and an email program. Basic knowledge of XML is also helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. Microsoft® Office Word 2003: Level 1 and Microsoft® Office Word 2003: Level 2 or equivalent knowledge is recommended.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Use Word with other programs.
- Collaborate on documents.
- Add reference marks and notes.
- Make long documents easier to use.
- Secure documents and document information.
- Create Web pages.
- Create a form.
- Use XML in Word.

### Course Outline:

#### Using Microsoft Office Word 2003 With Other Programs

Linking to a Microsoft® Office Excel 2003 Worksheet  
 Linking a Chart to Excel Data  
 Sending a Document Outline to PowerPoint  
 Extracting Text from a Fax  
 Saving a Document as a Different File Format  
 Looking Up Information Using Research Sites  
 Sending a Document as an Email Attachment

Adding Form Fields to a Document  
 Protecting a Form  
 Saving Form Data as Plain Text  
 Automating a Form

#### Using XML In Word

Tagging an Existing Document  
 Saving a Document as XML  
 Transforming an XML Document

#### Collaborating On Documents

Modifying User Information  
 Creating a New Version of a Document  
 Deleting Old Versions  
 Sending a Document for Review  
 Using Comments  
 Comparing Document Changes  
 Merging Document Changes  
 Reviewing a Document

#### Appendix A: Microsoft Office Specialist Program

#### Adding Reference Marks And Notes

Inserting Bookmarks  
 Inserting Footnotes and Endnotes  
 Adding Captions  
 Inserting Cross-References

#### Making Long Documents Easier To Use

Marking Text for Indexing  
 Inserting an Index  
 Inserting a Table of Figures  
 Marking Text for a Table of Authorities  
 Inserting a Table of Authorities  
 Inserting a Table of Contents  
 Creating a Master Document  
 Automatically Summarizing a Document

#### Securing A Document

Updating a Document's Properties  
 Saving a Document without Personal Information  
 Hiding Text  
 Limiting Formatting Choices in a Document  
 Selecting Regions of a Document that Can Be Modified  
 Adding a Digital Signature to a Document  
 Requiring a Password to Open a Document

#### Creating Web Pages

Creating a Web Page  
 Inserting Hyperlinks  
 Inserting a Movie Clip into a Web Page  
 Applying a Theme to a Web Page  
 Creating a Framed Web Page  
 Saving a Web Page to a Web Server

#### Creating Forms

**Course Description:** Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

**Who Should Attend:** This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.

**Prerequisites:** Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Windows XP Professional: Level 1, Windows XP Professional: Level 2, Windows XP: Introduction, and Windows 2000: Introduction.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create a basic document by using Microsoft Word.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.
- Proof documents to make them more accurate.

### Course Outline:

#### Creating a Basic Document

Explore the User Interface  
Open and View a Document  
Customize the Word Environment  
Obtain Help  
Enter Text  
Save a Document  
Preview and Print a Document

#### Editing a Document

Navigate and Select Text in a Document  
Insert, Delete, or Rearrange Text  
Undo Changes  
Search and Replace Text

#### Formatting Text

Change Font Appearance  
Highlight Text

#### Formatting Paragraphs

Set Tabs to Align Text  
Control Paragraph Layout  
Add Borders and Shading  
Apply Styles  
Create Lists  
Manage Formatting

#### Adding Tables

Create a Table  
Modify the Table Structure  
Format a Table  
Convert Text to a Table or Tables to Text

#### Inserting Graphic Objects

Add Visual Effects Using Symbols and Special Characters  
Insert Illustrations

#### Controlling Page Appearance

Control Page Layout  
Apply a Page Border and Color  
Add Watermarks  
Add Headers and Footers

#### Proofing a Document

Check Spelling, Grammar and Word Count  
Enhance Textual Meaning Using the Thesaurus  
Customize AutoCorrect Options

**Course Description:** In the first course in this series, Microsoft® Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft® Word 2007 elements. In this course, you will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2007 efficiency tools.

**Who Should Attend:** This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word 2007.

**Prerequisites:** Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by taking the following course: Microsoft® Office Word 2007: Level 1.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Manage lists.
- Customize tables and charts.
- Customize formatting with styles and themes.
- Modify pictures in a document.
- Create customized graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates to automate document creation.
- Perform mail merges.
- Use macros to automate common tasks

### Course Outline:

#### Creating a Basic Document

Explore the User Interface  
Open and View a Document  
Customize the Word Environment  
Obtain Help  
Enter Text  
Save a Document  
Preview and Print a Document

#### Editing a Document

Navigate and Select Text in a Document  
Insert, Delete, or Rearrange Text  
Undo Changes  
Search and Replace Text

#### Formatting Text

Change Font Appearance  
Highlight Text

#### Formatting Paragraphs

Set Tabs to Align Text  
Control Paragraph Layout  
Add Borders and Shading  
Apply Styles  
Create Lists  
Manage Formatting

#### Adding Tables

Create a Table  
Modify the Table Structure  
Format a Table  
Convert Text to a Table or Tables to Text

#### Inserting Graphic Objects

Add Visual Effects Using Symbols and Special Characters  
Insert Illustrations

#### Controlling Page Appearance

Control Page Layout  
Apply a Page Border and Color  
Add Watermarks  
Add Headers and Footers

#### Proofing a Document

Check Spelling, Grammar and Word Count  
Enhance Textual Meaning Using the Thesaurus  
Customize AutoCorrect Options

**Course Description:** In the past, you have extensively used Microsoft® Office Word 2003 to author and format content and graphics within documents. Word 2007 with its new features, user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. In this course, you will be introduced to the new and enhanced features available in Microsoft Office Word 2007.

**Who Should Attend:** This course is designed for experienced Word users who have worked with earlier versions of Microsoft® Office Word, ideally Microsoft® Office Word 2003, and who have upgraded to Microsoft Office Word 2007.

**Prerequisites:** Students enrolling in this course should understand how to use some version of Word, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Explore the components of the results-oriented interface of the Word environment.
- Use the tools available in Word 2007 to create professional-looking documents.
- Finalize and secure a document.

### Course Outline:

#### Exploring the Word Environment

Explore the User Interface  
Work With the Ribbon  
Work with Contextual Tabs  
Use the Word Galleries  
Customize the Word Interface

#### Creating Professional-Looking Documents

Apply Styles  
Apply Document Themes  
Add Building Blocks  
Work with Illustrations  
Build an Equation  
Add Citations and a Bibliography

#### Finalizing Documents

Compare Reviewed Documents  
Inspect Documents  
Apply Digital Signatures  
Save a Document

#### Appendix A: New Features in Microsoft® Office Word 2007

**Course Description:** You will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

**Who Should Attend:** This course is intended for individuals who want to gain basic knowledge of working with Word.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as Windows XP Professional: Level 1 or Windows XP: Introduction, or have equivalent skills and knowledge.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Create a basic Word document.
- Edit a document.
- Format text.
- Format paragraphs.
- Insert a table.
- Insert special characters and graphical objects.
- Control the page setup and appearance of a Word document.
- Proofread documents for accuracy.

### Course Outline:

#### Creating a Basic Word Document

Identify the Elements of the User Interface  
Customize the Word Environment  
Enter Text in a Document  
Save a Document  
Open a Document in Different View Modes  
Print a Document  
Obtain Help in Word

#### Editing a Word Document

Navigate Through a Document and Select Text  
Modify Text  
Undo Text Changes  
Find and Replace Text

#### Formatting Text in a Word Document

Change Font Styles  
Highlight Text in a Document

#### Formatting Paragraphs in a Word Document

Set Tabs to Align Text  
Modify the Layout of a Paragraph  
Create Lists  
Apply Borders and Shading  
Apply Styles  
Manage Formatting

#### Inserting Tables in a Word Document

Create a Table  
Modify a Table  
Format a Table  
Convert Text to a Table

#### Inserting Special Characters and Graphical Objects

Insert Symbols and Special Characters  
Insert Illustrations in a Document

#### Controlling the Appearance of the Pages in a Word Document

Control the Layout of a Page  
Apply a Page Border and Color  
Add Watermarks  
Add Headers and Footers

#### Proofreading a Word Document

Check Spelling and Grammar  
Use the Thesaurus  
Customize the AutoCorrect Options

**Course Description:** You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

**Who Should Attend:** This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

**Prerequisites:** Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics. Students can obtain this level of skill by taking Microsoft® Office Word 2010: Level 1.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Manage lists.
- Customize tables and charts.
- Customize the formatting of a document using styles and themes.
- Modify pictures in a document.
- Create customized graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates to automate document creation.
- Use the mail merge function.
- Use macros to automate common tasks.

### Course Outline:

#### Managing Lists

Sort a List  
Renummer a List  
Customize a List

#### Customizing Tables and Charts

Sort Table Data  
Control Cell Layout  
Perform Calculations in a Table  
Create Charts

#### Creating Customized Formats with Styles and Themes

Create or Modify a Text Style  
Create a Custom List or Table Style  
Apply Default and Customized Document Themes

#### Modifying Pictures

Resize a Picture  
Adjust the Picture Appearance Settings  
Wrap Text Around a Picture  
Insert and Format Screenshots in a Document

#### Creating Customized Graphic Elements

Create Text Boxes and Pull Quotes  
Draw Shapes  
Add WordArt and Other Special Effects to Text  
Create Complex Illustrations with SmartArt

#### Inserting Content Using Quick Parts

Insert Building Blocks  
Create Building Blocks  
Modify Building Blocks  
Insert Fields Using Quick Parts

#### Controlling Text Flow

Control Paragraph Flow  
Insert Section Breaks  
Insert Columns  
Link Text Boxes to Control Text Flow

#### Using Templates to Automate Document Creation

Create a Document Based on a Template  
Create a Template

#### Automating the Mail Merge

Use the Mail Merge Feature  
Merge Envelopes and Labels  
Create a Data Source Using Word

#### Using Macros to Automate Tasks

Automate Tasks Using Macros  
Create a Macro

**Course Description:** You will identify and use the new and enhanced features in Microsoft® Office Word 2010.

**Who Should Attend:** This course is designed for experienced Word users who have used earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who are planning to upgrade to Microsoft Office Word 2010.

**Prerequisites:** Students enrolling in this course should understand how to use some versions of Word, preferably 2003, and have some familiarity with the Internet. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

- Identify the components of the Word 2010 environment.
- Add images, styles, and themes to documents.
- Use the advanced features to add building blocks, equations, citations, and bibliography to a document.
- Work with Office Web Apps to save and access documents from the web.

### Course Outline:

#### Identifying the Components of the Word 2010 Environment

Identify the New Interface Features  
Work with the Ribbon  
Use Options on Contextual Tabs  
Use the Galleries  
Customize the Interface

#### Adding Images, Styles, and Themes

Apply Styles  
Apply Document Themes  
Add Visual Effects  
Work with Images

#### Using Advanced Features

Add Building Blocks  
Build Equations  
Use the Navigation Pane  
Add Citations and Bibliographies

#### Finalizing Documents

Compare Reviewed Documents  
Inspect Documents  
Perform a Compatibility Check

#### Working with Office Web Apps

Save Documents to the Web  
Access Documents from the Web

#### Appendix A: New Features in Microsoft® Office Word 2010

#### Appendix B: Secure a Document

#### Appendix C: Ink Formatting in Tablet PCs

#### Appendix D: Mobile Features