



- innovation
- implementation
- information

## Training for Microsoft<sup>1</sup> Products . . . . .

### . . . . Word, Excel, PowerPoint, Outlook, Windows and more

At **Innovatis**, we deliver a full range of **coaching / training courses** for **Microsoft** products to suit all levels of ability, so you can be sure that your training is matched precisely to your needs.

**Innovatis**

See inside for more details on:

Microsoft has established the Microsoft Office suite as the most widely-used set of applications for document creation, communication and business information analysis. As a result, skills in Word, Excel, PowerPoint, Outlook and Office itself have become key requirements for staff in today's business environment. Even for more specialised jobs, Microsoft has solutions like **Publisher**, **Project**, **FrontPage** and **Visio** that integrate seamlessly with their basic applications.

- [Word training](#)
- [Excel training](#)
- [PowerPoint training](#)
- [Office training](#)
- [Outlook training](#)
- [Windows training](#)

**We specialise in private training** tailored to suit your specific needs, and are happy to arrange group training courses for all popular Microsoft Office applications to suit different levels of ability.

**Bespoke course design costs you no extra**, and training can be at your premises or at our training facilities in Amstelveen.

Your training in Microsoft products can be assisted by our **skills appraisals**, which are provided on all Microsoft Office applications and, if you need individual attention, you can benefit from a mentoring service where we can guide you through your progress before, during and after attendance on any training course. Full support is provided to you when you put the courses into practice.

For full details of our extensive training courses in Microsoft products, please see the following matching brochures.

For more information on all Microsoft products, visit the [Microsoft website](#)

<sup>1</sup> Please note that throughout this document, the terms "Microsoft, Windows, Word, Excel, Office, PowerPoint, Publisher, FrontPage and Visio" are acknowledged to be copyright and property of The Microsoft Corporation, Inc



## Table of Contents

|  |    |
|--|----|
| <b>Training for Microsoft Products</b> . . . . .               | 1  |
| . . . . Word, Excel, PowerPoint, Outlook, Windows and more     | 1  |
| <b>Microsoft Word training</b> .....                           | 3  |
| Microsoft Word Introduction.....                               | 4  |
| Microsoft Word Intermediate .....                              | 8  |
| Microsoft Word Advanced .....                                  | 11 |
| Microsoft Word Professional.....                               | 14 |
| <b>Microsoft Excel training</b> .....                          | 18 |
| From simple cell formatting to building macros .....           | 18 |
| Microsoft Excel Introduction .....                             | 19 |
| Microsoft Excel Intermediate .....                             | 21 |
| Microsoft Excel Advanced .....                                 | 23 |
| Microsoft Excel Professional .....                             | 25 |
| <b>Microsoft PowerPoint training</b> .....                     | 28 |
| From simple text slides to full multimedia presentations ..... | 28 |
| Microsoft PowerPoint Introduction.....                         | 29 |
| Microsoft PowerPoint Advanced.....                             | 31 |
| Microsoft PowerPoint Professional.....                         | 33 |
| <b>Microsoft Outlook training</b> .....                        | 36 |
| Communication and Time Management in One .....                 | 36 |
| Microsoft Outlook Introduction.....                            | 37 |
| Microsoft Outlook Advanced.....                                | 39 |
| <b>Microsoft Office training</b> .....                         | 42 |
| <b>A solid grounding in the fastest time</b> .....             | 42 |
| Microsoft Office Introduction (2-day) .....                    | 43 |
| Microsoft Office: Word / Windows / Outlook .....               | 45 |
| Microsoft Office : Excel / PowerPoint .....                    | 47 |
| <b>Microsoft Windows training</b> .....                        | 49 |
| Using the world standard operating system.....                 | 49 |
| Microsoft Windows Introduction.....                            | 50 |

# Microsoft<sup>2</sup> Word training

## From formatting documents to building macros

Go to a course name for full details :

- [Microsoft Word Introduction](#)
- [Microsoft Word Intermediate](#)
- [Microsoft Word Advanced](#)
- [Microsoft Word Professional](#)



**Microsoft Word** is probably the de facto standard application for creating documents. It allows you to create everyday documents such as reports, letters and business plans and much, much more -- both for the World Wide Web and for print. This means that learning to use Microsoft Word involves much more than simple document layout.

**Innovatis** can provide you with training in Microsoft Word at four levels of ability, from [Introduction](#) to [Professional](#), and in addition, **bespoke courses can be tailored** to specific company or delegate needs.

Courses focus on either Microsoft Word 2003 and 2007 versions.

**At Introduction level**, we show you how to set up and edit documents, and deal with simple formatting issues.

**At Intermediate level**, we move on to sections, borders, proofing and productivity tools, building tables and using graphics.

**At Advanced level and beyond**, you will learn about templates, styles, mail merge, master documents, sharing documents and data, and how to use macros.

And, of course, we will provide **after-course support** when you put your new skills into practice.

---

<sup>2</sup> Please note that throughout this document, the terms "Microsoft, Windows, Word, Excel, Office, PowerPoint, Publisher, FrontPage and Visio" are acknowledged to be copyright and property of The Microsoft Corporation, Inc

# Microsoft Word Introduction

## A one-day training course

### Course Aims

This one-day training course is designed to introduce users to MS-Word, among the latest versions of the popular word processing application from Microsoft and part of the MS-Office suite. Users will learn how to create, modify and print documents. This entirely 'hands on' course includes specially prepared exercises that give participants practical experience of using Word's tools.

### Course Objectives

Upon successful completion of this Introduction course, students will be able to:

- Use Word to open an existing or new document; create, format, print and save text documents
- Identify different elements of the Word screen
- Work with margins and paragraphs; select and change font and font size; apply font formats
- View and print documents; cancel a print job

### Who Should Attend?

New or intending users of Microsoft Word who want to gain a good understanding of the software in a short space of time.

*Note* : A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

## Course Outline - Word Introduction

|  |   |
|--|---|
| <p><b>Getting Started with Word</b></p> <ul style="list-style-type: none"><li>▪ Start a Word session</li><li>▪ Identify different elements of the Word screen</li><li>▪ Display and select items from menus and toolbars</li><li>▪ Exit Word</li></ul>   | <p><b>Moving and Copying Text</b></p> <ul style="list-style-type: none"><li>▪ Cut, Copy and Paste using the Windows and Office Clipboards</li><li>▪ Use the Paste Options smart tag to change the format of pasted text</li><li>▪ Use drag-and-drop to move and copy text</li><li>▪ Use Paste Special to paste data in a particular format</li><li>▪ Open more than one document</li><li>▪ Copy data from one document to another</li></ul> |
| <p><b>Getting Assistance with Word</b></p> <ul style="list-style-type: none"><li>▪ Use the Office Assistant to get help</li><li>▪ Use the Contents, Answer Wizard and Index to get help</li><li>▪ Manipulate the Help window</li><li>▪ Use the Ask a Question box</li><li>▪ Display What's this? help</li></ul>  | <p><b>Working with Margins and Paragraphs</b></p> <ul style="list-style-type: none"><li>▪ Setting Page Margins</li><li>▪ Align text in paragraphs</li><li>▪ Set line and paragraph spacing options</li><li>▪ Change tab stop settings</li><li>▪ Set tabs with leaders</li><li>▪ Paragraph Spacing</li><li>▪ Remove paragraph formats</li></ul>  |
| <p><b>Creating a Document</b></p> <ul style="list-style-type: none"><li>▪ Start a new document</li><li>▪ Enter text</li><li>▪ Change page display modes</li><li>▪ Insert the date and time</li><li>▪ Use Save and Save As</li><li>▪ Recover a document if Word stops working</li><li>▪ Close a document</li><li>▪ Locate and open an existing document</li><li>▪ Delete a document</li><li>▪ Create a new folder</li></ul> | <p><b>Working with Fonts</b></p> <ul style="list-style-type: none"><li>▪ Select and change font and font size</li><li>▪ Apply font formats (bold, underline and italics)</li><li>▪ Set character spacing options</li><li>▪ Copy formats using the Format Painter</li><li>▪ Remove text enhancements</li></ul>   |

[/continued](#)

## Editing a Document

- Navigate through a document
- Select text and insert new text
- Use Click-and-Type
- Type over existing text
- Delete text
- Use the Undo, Redo and Repeat commands
- Insert symbols and special characters
- Use the automatic spelling checker
- Use a template to create a new document
- Create a new document using a wizard

## Viewing and Printing Documents

- Set page orientation and paper size
- Align text vertically
- Insert page breaks
- Change the zoom level and view a document in full screen mode
- Use Print Preview
- Print a document
- Print the current page, selected text or a range of pages
- Cancel a print job

**This page has been intentionally left blank**

# Microsoft Word Intermediate

## A one-day training course

### Course Aims

This practical 1-day course will teach students how to create sophisticated documents using Microsoft Word, incorporating graphics, tables, borders, lists and sections. Students will also learn how to speed up document creation and ensure accuracy using the proofing and productivity tools that are available. The course also demonstrates the use of Internet features that allow documents to be published as HTML or sent by e-mail.

### Course Objectives

Upon successful completion of this Intermediate course, students will be able to:

- Use Word to manipulate bullets and numbering for lists
- Add tables to a document; manipulate and format cells
- Add graphics to a document
- Work with sections, columns, newspaper layouts, headers and footers
- Prepare documents for Internet use

### Who Should Attend?

Recent users of Word who want to increase their proficiency in this product.

*Note* : Familiarity with the basic features of Word is required.

## Course Outline - Word Intermediate

|   |   |
|---|---|
| <p><b>Bullets and Numbering</b></p> <ul style="list-style-type: none"><li>▪ Start a bulleted or numbered list automatically</li><li>▪ Add bullets and numbering to a list</li><li>▪ Change the appearance of bullet characters</li><li>▪ Create an outline numbered list</li></ul>  | <p><b>Adding Tables to a Document</b></p> <ul style="list-style-type: none"><li>▪ Draw or create a table using the mouse, toolbar or menu</li><li>▪ Apply AutoFormatting to a table</li><li>▪ Move the insertion point around in a table</li><li>▪ Insert and delete columns and rows</li><li>▪ Change the height and width of rows and columns</li><li>▪ Change the alignment and rotate text within a cell</li><li>▪ Merge and split cells</li><li>▪ Add borders and shading to a table</li></ul> |
| <p><b>Applying Borders and Shading to Text</b></p> <ul style="list-style-type: none"><li>▪ Apply borders and shading to paragraphs</li><li>▪ Remove borders and shading</li></ul>   | <p><b>Adding Graphics to a Document</b></p> <ul style="list-style-type: none"><li>▪ Insert and format Clip Art objects</li><li>▪ Insert and format picture files</li><li>▪ Insert and format WordArt text</li><li>▪ Use the Drawing toolbar to create pictures</li><li>▪ Draw AutoShapes</li><li>▪ Modify and format drawing objects and AutoShapes</li></ul>   |
| <p><b>Working with Sections</b></p> <ul style="list-style-type: none"><li>▪ Understand the concept of sections</li><li>▪ Create sections with formatting that differs from other sections</li><li>▪ Use different types of section break</li><li>▪ Create and use newspaper columns</li><li>▪ Create and use newspaper columns</li><li>▪ Revise column structure</li><li>▪ Create and modify headers and footers</li><li>▪ Create and modify page numbers</li></ul> | <p><b>Word and the Internet</b></p> <ul style="list-style-type: none"><li>▪ Create hyperlinks</li><li>▪ Use Web Page Preview</li><li>▪ Save a document as a web page</li><li>▪ Send a document via email</li></ul>  |

[/continued](#)

|  |  |
|--|--|
| <p><b>Word Proofing Tools</b></p> <ul style="list-style-type: none"> <li>▪ Correct spelling/typing errors as you type</li> <li>▪ Use the Spelling and Grammar Checker</li> <li>▪ Set options for the Spelling and Grammar Checker</li> <li>▪ Use the Thesaurus</li> <li>▪ Use the Browse Selector to navigate a document in different ways</li> <li>▪ Use Go To to locate specific elements in a document</li> <li>▪ Find and replace text</li> <li>▪ Highlight text in document</li> <li>▪ Count the number of words used in a document</li> <li>▪ Add and review document comments</li> <li>▪ Compare and merge documents</li> </ul> | <p><b>Creating Charts in Word</b></p> <ul style="list-style-type: none"> <li>▪ Create a graph using Microsoft Graph</li> <li>▪ Modify graph data</li> <li>▪ Import data into a graph</li> <li>▪ Modify an embedded graph</li> <li>▪ Change the chart type</li> <li>▪ Add chart elements</li> </ul> |
| <p><b>Word Productivity Tools</b></p> <ul style="list-style-type: none"> <li>▪ Setup AutoCorrect to correct errors as you type</li> <li>▪ Create and apply frequently used AutoText</li> <li>▪ Use AutoFormat</li> <li>▪ Apply styles</li> <li>▪ Prepare and print envelopes and labels</li> </ul>   | <p><b>Creating Diagrams in Word</b></p> <ul style="list-style-type: none"> <li>▪ Build an organisation chart</li> <li>▪ Modify an organisation chart</li> <li>▪ Create and modify a diagram</li> </ul>   |

# Microsoft Word Advanced

## A one-day training course

### Course Aims

This intensive one-day training course is designed to allow users to work with Word's advanced features. Practical 'hands on' exercises will give participants the chance to create their own templates and styles, work with long, complex documents and use Word's desktop publishing and mail merge tools.

### Course Objectives

Upon successful completion of this Advanced course, students will be able to:

- Use templates to compose documents
- Work with long documents; create Table of Contents and Index sections
- Apply styles to text, tables and lists; manage styles; sort lists and tables
- Create and print mail-merge documents and lists; generate labels
- Prepare documents for publishing; use linked text boxes
- Manage pictures and align text around objects
- Print a book-fold document

### Who Should Attend?

Anyone who has been using Word for some time and who now wishes to get greater productivity from the software.

*Note* : Participants on this course should have a good working knowledge of Word (including proofing, AutoCorrect tools and Internet features). **An understanding of word processing requirements from their work place would be beneficial.**

## Course Outline - Word Advanced

|  |  |
|--|--|
| <p><b>Templates</b></p> <ul style="list-style-type: none"> <li>▪ Create a document based on a template</li> <li>▪ Create a document using a Wizard template</li> <li>▪ Create and modify a template</li> <li>▪ Attach a different template</li> <li>▪ Load a global template</li> <li>▪ Modify the location of workgroup templates</li> </ul>  | <p><b>Long Documents</b></p> <ul style="list-style-type: none"> <li>▪ Sort lists and tables</li> <li>▪ Work in Outline view</li> <li>▪ Use advanced options with Find and Replace</li> <li>▪ Create and modify a table of contents, table of authorities and table of figures</li> <li>▪ Create and modify an index</li> <li>▪ Use bookmarks</li> <li>▪ Create cross-references</li> <li>▪ Create and revise footnotes and endnotes</li> <li>▪ Add captions to objects automatically</li> <li>▪ Automatically summarise a document</li> <li>▪ Print a specific range of pages</li> </ul> |
| <p><b>Styles</b></p> <ul style="list-style-type: none"> <li>▪ Create and modify a style</li> <li>▪ Apply a style</li> <li>▪ Create bulleted and numbered list styles</li> <li>▪ Create table styles</li> <li>▪ Apply and remove direct formatting</li> <li>▪ Reveal styles and check formatting</li> <li>▪ Assign a style to a shortcut key</li> <li>▪ Manage styles using the Organizer</li> <li>▪ Switch styles using the Style Gallery</li> </ul> | <p><b>Mail Merge</b></p> <ul style="list-style-type: none"> <li>▪ Create a Main Document</li> <li>▪ Create and edit a Recipient List</li> <li>▪ Print a merged document</li> <li>▪ Merge to a new document</li> <li>▪ Use alternate data sources</li> <li>▪ Sort and select records</li> <li>▪ Insert a conditional merge field</li> <li>▪ Generate labels</li> <li>▪ Merge to a fax or email document</li> </ul>  |
| <p><b>Desktop Publishing</b></p> <ul style="list-style-type: none"> <li>▪ Move within a document</li> <li>▪ Use text flow options</li> <li>▪ Balance column lengths</li> <li>▪ Create new sections within a document</li> <li>▪ Use sections to create different headers and footers</li> <li>▪ Use linked text boxes</li> <li>▪ Insert pictures, clip art and scanned images</li> </ul>   | <p><b>Desktop Publishing . . . continued</b></p> <ul style="list-style-type: none"> <li>▪ Manage pictures using the Clip Organizer</li> <li>▪ Modify a picture using the Picture toolbar</li> <li>▪ Position and align text around objects</li> <li>▪ Create a watermark</li> <li>▪ Create and modify a page border</li> <li>▪ Print a book fold document</li> </ul>   |

**This page has been intentionally left blank**

# Microsoft Word Professional

A one-day training course

## Course Aims

This intensive one-day training course is designed to perfect users' knowledge of Word. They will gain practical knowledge of creating and managing professional documents (such as on-line forms and reports), using document-sharing features and customizing Word.

## Course Objectives

Upon successful completion of this Professional course, students will be able to:

- Use and manipulate fields and macros
- Create and manipulate forms for on-line form use
- Share and accept reviews from multiple reviewers
- Manipulate Master- and Sub-documents
- Share data with Excel and PowerPoint applications
- Customise Word toolbars for more efficient use

## Who Should Attend?

Students who have been using Word for some time and who now wish to get greater productivity from the software

*Note* : Students should have a good working knowledge of Word and be able to create, format and print complex and long documents that incorporate tables, graphics, sections and cross referencing. Students should also be able to use Word tools such as AutoCorrect, styles, templates and Internet publishing features.

## Course Outline- Word Professional

|   |  |
|---|--|
| <p><b>Fields</b></p> <ul style="list-style-type: none"><li>▪ Insert a field</li><li>▪ Display field codes</li><li>▪ Update, lock and unlink fields</li><li>▪ Use Fill-in fields</li><li>▪ Perform calculations in a table using formula fields</li></ul>                                  | <p><b>Using Macros in Word</b></p> <ul style="list-style-type: none"><li>▪ Record a macro</li><li>▪ Run a macro</li><li>▪ Edit a macro</li><li>▪ Copy, rename and delete macros</li><li>▪ Add macros to menus, shortcut keys and toolbars</li></ul>  |
| <p><b>Forms</b></p> <ul style="list-style-type: none"><li>▪ Create and modify a form</li><li>▪ Add different form fields (controls)</li><li>▪ Modify form field options</li><li>▪ Add help text to a form field</li><li>▪ Protect and unprotect a form</li><li>▪ Fill in a form</li></ul> | <p><b>Sharing Documents</b></p> <ul style="list-style-type: none"><li>▪ Highlight text</li><li>▪ Track changes to a document</li><li>▪ Accept or reject changes</li><li>▪ Protect a document</li><li>▪ Create multiple versions of a document</li><li>▪ Route a document to several reviewers</li><li>▪ Create web pages and add web page elements</li><li>▪ Create hyperlinks</li><li>▪ Round trip documents from HTML</li><li>▪ Save a document as Filtered HTML</li><li>▪ Attach a Cascading Style Sheet to an HTML document</li><li>▪ Proof text in a different language and translate words and phrases</li><li>▪ Create, view and remove a digital signature</li></ul> |

[/continued](#)

|  |  |
|--|--|
| <p><b>Master Documents and Subdocuments</b></p> <ul style="list-style-type: none"><li>▪ Understand master documents and subdocuments</li><li>▪ Create a master document from scratch</li><li>▪ Convert an existing document into a master document</li><li>▪ Edit and rearrange master and subdocuments</li><li>▪ Print master documents</li></ul> | <p><b>Sharing Data with Other Applications</b></p> <ul style="list-style-type: none"><li>▪ Link and embed an Excel worksheet</li><li>▪ Import Excel data as a Word table</li><li>▪ Modify a worksheet</li><li>▪ Build and edit an equation</li></ul> |
| <p><b>Customising Word Toolbars</b></p> <ul style="list-style-type: none"><li>▪ Display hidden toolbars</li><li>▪ Dock and float toolbars</li><li>▪ Add a button to a toolbar</li><li>▪ Remove a button from a toolbar</li><li>▪ Create a new toolbar</li></ul>  |  |

**This page has been intentionally left blank**

# Microsoft Excel training

## From simple cell formatting to building macros

Go to a course name for full details :

- [Microsoft Excel Introduction](#)
- [Microsoft Excel Intermediate](#)
- [Microsoft Excel Advanced](#)
- [Microsoft Excel Professional](#)



For many people, **Microsoft Excel** is the technology upon which they rely on a daily basis, covering a multitude of workplace applications.

**You can use Excel** to access, process, analyse, share, and display the information with which you work. Applications for Microsoft Excel have expanded far beyond the accounting and finance departments, to include users in virtually every aspect of business operations. **Are you taking advantage** of what Excel can offer?

**Innovatis** can provide you with training at four levels of ability, from [Introduction](#) to [Professional](#), all focused on Microsoft Excel 2003 or 2007 versions.

**At Introduction level**, we show you how to set up and edit documents, and deal with simple formatting issues.

**At Intermediate level**, we move on to sections, borders, proofing and productivity tools, building tables and using graphics.

**At Advanced level and beyond**, you learn about templates, styles, mail merge, master documents, sharing documents and data, and macros.

**Our experienced and friendly trainers** can answer all your questions and make sure you are happy with every subject you need to cover.

You can choose a **private course** which can be tailored on a "mix and match" basis to suit **your** particular learning needs or a **public course**, where we cover standard content at a scheduled pace and time. And, of course, we will provide after-course support when you put your new skills into practice.

---

© Innovatis bv 2010

Phone: +31 (0)20 643 0550; Mobile: +31 (0)6 38.22.36.21; Email: [info@innovatis.nl](mailto:info@innovatis.nl) ; Web: [www.innovatis.nl](http://www.innovatis.nl)  
Innovatis bv, Kotter 22, 1186 WK Amstelveen, The Netherlands K.v.K. Amsterdam nr. 34207597



# Microsoft Excel Introduction

## A one-day training course

### Course Aims

Microsoft Excel is one of the latest versions of the popular spreadsheet from Microsoft and part of the Microsoft Office suite.

This training course is designed to let users get to grips with the main features of Microsoft Excel.

It is entirely 'hands on', so those attending will get practice in creating and modifying actual spreadsheets.

### Course Objectives

Upon successful completion of this Introduction course, students will be able to:

- Use Excel to open an existing or new workbook; create, format, print and save spreadsheet documents
- Identify different elements of the Excel screen
- Perform simple calculations; enter and revise formulae; use basic functions
- Enter and edit text, values and dates; use Copy and Paste
- Format a worksheet : fonts, alignment, merge, currencies; insert cells, rows, columns
- Review and print worksheets; print areas, margins, headers, footers, page-breaks

### Who Should Attend?

New or intending users of Microsoft Excel who wish to gain a good understanding of the software.

*Note* : A working knowledge of using PCs in the Microsoft Windows environment is required.

## Course Outline - Excel Introduction

|  |   |
|--|---|
| <p><b>Getting Started with Excel</b></p> <ul style="list-style-type: none"> <li>▪ Start an Excel session</li> <li>▪ Identify the different elements of the Excel screen</li> <li>▪ Display and select items from menus and toolbars</li> <li>▪ Exit Excel</li> </ul>   | <p><b>Creating a Formula</b></p> <ul style="list-style-type: none"> <li>▪ Create simple calculations</li> <li>▪ Use AutoSum</li> <li>▪ Enter a formula: typing or using the Formula bar</li> <li>▪ Revise a formula, Use Insert Function</li> <li>▪ Functions (AVERAGE,SUM,COUNT,MIN,MAX)</li> <li>▪ Relative and absolute cell references</li> <li>▪ Recognise common error messages</li> </ul>                                  |
| <p><b>Getting Assistance with Excel</b></p> <ul style="list-style-type: none"> <li>▪ Get help using the Office Assistant, Contents and Index</li> <li>▪ Use the Ask a Question box</li> <li>▪ Display What's this? help</li> </ul>   | <p><b>Working with Worksheets</b></p> <ul style="list-style-type: none"> <li>▪ Insert and delete cells, rows &amp; columns</li> <li>▪ Insert, name and delete worksheets</li> <li>▪ Move and copy a worksheet</li> <li>▪ Change the colour of a worksheet tab</li> </ul>  |
| <p><b>Creating an Excel Workbook</b></p> <ul style="list-style-type: none"> <li>▪ Create a new workbook</li> <li>▪ Move around the worksheet using the mouse and keyboard</li> <li>▪ Enter text, values and dates in cells</li> <li>▪ Edit cell contents, Use Undo and Redo</li> <li>▪ Work with series of data and custom lists</li> <li>▪ Work with AutoFill smart tag</li> <li>▪ Use Save and Save As</li> <li>▪ Save an AutoRecover file automatically</li> <li>▪ Recover a workbook if Excel stops working</li> </ul> | <p><b>Formatting a Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ Font styles (typeface, size, colour and styles)</li> <li>▪ Modify alignment &amp; orientation of cell contents</li> <li>▪ Merge and unmerge cells</li> <li>▪ Value formats (currency, percent, date, comma)</li> <li>▪ Adjust the decimal place</li> <li>▪ Modify the size of columns and rows</li> <li>▪ Clear cell content and formats</li> </ul> |
| <p><b>Editing an Excel Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ Go To a specific cell or named range</li> <li>▪ Move, copy and paste cells using the Windows or Office Replace Clipboard</li> <li>▪ Use Find</li> </ul>  | <p><b>Printing a Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ Preview and print a worksheet</li> <li>▪ Print a selection</li> <li>▪ Change page orientation and scaling</li> <li>▪ Set page margins and centring</li> <li>▪ Setup headers and footers</li> <li>▪ Set, print and clear a print area</li> <li>▪ Insert and remove a page break</li> <li>▪ Print column &amp; row titles; set other options</li> </ul> |

# Microsoft Excel Intermediate

## A one-day training course

### Course Aims

This training course will teach students how to create sophisticated worksheets that incorporate advanced formatting options, formulae, charts and graphics. Students will also learn how to speed up workbook creation with the latest productivity and timesaving features of Microsoft Excel. The course also covers the Internet tools that allow publication of a worksheet in HTML.

### Course Objectives

Upon successful completion of this Intermediate course, students will be able to:

- Apply formats to worksheets; apply borders and shading
- Use more advanced formulae; use styles in the worksheet
- Sort and filter data
- Add charts/graphs and pictures to the worksheet
- Use Excel's productivity tools; work with multiple workbooks
- Review and print worksheets; print areas, margins, headers, footers, page-breaks

### Who Should Attend?

Users with a basic understanding of Microsoft Excel who want to consolidate and expand on their knowledge of the basic features in a short space of time.

*Note* : A working knowledge of using PCs in the Microsoft Windows environment is required. Students should also have experience of creating, formatting and printing worksheets with Microsoft Excel, with knowledge of basic functions such as SUM, AVERAGE, MAX and MIN.

## Course Outline - Excel Intermediate

|  |  |
|--|--|
| <b>Borders, Shading and Other Formatting</b> <ul style="list-style-type: none"><li>▪ Apply cell borders and shading</li><li>▪ Apply AutoFormat</li><li>▪ Use the Format Painter</li><li>▪ Modify alignment and orientation of cells</li><li>▪ Indent text in a cell</li></ul>  | <b>Using More Advanced Formulae</b> <ul style="list-style-type: none"><li>▪ Use financial functions</li><li>▪ Use date and time functions</li><li>▪ Use statistical functions</li><li>▪ Use the ROUND function</li><li>▪ Use text functions</li><li>▪ Use logical functions</li><li>▪ Create a formula using nested functions</li></ul>  |
| <b>Using Styles in a Workbook</b> <ul style="list-style-type: none"><li>▪ Define a style</li><li>▪ Apply a style to worksheet cells</li><li>▪ Remove a style from cells</li><li>▪ Modify an existing style</li><li>▪ Copy styles between workbooks</li></ul>   | <b>Excel Productivity Tools</b> <ul style="list-style-type: none"><li>▪ Protect the worksheet or parts of the worksheet</li><li>▪ Hide and unhide rows and columns</li><li>▪ Use AutoCorrect</li><li>▪ Check spelling across the worksheet</li><li>▪ Review a workbook using comments</li></ul>  |
| <b>Navigating Worksheets and Workbooks</b> <ul style="list-style-type: none"><li>▪ Open more than one workbook</li><li>▪ Switch between open workbooks</li><li>▪ Divide a worksheet into panes</li><li>▪ Switch between panes in a worksheet</li><li>▪ Freeze and unfreeze worksheet panes</li><li>▪ Change the zoom setting</li><li>▪ Copy data from one workbook to another</li><li>▪ Link worksheets</li><li>▪ Consolidate data using 3D references</li><li>▪ Use Paste Special</li></ul> | <b>Adding Charts and Pictures to a Workbook</b> <ul style="list-style-type: none"><li>▪ Use the Chart Wizard to create a chart</li><li>▪ Move and size worksheet charts</li><li>▪ Change the chart type</li><li>▪ Format chart elements</li><li>▪ Change the source data for a chart</li><li>▪ Preview and print charts</li><li>▪ Insert, move and delete clip art and picture objects</li><li>▪ Create and modify lines and objects</li></ul> |
| <b>Sorting and Filtering Data</b> <ul style="list-style-type: none"><li>▪ Create a data list</li><li>▪ Perform single and multi-level sorts</li><li>▪ Apply a filter to a data list</li></ul>  | <b>Excel and the Internet</b> <ul style="list-style-type: none"><li>▪ Create hyperlinks</li><li>▪ Save a worksheet/workbook as a web page</li><li>▪ Use Web Page Preview</li><li>▪ Send a workbook via email</li></ul>   |

# Microsoft Excel Advanced

A one-day training course

## Course Aims

This course will give students the ability to create advanced spreadsheets using the full range of Microsoft Excel tools and features. Students will learn to apply custom formatting and use templates; to import and export data in different formats; to use LOOKUP functions; and to create customized charts. Students will also learn how to customize and automate Excel using macros and toolbars.

## Course Objectives

Upon successful completion of this Advanced course, students will be able to:

- Format data both conditionally and unconditionally
- Use lookup and reference functions; use named ranges
- Import and export data
- Customise Excel toolbars for more efficient use
- Record and assign macros
- Customise Excel charts and data series
- Print and preview multiple worksheets

## Who Should Attend?

Users with a basic understanding of Microsoft Excel who want to consolidate and expand on their knowledge of the basic features.

*Note* : Students should have a good working knowledge of Microsoft Excel and must be able to create, format and print workbooks using basic mathematical, financial and logical functions, multiple worksheets, charts and data lists.

## Course Outline - Excel Advanced

|   |  |
|---|--|
| <p><b>Custom Number &amp; Conditional Formatting</b></p> <ul style="list-style-type: none"> <li>▪ Number formats (accounting, currency, number)</li> <li>▪ Create a custom number or date format</li> <li>▪ Use conditional formatting</li> </ul>   | <p><b>Lookup and Reference Functions</b></p> <ul style="list-style-type: none"> <li>▪ Use VLOOKUP and HLOOKUP to get values from multi-column tables</li> <li>▪ Sort values in rows or from left-to-right</li> <li>▪ Use the LOOKUP function</li> <li>▪ Prevent lookup errors</li> </ul>   |
| <p><b>Using Named Ranges</b></p> <ul style="list-style-type: none"> <li>▪ Add and delete a named range</li> <li>▪ Use a named range in a formula</li> </ul>   | <p><b>Customising Excel Toolbars</b></p> <ul style="list-style-type: none"> <li>▪ Hide and display a toolbar</li> <li>▪ Dock and float toolbars</li> <li>▪ Customise a toolbar</li> <li>▪ Create a new toolbar</li> </ul>  |
| <p><b>Importing and Exporting Data in Excel</b></p> <ul style="list-style-type: none"> <li>▪ Use Paste Special to import and manipulate data</li> <li>▪ Export worksheet data to other applications</li> <li>▪ Import data from a text file</li> <li>▪ Import a table from an HTML web page</li> <li>▪ Round trip HTML data in Excel</li> </ul> | <p><b>Using Macros in Excel</b></p> <ul style="list-style-type: none"> <li>▪ Record a macro</li> <li>▪ Run a macro from the menu or the keyboard</li> <li>▪ Edit a macro</li> <li>▪ Assign a macro to a toolbar button or a menu</li> <li>▪ Implement macro virus file protection</li> </ul>   |
| <p><b>Workbook Templates and Add-Ins</b></p> <ul style="list-style-type: none"> <li>▪ Create a template file for frequently used worksheet layouts</li> <li>▪ Edit and apply a template file</li> <li>▪ Use workgroup templates</li> <li>▪ Load an Add-in program</li> </ul>  | <p><b>Customising Excel Charts</b></p> <ul style="list-style-type: none"> <li>▪ Reposition chart elements (titles, legend, labels)</li> <li>▪ Format chart axes (number format, text, line width)</li> <li>▪ Format data series (shading, spacing and width)</li> <li>▪ Explode segments of a pie chart</li> <li>▪ Modify the chart type for a data series</li> <li>▪ Delete a data series in a chart</li> <li>▪ Add a trendline to a chart</li> <li>▪ Create a combination chart</li> <li>▪ Insert an image into a chart</li> <li>▪ Store a custom chart as a chart template</li> </ul> |
| <p><b>Working with Multiple Workbooks</b></p> <ul style="list-style-type: none"> <li>▪ Save different views of a workbook</li> <li>▪ Use a workspace file</li> <li>▪ Link workbooks</li> <li>▪ Use Consolidate to perform arithmetic on multiple ranges automatically</li> </ul>  |  |
| <p><b>Printing Workbooks and Reports</b></p> <ul style="list-style-type: none"> <li>▪ Print and preview multiple worksheets</li> <li>▪ Print multiple workbooks</li> <li>▪ Use the Report Manager</li> </ul>  |  |

# Microsoft Excel Professional

A one-day training course

## Course Aims

This one-day training course will give students the ability to analyze and manipulate data and to share workbooks in a team workgroup environment. Students will learn how to audit and analyze data using outlines, PivotTables, Goal Seek, Solver and Scenario Manager and to use the workgroup features of Microsoft Excel.

## Course Objectives

Upon successful completion of this Professional course, students will be able to:

- Audit an Excel worksheet
- Analyse and report using PivotTables
- Work with data lists; use forms to manipulate records
- Use data management and database functions
- Perform what-if and Goal Seek operations
- Share and merge workbooks
- Create and modify diagrams / organisation charts

## Who Should Attend?

Users with a good understanding of Microsoft Excel who want to consolidate and expand on their knowledge.

*Note* : Students should have the ability to create, format and print workbooks incorporating advanced formulae and custom formatting and be able to import and export data in different formats.

## Course Outline- Excel Professional

|  |  |
|--|--|
| <b>Auditing an Excel Worksheet</b> <ul style="list-style-type: none"><li>▪ Apply data validation rules and display user prompts</li><li>▪ Work with the Auditing toolbar</li><li>▪ Trace and fix errors</li><li>▪ Trace precedents and dependents</li><li>▪ Use the Formula Error Checker</li><li>▪ Use the Formula Evaluator to obtain results in part of a formula</li><li>▪ Use the Watch Window to view results in cells</li><li>▪ Display formulae in worksheet cells</li></ul> | <b>PivotTable and PivotChart Reports</b> <ul style="list-style-type: none"><li>▪ Analyze data using a PivotTable Report</li><li>▪ Create a PivotChart Report</li><li>▪ Use PivotTable AutoFormat</li><li>▪ Create PivotTable Lists for the web</li><li>▪ Add fields to a PivotTable using a web browser</li></ul>  |
| <b>Working with Data Lists</b> <ul style="list-style-type: none"><li>▪ Create a data list</li><li>▪ Perform single and multi-level sorts</li><li>▪ Apply a filter to a data list</li><li>▪ Use a form to view, sort and enter records</li></ul>  | <b>Using Analysis Tools</b> <ul style="list-style-type: none"><li>▪ Use one- and two-input data tables to resolve What-If? calculations</li><li>▪ Solve a problem using Goal Seek</li><li>▪ Use Solver to calculate complex problems</li><li>▪ Create What-If analyses using the Scenario Manager</li></ul>  |
| <b>Data Management</b> <ul style="list-style-type: none"><li>▪ Extract data using advanced filters</li><li>▪ Group and subtotal data using the outlining tools</li><li>▪ Use Dfunctions for calculations on a data list</li><li>▪ Query a database</li><li>▪ Understand and work with a data source</li><li>▪ Format external data</li><li>▪ Query data from XML data sources</li></ul>  | <b>Sharing Excel Workbooks</b> <ul style="list-style-type: none"><li>▪ Create, edit and remove a comment</li><li>▪ Apply and remove worksheet and workbook protection</li><li>▪ Apply and remove file passwords</li><li>▪ Create a shared workbook</li><li>▪ Track changes and resolve conflicting changes</li><li>▪ Merge workbooks</li><li>▪ Route a workbook by email for review</li></ul> <b>Creating Diagrams in Excel</b> <ul style="list-style-type: none"><li>▪ Build an organization chart</li><li>▪ Modify an organization chart</li><li>▪ Create and modify a diagram</li></ul> |

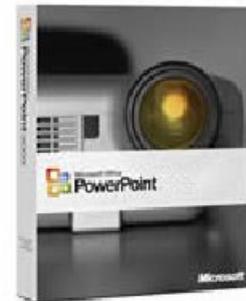
**This page has been intentionally left blank**

## Microsoft PowerPoint training

### From simple text slides to full multimedia presentations

Go to a course name for full details :

- [Microsoft PowerPoint Introduction](#)
- [Microsoft PowerPoint Advanced](#)
- [Microsoft PowerPoint Professional](#)



**Microsoft Powerpoint** helps you to present your ideas in a clear and concise manner, and delegates at our Powerpoint training courses are often surprised at just how much can be achieved with the package.

Once proficient, you will be able to design and produce presentations that not only look professional, but will enhance your delivery by fully engaging the audience with simple, effective images, animations and effects.

**Innovatis** can provide you with Microsoft PowerPoint training at three levels of ability, from basic Introduction through Advanced to Professional standard, focused either on the Microsoft Powerpoint 2003 or 2007 versions.

**We have experienced, capable and friendly trainers** who can answer all your questions and make sure you are happy with every subject you need to cover.

You can choose a **private course** which can be tailored on a "mix and match" basis to suit **your** particular learning needs or a **public course**, where we cover standard content at a scheduled pace and time. And, of course, we will provide after-course support when you put your new skills into practice.

---

© Innovatis bv 2010

Phone: +31 (0)20 643 0550; Mobile: +31 (0)6 38.22.36.21; Email: [info@innovatis.nl](mailto:info@innovatis.nl) ; Web: [www.innovatis.nl](http://www.innovatis.nl)  
Innovatis bv, Kotter 22, 1186 WK Amstelveen, The Netherlands K.v.K. Amsterdam nr. 34207597



# Microsoft PowerPoint Introduction

A one-day training course

## Course Aims

Microsoft PowerPoint is one of the latest version of the popular business presentation graphics application and is part of the Microsoft Office suite. This one-day training course teaches new users to the software how to get the most out of PowerPoint's powerful features. Users will be able to customize and style presentations, create sophisticated on-screen shows and print their presentations. Specially prepared exercises provide hands-on experience of using PowerPoint, enabling users to work quickly and confidently.

## Course Objectives

Upon successful completion of this Introduction course, students will be able to:

- Use PowerPoint to open an existing or new presentation; create, format, print and save slides
- Identify different elements of the PowerPoint screen
- Import text and data from other Microsoft products
- Add and manipulate pictures from the Clipart Gallery or other sources; use basic shapes and AutoShapes
- Create and save slideshows; use on-screen navigation; animate text and objects

## Who Should Attend?

New and recent users of Microsoft PowerPoint who want to expand and consolidate their knowledge of the application.

*Note* : A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

## Course Outline - Powerpoint Introduction

### Getting Started with PowerPoint

- Start and exit from PowerPoint
- Recognize parts of the PowerPoint window
- Open an existing presentation
- Understand the use of task panes
- Navigate among different views
- Change the zoom setting
- Understand some principles of presentation design

### Getting Assistance with PowerPoint

- Use the Office Assistant to get help
- Use Contents, Index & Answer Wizard to get help
- Use the Ask a Question box to get help
- Manipulate the Help window
- Display ScreenTips

### Working with Text Slides

- Create a blank presentation
- Create a specific type of slide
- Change the layout of a slide
- Delete a slide
- Enter and edit text in Normal & Outline views
- Promote & demote text in Normal & Outline views
- Modify slide sequence in Outline view
- Move and copy text
- Import text from Microsoft Word
- Create a text box for entering text
- Save changes to a presentation
- Recover a presentation in the event of a crash
- Close a presentation

### Printing Slides and Handouts

- Select an output format for a presentation
- Preview the presentation in Print Preview
- Preview a presentation in black and white and grayscale
- Print slides in a variety of formats
- Add and print speaker notes
- Print audience handouts

### Formatting and Proofing Tools

- Understand the proper use of fonts and formatting for a slide show
- Change text fonts
- Change text case
- Change the text alignment
- Change paragraph and line spacing
- Add different graphical bullets
- Add AutoNumber bullets
- Use the Format Painter to copy formatting
- Check spelling
- Find and replace text

### Working with Pictures and Drawings

- Add a picture from the Clip Gallery
- Draw basic shapes and AutoShapes
- Change a shape to a different AutoShape
- Move, rotate, align and distribute objects
- Scale and size an object
- Place, wrap and format text inside a shape
- Apply formatting to different shapes
- Add WordArt text
- Create a group of objects

### Editing a PowerPoint Presentation

- Open more than one presentation
- Switch between open presentations
- Select, move, resize, delete and copy PowerPoint objects
- Use the Office Clipboard
- Undo, redo and repeat edits
- Change order of slides in Slide Sorter view

### Creating a Slide Show

- Start a slide show on any slide
- Get Help during a slide show
- Use on-screen navigation tools
- Animate text and objects

# Microsoft PowerPoint Advanced

## A one-day training course

### Course Aims

This one-day training course will enable students to create better business presentations using the advanced features of PowerPoint. Students will learn how to use templates, the Slide Master and colour schemes to create presentation designs and to incorporate tables, graphs, organization charts and transitions into slide shows. Students will also learn how to create action buttons, add hyperlinks and save a presentation for use on the Internet.

### Course Objectives

Upon successful completion of this Introduction course, students will be able to:

- Create and work with Templates and Master slides
- Customise presentation slides
- Use PowerPoint with other applications
- Incorporate tables, graphs and charts in slides
- Fully prepare a presentation for delivery
- Prepare a presentation for Web use

### Who Should Attend?

Existing users of Microsoft PowerPoint who want to use the more advanced features of this software to create slides with greater impact.

*Note* : A good basic working knowledge of PowerPoint is required. Students should be able to create, format, deliver and print a PowerPoint presentation that incorporates text, graphics and drawings.

## Course Outline - Powerpoint Advanced

|  |  |
|--|--|
| <p><b>Using templates and masters</b></p> <ul style="list-style-type: none"><li>▪ Create a presentation using a content template</li><li>▪ Create a presentation using the AutoContent Wizard</li><li>▪ Create a presentation from a design template</li><li>▪ Apply a design template to an existing presentation or to selected slides</li><li>▪ Modify the Slide, Title, Notes and Handouts Masters</li><li>▪ Work with multiple masters</li><li>▪ Insert headers and footers and slide numbering</li><li>▪ Remove background objects from a slide</li><li>▪ Design a template</li><li>▪ Use a custom design and add it to the AutoContent Wizard</li></ul> | <p><b>Using tables on slides</b></p> <ul style="list-style-type: none"><li>▪ Create a table in PowerPoint</li><li>▪ Modify a PowerPoint table</li><li>▪ Add a table from Word</li></ul>  |
| <p><b>Customising presentation slides</b></p> <ul style="list-style-type: none"><li>▪ Change tab formatting</li><li>▪ Create a custom background with colours and fill effects</li><li>▪ Add textured and patterned backgrounds</li><li>▪ Customise a colour scheme</li><li>▪ Applying a colour scheme</li></ul>   | <p><b>Using graphs and charts on slides</b></p> <ul style="list-style-type: none"><li>▪ Build a chart or graph using Microsoft Graph</li><li>▪ Enter and edit data in the Datasheet window</li><li>▪ Modify the chart type and formatting</li><li>▪ Add chart elements (legend, titles, data labels)</li><li>▪ Set defaults for new charts</li><li>▪ Import data to a datasheet from Excel</li><li>▪ Insert an Excel chart or worksheet</li></ul>    |
| <p><b>Using PowerPoint with other programs</b></p> <ul style="list-style-type: none"><li>▪ Understand Object Linking and Embedding</li><li>▪ Insert or paste a linked or embedded object</li><li>▪ Edit an OLE object</li><li>▪ Import text from Word</li><li>▪ Export an outline or slides to Word</li><li>▪ Create a new presentation from existing slides</li><li>▪ Copy a slide from one presentation into another</li><li>▪ Save a presentation in a different file format</li><li>▪ Save a slide as a graphic</li></ul>  | <p><b>Creating diagrams in PowerPoint</b></p> <ul style="list-style-type: none"><li>▪ Build an organisation chart</li><li>▪ Modify an organisation chart</li><li>▪ Create and modify a diagram</li></ul>   |
|  | <p><b>Delivering a presentation</b></p> <ul style="list-style-type: none"><li>▪ Hide slides</li><li>▪ Add slide transitions</li><li>▪ Advanced animation techniques</li><li>▪ Set and rehearse automatic slide timings</li><li>▪ Add an action button</li><li>▪ Add links to slides within the presentation</li><li>▪ Add a presentation within a presentation</li><li>▪ Insert a hyperlink</li><li>▪ Automatically create a summary slide</li></ul> |
|  | <p><b>PowerPoint and the Internet</b></p> <ul style="list-style-type: none"><li>▪ Format a presentation for web publishing</li><li>▪ Publish a presentation to the web</li><li>▪ Save HTML to a specific target browser</li><li>▪ View a presentation on the web</li><li>▪ Send a presentation via email</li></ul>   |

# Microsoft PowerPoint Professional

## A one-day training course

### Course Aims

This one-day training course will enable students to master the advanced skills and features of Microsoft PowerPoint. Students will learn how to customize PowerPoint and how to use reviewing and network broadcasting features.

### Course Objectives

Upon successful completion of this Introduction course, students will be able to:

- Create a multi-media presentation
- Customise slideshows; prepare slideshow for use by non-PowerPoint users
- Create and use simple macros

### Who Should Attend?

Existing proficient users of Microsoft PowerPoint who want to use the more advanced features of this software to create presentations with greater impact, and where sharing of information is essential.

*Note* : Students should be able to create, format, deliver and print a PowerPoint slide show that incorporates animations, graphics and charts and utilizes masters, templates and the Internet features of Microsoft PowerPoint.

## Course Outline - Powerpoint Professional

### Creating multimedia presentations

- Manage multimedia files using the Clip Organizer
- Edit and recolour clip art
- Record a voice narration to accompany a slide show
- Insert CD Audio tracks into a presentation
- Add sounds to a presentation
- Add video clips to a presentation
- Add animated GIFs to a presentation

### Custom slide shows

- Setup a custom show
- Setup branches to other presentations
- Package a presentation for another computer
- Save embedded fonts in a presentation
- Change the presentation output format
- Use Presenter View to deliver a presentation
- Export to 35mm slides

### Customising PowerPoint

- Customise a toolbar
- Create a new toolbar

### Using Meeting Minder

- Automatically create an agenda slide
- Generate meeting minutes
- Create a list of action items
- Export minutes and action items to Word

### Collaborating on a presentation

- Send or save a presentation for review
- Add and edit comments
- Merge changes made by reviewers

### Presentation macros

- Record a macro
- Run a macro
- Edit or delete a macro
- Add a macro to a toolbar
- Copy a macro to another presentation
- Setup Macro Virus Protection

**This page has been intentionally left blank**

## Microsoft Outlook training

### Communication and Time Management in One

Go to a course name for full details :

- [Microsoft Outlook Introduction](#)
- [Microsoft Outlook Advanced](#)



Accessing and communicating with others is increasingly important, especially with the popularity of the Internet and e-mail.

However, with the removal of barriers and increased speed of communication comes an overload of information in the form of e-mails, appointments, contacts, tasks, and documents. Microsoft Outlook can help users manage their time and information more effectively, while making it easier to share information with others.

**Innovatis** delivers Microsoft Outlook training at both Introductory and Advanced levels, for which scheduled public courses are provided.

In addition, bespoke Microsoft Outlook training courses can be designed and delivered to ensure a targeted and particularly effective solution.

# Microsoft Outlook Introduction

A one-day training course

## Course Objectives

Upon successful 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

## Who Should Attend?

This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Outlook 2003 or 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

*Note* : No previous experience of Outlook is required, but delegates should have a basic understanding of PCs and using Microsoft Windows to start an application, get help, and open, close and save files.

## Course Outline - Outlook Introduction

### Getting Started with Outlook

- Log On to Outlook
- The Outlook Environment
- Compose and Send a Simple Message
- Open a Message
- Reply to a Message
- Print a Message
- Delete a Message

### Composing Messages

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

### Managing Mail

- Open and Save an Attachment
- Flag a Message
- Create a Folder
- Move Messages to a Folder
- Copy Messages to Folders
- Delete a Folder

### Scheduling Appointments

- The Outlook Calendar
- Schedule an Appointment
- Assign a Category to an Appointment
- Update Calendar Entries

### Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track Meeting Responses
- Update a Meeting Request
- Cancel a Meeting Request
- Print the Calendar

### Managing Contacts

- Add a Contact
- Sort Contacts
- Find a Contact
- Generate a Map
- Edit a Contact
- Delete a Contact
- Print Contacts

### Managing Tasks

- Create a Task
- Edit a Task
- Update a Task

### Using Notes

- Create a Note
- Edit a Note
- Copy a Note

# Microsoft Outlook Advanced

A one-day training course

## Course Objectives

Upon successful 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 colour-code items in your mailbox and calendar

## 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.

*Note* : You should be able to use basic functions of Outlook to create messages, contacts, appointments, and meeting requests and to customise views. Use of a web browser and basic knowledge of other Office applications, such as Word, will be an advantage.

## Course Outline - Outlook Advanced

|   |   |
|---|---|
| <b>Tracking Work Activities Using the Journal</b> <ul style="list-style-type: none"><li>▪ Record a Journal Entry Automatically</li><li>▪ Manually Record a Journal Entry</li><li>▪ Modify a Journal Entry</li></ul>   | <b>Managing Tasks</b> <ul style="list-style-type: none"><li>▪ Assign a Task</li><li>▪ Reply to a Task Request</li><li>▪ Send a Task Update</li><li>▪ Track Assigned Tasks</li></ul>   |
| <b>Setting Calendar Options</b> <ul style="list-style-type: none"><li>▪ Set Work Days and Times</li><li>▪ Display Other Time Zones</li><li>▪ Set Free/Busy Options</li></ul>  | <b>Customizing Outlook</b> <ul style="list-style-type: none"><li>▪ Customize the Toolbar</li><li>▪ Create a New Toolbar</li><li>▪ Customize the Menu</li><li>▪ Create a Folder Home Page</li></ul>  |
| <b>Setting Message Options</b> <ul style="list-style-type: none"><li>▪ Modify Message Settings</li><li>▪ Modify Delivery Options</li><li>▪ Modify Message Formats</li><li>▪ Notify Others that You will be Out of the Office</li><li>▪ Create and Modify a Distribution List</li><li>▪ Insert a Hyperlink</li></ul> | <b>Locating Outlook Items</b> <ul style="list-style-type: none"><li>▪ Sort Messages Using Multiple Criteria</li><li>▪ Find Messages</li><li>▪ Find Messages Using Multiple Criteria</li><li>▪ Filter Messages</li><li>▪ Organize Messages</li><li>▪ Manage Junk Email</li></ul> |
| <b>Sharing Folder Information</b> <ul style="list-style-type: none"><li>▪ Specify Folder Permissions</li><li>▪ Access Another User's Folder</li><li>▪ Delegate Access To Folders</li></ul>  |   |

**This page has been intentionally left blank**

## Microsoft Office training

### A solid grounding in the fastest time

Do you want to increase productivity in the office ?

Go to a course name for full details :

- Microsoft Office Introduction (2-day)
- Microsoft Office: Word/Windows/Outlook
- Microsoft Office: Excel/PowerPoint



**Microsoft Office** is the most widely-used and, many believe, the most effective suite of applications for document creation, communication and business information analysis.

At **Innovatis** we provide a two-day Microsoft Office training course that gives delegates a solid and co-ordinated understanding of the Microsoft Windows operating system, as well as a practical working knowledge of the three most popular applications in the Microsoft Office suite. There is half a day devoted to Microsoft Word training (for word processing), half a day of Microsoft Excel training (for spreadsheet work) and a final half day spent on Microsoft PowerPoint training (for presentations).

**We are often asked to change the content to delegate's specific needs -- perhaps not covering the basics of Windows, or perhaps spending extra time on Excel -- so if you have several users whose needs may not quite fit with the course outlines given, please call us on +31 (0)20 643 0550 or visit our web-site << [www.innovatis.nl](http://www.innovatis.nl) >> to see how we can help.**

# Microsoft Office Introduction (2-day)

A two-day training course

## Course Aims

This course features half a day devoted to Microsoft Windows training, then half a day devoted to Microsoft Word training (for word processing), half a day of Microsoft Excel training (for spreadsheet work) and a final half day spent on Microsoft PowerPoint training (for presentations).

In this way, the training course gives delegates a solid and co-ordinated understanding of the Microsoft Windows operating system, as well as a practical working knowledge of the three most popular applications in the Microsoft Office suite.

## Who Should Attend?

Any competent PC user who wishes to gain a basic knowledge of Microsoft Windows, Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

## MS-Office Introduction

|  |  |
|--|--|
| <p><b>Windows</b></p> <ul style="list-style-type: none"><li>▪ The operating system</li><li>▪ Components of the desktop</li><li>▪ The mouse</li><li>▪ Windows; components of a window</li><li>▪ Resizing and moving a window</li><li>▪ Moving &amp; copying information between windows</li><li>▪ The Start button; programs, documents; find; shutting down</li><li>▪ The Recycle Bin; restoring files; emptying</li><li>▪ Folders; My Computer; creating; renaming; moving; copying; deleting</li><li>▪ Shortcuts; creating a desktop shortcut</li></ul>  | <p><b>Excel</b></p> <ul style="list-style-type: none"><li>▪ Components of the Excel screen: formula bar; name box; scroll bars; active cells</li><li>▪ Creating a new workbook</li><li>▪ Navigating; selecting cells</li><li>▪ Entering &amp; editing Data; text editing</li><li>▪ AutoFill; custom lists</li><li>▪ Entering basic calculations; simple arithmetic calculations; autosum</li><li>▪ Formatting the worksheet &amp; toolbar enhancements; alignment; formatting numbers and text; resizing columns &amp; rows; adding borders</li><li>▪ Printing; print preview; changing the page setup</li></ul>   |
| <p><b>Word</b></p> <ul style="list-style-type: none"><li>▪ Creating a new document; word wrap; correcting typing errors; overwrite/insert mode; saving a file</li><li>▪ Opening an existing document</li><li>▪ Navigating; using the mouse and keyboard</li><li>▪ Selecting text; using the mouse and keyboard</li><li>▪ Spell check</li><li>▪ Moving and copying text; via the clipboard; drag and drop</li><li>▪ Enhancing text; changing font size/type/colour</li><li>▪ Applying bold, underline or italics; format painting</li><li>▪ Formatting paragraphs; text alignment, line spacing</li><li>▪ Document formatting; changing orientation; margins</li><li>▪ Document views</li><li>▪ Page breaks; inserting and deleting</li></ul> | <p><b>PowerPoint</b></p> <ul style="list-style-type: none"><li>▪ Opening an existing presentation; components of the slide view screen</li><li>▪ Adding a new slide</li><li>▪ Working with text; add title text; add bulleted text; correcting typing errors; navigating &amp; selecting text; moving and copying text; spell check</li><li>▪ Saving a file; as a presentation; as a slide show</li><li>▪ Enhancing text; changing font and font size; adding a shadow; apply bold, italics, underline; text alignment; line spacing, bullet points</li><li>▪ Format Painter</li><li>▪ Inserting pictures; cropping/formatting pictures</li><li>▪ PowerPoint objects; selecting objects</li><li>▪ Moving, copying, deleting, resizing objects</li><li>▪ the master slide; adding or deleting objects</li><li>▪ Adding text; dates; slide numbers</li><li>▪ PowerPoint views</li><li>▪ Printing slides</li><li>▪ Running a slide show</li></ul> |

# Microsoft Office: Word / Windows / Outlook

A one-day training course

## Course Aims

This course features half a day devoted to Microsoft Word training (for word processing), then half a day devoted to Microsoft Windows training with an overview of Microsoft Outlook. In this way, the training course gives delegates a solid and co-ordinated understanding of the Microsoft Windows operating system, as well as a practical working knowledge of the core of Microsoft's Office suite.

## Who Should Attend?

Any competent PC user who wishes to gain a basic knowledge of Microsoft Windows, Microsoft Word, Microsoft Outlook.

## Course Outline - Microsoft Office: Word / Windows / Outlook

| <b>Microsoft Windows</b>  | <b>Microsoft Word</b>  | <b>Microsoft Outlook (overview)</b>   |
|---|--|---|
| <ul style="list-style-type: none"><li>▪ The operating system</li><li>▪ Components of the desktop</li><li>▪ The mouse</li><li>▪ Windows; components of a window</li><li>▪ Resizing and moving a window</li><li>▪ Moving &amp; copying information between windows</li><li>▪ The Start button; programs, documents; find; shutting down</li><li>▪ The Recycle Bin; restoring files; emptying</li><li>▪ Folders; My Computer; creating; renaming; moving; copying; deleting</li><li>▪ Shortcuts; creating a desktop shortcut</li></ul> | <ul style="list-style-type: none"><li>▪ Creating a new document; word wrap; correcting typing errors; overtyping/insert mode; saving a file</li><li>▪ Opening an existing document</li><li>▪ Navigating; using the mouse and keyboard</li><li>▪ Selecting text; using the mouse and keyboard</li><li>▪ Spell check</li><li>▪ Moving and copying text; via the clipboard; drag and drop</li><li>▪ Enhancing text; changing font size/type/colour</li><li>▪ Applying bold, underline or italics; format painting</li><li>▪ Formatting paragraphs; text alignment, line spacing</li><li>▪ Document formatting; changing orientation; margins</li><li>▪ Document views</li><li>▪ Page breaks; inserting and deleting</li></ul> | <ul style="list-style-type: none"><li>▪ Log On to Outlook</li><li>▪ The Outlook Environment</li><li>▪ Compose and Send a Simple Message</li><li>▪ Open a Message</li><li>▪ Reply to a Message</li><li>▪ Delete a Message</li><li>▪ Address a Message to one recipient/many recipients</li><li>▪ Format a Message</li><li>▪ Check Spelling and Grammar</li><li>▪ Attach a File</li><li>▪ Forward a Message</li><li>▪ Open and Save an Attachment</li><li>▪ Flag a Message</li><li>▪ Introduction to the Outlook Calendar, Contacts, Tasks, Notes</li></ul> |

# Microsoft Office : Excel / PowerPoint

A one-day training course

## Course Aims

This course features half a day devoted to Microsoft Excel training (for spreadsheet work) and a half day spent on Microsoft PowerPoint training (for presentations). In this way, the training course gives delegates a solid and co-ordinated understanding, as well as a practical working knowledge, of two core applications in the Microsoft Office suite.

## Who Should Attend?

Any competent PC user who wishes to gain a basic knowledge of Microsoft Excel and Microsoft PowerPoint.

## Course Outline - Microsoft Office: Excel / PowerPoint

### Microsoft PowerPoint

- Opening an existing presentation; components of the slide view screen
- Adding a new slide
- Working with text; add title text; add bulleted text; correcting typing errors; navigating & selecting text; moving and copying text; spell check
- Saving a file; as a presentation; as a slide show
- Enhancing text; changing font and font size; adding a shadow; apply bold, italics, underline; text alignment; line spacing, bullet points
- Format Painter
- Inserting pictures; cropping/formatting pictures
- PowerPoint objects; selecting objects
- Moving, copying, deleting, resizing objects
- the master slide; adding or deleting objects
- Adding text; dates; slide numbers
- PowerPoint views
- Printing slides
- Running a slide show

### Microsoft Excel

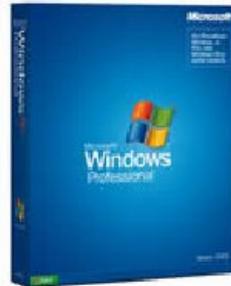
- Components of the Excel screen: formula bar; name box; scroll bars; active cells
- Creating a new workbook
- Navigating; selecting cells
- Entering & editing Data; text editing
- AutoFill; custom lists
- Entering basic calculations; simple arithmetic calculations; autosum
- Formatting the worksheet & toolbar enhancements; alignment; formatting numbers and text; resizing columns & rows; adding borders
- Printing; print preview; changing the page setup

## Microsoft Windows training

### Using the world standard operating system

Please see below for full details :

- [Microsoft Windows Introduction](#)



With almost universal adoption by both home and business users, **Microsoft Windows** can be considered to be the world standard operating system.

Yet it is more than a means of enabling the computer to work : with a proper understanding of its features, users can improve productivity and job satisfaction, with obvious benefits for both themselves and their employers.

**Innovatis** provides Microsoft Windows training for users of Windows XP or Vista. This training course enables delegates to understand the basic principles of the system, and to obtain a solid appreciation of the user features available.

# Microsoft Windows Introduction

A one-day training course

## Course Aims

This training course shows delegates the basic functions required to operate a PC running Microsoft Windows. Delegates will learn to operate the Desktop, organize files and folders, customize Microsoft Windows, use basic text and graphics editors and print documents.

## Who Should Attend?

Any PC user who wishes to gain a basic user knowledge of the Microsoft Windows operating system.

*Note* : No prior experience of using a PC or Microsoft Windows is assumed.

## Course Outline - Microsoft Windows Introduction

|  |  |
|--|--|
| <p><b>Getting started with Windows</b></p> <ul style="list-style-type: none"> <li>▪ The Windows operating system</li> <li>▪ Starting the computer and Windows</li> <li>▪ User Log On</li> <li>▪ Windows Desktop</li> <li>▪ Using a mouse ; Using a keyboard</li> <li>▪ Basic Windows features</li> <li>▪ The Title Bar</li> <li>▪ Maximising, restoring and minimising Windows</li> <li>▪ The Program Control Icon</li> <li>▪ Closing Windows</li> <li>▪ Cascading and tiling Windows</li> <li>▪ Repositioning and sizing a Window</li> <li>▪ Scrolling around a Window</li> </ul> | <p><b>Working with files</b></p> <ul style="list-style-type: none"> <li>▪ Understanding files</li> <li>▪ File size and disk space</li> <li>▪ Searching for files</li> <li>▪ Renaming and deleting a file</li> <li>▪ The Recycle Bin</li> <li>▪ Moving and copying a file</li> <li>▪ Selecting multiple files</li> <li>▪ Undo</li> <li>▪ Formatting a floppy disk</li> <li>▪ Shortcuts</li> <li>▪ History Bar</li> </ul>        |
| <p><b>The Start Menu and Taskbar</b></p> <ul style="list-style-type: none"> <li>▪ The Start Menu</li> <li>▪ The Programs Menu Item</li> <li>▪ The Documents Menu</li> <li>▪ Getting assistance</li> <li>▪ The Run Menu Item</li> <li>▪ The Shut Down Menu Item</li> <li>▪ The Settings and Search Menus</li> <li>▪ The Taskbar</li> <li>▪ Changing the position and size of the Taskbar</li> </ul>   | <p><b>Windows Applications</b></p> <ul style="list-style-type: none"> <li>▪ Application Windows</li> <li>▪ Starting an application</li> <li>▪ Opening files</li> <li>▪ Notepad</li> <li>▪ Saving a file</li> <li>▪ WordPad</li> <li>▪ Paint</li> <li>▪ Calculator</li> <li>▪ Transferring data</li> <li>▪ Exiting applications</li> </ul>  |
| <p><b>Menus, commands and dialogue boxes</b></p> <ul style="list-style-type: none"> <li>▪ Menus</li> <li>▪ Commands; Greyed-out commands</li> <li>▪ SpeedKeys</li> <li>▪ Shortcut menus</li> <li>▪ Dialogue boxes</li> <li>▪ Wizards</li> <li>▪ Toolbars</li> </ul>  | <p><b>Customizing the Desktop</b></p> <ul style="list-style-type: none"> <li>▪ The Control Panel</li> <li>▪ System Information</li> <li>▪ Regional options</li> <li>▪ Mouse properties ; Keyboard properties</li> <li>▪ Display properties</li> <li>▪ Active Desktop</li> <li>▪ Controlling volume and sounds</li> <li>▪ Setting the Date/Time</li> <li>▪ Recycle Bin</li> <li>▪ Adding Shortcuts to the Start Menu</li> </ul> |
| <p>/continued</p>  |  |

## Working with folders

- About files, folders and disks
- Navigating folders in Windows
- Path names
- My Computer
- Windows Explorer
- Browsing network folders
- Creating, renaming and deleting a folder
- Moving and copying a folder
- Selecting multiple folders
- Changing the appearance of items in a folder
- Customising My Computer and Windows Explorer

## Printing

- The printers folder
- Printing documents
- Managing the Print Queue
- Printing preferences