

Course Descriptions for Focused Learning Classes

[Excel](#) | [Word](#) | [PowerPoint](#) | [Access](#) | [Outlook](#) | [Adobe](#) | [Visio](#) | [Publisher](#) | [FrontPage](#) | [Dreamweaver](#)

EXCEL Classes

Excel Pivot Tables – 2 hours

- Understanding Pivot Tables
- Examining a pivot table
- Creating a pivot table by using the Pivot Table Wizard
 - Adding a field to a pivot table
 - Deleting a field from a pivot table
 - Using the pivot table
 - Changing the organization of data in a pivot table
- Subtotal summary functions
- Refreshing Linked data to the pivot table from the source data
- Creating a pivot chart
 - Changing the organization of data in a pivot chart

Excel Macros - 2 hours

This session is designed for an Excel user who wants to maximize Excel. We will learn how to create and edit macros. Visual Basic will be covered (very basic) since it is the programming language that macros are stored in. We will also write some very basic routines in the VB editor. We will test and edit (debug) our code. We will also learn how to create a Macro Toolbar to make executing macros much faster. Tips and shortcuts will be used throughout the class.

- **Overview of what a macro is and why we would use them**
 - Understanding macros
 - Understand the difference between recording a macro and writing code
 - How to record a macro
 - How to edit a macro in the Visual Basic Editor
 - How to run a macro
 - Copying macro (modules that hold code) from one workbook to another

Charts - 2 hours

This session is designed for an Excel user who wants to go beyond the basics of worksheet setup and design and learn about charting. We will create and modify all types of charts from column to pie charts. You will learn how to create a chart using the Chart Wizard and on the fly. We also link charts with PowerPoint & Word. Everything you

want to know about charts will be covered in this class. Tips and shortcuts will be used throughout the class.

- **Why should we use charts**
 - Basic chart characteristics
 - Quick charts versus embedded charts
 - Modifying charts
 - Linking charts to another application (like PowerPoint)
 - Annotation and charts

Database Management - 2 hours

This session is designed for an Excel user who wants to go beyond the basics of worksheet setup and design and learn how to use Excel to manage lists of all kinds. You will learn how to sort and filter the lists. You will also learn how to create how to manage auto filters and advanced filters using select criteria. If you work with any type of list this is the Excel class for you. Tips and shortcuts will be used throughout the class.

- **Database (lists from SAP or other external database) Functions in Excel**
 - Sorting
 - Multiple sorts
 - Consecutive sorts
 - Custom sorts
 - Filters
 - Autofilter
 - Custom filter
 - Advanced filter
 - Using wildcards
 - Creating Sub-totals

Formulas - 2 hours

This session is designed for an Excel user who wants to learn more about formulas. We will learn how to write If statements and create look up tables. Also we will learn various editing formulas which will save time and redundancy in entering data. There are many “Formula Helpers” to be considered when creating and using formulas. . Tips and shortcuts will be used throughout the class.

- **Some formulas introduced in this workshop**
 - Formula Helpers
 - Naming ranges
 - Formula toolbars
 - auditing
 - Editing formulas

- Left
 - Right
 - Mid
 - Lower, Upper and Proper Case
 - Concatenation
- Date
 - Date360
 - Today
 - Now
- If (conditional formulas)
 - Conditional Formatting (formatting only)
- Vertical Lookup
- ISERROR
- Compare data in cells
- Calculating across worksheets

PowerPoint Focused Classes

PowerPoint – Putting Pizzazz in Presentations – 2 hours

- Tips and Shortcuts
- Putting Pizzazz in your presentations
 - Design Templates
 - Custom templates
 - Color Schemes
 - Diagram Gallery
 - Interactive Slides
 - Action Buttons
 - Hyperlinks
 - Custom Animation
 - Slide Transitions
 - Using WinZip
 - Presentation “Shows”
 - Package to CD

Word Focused Classes

Word Mail Merge & WordArt – 2 hours

- Creating a Mail Merge Document
- Using Excel as the data source
- Complete a Main Document
 - Inserting Merge field and text into the main document
- Merging the Data Source with the main document
- Sorting and Filtering Merges

- Sorting a Data Source
- Sorting a data source using query options
- Selecting Specific Data for the Merge
- Filtering Data in Mail Merge
- Clearing Query Options
- Using Outlook Contacts (if the default email software) to create mailing labels and letters
- Creating WordArt
- Modify WordArt using the WordArt toolbar

Word Tables versus using Excel to build forms

- Understanding Word tables
- Creating Word tables
- Modifying a Word table
 - Dragging tables
 - Tables within tables
 - Deleting and adding rows
- Using formulas in a Word table
- Comparing a Word table with an Excel form
- Copying and pasting Word tables to Excel and Excel tables to Word
- Converting text to tables and tables to text

Word Styles and Templates

- Understanding styles – what are the benefits?
- Using the Format Painter versus a Word style
- Creating styles
- Modifying styles
- Creating a table of contents from styles

Word Macros

- Understanding Macros in Word
- Recording a macro
- Running a macro
- Editing a macro in the Visual Basic Editor

Word – working with large documents

- Navigation
- Headers and footers
- Using footnotes
- Shortcuts for modifying large amounts of text
- Selection of text techniques

- Printing considerations

Word Page Pagination

- Page breaks versus Section Breaks
- Using built in styles to change the appearance of your large document
- Page layout
- Landscape versus portrait and the combination of both in the same document

Word – Miscellaneous Topics

- Bookmarks
- Hyperlinks
- Customizing Toolbars
- Watermarks
- Inserting auto text
- Understanding and customizing Auto Correct
- Advanced formatting techniques
- Using columns

Outlook Focused Classes

Outlook 2003 – Tips and Shortcuts – 2 hours

- **Mail merge using Outlook**
- **Contacts**
 - v-cards
 - activities w/contacts
 - distribution lists
 - importing contact lists
 - exporting contact lists
- **Calendar**
 - multiple calendars
 - sharing calendars
 - color-code events/meetings, etc.
 - viewing schedules of invitees
 - rescheduling events/meetings
- **Mail**
 - color-code incoming mail
 - creating rules for filtering mail
 - Outlook Today (customizing Outlook desktop)

Outlook 2003 – Maximizing Contacts – 2 hours

- **Find information quickly**
 - Orientation to Outlook Contacts

- Views
- Contacts on Top
- Search and Find Contacts
- Actions

- **Color Coding Contacts (incoming mail)**
 - Using Colors

- **Adding and Deleting Contacts**
 - Adding a Contact
 - Creating a New Contact
 - The Details Form
 - Adding a Contact from an Incoming E-mail.
 - Adding Contacts from The Same Company
 - Adding a contact from the same company
 - Virtual Business Cards
 - Send a vCard
 - Include a vCard with your e-mail signature

- **Import a vCard File to Contacts**
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- **Contact Options**
 - Add a picture to a contact
 - Change a picture in a contact
 - Remove a picture in a contact
 - Tracking Contact Activities
 - Tracking activities for a specific contact
 - Printing Contacts
 - Printing Contact Address Book
 - Printing an Individual Contact

- **Distribution Lists**
 - Creating a Personal Distribution List
 - Creating a personal distribution list
 - Using a personal distribution list

- **Keyboard Shortcuts**
 - Useful Shortcut Keys in Outlook 2000

Access Focused Classes

Access Tables – 2 hours

Establishing Table Relationships

- Identify Table Relationships
- Identify Primary and Foreign Keys in the Relationships Window

- Work with Subdatasheets

Access Queries – 2 hours

Querying the Database

- Create a Select Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform a Calculation on a Record Grouping

Access Reports – 2 hours

Producing Reports

- Create an AutoReport
- Create a Report by Using the Wizard
- Examine a Report in Design View
- Add a Calculated Field to a Report
- Modify the Format Properties of a Control
- AutoFormat a Report and Adjust the Width of a Report

Adobe Reader Focused Classes

Understanding PDF's – 2 hours

- Overview of Adobe Reader
- What is a PDF file?
- Copying text and graphics from a PDF file
- Navigation in a PDF file
- Saving and/or printing to a PDF file

Microsoft Visio Focused Classes

Visio Charts – 2 hours

- Overview of Visio
- Why would I use Visio?
- Basics of Visio
- Create a basic flow chart using Visio

Microsoft Publisher Focused Classes

Publisher Documents – 2 hours

- Overview of Publisher
- Look at all the template possibilities
 - Newsletter
 - 3 or 2 fold brochure
 - Flyers
 - Many styles and formats
- Create a Publisher file
- Learn some basic desktop publishing techniques

Microsoft FrontPage Focused Classes

- Overview of FrontPage
- Basic web design techniques
- Understanding folder structure
- Understanding HTML code view versus editing view
- Creating a new HTML page
 - Adding graphics
 - Formatting text
 - Saving the page
- Understanding the publishing to a server process

Microsoft Dreamweaver Focused Classes

- Overview of Dreamweaver
- Basic web design techniques
- Understanding folder structure
- Understanding HTML code view versus editing view
- Creating a new HTML page
 - Adding graphics
 - Formatting text
 - Saving the page
- Understanding the publishing to a server process

