

MICROSOFT OFFICE COURSES

Fairgold Training & Development

Microsoft Office 2010

Course Outlines

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MS Office

Getting Started with Office 2010

Overview

Duration: 1 Day

This Microsoft Office 2010 course gives a great foundation in how to complete everyday tasks. Great if you are new to computers or returning to work from a break.

Who Should Attend

This course is suitable for people who are new to Microsoft Office and need to utilise the strength of this powerful tool. This is a basic level course geared at bringing delegates up to speed and enables them to complete frequent tasks in Word 2010 and Excel 2010.

Objectives

Find your way around the screen. Utilising the keyboard and understanding shortcut keys. Learn how to create documents, and spreadsheets. See how to Create New files, open existing and modify and save them.

Course Contents

- The Office 2010 Interface
- Understanding the Ribbon, Groups and Commands
- Dialogue Box Launcher
- Keyboard Familiarity
- Keyboard Shortcuts
- Working with contextual tabs
- The Office Button
- The Quick Access Toolbar
- The Mini Toolbar
- Creating New Documents
- Opening , Editing and Saving existing documents
- Control a document's page setup and its overall appearance
- Quickly apply document themes to ensure a professional and consistent document design
- Utilising new template features
- Printing Word 2010 Documents

Excel

- What is Office Excel 2010 used for?
- The Office Excel 2010 User Interface
- Working with different views
- Starting a spreadsheet from new
- Adding Data
- Cut, copy, and paste options
- Formatting and modifying data
- Using Basic Excel Formulas and Functions
- Inserting Rows, Columns and Sheets
- Deleting Data
- Replicate Formulas & Functions
- Opening, modifying and saving your work.
- Setting up data for Printing
- Adding Headers & Footers
- Copying and pasting between applications



MS Office

Conversion to Excel & Word 2010

Duration: 1 Day

Overview

Microsoft Office 2010 has a complete new interface. This new interface can seem confusing at first glance. The New ribbon layout and new features in Office Word 2010 make producing professional documents a breeze. Creating spreadsheets with Office Excel 2010 in a flash. This course will have you up to speed in no time. Once you have seen how it works you will be delighted with the changes Microsoft have made.

Who Should Attend

This course is suitable for office staff who are moving from Office 2003 or earlier and would like to convert their skills to the new version. It also focuses on swapping information with legacy systems, really useful for working in a mixed version environment.

Objectives

Find out where all your favourite icons have gone. Learn the all new keyboard short cuts and what about the old ones? Learn how all the old tasks, you used to do, can now be completed much quicker in Office 2010. This course features Office Excel 2010 and Office Word 2010. Familiarity with previous versions of these products is essential.

Course Contents

- How to Master the Ribbon
 - The Backstage View
 - What are Web Apps?
 - Windows Live SkyDrive
 - Utilising the Navigation Pane
 - New Keyboard Shortcuts
 - Working with Contextual Tabs
 - Customising Tabs
 - Use Word 2010 Galleries
 - Apply quick styles to format documents
 - Control a document's page setup
 - Adding and removing page breaks
 - Quickly apply document themes to ensure a professional and consistent document design
 - Use SmartArt™ for flow charts, illustrations and much more
 - Utilising new Template features
 - Add Tables and Tabs to a document
 - Set-up Headers and Footers
 - Saving and opening Files
 - Working with Word 2010 and Legacy systems
- ### Excel
- What's new in Office Excel 2010 user interface
 - Excel Keyboard Shortcuts
 - Using Excel Formulas and Functions
 - Replicating formulas and functions
 - New Conditional Formatting
 - Working with Sparklines
 - Filtering Data with Slicers
 - Using Absolute References
 - Setting-up Data for Printing
 - Adding Headers & Footers
 - Turning your figures into charts
 - Formatting Charts




MS Office

Introduction To Excel 2010

Duration: 1 Day

Overview

This course focuses on quick ways to get started with Microsoft Excel. Packed with shortcuts and useful exercises the tutor guide's delegates from a standing start through formulas and functions.

Upon course completion you will have an appreciation of the layout and structure of the Microsoft Excel 2010 screen, gain a complete understanding of 'quick' editing techniques for data entry and filling formulas. You will have seen how to create worksheets to compile figures, create purchase orders, bank statements and petty cash analysis.

We will also look at how to enhance those worksheets giving them a professional finish using charts.

Who Should Attend

This course is suitable for complete beginners to Excel and also because of the '*quick tips*' for anyone who is self-taught.

Course Contents

- Understanding The Excel 2010 Window
- Calling On Help
- Opening & Navigating Through A Worksheet
- Creating, Saving And Printing Worksheets
- Editing A Worksheet
- Changing The Look Of A Worksheet.
- Formatting And Manipulating Data.
- Performing Calculations With Functions And Formulas
- Understanding Formulas
- Quick Data Entry Techniques
- Introduction To Graphs
- Understanding How Excel Prints Worksheets
- Setting a Print Area
- Setting Margins
- Adding Headers and Footers
- Creating Charts
- Formatting Charts and Graphs




MS Office

Intermediate Excel 2010

Duration: 1 Day

Overview

Building on your existing knowledge of Excel this course includes formulas that link worksheets together and linking workbooks. Getting Excel 2010 to make decisions using the 'If' function, adding conditional formatting to highlight certain data. Utilising the new Sparklines. You will learn how to create templates for commonly used worksheets and protect data using the security features. You will gain an insight into data tables and using Excel look up features to automate worksheets. This course will also enable you to create, build and customise graphs including plotting trend lines. You will learn how to use the new Sparklines features and Data Bar enhancements.

Who Should Attend

This course is suitable for people who have attended the Introduction course or have sufficient knowledge and understanding of the basics of Excel

Course Content

- Review Of Excel Fundamentals
- Building 3 Dimensional Worksheets
- Creating Worksheet Templates
- Protecting Your Formulas
- Workbook Security
- Group Editing
- Creating Data Tables
- Understanding Lookup Functions
- Setting Up Vlookup & Hlookup
- Database Features
- Filtering Data with Slicers
- Sorting Data
- Adding Filters
- Utilising Conditional Formatting
- Adding Sparklines
- New Data Bar enhancements
- Creating a Chart
- Building Graphs
- Adding Trend Lines




MS Office

Advanced Excel 2010

Overview

Duration: 2 Days

This course focuses on advanced methods of data management. You will learn how to summarise large workbooks with Pivot Tables including new and updated options for Office Excel 2010. Learn how to apply the new Sparklines features to highlight trends in the data. How to use Analysis tools to forecast figures based on a range of scenarios and use consolidation to bring together information from separate spreadsheets and workbooks. You will gain a complete understanding of the database features. Learn how to apply filters and sort data into key elements including the new Slicers introduced in 2010. Find out how you can utilise advanced 'If' statements and macros to automate repetitive or tedious tasks and customise the Ribbon Interface.

Who Should Attend

This course is suitable for people who have attended the Intermediate course or have good knowledge and understanding of Excel and need to discover how Pivot Tables and Macros are set up.

Course Content

- What are Pivot Tables
- Creating a Pivot Table from Scratch
- Setting up Pivot Charts
- Updating Pivot Tables
- Utilising the New Slicers Features
- Adding Formulas to Pivots
- Using Pivot Tables to Analyse Data
- New Features added in Excel 2010
- Advanced 'If' Statements
- Utilising Count Functions
- Data Consolidation by Position
- Consolidating Data using Labels
- Goal Seeking
- Building your First Scenario
- Data Projection Using 'What If'
- Adding New Sparklines
- Setting Up Data Tables
- Using The Worksheet As A Database.
- Building Advanced Filters
- Using Outlining To Handle Large Worksheets
- What is a Macro?
- Recording Macros
- Running Macros from a shortcut
- Editing Macros
- Creating Icons to Run Macros.
- Customising the Ribbon



MS Office

Excel 2010 for Managerial Analysis

Duration: 1 Day

Overview

You will gain a complete understanding of what Excel 2010 is able to achieve in terms of data analysis, organisation and summarisation. You will learn how to use Pivot tables to analyse large worksheets including the latest features added in 2010. How to use Goal Seeking to achieve a target. Advanced graph building and Conditional Formatting to assist decision including the new Sparkline Tools. Create data tables to display a variable range. How to sort and filter large worksheets including the all new Slicers features, use consolidation to bring together key data. You'll learn how to use grouping and outlining to organise data and OLE techniques for transporting from Excel to other applications such as PowerPoint. Discover how the new Web Apps can help you to collaborate on your spreadsheets.

Who Should Attend

This course is suitable for people who need to use Excel in decision making. An understanding of Excel formulas and functions is required.

Course Content

- Web Apps
- Data Slicers Explained
- Using Graphs To Represent Data.
- Advanced Editing Of Graphs,
- Adding Trend Lines
- What are Pivot Tables?
- Creating a Pivot Table from Scratch
- Setting up Pivot Charts
- New and Updated Pivot Table Features
- Updating Pivot Tables
- Adding Formulas to Pivots
- Using Pivot Tables to Analyse and Summarise Data
- Grouping Items in a Pivot table
- Utilising the Analysis Toolpak
- What is Goal Seeking?
- Setting up Data Tables
- Adding Sparklines
- Utilising Consolidation Features
- Scenario Building
- Editing Scenarios
- Scenario Manager Explained
- Group & Outline
- OLE.




MS Office

Fundamentals of Office Word 2010

Overview

Duration: 1 Day

Microsoft Office Word 2010 has an updated interface from the one first introduced in Office 2007. This updated interface includes the new Backstage features. If you are moving from Office 2003 the new interface can seem daunting at first. Once you have seen how it works you will be delighted with the changes Microsoft have made. This course will get you up and running with Word 2010 in no time. You will learn how to quickly create professional documents with minimum fuss. In addition you will learn how to use the Mail merge features to create mailshots.

Who Should Attend

This course is suitable for everyone who has some experience of using a previous version of Microsoft Word and would like to update their skills to the new version.

Objectives

Delegates will learn how to navigate the Word Environment utilising the ribbon and new keyboard shortcuts, create professional looking documents with ease and speed, and understand how to swap documents with older versions.

Course Contents

- Explore the various user interface elements
- What is Backstage?
- How to master the Ribbon
- New Keyboard Shortcuts
- See how contextual tabs work to manipulate, edit, and format a document
- Utilising the NEW Navigation Pane
- Use Word 2010 galleries to apply design features
- Apply quick styles to format documents
- Control a document's page setup and its overall appearance
- Adding and removing page breaks
- Quickly apply document themes to ensure a professional and consistent document design
- Use SmartArt for flow charts, illustrations and much more
- Utilising new template features
- Add tables to a document
- Modifying table structures
- Formatting tables
- Set-Up Header and Footers
- Saving & Opening files
- Working with Word 2010 and legacy systems
- Proofing the document with spelling and grammar
- Utilising the Thesaurus
- Setting up a mail merge
- Merging to Lists
- Creating a Selective Mail Merge



MS Office

MS Office Word 2010 Advanced

Duration: 1 Day

Overview

Microsoft Word 2010 offers many features to automate long documents, reports and contracts. Adding Captions to graphics and Cross references and paragraph numbering in the text are very useful but the most popular feature is the Automatic Table of Contents. This course focuses on those features and many many more which allow you to control your document and make future editing really easy.

Who Should Attend

This course is suitable for secretaries and PA's who are responsible for producing long or complex documents. Equally, if you are given the task of producing reports, manuals or preparing documents for presentation to clients you will enjoy and learn lots.

Objectives

Delegates will learn how add fields to documents. Fields, such as captions, cross references and Table of Contents mean that after major editing on the document it is possible to update all - at the touch of a button. Delegates will also learn how to create macros to automate processes, protect confidential documents with security and format longer documents using style sheets.

Course Contents

- Recap – Shortcuts, Tips & Tricks
- Document Version Management
- Using document styles to automate formatting
- Creating New Styles
- Advanced Editing of Style Sheets
- Managing large documents with Page and Section Breaks
- Handling different page layouts in the same document
- Starting and Stopping Headers and Footers
- Controlling Page numbering
- Newspaper columns and news letters
- Inserting Graphics & Controlling positions on page
- Inserting Charts and managing surrounding text
- Adding Captions and Cross References
- Creating an Automatic Table of Contents
- Working with multiple versions of a document
- Revision markers
- Using OLE to link with other applications
- Creating Macros to Automate tasks




MS Office

Fundamentals of PowerPoint 2010

Duration: 1 Day

Overview

Microsoft PowerPoint 2010 has an updated interface from the one first introduced in Office 2007. This updated interface includes the new Backstage features. Fundamentals of PowerPoint 2010 gives a step by step guide to getting going in Microsoft PowerPoint 2010.

Who is it for

All individuals who prepare, or oversee the preparation of presentations using Microsoft PowerPoint and need to understand the fundamentals of this package. Knowledge of the Windows environment is essential.

What is it about

This course is designed to give delegates a thorough introduction to the fundamentals of PowerPoint 2010, enabling them to create and edit presentations. You will also learn how to add Charts, Tables and a multitude of extras to assist in getting your point across.

Course Contents

- The Ribbon,
- Command Tabs
- Contextual Tabs,
- Quick Access Toolbar
- Status bar and Mini toolbar
- Moving around a presentation
- Working in different views
- Creating Speakers Notes
- Opening and closing presentations

Creating New Presentations

- Creating a new presentation
- Saving presentations
- Applying slide layouts
- Moving and deleting slides

Working With Text

- Inserting and formatting text

- Live Preview
- Bulleted and numbered lists
- Spell checking,
- Finding and replacing text
- Creating tables
- Creating text boxes and rotating text
- Inserting columns into Text boxes

Clip Art

- Inserting and resizing pictures
- Ungrouping and grouping
- Re-colouring

Drawing Objects

- Using Drawing tools
- Drawing Shapes

Continued Over Leaf 

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Fundamentals of PowerPoint 2010

Contd..

- Adding text to Shapes
- Flipping and rotating objects
- Aligning and ordering objects
- Selecting objects using the Selection and Visibility Task pane

Using Other Visual Tools

- Creating graphs
- Creating Diagrams and Organizational Charts using SmartArt tools
- WordArt

Slide Masters And Themes

- Viewing Masters
- Modifying Masters
- Inserting date, time and page numbers
- Applying and creating design templates

Presentation Techniques

- Printing notes, slides and handouts

- Creating slide shows using transitions and text animation
- Using Presenter View

What do I get out of it?

- Full understanding of new features, shortcuts and tips for the 2010 version of MS PowerPoint
- Total confidence in setting up, writing and editing your own presentations
- Understanding of how to use different slide types to hold your audience's attention
- Added value for your presentation through the ability to produce notes and handouts for your audience

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Overview

Learn to create sophisticated presentations that look professional, discover short-cuts that will save you lots of time. Use the New Features of PowerPoint 2010 including adding Smart Art and Videos to spice up your presentations.

Who is it for?

For anyone who has attended an 'Fundamentals to PowerPoint 2010' course or self taught delegates with equivalent basic knowledge. You should feel comfortable creating basic presentations that include title slides, text and bullet slides, drawing objects, ClipArt, and pictures.

What is it about?

This course will focus on working more with colour and customizing the slide master, inserting Word tables and Excel spreadsheets into a PowerPoint presentation, working with advanced graphic manipulation features, advanced slide show features, and exporting data out of PowerPoint.

Course Overview

- **Saving Your Files**
 - Using File Formats
 - Exporting a File to PDF
 - Save as HTML
 - Using File Properties
 - Using Auto Recover
- **Navigating The Slide Show**
 - Navigating the Slide Show
 - Using the Navigation Buttons
 - Using the Pointer Button
 - Adding Hyperlinks
- **Adding Tables and Charts**
 - Creating and Working with Tables
 - Inserting a Table
 - Drawing a Table
 - Using the Table Tools Ribbon
 - Working with Cells
 - Inserting an Excel Table
 - The Insert Excel Table Ribbons
 - Setting Style Options
 - Setting Table Styles
 - Changing the Shape of a Fill
 - Applying Borders
 - Adding Effects
- **Working with Charts and Graphs**
 - Creating and Linking Worksheet Charts and Graphs
 - Chart Tools Ribbon
 - Incorporating Titles and Data
 - Legends and Labels

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The logo for Fairgold, featuring the word 'Fairgold' in a stylized, green, cursive font.



Advanced PowerPoint 2010

Contd..

- **Working with SmartArt**
 - Creating SmartArt
 - SmartArt Tools
 - Resizing Diagrams
 - Inserting SmartArt From a Slide
 - **Adding Graphics**
 - Inserting a Symbol or Special Character
 - Adding and Editing Shapes
 - Changing Diagram Types and Design Schemes
 - Incorporating Text
 - **Working with Text Boxes**
 - Adding a Text Box
 - Selecting Text Boxes
 - Deleting a Text Box
 - Moving a Text Box
 - Resizing a Text Box
 - Rotating a Text Box
 - Formatting a Text Box
 - The Drawing Tools Ribbon
- ClipArt**
- Searching for ClipArt
 - Inserting ClipArt
 - Formatting Clip Art
 - Step-By-Step
 - Skill Sharpener
 - Other Illustrations
 - Inserting a Photo from a File
 - Inserting a Photo from a Scanner or Camera
- **Adding Audio/Visual Effects**
 - Adding a Movie
 - Insert Movie from the Clip Organizer or File
 - Movie Tools
 - Deleting a Movie
 - **Adding a Sound Clip**
 - Insert Sound Clip from Clip Organizer or File
 - Sound Tools
 - Recording a Sound
 - Playing a CD
 - Deleting a Sound
 - **Using Animation**
 - Entrance, Emphasis and Exit Effects
 - Add and Draw Motion Paths
 - **Advanced Animation Options**
 - Speeds and Timing Options
 - Using Slide Transitions
 - Creating a Custom Animation

What do I get out of it?

Increase the visual impact of your slides by adding objects like animations and sound clips to liven up any presentation

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