



PC FOCUS Computer Training & Development
Catalog of class Offerings & Descriptions

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Windows 10 – New & Enhanced Features

There are many wonderful highly underutilized features in Windows 10 that you will want to know about. This class is designed for anyone wanting to maximize Windows 10 utilities. You will be amazed at the simple things you can do to be more efficient using your computer – regardless of the application you are using. We promise you time-saving tips and shortcuts in this class.

Topics covered in this class are:

- How to personalize your computer
- Using Sticky Notes
- Windows Enhanced Search (finding files, folders and programs)
- Login, Shutdown, sleep
- Ways to juggle windows
- Default Apps
- Managing documents – different from previous versions
- Snap Feature
- Peek
- Snipping Tool
- Jump Lists
- Pinning and unpinning to the Start Menu and Taskbar
- Performance Improvements
- Control Panel changes
- Photo Gallery – working with photos
- Creating multiple desktops
- Windows 10 and Edge (versus Internet Explorer)

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class. Windows 7 knowledge is helpful.

Maximum Class Size: 8 to 10

Business Communications

This 90 minute session is a good refresher for email etiquette in general. However, it is designed to reinforce company guidelines on company specific rules and regulations with regard to email, monitor email and Internet access, policies on social networking and procedures, both prohibited use and prohibited conduct.

The instructor adds some interesting and in some cases, humorous videos and examples to get the various points across to the employees.

This session should be mandatory for all employees and can be held in large groups if desired.

Topics to be covered in this class are:

- Email Guidelines
- “Right to Monitor”
- Social Networking Policy
- Procedures
- Prohibited Use
- Prohibited Conduct

Length of Course: 90 Minutes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: No limit

Outlook – Get Organized and Efficient

Outlook is the program that we all use on a daily basis. But are we using it to its fullest capacity? Probably not. In this class we will look beyond the basics and discover how we can be most efficient with our email, calendars, contacts and tasks. Outlook's features are endless. We will also look at Outlook Web Access for remote users.

Topics to be covered in this class are:

- Email
- Contacts (import, export, mail merge)
- Calendar
- Tasks
- Multiple Search Features
- Tips and Shortcuts

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

Open Computer Lab

We are trying something new this year. On the specified dates you will have an opportunity to bring your questions and or problems that you are having with Microsoft Office files that you are working on. It might be a PowerPoint that you need some help with or an Excel worksheet, etc. Even if it only takes 20 minutes to solve your problem, it will be well worth the cost of this class. This is a time that you can have “one-on-one” help with your specific issues that you are having.

No Specific Topic List

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

SharePoint - Create and Customize a Team Site

SharePoint is a cloud-powered office that you can access from any device. SharePoint represents the new way to work together. It allows you to share content, create and manage team sites, collaborate with others more efficiently than traditional file sharing.

Getting started with SharePoint. This class is for people who are new to SharePoint and want to have a better understanding of what it is and its functionality. There are some basic things that you should be familiar with in SharePoint. There are many features but some are fundamental in learning how to navigate and utilize SharePoint even on a small scale.

Topics to be covered in this class are:

- Understanding SharePoint and its potential
- Overview of SharePoint
 - Navigation
 - Commands
 - Settings
 - Options
- Create and modify team sites
- Understanding Lists and Libraries and Apps
- Add, upload, modify, search for and preview documents in document libraries
- Share sites, folders and files

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

SharePoint – Organize Your Files

This class is designed for people who want to learn more in-depth features and functionality of SharePoint. This class takes SharePoint users to a more advanced level.

Topics to be covered in this class are:

- Permissions and owner roles
- Site customization – beyond basic
- Advanced Documentation Management
- Import lists from Excel
- Advanced Lists and Libraries
- BI Tools
- Workflows
- Create a Dashboard in SharePoint
- Setting up SharePoint on devices – smart phones and tablets

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

SharePoint – Designing Workflows

This class is designed for people who want to learn how to create workflows in SharePoint. A SharePoint workflow is like an automated flowchart that takes a lot of the labor, guesswork, and randomness out of your standard work processes.

We will learn guidelines for creating workflows, and then the workflow itself. We will also introduce SharePoint Designer which is a program that we can use to create even more complex workflows. This class takes SharePoint users to a more advanced level.

Topics to be covered in this class are:

- Understand an approval process as a workflow example
- Workflow types
- Use the Document Approval workflow
- How workflows save time by automating labor intensive manual processes
- Workflow designs
- Workflow guidelines
- Incorporate the workflow into your SharePoint site
- Running and Editing workflows

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you have a very good understanding of SharePoint and workflows in general.

Maximum Class Size: 8 to 10

Office 365 APPS

This Microsoft Office 365 provides a good perspective of the Office 365 apps will provide to users in terms of productivity, access, familiarity, security, control and reliability. O365 is driving the future of technology and we want to start taking advantage of these tools as quickly and efficiently as possible.

Topics to be covered in this class are:

- Guidelines for O365
 - Driving the future of technology
- Understand “The Cloud”
- OneDrive
- Office 365 Apps – Word, Excel & PowerPoint, Delve & OneNote
- Office Tools – Outlook, Calendar, People, Tasks, and Yammer
- OneDrive – saving and sharing files
- Sync files & folders

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

Microsoft OneNote & Delve

OneNote and Delve are two of the O365 apps that are powerful and not fully utilized or even close. OneNote can also be used independently of O365 and SharePoint however, they are integrated nicely. This class will give you a better understanding of these apps and how they can be useful to you in so many ways.

Topics to be covered in this class are:

- What is OneNote
- Benefits of using OneNote
- Setup OneNote
- Using OneNote on all devices
- Organize notes, pictures, links, tables and files in a digital notebook
- Collaborate with OneNote
- What is Delve
- Benefits of using Delve
- Setup Delve
- Create links
- Improve searches for documents, videos, audio, links to websites posted on SharePoint
- Track online actions
- How to find “stuff”
- What is “Trending Around Me” and what

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

Access - Basics and Beyond

This course is designed for students who want to have a better understanding of Access and to learn the basics of the Access database program or to learn how to modify queries and reports that someone else created. This class will give insight and understanding of the advantages of using Access versus Excel to create queries and reports. You will gain a good working knowledge of Access.

Topics covered in this class are:

- Understand what a relational database is versus Excel
- Basic database terminology
- Table Structure
- Field Types
- Select Queries
- Quick Reports
- Import SAP or other external data to Access tables

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

Access – Getting started as a Database Developer

This course is designed for people who wish to learn Access 2013 from a developer viewpoint. If you need to design a database for data that is or is not imported from another source, then this class is for you. In this class we learn how to create an Access database from the beginning including creating tables, queries, forms and reports.

Topics covered in this class include:

- Database theory and terminology
- Tables and table structure including field names and types
- Data Normalization
- Relationships between fields and tables including referential integrity
- Modify tables, queries, forms and reports
- Adding tables to an existing database and applying referential integrity
- Select and Action Queries
- Calculations in queries, forms and reports
- Forms
- Reports

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete the Access Basics class or have a good understanding of Access.

Maximum Class Size: 8 to 10

Access – Advanced Level

This course is designed for people who wish to learn Access at a more advanced level. This class is designed for the user who wants to create a “Point and Click” application so that other users can edit data and print reports from a custom menu, called a Switchboard and who do not need to know how to use Access.

Topics covered in this class include:

- Creating Crosstabs
- Advanced Database theory and terminology
- Completing a database
- Creating a Switchboard/Dashboard
- Create macros to enhance Forms

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete the Access Basics class or have a good working knowledge and understanding of Access and Database Management.

Maximum Class Size: 8 to 10

Excel Tips & Shortcuts

We all LOVE shortcuts. We have had many requests for a class that is all about tips and shortcuts in Excel. There are so many ways to increase efficiency and we have some great tips and shortcuts for you to learn. Some of the most basic shortcuts can save you time. It takes a conscience effort to change habits but once you do and you start to use some of these, you will be amazed at how much time you will be saving. We all want to be as efficient as possible and this is just the class for you. The topic list below is just a few of the Excel features that we will look at to show tips on ways we can improve how we use them.

Topics to be covered in this class are:

- Charts
- Filters
- Formulas
- Pivot Tables & Slicers
- Basic worksheet design
- Navigation
- Working with large worksheets
- Working with multiple worksheets
- Keyboard shortcuts

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to take this class.

Maximum class Size: 8 to 10

Excel – Basics & Beyond

This class is designed to teach good worksheet design and habits as well as give you a good understanding of Excel and its default characteristics. MANY tips and shortcuts are taught in this class. You will learn the basic fundamental tools to build a worksheet from the beginning as well as work with already designed worksheets.

Topics to be covered in this class are:

- Understand how Excel works
- Worksheet Design
- Efficient Navigation
- Data Entry and Edit Cells
- Insert, Delete & Resize Columns and Rows
- Formatting
- Basic Formulas
- Multiple sheets in a workbook
- Printing

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to take this class.

Maximum Class Size: 8 to 10

Excel – Maximizing External Lists

This class is a great follow-up to Excel Basics and Beyond class. Continued study and understanding of a well-designed worksheet and how Excel functions will function properly or not at all because of the design. This is class is also a good review for someone who has used Excel in the past but needs a refresher before going to more advanced functions. In this class we will learn many tips and shortcuts to increase efficiency and productivity. Some of the highlights of this class are the many ways to sort and filter data as well as create formulas to calculate the results of the filters using some of the new and enhanced features in . All of these features are useful when importing SAP or other external data into an Excel worksheet.

Topics to be covered in this class are:

- Database Formulas (Dfunctions)
- Imported SAP or other external data
- Sorting & Filtering Data
- Copying and Printing Filtered Lists
- Subtotals Reports
- Create Charts from a list
- Advanced formatting using Conditional Formatting
- Conditional Formatting Rules
- Advanced Printing (selections, multiple worksheets, titles, page breaks)

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete Excel Basics or have equivalent knowledge.

Maximum Class Size: 8 to 10

Excel – Create Dynamic Charts

Create dynamic charts to tell your story. A Picture is worth a thousand words. Understanding what the story of the chart is supposed to tell is half the battle to designing charts. Once you understand what the results should look like you can start working with all the wonderful Chart Tools that come with Excel .

Topics to be covered in this class are:

- Chart Tools and Options
- Chart Types
- Sparklines
- Chart Styles
- Chart Advanced Formats – Fills and Fonts
- Waterfall Charts
- Create Timelines with a custom Gant chart
- Integrating and linking Charts with Word and PowerPoint
- Dual Y Axis (or primary) chars
- Pie in Pie Charts

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete Excel Basics or have equivalent knowledge.

Maximum Class Size: 8 to 10

Excel – Formulas - Basics and Beyond

This class is a favorite and is one of the most powerful classes offered to maximize the use of Excel. We cover formulas from the most common to many useful but more complex formulas. Great Tips and Shortcuts that will help you understand and build efficient, accurate formulas. Bring your favorite formulas to share with your class participants.

Some of the formulas covered in this class are:

- Formula Helpers: Insert Function, Window Watch, Evaluate Formulas, Named Ranges
- Most common – Sum, Average, Min, Max
- Text Functions: Concatenation, Left, Right, Mid, Text to Columns, Flash Fill and more
- Logical Functions: If, SumIf, CountIf, SubTotals
- Database Functions: Dsum, Daverage, Dcount
- Lookups – Vlookup, Index and Match functions
- Linking & Tiling worksheets

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete Excel Basics or have equivalent knowledge.

Maximum Class Size: 8 to 10

Excel - Building Dashboards

Excel dashboard reports provide more information with less reading time and effort than standard reports. Professional-quality reports work somewhat like the dashboard of your car. At a glance, your readers can easily review a massive amount of data, quickly discover patterns of performance in the data, and easily remember what they've seen.

Well-designed Excel dashboard reports offer two important benefits; one is for people who read the reports, the other is for Excel users who prepare them. The objective of this class is to build professional, easy to read and understand dashboards.

Topics to be covered in this class are:

- Understanding Dashboards and why they are so popular
- Purpose of Dashboards
- Simple to complex Dashboards
- Dashboards, PivotTables and Slicers
- Creating Dashboards
- Dashboards and Charts
- Examining many Dashboard Examples

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: Good working knowledge of Excel. PivotTables experience is encouraged but not required.

Maximum Class Size: 8 to 10

Excel - Create Useful Macros

Macros are used to automate repetitive tasks. Users who import SAP data into Excel often spend too much time modifying the worksheet before they can begin doing what they need to do with the imported data. This class will teach you how to record those repetitive tasks so that they can be played back as often as needed. Learning to create and use macros can save you hours of unnecessary repetitive tasks. We will also work with the Visual Basic Editor to help you understand how to edit a macro.

Topics to be covered in this class are:

- Understanding what a macro is and how macros work
- Create recorded macros
- Run macros
- Edit macros
- Look at Visual Basic Code for editing purposes
- Create a macro in the Visual Basic Editor
- Tips and Shortcuts on basic programming guidelines

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you have a good working knowledge of Excel.

Maximum Class Size: 8 to 10

Excel – Visual Basic - Beyond Recording Macros

Recording macros is an excellent way to automate repetitive tasks that you do often. There are times you want to automate procedures and recording isn't an option. A good example is creating prompts or "message boxes" for users to simply follow instructions for doing certain tasks. This class is not recommended for new users. Some programming experience is helpful but not a requirement. We will teach you the basics of programming in Excel.

Topics to be covered in this class are:

- Understand how the VB Editor works
- Create a program routine in the VB Editor
- Run the program
- Edit the code
- VB terminology
- Debug code (whether a recorded macro or code itself)
- Tips and Shortcuts on basic programming guidelines

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete the Excel Macros class.

Maximum Class Size: 8 to 10

Excel - Pivot Tables & Slicers

Pivot Tables are designed to help you **organize, analyze** and **summarize** large amounts of data. If you work with large amounts of data (especially if you are using imported data from SAP or other programs), this class is for you. You will be amazed how quickly you can get the results you are seeking. In addition to PivotTables, we will introduce pivot charts.

Topics to be covered in this class are:

- Understanding how PivotTables work
- Difference between Filtering Data and Pivot Tables and when to use which one
- Creating multiple PivotTables from the same data source
- Modify PivotTables
- Create calculations in PivotTables, basic to IF statements
- PivotTable Slicers & Timelines
- Create groups in a PivotTable
- PivotCharts

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete the Excel Basics or have equivalent knowledge.

Maximum Class Size: 8 to 10

Excel - Power Pivot & Power View

Power Pivot is an add-in that lets end users gather, store, model, and analyze large amounts of data in Excel. Power View provides intuitive data visualization of Power Pivot models. Power View can be described as an interactive data exploration, visualization, and presentation experience that encourages intuitive ad-hoc reporting.

Topics to be covered in this class are:

- What is Power Pivot
- What is Power View
- Differences between them
- Create a data model in Power Pivot
- Import data into Power Pivot
- Create amazing reports in Power Pivot
- Power Pivot keyboard shortcuts
- Getting started with Power View
- Create Power View sheets in Excel
- Create charts and other visualizations
- Filter and highlight data
- Use slicers
- Create reports with multiple views

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: Excellent working knowledge of Excel, relational database knowledge beneficial as well as pivot tables.

Maximum Class Size: 8 to 10

PowerPoint – Creating Decks/Presentations

If you are new to PowerPoint and need to start creating PP presentations, this class is for you. You will be introduced to “**presentation guidelines**” and pitfalls people make when designing and/or delivering a presentation. You will gain a good understanding of how PowerPoint works and how you can maximize the powerful features it offers.

Topics to be covered in this class are:

- Understand PowerPoint Defaults
- What is a Deck? Difference between a Deck and a Presentation
- Use the Corporate Template
- Applying the corporate Template to existing Decks/Presentations
- Understand the Master Slide
- Slide Guidelines
- Fundamental steps to design a presentation
- Inserting and Deleting slides
- Formatting
- Adding Charts to Slides
- Adding and Enhancing shapes and pictures
- Using SmartArt

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

PowerPoint – Deliver a Great Presentation

This class is designed for the more advanced PowerPoint users who create executive presentations as well as “decks” and want to enhance their presentations using functionality. Turn a “So So” presentation into a “Great” presentation. You will learn many tips and shortcuts to use PowerPoint to the fullest capability.

Topics to be covered in this class are:

- Advanced use of the Master Slide
- Using the custom Template and adding it to the Design Ribbon
- Animation Customization
- Slide Transitions
- Slide Animation (controlling how bullets come on the slide for example)
- Use SmartArt to link and animate
- Linking slides to other slides, Word, Excel, websites
- Insert videos and YouTube videos (some Visual Basic will be covered)
- Slideshow Functions and Techniques
- Many Tips and Shortcuts

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete the first PowerPoint class or have equivalent knowledge.

Maximum Class Size: 8 to 10

Microsoft Word – Basics and Beyond

This class is designed for the users who want to know, understand and use Word at a **beginning to intermediate** level. Using built-in templates is a “must know” at any and all levels. Basic document creation, formatting, simple styles, printing and exporting are some of the fundamentals for using Word. Word is the default editor for Outlook and all the features covered in this class also apply to Outlook when creating email messages.

Topics to be covered in this class are:

- Keyboard shortcuts
- Efficient navigation in large documents
- Formatting
- Common styles
- Understanding tabs
- Page Breaks
- Spell Check
- AutoCorrect
- Ribbons

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: No prerequisites necessary to attend this class.

Maximum Class Size: 8 to 10

Microsoft Word – Working With Large Documents

This class is designed for the users who want to maximize Word and its full functionality. It is packed full of features, Tips and Shortcuts for every application including reports, letters, forms, charts, tables, and imports from Excel or other sources.

Topics to be covered in this class are:

- Efficient Navigation in large documents
- Using Styles and the Benefits of Styles
- Advanced formatting
- Creating a Table of Contents
- Sharing and Tracking Changes in Documents
- Mail Merge from multiple sources – letters, envelopes and labels as well as single labels and envelopes
- Multiple Views including Thumbnails and Document Maps
- Hyperlinks and Bookmarks
- Comparing and Merging data from one document to another
- Printing Options

Length of Course: 3 hours

Management Approval Required? Yes

Prerequisites: To ensure your success, we recommend you complete Word Basics or have equivalent knowledge.

Maximum Class Size: 8 to 10