



Training Booklet

January 2019



Who are Software Solutions?

Software Solutions is a New Zealand owned company that was started from nothing by Cathi Barker in Rotorua in 1994. It was originally formed, in response to there being very few training provider options outside of the Auckland and Wellington area for businesses based in the Bay of Plenty, Waikato and surrounding districts. So, Software Solutions was created, and it specialises in what its name implies; Software, and nowadays particularly Microsoft Software.



Software Solutions has been offering training both at its training site and at client's sites for over 25 years, and now has nearly 10,000 clients from Christchurch to Kaitaia. Software Solutions is the preferred training provider to over 1,000 small, medium and large organisations and has been the preferred trainer for many of these organisations since it started back in 1994. This reflects the relationship Software Solutions has with its clients and the importance it places on customer satisfaction and doing everything possible to deliver what the customer requires.



But Software Solutions does not only do Software Training it also provides Solutions in the form of Development, Support and Consultancy. If there is a need for a Microsoft Access Database, or a Microsoft Project Plan, or a Microsoft Excel Macro, Code or Spreadsheet, or a Microsoft Word Template or Document to be developed, then we can do that too, or we can support you as you develop the solution you need.



What better trainer is there than one who actively uses these programs to develop commercial solutions for clients. Basically, if it involves Microsoft Software then we can help you reach a solution.

Why Software Solutions?

- **Fully Equipped Training Venue:** We offer an extensive timetable of courses until the end of 2019, so you can come to our Training Suite on Pyes Pa Road, Tauranga (away from the hassle of the CBD). Our venue is in a quiet park like setting with ample off street free parking and a fully equipped training suite
- **Small classes for that personal touch:** When attending our training venue there is no more than four attendees in a class
- **Not too short and not too long:** Courses are typically 9am to 2pm (except for Visio 9am to 12noon and Publisher 12:30pm to 3:30pm). This includes a 10-minute break for morning tea and a 30-minute break for lunch. Bring your own lunch to suit your dietary requirements, we have a fully functional kitchen with cutlery, microwave, oven, toaster & jug, or visit the Four 14 Espresso Café 2 minutes down the road
- **Large groups or Private Tuition:** We provide individual private tuition, or small group training at our place or yours and large group training at your place
- **Competitive prices:** All day courses are \$295+GST (half day courses like Visio & Publisher are \$150+GST and two-day courses like Excel Level Four are \$590+GST for the two days)

- **Won't cancel because there aren't enough bookings:** we proceed even if there is only one attendee
- **Central to most locations:** Pyes Pa, Tauranga
- **Highly Qualified and Experienced Trainer:** You will be taught by Cathi Barker with over 30 years' experience in IT with strengths in software training, support, and development. Cathi is New Zealand's first Microsoft Master, and holds many qualifications including Microsoft Certified Professional, Microsoft Certified Solution Developer, Microsoft Certified Educator, Microsoft Certified Innovative Educator (MIE), Microsoft Office 97, 2000, 2002, 2003, 2007, 2010, 2013 & 2016 Master and Master Instructor. Cathi has had six Microsoft books published in Canada and has been a senior exam writer and reviewer for Microsoft® in the USA for over 17 years. Cathi is known as an expert in her field, and qualified to teach from beginners to advanced
- **Huge Variety of Courses:** We offer a wide range of courses in all Microsoft Office products, and all versions and from beginners to advanced level.
- **Write our own material:** We write and develop all our own material, and we are happy to create a customised course tailored to meet your exact requirements if you wish. Our courseware is thorough, clear, comprehensive, well-illustrated and uses New Zealand references. Clients often compliment us on our courseware it is a huge asset to all attendees, this is reflected in having had six books published in the USA and Canada by CCL Learning
- **Unlimited email support:** to all course attendees with no cut off period
- **Mobile:** We are happy to travel and train at your site especially if you have a large group
- **Online Learning:** For those who can't make it to class we offer a range of Online classrooms, that can be purchased from our web store

Microsoft
CERTIFIED
Educator



By itself a computer is nothing more than an expensive bookend ... it's the software that makes your computer useful

For any further information or to make a booking please do not hesitate to contact us either directly....

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Or via our Web Site

Web Site: www.softwaresolutions.co.nz

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Microsoft Excel Level One

The Essentials

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The Level One course contains the Essential information that all Excel users require. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended an Excel course in a very long time or those making the transition from an older version of Excel. The aim of this course is to provide participants with a strong introduction to creating and working with Excel data and files, and how to use the most essential Excel tools. Participants will be taught quick and easy ways to achieve results and will construct spreadsheets that include formulas and functions, and are professionally formatted. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

CUSTOMISING the EXCEL SCREEN

<input type="checkbox"/> THE TITLE BAR	<input type="checkbox"/> MANAGING THE RIBBON
<input type="checkbox"/> CUSTOMISING THE QUICK ACCESS TOOLBAR	<input type="checkbox"/> WORKING WITH THE FORMULA BAR
<input type="checkbox"/> ROWS, COLUMNS, CELLS	<input type="checkbox"/> WORKSHEETS & THE STATUS BAR

FILE MANAGEMENT

<input type="checkbox"/> CREATING FILES, MOVING BETWEEN FILES	<input type="checkbox"/> SAVING & CLOSING FILES
<input type="checkbox"/> DATA ENTRY	<input type="checkbox"/> SAVE & SAVE AS & AUTOSAVE IN EXCEL

MANIPULATING WORKSHEETS

<input type="checkbox"/> AFFECT A SHEET OR A GROUP OF SHEETS	<input type="checkbox"/> DELETING, MOVING, RENAMING & INSERTING
<input type="checkbox"/> HIDING & UNHIDING SHEETS	<input type="checkbox"/> DUPLICATING & COLOUR CODING SHEETS

MOVING around a WORKBOOK

<input type="checkbox"/> QUICK WAYS TO MOVE AROUND DATA	<input type="checkbox"/> CONTROLLING THE ENTER KEY
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FIND and REPLACE

<input type="checkbox"/> FIND DATA	<input type="checkbox"/> REPLACE DATA
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ENTERING and EDITING DATA

<input type="checkbox"/> ENTERING TEXT, NUMBERS, DATES & TIMES	<input type="checkbox"/> CONTROL ALIGNMENT & FORMATTING DATES
<input type="checkbox"/> ENTER, EDIT, DELETE AND OVERWRITE DATA	<input type="checkbox"/> UNDO & REDO

WORK with AUTO-FILL

<input type="checkbox"/> AUTOFILL DAYS & MONTHS	<input type="checkbox"/> AUTOFILL DATES & AUTOFILL OPTIONS
<input type="checkbox"/> AUTOFILL INCREMENT & NO INCREMENT	<input type="checkbox"/> CUSTOM AUTOFILL

SORTING

<input type="checkbox"/> SINGLE SORTS	<input type="checkbox"/> MULTIPLE COLUMN SORTS
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FILTERING

<input type="checkbox"/> TURN FILTER ON & OFF & APPLY A FILTER	<input type="checkbox"/> CLEAR A FILTER
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DRAG and DROP to MOVE or COPY data

<input type="checkbox"/> DRAG & DROP	<input type="checkbox"/> COPY DRAG & DROP
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CUT, COPY and PASTE

<input type="checkbox"/> CUT, COPY & PASTE	<input type="checkbox"/> INSERTING CUT OR COPIED CELLS
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INSERT or DELETE COLUMNS or ROWS

<input type="checkbox"/> INSERT A COLUMN(S) OR ROW(S)	<input type="checkbox"/> DELETE A COLUMN(S) OR ROW(S)
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FORMULAS

<input type="checkbox"/> ENTERING A FORMULA	<input type="checkbox"/> ARITHMETIC & ALGEBRA
<input type="checkbox"/> RECALCULATING RESULTS	<input type="checkbox"/> VIEWING, REVISING & PRINTING FORMULAS

FUNCTIONS

<input type="checkbox"/> SUM, AVERAGE, COUNT, MAX & MIN FUNCTIONS	<input type="checkbox"/> AUTOFILL FORMULAS & FUNCTIONS
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FORMATTING WORKSHEETS

<input type="checkbox"/> FONT & FONT SIZE, BOLD, ITALIC & UNDERLINE	<input type="checkbox"/> LEFT, RIGHT & CENTER ALIGNMENT
<input type="checkbox"/> MERGING & UNMERGING CELLS	<input type="checkbox"/> CURRENCY, ACCOUNTING, PERCENT & COMMA
<input type="checkbox"/> INCREASE & DECREASE DECIMAL PLACES	<input type="checkbox"/> INCREASE & DECREASE INDENT
<input type="checkbox"/> BORDERS, TEXT COLOUR & FILL COLOUR	<input type="checkbox"/> SUPERSCRIPIT
<input type="checkbox"/> TEXT ORIENTATION & WRAP TEXT	<input type="checkbox"/> FORMAT PAINTER
<input type="checkbox"/> COLUMN WIDTHS & ROW HEIGHTS	<input type="checkbox"/> TABLES STYLES & OPTIONS & GRIDLINES

SPELL CHECKING

PAGE SETUP AND PRINTING

<input type="checkbox"/> PRINT PREVIEW	<input type="checkbox"/> NAVIGATING & ZOOMING
<input type="checkbox"/> ORIENTATION & SCALING & GRIDLINES	<input type="checkbox"/> MARGINS & CENTER ON PAGE
<input type="checkbox"/> CUSTOM HEADERS & FOOTERS	<input type="checkbox"/> PRINT RANGE, SHEET & ENTIRE WORKBOOK

EXCEL KEYBOARD SHORTCUTS

Microsoft Excel Level Two

Functions, Charts & More

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this Level Two course is to build on the knowledge gained in the Level One “The Essentials” Excel course, and to extend the Excel users knowledge of Excel functions and show users how to create and manipulate charts, apply conditional formatting, apply protection and more. Attendees must be able to do basic arithmetic formulas and use the basic functions SUM, AVERAGE, MAX, MIN and COUNT.

COURSE CONTENT

ABSOLUTE and RELATIVE CELL REFERENCES in FORMULAS

<input type="checkbox"/> WORK WITH RELATIVE & ABSOLUTE CELL REFERENCES IN A FORMULA	<input type="checkbox"/> SHOW FORMULAS AND REVISE FORMULAS
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STATISTICAL Functions

<input type="checkbox"/> SUMFUNCTION	<input type="checkbox"/> AVERAGE FUNCTION
<input type="checkbox"/> COUNT FUNCTION	<input type="checkbox"/> COUNTA FUNCTION
<input type="checkbox"/> MAX FUNCTION	<input type="checkbox"/> MIN FUNCTION
<input type="checkbox"/> MODE FUNCTION	<input type="checkbox"/> FREQUENCY FUNCTION

LOGICAL Functions

<input type="checkbox"/> IF FUNCTION	<input type="checkbox"/> NESTED IF FUNCTION
<input type="checkbox"/> OR FUNCTION	<input type="checkbox"/> AND FUNCTION
<input type="checkbox"/> NOT FUNCTION	<input type="checkbox"/> IS FUNCTIONS

MATH & TRIG Functions

<input type="checkbox"/> SUMIF FUNCTION	<input type="checkbox"/> SUMIFS FUNCTION
<input type="checkbox"/> AVERAGEIF FUNCTION	<input type="checkbox"/> AVERAGEIFS FUNCTION
<input type="checkbox"/> COUNTIF FUNCTION	<input type="checkbox"/> COUNTIFS FUNCTION

LOOKUP Functions

<input type="checkbox"/> THE VLOOKUP FUNCTION	
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TEXT Functions

<input type="checkbox"/> AMPERSAND	<input type="checkbox"/> PASTE SPECIAL
<input type="checkbox"/> UPPER FUNCTION	<input type="checkbox"/> LOWER FUNCTION
<input type="checkbox"/> PROPER FUNCTION	<input type="checkbox"/> TEXT TO COLUMNS

DATE, TIME and CELL Functions

<input type="checkbox"/> TODAY FUNCTION	<input type="checkbox"/> NOW FUNCTION
<input type="checkbox"/> DAY, MONTH, YEAR FUNCTIONS	<input type="checkbox"/> CELL FUNCTION

AUDITING and TRACKING CHANGES

<input type="checkbox"/> TRACE PRECEDENTS & DEPENDENTS	<input type="checkbox"/> INSERT, EDIT, DELETE & PRINT COMMENTS
<input type="checkbox"/> TRACK & REVIEW CHANGES	<input type="checkbox"/> TRACE FORMULA ERROR

PROTECTING AND SHARING a WORKBOOK

<input type="checkbox"/> PROTECTING CELLS & THE WORKSHEET	<input type="checkbox"/> PROTECTING THE WORKBOOK & FILE
<input type="checkbox"/> UNPROTECTING SHEET, WORKBOOK & FILE	<input type="checkbox"/> SHARING WORKBOOK

LINKING to CELLS

<input type="checkbox"/> LINKING TO CELLS & SHEETS	<input type="checkbox"/> LINKING TO WORKBOOKS
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CONDITIONAL FORMATTING

<input type="checkbox"/> HIGHLIGHT RULES, ICON SETS, DATA BARS	<input type="checkbox"/> COLOR SCALES & MANAGING RULES
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DRAWING TOOLS

<input type="checkbox"/> SHAPES, PICTURES & SMARTART	<input type="checkbox"/> SCREENSHOT & SCREEN CLIPPINGS
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CHARTS

<input type="checkbox"/> CREATING CHARTS	<input type="checkbox"/> ADDING DATA TO CHARTS
<input type="checkbox"/> EDIT LEGEND & CONTROL SERIES ORDER	<input type="checkbox"/> CHART TYPES & COMBINING CHART TYPES
<input type="checkbox"/> WORKING WITH PRIMARY & SECONDARY AXES	<input type="checkbox"/> CHART ELEMENTS; TITLES, LEGENDS, GRIDLINES
<input type="checkbox"/> CHART ELEMENTS; DATA LABELS & DATA TABLES	<input type="checkbox"/> CHART ELEMENTS; ERROR BARS & TRENDLINES
<input type="checkbox"/> MOVE CHART LOCATION	<input type="checkbox"/> CHART STYLES & LAYOUTS & SPARKLINES

HIDE and UNHIDE ROWS and COLUMNS

<input type="checkbox"/> HIDE & UNHIDE ROWS & COLUMNS	
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PAGE BREAKS, PAGE LAYOUT and PRINT AREAS

<input type="checkbox"/> INSERT, REMOVE & RESET PAGE BREAKS	<input type="checkbox"/> PRINT AREAS & PRINT TITLES
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SHARING a Workbook

<input type="checkbox"/> SHARING WORKBOOKS	<input type="checkbox"/> CREATING AND SHARING PDFS
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HYPERLINKS

<input type="checkbox"/> CREATING, EDITING & REMOVING HYPERLINKS	<input type="checkbox"/> NAVIGATING & COPYING AND PASTING
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EXCEL KEYBOARD SHORTCUTS

Microsoft Excel Level Three

Data Manipulation

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this Level Three course is to build on the knowledge gained in the Level One “The Essentials” Excel course, and to extend the Excel users knowledge of the Database and Data Manipulation Tools in Excel. Including Pivot Tables, Advanced Filtering and Macros. By learning these tools, the participant will be able to manipulate large amounts of data easily. Attendees must be able to do basic arithmetic formulas and use the basic functions SUM, AVERAGE, MAX, MIN and COUNT. Level Two is not a pre-requisite to Level Three they can be done in any order they are different subject areas.

COURSE CONTENT

FILTERING

<input type="checkbox"/> NUMBER, DATE & TEXT FILTERS	<input type="checkbox"/> CLEAR & REMOVE FILTERS
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FORMATTING as a TABLE

<input type="checkbox"/> TABLE STYLES	<input type="checkbox"/> BANDED ROWS & BANDED COLUMNS
<input type="checkbox"/> TOTAL ROW & SUBTOTAL FUNCTION	<input type="checkbox"/> PAGE LAYOUT

NAMED RANGES

<input type="checkbox"/> CREATING A NAMED RANGE	<input type="checkbox"/> NAVIGATE NAMED RANGES
<input type="checkbox"/> EDIT & REDEFINE A NAMED RANGE	<input type="checkbox"/> DELETE A NAMED RANGE

ADVANCED FILTERING

<input type="checkbox"/> FILTER & EXTRACT RECORDS	<input type="checkbox"/> CRITERIA DEVELOPMENT
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DATABASE FUNCTIONS

<input type="checkbox"/> DSUM, DMAX, DMIN FUNCTION	<input type="checkbox"/> DCOUNT & DAVERAGE FUNCTIONS
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SUBTOTALS

<input type="checkbox"/> APPLY SUBTOTALS & COLLAPSE AND EXPAND	<input type="checkbox"/> CLEAR SUBTOTALS
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OUTLINING a WORKSHEET

<input type="checkbox"/> GROUP & UNGROUP	<input type="checkbox"/> CLEAR, COLLAPSE & EXPAND OUTLINE
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CUSTOM VIEWS

<input type="checkbox"/> CREATING CUSTOM VIEWS WITH PRINT SETTINGS	<input type="checkbox"/> SHOW A VIEW
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Remove DUPLICATES & DATA VALIDATION

<input type="checkbox"/> CREATING A DROP-DOWN LIST	<input type="checkbox"/> DATA VALIDATION DATES
<input type="checkbox"/> DATA VALIDATION WHOLE NUMBERS	<input type="checkbox"/> CIRCLE INVALID DATA & CLEAR CIRCLES

PIVOT TABLES

<input type="checkbox"/> CREATING A PIVOT TABLE	<input type="checkbox"/> SHOW & HIDE THE FIELD LIST
<input type="checkbox"/> SHOW & HIDE THE FIELD HEADERS	<input type="checkbox"/> FIELD LIST LAYOUT
<input type="checkbox"/> CHANGING VALUES TO ROWS OR COLUMNS	<input type="checkbox"/> CHANGING VALUE FIELD NAMES
<input type="checkbox"/> CHANGING VALUE FIELD NUMBER FORMAT	<input type="checkbox"/> CHANGING VALUE FIELD FUNCTIONS
<input type="checkbox"/> FILTER PIVOTTABLE FIELDS	<input type="checkbox"/> REFRESHING THE PIVOT TABLE
<input type="checkbox"/> CHANGE THE SOURCE DATA	<input type="checkbox"/> PIVOT TABLE OPTIONS
<input type="checkbox"/> DISPLAYING REPORT FILTER RECORDS ON SEPARATE WORKSHEETS	<input type="checkbox"/> WORK WITH PIVOT TABLE SLICERS
<input type="checkbox"/> SORTING A PIVOTTABLE	<input type="checkbox"/> COLLAPSING AND EXPANDING DETAIL
<input type="checkbox"/> GETPIVOTDATA FUNCTION	<input type="checkbox"/> GROUPING AND UNGROUPING DATA
<input type="checkbox"/> SUMMARIZE VALUES BY	<input type="checkbox"/> SHOW VALUES AS CALCULATIONS
<input type="checkbox"/> PIVOTTABLE STYLES	<input type="checkbox"/> BANDED ROWS, BANDED COLUMNS
<input type="checkbox"/> ROW & COLUMN HEADERS & BLANK ROWS	<input type="checkbox"/> REPORT LAYOUT & GRAND TOTALS
<input type="checkbox"/> SUBTOTALS & MOVING A PIVOT TABLE	<input type="checkbox"/> PIVOT CHARTS

DATA CONSOLIDATION & MACROS

<input type="checkbox"/> DEVELOPERS TAB	<input type="checkbox"/> MACRO SECURITY
<input type="checkbox"/> MACRO ENABLED WORKBOOKS	<input type="checkbox"/> CREATING A MACRO IN THE ACTIVE WORKBOOK
<input type="checkbox"/> VIEWING MACRO CODE	<input type="checkbox"/> EXIT THE VISUAL BASIC EDITOR
<input type="checkbox"/> ADD MACROS TO QUICK ACCESS TOOLBAR	<input type="checkbox"/> ADD MACRO TO SHAPES, OBJECTS & KEY BOARD

PREPARE WORKBOOKS for DISTRIBUTION

<input type="checkbox"/> DOCUMENT PROPERTIES	<input type="checkbox"/> USING THE DOCUMENT INSPECTOR
<input type="checkbox"/> MARKING DOCUMENTS AS FINAL	<input type="checkbox"/> DIGITAL SIGNATURES
<input type="checkbox"/> ADDING DIGITAL SIGNATURES	<input type="checkbox"/> DIGITAL SIGNATURE LINE

EXCEL KEYBOARD SHORTCUTS

Microsoft Excel Level Four

Macros & VBA Programming

Two Day Course 9am to 2pm each day | \$590+GST per person | Maximum 4 in the class

The aim of this course is to extend the Excel users knowledge of macros by introducing direct programming skills in Visual Basic for Applications. This course will provide the Excel user with the VBA skills necessary to automate tasks including importing and exporting data, creating and modifying charts, reporting and manipulating spreadsheet data, and creating interactive user forms. Participants must be completely conversant with the material covered in the Excel Level One, Level Two and Level Three Courses.

COURSE CONTENT

MACROS

<input type="checkbox"/> DEVELOPER TAB & MACRO SECURITY	<input type="checkbox"/> RECORDING MACROS
<input type="checkbox"/> RECORDING MACROS	<input type="checkbox"/> RUNNING A MACRO
<input type="checkbox"/> MACRO OPTIONS: SHORTCUT KEY ASSIGNMENT	<input type="checkbox"/> VIEW THE MACRO CODE
<input type="checkbox"/> THE VISUAL BASIC EDITOR (VBE)	<input type="checkbox"/> PROJECT EXPLORER & PROPERTIES
<input type="checkbox"/> ALTERING AND RUNNING CODE	<input type="checkbox"/> WORKING WITH UNDERSCORE
<input type="checkbox"/> WORKING WITH TOOLBARS	<input type="checkbox"/> MODULES MANAGEMENT

MACRO Project

<input type="checkbox"/> IMPORTING A FILE	<input type="checkbox"/> STEP INTO CODE
<input type="checkbox"/> VARIABLES, AUTO LIST MEMBERS, AUTO QUICK INFO	<input type="checkbox"/> DECLARING VARIABLES AND THEIR DATA TYPES
<input type="checkbox"/> REFERRING TO THE ACTIVE SHEET	<input type="checkbox"/> FILL MISSING LABELS
<input type="checkbox"/> ADDING DATES	<input type="checkbox"/> VARIABLES AND INPUT BOXES
<input type="checkbox"/> APPENDING TO DATABASE	<input type="checkbox"/> RELATIVE REFERENCES & PROCEDURES LIST
<input type="checkbox"/> DELETE WORKSHEET & TURN OFF ALERTS	<input type="checkbox"/> ASSEMBLING MACROS TOGETHER

MODULES, VARIABLES and DATA TYPES

<input type="checkbox"/> DECLARING VARIABLE DATA TYPES	<input type="checkbox"/> VARIABLES WITH INPUT BOXES
<input type="checkbox"/> VARIABLES WITH MESSAGE BOXES	<input type="checkbox"/> APPLICATION INPUTBOX STATEMENT
<input type="checkbox"/> DO LOOP STATEMENT	<input type="checkbox"/> IF STATEMENTS
<input type="checkbox"/> FOR NEXT STATEMENT	<input type="checkbox"/> EXIT SUB
<input type="checkbox"/> REFERRING TO CELLS, RANGES, ROWS AND COLUMNS	<input type="checkbox"/> CELL REFERENCE, ACTIVE CELL VALUE & COUNT

WORKBOOK and SHEET OBJECTS

<input type="checkbox"/> ACTIVE WORKBOOK AND ACTIVESHEET	<input type="checkbox"/> WITH AND END WITH (WEND) STATEMENTS
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FOR EACH MEMBER In a COLLECTION

<input type="checkbox"/> FOR EACH ... NEXT IN A RANGE	<input type="checkbox"/> FOR EACH ... NEXT IN A WORKBOOK
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SELECT CASE STATEMENTS and NAMED RANGES

<input type="checkbox"/> CREATING, EDIT, DELETE A NAMED RANGE	<input type="checkbox"/> REFERRING TO AND SELECTING A NAMED RANGE
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CONSTANTS and DATA SCOPE and SURVIVAL

<input type="checkbox"/> SCOPE OF A VARIABLE	<input type="checkbox"/> SURVIVAL OF A VARIABLE
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USER DEFINED FUNCTIONS and STRING FUNCTIONS

<input type="checkbox"/> FUNCTION: CHR() AND CHARACTER SET (0 - 127)	<input type="checkbox"/> CHARACTER SET (128 - 255)
<input type="checkbox"/> FUNCTION: INSTR()	<input type="checkbox"/> FUNCTION: LCASE ()
<input type="checkbox"/> FUNCTION: LEFT()	<input type="checkbox"/> FUNCTION: LEN()
<input type="checkbox"/> FUNCTION: MID()	<input type="checkbox"/> FUNCTION: RIGHT()
<input type="checkbox"/> FUNCTION: STRCONV()	<input type="checkbox"/> FUNCTION: UCASE ()

WORKING with CHARTS

<input type="checkbox"/> REFERRING TO AN EMBEDDED CHART	<input type="checkbox"/> REFERRING TO A CHART SHEET
<input type="checkbox"/> CREATE AND MODIFY A CHART WITH CODE	<input type="checkbox"/> USER DEFINES CHART DATA SOURCE

WORKING with EVENT PROCEDURES

<input type="checkbox"/> WORKBOOK EVENTS	<input type="checkbox"/> WORKSHEET EVENTS
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DEBUGGING CODE

<input type="checkbox"/> COMPILE VBAPROJECT AND DEBUG TOOLBAR	<input type="checkbox"/> RUN, STEP INTO AND BREAKPOINTS
<input type="checkbox"/> THE IMMEDIATE AND LOCALS WINDOWS	<input type="checkbox"/> DEBUG PRINT STATEMENTS

ERROR HANDLING

<input type="checkbox"/> TRAPPING ERRORS AND ERROR HANDLER	<input type="checkbox"/> HOW TO ENTER ERROR HANDLING CODE
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PROTECTION

<input type="checkbox"/> PROTECTING AND UNPROTECTING A WORKSHEET	<input type="checkbox"/> PROTECTING AND UNPROTECTING PROJECT CODE
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USER FORMS

<input type="checkbox"/> CREATING A USER FORM	<input type="checkbox"/> WORK WITH CONTROLS IN THE TOOL BOX
<input type="checkbox"/> TAB ORDER	<input type="checkbox"/> COMMANDS BUTTONS
<input type="checkbox"/> CONTROL PROPERTIES	<input type="checkbox"/> CONTROL CODE

EXCEL KEYBOARD SHORTCUTS

Microsoft Word Level One

The Essentials

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The Level One course contains the Essential information that all Word users require. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Word course in a very long time or those making the transition from an older version of Word. The aim of this course is to provide participants with a strong introduction to creating and working with Word elements and documents, and how to use the most essential Word tools. Participants will be taught quick and easy ways to achieve results and will create documents that include character formatting, paragraph formatting, bullets and numbering and tables. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

INTRODUCTION to the WORD SCREEN

<input type="checkbox"/> MANAGING THE QUICK ACCESS TOOLBAR	<input type="checkbox"/> WORKING WITH THE RIBBON AND SCREENTIPS
<input type="checkbox"/> RULERS & SCROLL BARS	<input type="checkbox"/> STATUS BAR AND ZOOM CONTROLS

FILE MANAGEMENT

<input type="checkbox"/> CREATING NEW DOCUMENTS	<input type="checkbox"/> MOVING BETWEEN OPENED DOCUMENTS
<input type="checkbox"/> PAGE SETUP; MARGINS, GUTTER & ORIENTATION	<input type="checkbox"/> SAVE & SAVE AS
<input type="checkbox"/> PRINTING AND OPENING DOCUMENTS	<input type="checkbox"/> WORKING WITH AUTOSAVE

SELECTING and NAVIGATING TEXT

<input type="checkbox"/> SELECTING TEXT WITH THE MOUSE QUICKLY	<input type="checkbox"/> NAVIGATING & SELECTING WITH THE KEYBOARD
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CHARACTER FORMATTING

<input type="checkbox"/> BOLD, ITALIC & UNDERLINE	<input type="checkbox"/> FONT, FONT SIZE & COLOUR
<input type="checkbox"/> FORMAT PAINTER	<input type="checkbox"/> SHRINK & GROW FONT
<input type="checkbox"/> STRIKETHROUGH & CHANGE CASE	<input type="checkbox"/> ALL CAPS, REPEAT, UNDO & REDO
<input type="checkbox"/> SUPERSCRIPIT & SUBSCRIPT	<input type="checkbox"/> CLEAR FORMATTING & FORMATTING OPTIONS

TEXT MANIPULATION

<input type="checkbox"/> CUT, COPY AND PASTE	
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PARAGRAPH FORMATTING

<input type="checkbox"/> ALIGN TEXT RIGHT, LEFT, CENTER & JUSTIFIED	<input type="checkbox"/> INCREASE INDENT & DECREASE INDENT
<input type="checkbox"/> WORKING WITH THE INDENT MARKER	<input type="checkbox"/> FIRST LINE & HANGING INDENTATION
<input type="checkbox"/> LINE & PARAGRAPH SPACING	<input type="checkbox"/> BORDERS & SHADING

BULLETS and NUMBERING

<input type="checkbox"/> CREATING AND MODIFYING BULLETS	<input type="checkbox"/> CREATING AND MODIFYING NUMBERING
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AUTOCORRECT and SYMBOLS

<input type="checkbox"/> MANAGE AUTOCORRECT OPTIONS	<input type="checkbox"/> INSERT SYMBOLS & ASSIGN SHORTCUT KEYS
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TABLES

<input type="checkbox"/> CREATE AND MODIFY TABLES	<input type="checkbox"/> BORDERS AND GRIDLINES
<input type="checkbox"/> INSERTING & DELETING ROWS AND COLUMNS	<input type="checkbox"/> MERGING AND UNMERGING CELLS
<input type="checkbox"/> ROTATING TEXT	<input type="checkbox"/> RESIZE COLUMNS AND ROWS
<input type="checkbox"/> BORDERS & SHADING	<input type="checkbox"/> TABLE QUICK STYLES AND TABLE STYLE OPTIONS
<input type="checkbox"/> SPLIT TABLE	<input type="checkbox"/> SPLIT CELLS

VIEWS of a DOCUMENT

<input type="checkbox"/> DRAFT, WEB LAYOUT, OUTLINE VIEWS	<input type="checkbox"/> FULL SCREEN READING
<input type="checkbox"/> NAVIGATING AND ZOOMING IN PRINT PREVIEW	<input type="checkbox"/> VIEWING DOCUMENTS SIDE BY SIDE
<input type="checkbox"/> SYNCHRONOUS SCROLLING	<input type="checkbox"/> SPLITTING & ARRANGING WINDOWS

TABULATION

<input type="checkbox"/> MODIFYING DEFAULT TABS	<input type="checkbox"/> CREATING VARIOUS TYPES OF TABS
<input type="checkbox"/> ENTER TEXT USING TABULATION	<input type="checkbox"/> REMOVING AND ADJUSTING TABS

SPELLING, GRAMMAR and THESAURUS

<input type="checkbox"/> CHECK SPELLING AND/OR GRAMMAR	<input type="checkbox"/> USE THESAURUS
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MICROSOFT WORD SHORTCUT KEYS

Microsoft Word Level Two

Smarter, Faster & Professional

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of Level Two is to teach participants how to create professional looking documents smarter and faster using Word tools and techniques. This level has a Desktop publishing vibe. These Smart tools that take a plain document to a Professional document fast including Building Blocks, AutoCorrect, Quick Parts, Fields, Graphics, and more. Participants must be completely conversant with the material covered in the Word Level One Course.

COURSE CONTENT

COVER PAGES, FIELDS and DOCUMENT THEMES

<input type="checkbox"/> DOCUMENT PROPERTIES & FIELDS	<input type="checkbox"/> WORKING WITH THE COVER PAGE GALLERY
<input type="checkbox"/> THEME COLOURS, FONTS & EFFECTS	<input type="checkbox"/> PAGE COLOURS & LAYOUT

HEADERS AND FOOTERS & COLUMNS

<input type="checkbox"/> HEADERS & FOOTERS	<input type="checkbox"/> COLUMNS & COLUMN BREAKS
--	--

PICTURES, PHOTOS and GRAPHICS

<input type="checkbox"/> INSERTING & LINKING GRAPHICS	<input type="checkbox"/> RESIZE VISUALLY & LOCK ASPECT SPECIFICALLY
<input type="checkbox"/> TEXT WRAPPING, MOVING & POSITION	<input type="checkbox"/> CORRECTIONS; BRIGHTNESS & CONTRAST
<input type="checkbox"/> COLOR & ARTISTIC EFFECTS	<input type="checkbox"/> PICTURE STYLES & EFFECTS
<input type="checkbox"/> CROP & RESET & COMPRESS	<input type="checkbox"/> REMOVE BACKGROUND
<input type="checkbox"/> DROP CAPS	<input type="checkbox"/> WORDART
<input type="checkbox"/> TEXT BOXES	<input type="checkbox"/> SMARTART DIAGRAMS
<input type="checkbox"/> SCREEN SHOTS & CLIPPINGS & SNIPPING TOOL	<input type="checkbox"/> SNIPPING TOOL

INFOGRAPHICS

<input type="checkbox"/> ESSENTIAL RULES OF INFOGRAPHICS	<input type="checkbox"/> CREATING INFOGRAPHICS IN WORD
--	--

WATERMARKS and HIGHLIGHTING TEXT

<input type="checkbox"/> CREATE & MODIFY PICTURE & TEXT WATERMARKS	<input type="checkbox"/> CREATE, MODIFY & REMOVE HIGHLIGHTING
--	---

TABLES and WORKSHEETS

<input type="checkbox"/> INSERT FORMULA IN A TABLE	<input type="checkbox"/> SORT A TABLE
<input type="checkbox"/> CONVERTING TABLE TO TEXT	<input type="checkbox"/> CONVERTING TEXT TO TABLE
<input type="checkbox"/> TABLE STYLES	<input type="checkbox"/> LINK MICROSOFT EXCEL DATA AS A TABLE

CHARTS

<input type="checkbox"/> CREATING & MODIFYING CHARTS	<input type="checkbox"/> APPYING CHART TYPES
<input type="checkbox"/> CHART ELEMENTS; LEGEND & GRIDLINES & TITLES	<input type="checkbox"/> MODIFYING CHART DATA
<input type="checkbox"/> MODIFYING CHART TITLE	<input type="checkbox"/> MODIFYING CHART AXIS TITLES

AUTOCORRECT

<input type="checkbox"/> CREATE & REMOVE AUTOCORRECT ENTRY	<input type="checkbox"/> AUTOCORRECT EXCEPTIONS
--	---

QUICK PARTS and BUILDING BLOCKS

<input type="checkbox"/> CREATE & INSERT QUICK PARTS	<input type="checkbox"/> BUILDING BLOCK ORGANIZER
--	---

FORMS

<input type="checkbox"/> DEVELOPERS TAB	<input type="checkbox"/> CREATE FORM CONTROLS; DROP-DOWN BOX & TEXT
<input type="checkbox"/> CREATE FORM CONTROLS; PHOTOS & TICK BOXES	<input type="checkbox"/> FORM CONTROLS PROPERTIES
<input type="checkbox"/> CREATING SECTIONS	<input type="checkbox"/> PROTECTING A FORM

TEMPLATES

<input type="checkbox"/> NEW DOCUMENT BASED ON A TEMPLATE	<input type="checkbox"/> CREATE A TEMPLATE BASED ON A TEMPLATE
<input type="checkbox"/> USER AND WORKGROUP TEMPLATE LOCATION	<input type="checkbox"/> CREATE A TEMPLATE BASED ON A DOCUMENT
<input type="checkbox"/> APPLYING A TEMPLATE TO AN EXISTING DOCUMENT	<input type="checkbox"/> MANAGING TEMPLATES WITH THE ORGANIZER

ENVELOPES and LABELS

<input type="checkbox"/> CREATE ENVELOPE	<input type="checkbox"/> CREATE LABEL OR SHEET OF THE SAME LABEL
--	--

MAIL MERGE

<input type="checkbox"/> MAIL MERGE LETTERS	<input type="checkbox"/> QUERYING A MAIL MERGE
<input type="checkbox"/> MAIL MERGING ENVELOPES	<input type="checkbox"/> MAIL MERGING LABELS
<input type="checkbox"/> MAIL MERGE WITH EXCEL WORKSHEET	<input type="checkbox"/> MAIL MERGE WITH OUTLOOK OR MS ACCESS

SEND and SHARE DOCUMENTS

MICROSOFT WORD SHORTCUT KEYS

Microsoft Word Level Three

Long & Complex Documents

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of Level Three is to teach participants how to create the components of a large complex document. That includes how to work with styles, how to create a table of content at the front of the document, an index at the back of the document, varying headers and footers, and varying page setup in sections, captions, cross references, multi-level lists, captions, footnotes and endnotes. Participants must be completely conversant with the material covered in the Word Level One Course, and Level Two would be an advantage.

COURSE CONTENT

STYLES

<input type="checkbox"/> SETTING STYLES AREA PANE	<input type="checkbox"/> STYLES & THE NAVIGATION PANE
<input type="checkbox"/> STYLES TASK PANE	<input type="checkbox"/> CUSTOMISING THE STYLES TASK PANE
<input type="checkbox"/> APPLYING STYLES	<input type="checkbox"/> MANAGE STYLES - RECOMMENDED STYLES LIST
<input type="checkbox"/> MANAGE STYLE DEFAULTS	<input type="checkbox"/> MODIFY STYLES
<input type="checkbox"/> CREATING NEW STYLES	<input type="checkbox"/> FIND ALL INSTANCES & REPLACE
<input type="checkbox"/> UPDATE STYLE TO MATCH SELECTION	<input type="checkbox"/> PRINT STYLES

INDEX

<input type="checkbox"/> CREATE THE INDEX FILE & AUTOMARK ENTRIES	<input type="checkbox"/> INSERT, MODIFY & UPDATE INDEX
---	--

TABLE of CONTENTS

<input type="checkbox"/> CREATE & MODIFY TABLE OF CONTENTS	<input type="checkbox"/> UPDATE TABLE OF CONTENT & FIELD SHADING
--	--

SECTIONS

<input type="checkbox"/> INSERTING & VIEWING SECTION BREAKS	<input type="checkbox"/> NAVIGATING, REMOVING & MODIFYING BREAKS
---	--

HEADERS and FOOTERS & TITLE PAGE

<input type="checkbox"/> CREATE VARYING HEADERS	<input type="checkbox"/> CREATING VARYING FOOTERS
<input type="checkbox"/> ALIGN TEXT VERTICALLY	<input type="checkbox"/> PAGE BORDERS AND COLOUR

FOOTNOTES AND ENDNOTES

<input type="checkbox"/> INSERTING FOOTNOTES & ENDNOTES	<input type="checkbox"/> CUSTOMISING FOOTNOTES OR ENDNOTES
<input type="checkbox"/> DELETING, MOVING FOOTNOTES & ENDNOTES	<input type="checkbox"/> COPY & NAVIGATE FOOTNOTES & ENDNOTES

CAPTIONS and a TABLE of FIGURES

<input type="checkbox"/> INSERT A TABLE OF FIGURES	<input type="checkbox"/> UPDATE TABLE OF FIGURES
--	--

CROSS REFERENCES

<input type="checkbox"/> CROSS REFERENCE STYLES, CAPTIONS ETC	<input type="checkbox"/> UPDATE & NAVIGATE REFERENCES
---	---

BOOKMARKS

<input type="checkbox"/> CREATE, MOVE AND REMOVE BOOKMARKS	
--	--

MULTILEVEL LISTS

<input type="checkbox"/> APPLY MULTILEVEL TO HEADINGS ONLY	<input type="checkbox"/> CUSTOMISING MULTILEVEL NUMBERING
<input type="checkbox"/> APPLY MULTILEVEL LIST TO ALL PARAGRAPHS	<input type="checkbox"/> CREATE MULTILEVEL LIST AS YOU TYPE

TRACKING CHANGES

<input type="checkbox"/> USER NAMES & TRACK CHANGE OPTIONS	<input type="checkbox"/> START & STOP TRACK CHANGES
<input type="checkbox"/> THE REVIEW RIBBON & CHANGES BY REVIEWER	<input type="checkbox"/> PRINT TRACKED CHANGES
<input type="checkbox"/> ACCEPT OR REJECT CHANGE OPTIONS	<input type="checkbox"/> PROTECT SO ALL CHANGES ARE TRACKED
<input type="checkbox"/> COMPARE AND COMBINE DOCUMENTS	<input type="checkbox"/> SWITCH BETWEEN TRACK CHANGE VIEWS

COMMENTS

<input type="checkbox"/> INSERTING & REVIEW COMMENTS	<input type="checkbox"/> MOVE & PRINT COMMENTS
<input type="checkbox"/> PROTECT SO ONLY COMMENTS CAN BE MADE	

MASTER DOCUMENTS and SUBDOCUMENTS

<input type="checkbox"/> CREATE MASTER DOCUMENT	<input type="checkbox"/> CREATE SUBDOCUMENTS
<input type="checkbox"/> OPEN & LOCK SUBDOCUMENTS	<input type="checkbox"/> COLLAPSE AND EXPAND SUBDOCUMENTS

HYPERLINKS

<input type="checkbox"/> CREATING VARIOUS TYPES HYPERLINKS	<input type="checkbox"/> EDIT, NAVIGATE & REMOVE HYPERLINKS
--	---

SHARING and SECURING DOCUMENTS

<input type="checkbox"/> DOCUMENT INSPECTOR	<input type="checkbox"/> MARKING DOCUMENTS AS FINAL
<input type="checkbox"/> SETTING PASSWORDS	<input type="checkbox"/> DIGITAL SIGNATURES

MACROS

<input type="checkbox"/> DEVELOPER TAB & MACROS SECURITY	<input type="checkbox"/> RECORD A MACRO
<input type="checkbox"/> RUN A MACRO	<input type="checkbox"/> ADD MACRO TO THE QUICK ACCESS TOOLBAR
<input type="checkbox"/> EDITING MACROS	<input type="checkbox"/> RUN MACRO USING SHORTCUT KEY

MICROSOFT WORD SHORTCUT KEYS

Mastering Microsoft Outlook

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this course is to teach participants how to use all aspects of Outlook; not just email. This is a comprehensive cover of Email, Contacts, Notes, Tasks, and Calendar. The aim is to teach participants how they can benefit from tools in Outlook such as Quick Steps, Meetings, Search Folders and so much more to save time and organise their time commitments. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended an Outlook course in a very long time or those making the transition from an older version of Outlook. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

The OUTLOOK SCREEN

<input type="checkbox"/> THE RIBBON & FOLDER LIST VIEW	<input type="checkbox"/> CUSTOMISING THE NAVIGATION PANE
<input type="checkbox"/> READING PANE & READING PANE OPTIONS	<input type="checkbox"/> CUSTOMISING THE TO DO BAR

CONTACTS or PEOPLE

<input type="checkbox"/> CREATING A CONTACT FROM SCRATCH	<input type="checkbox"/> CREATE A CONTACT FROM AN E-MAIL
<input type="checkbox"/> CREATE & MANAGE A CONTACT GROUP	<input type="checkbox"/> SHARE CONTACTS & CONTACT GROUPS
<input type="checkbox"/> CONTACT DETAILS; PICTURE & CARD	<input type="checkbox"/> MAP IT
<input type="checkbox"/> WORK WITH CONTACT FOLDERS	<input type="checkbox"/> CONTACT CATEGORIES
<input type="checkbox"/> FIND A CONTACT	<input type="checkbox"/> CONTACT VIEWS

E-MAIL

<input type="checkbox"/> CREATE & SEND AN E-MAIL	<input type="checkbox"/> THE TO, CC AND BCC FIELDS
<input type="checkbox"/> ATTACHING FILES & OUTLOOK ITEMS	<input type="checkbox"/> SIGNATURES; CREATING & SWITCHING
<input type="checkbox"/> FOLLOW UP, IMPORTANCE & SENSITIVITY	<input type="checkbox"/> INSERT A BUSINESS CARD, CALENDAR & TABLE
<input type="checkbox"/> TABLE; BORDERS, GRIDLINES, INSERT & DELETE	<input type="checkbox"/> TABLES; MERGE, RESIZE, STYLES & SHADING
<input type="checkbox"/> INSERT A PICTURE & COMPRESS	<input type="checkbox"/> PICTURE TOOLS; RESIZE, TEXT WRAP & MOVE
<input type="checkbox"/> INSERT SCREEN SHOTS & HYPERLINKS	<input type="checkbox"/> QUICK PARTS, TEMPLATES & AUTOCORRECT
<input type="checkbox"/> INSERT SYMBOLS & HORIZONTAL LINES	<input type="checkbox"/> VOTING BUTTONS
<input type="checkbox"/> READ & DELIVERY RECEIPTS	<input type="checkbox"/> SAVE SENT ITEM TO & DELAY DELIVERY OPTIONS
<input type="checkbox"/> DIRECT REPLIES TO OPTION	<input type="checkbox"/> MARKING MAIL AS READ OR UNREAD
<input type="checkbox"/> PRINT, FORWARD, REPLY AND REPLY ALL	<input type="checkbox"/> REPLY WITH A MEETING OPTION
<input type="checkbox"/> E-MAIL FORMATS; PLAIN, RTF & HTML	<input type="checkbox"/> FORMATTING; BOLD, ITALIC & UNDERLINE
<input type="checkbox"/> FONT, COLOUR, FONT SIZE, GROW & SHRINK FONT	<input type="checkbox"/> FORMAT PAINTER, CHANGE CASE, UNDO ETC.
<input type="checkbox"/> RESEND & RECALL A MAIL MESSAGE	<input type="checkbox"/> WORKING WITH ATTACHMENTS
<input type="checkbox"/> E-MAIL FOLDERS & FOLDER MANAGEMENT	<input type="checkbox"/> EMAIL CATEGORIES
<input type="checkbox"/> FIELD CHOOSER & CONDITIONAL FORMATTING	<input type="checkbox"/> FILTER & ADVANCED FIND & SEARCH FOLDERS
<input type="checkbox"/> RULES, OUT OF OFFICE ASSISTANT & QUICK STEPS	<input type="checkbox"/> CONVERSATIONS & SETTINGS

CALENDAR

<input type="checkbox"/> CALENDAR VIEWS, DATE NAVIGATOR & TO DO BAR	<input type="checkbox"/> CONFIGURE YOUR CALENDAR
<input type="checkbox"/> APPOINTMENTS, EVENTS & MEETINGS	<input type="checkbox"/> MANAGE MEETINGS
<input type="checkbox"/> CALENDAR CATEGORIES & PRIVATE	<input type="checkbox"/> RECURRING MEETINGS, EVENTS & APPOINTMENTS
<input type="checkbox"/> SHARING YOUR CALENDAR OR MAILBOX FOLDERS	<input type="checkbox"/> VIEW CALENDARS SIDE-BY-SIDE OR OVERLAID

TASKS

<input type="checkbox"/> CREATE, EDIT, & DELETE A TASK	<input type="checkbox"/> MARKING A TASK AS PRIVATE OR COMPLETE
<input type="checkbox"/> RECURRING TASKS & TRACKING COSTS ETC	<input type="checkbox"/> ASSIGNING TASKS TO OTHERS & MANAGING
<input type="checkbox"/> VIEWING TASKS	<input type="checkbox"/> SORTING TASKS

JOURNAL

<input type="checkbox"/> CREATE, EDIT & DELETE JOURNAL ENTRIES	
--	--

NOTES

<input type="checkbox"/> CREATE, OPEN, EDIT & DELETE A NOTE	<input type="checkbox"/> FORWARDING A NOTE VIA E-MAIL
<input type="checkbox"/> NOTES COLOUR, DATE & TIME & FONT ATTRIBUTES	

OUTLOOK MANAGEMENT

<input type="checkbox"/> EMPTYING THE DELETED ITEMS FOLDER	<input type="checkbox"/> CHECK YOUR MAIL BOX SIZE AND CLEANUP
<input type="checkbox"/> OUTLOOK DATA FILES	<input type="checkbox"/> BACKING UP OUTLOOK DATA
<input type="checkbox"/> ARCHIVING	

KEYBOARD SHORTCUTS FOR OUTLOOK

Mastering Microsoft Project

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this course is to teach participants the skills necessary to create a Project template and a Project plan from scratch to tracking. This includes task outlines, links, leads and lags, also resource management and assignment. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Project course in a very long time or those making the transition from an older version of Project. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

INTRODUCTION

<input type="checkbox"/> INTRODUCTION TO PROJECT MANAGEMENT	<input type="checkbox"/> HISTORY & STEPS TO CREATING A PLAN
<input type="checkbox"/> SCREEN; QUICK ACCESS TOOLBAR & RIBBON	<input type="checkbox"/> TIMELINE & VIEW BAR

PROJECT INFORMATION

<input type="checkbox"/> SET UP PROJECT INFORMATION	<input type="checkbox"/> PROJECT START DATE
---	---

PROJECT PROPERTIES

<input type="checkbox"/> FILE PROPERTIES	
--	--

PROJECT OPTIONS

<input type="checkbox"/> GENERAL, DISPLAY & SCHEDULE OPTIONS	ADVANCED & SAVE OPTIONS
--	-------------------------

PROJECT CALENDAR

<input type="checkbox"/> 24 HOUR, STANDARD OR SHIFT CALENDAR	<input type="checkbox"/> WORKING DAYS & TIMES
<input type="checkbox"/> NON-WORKING DAYS & TIMES	<input type="checkbox"/> PUBLIC HOLIDAYS
<input type="checkbox"/> CUSTOMISE TIME SCALE	<input type="checkbox"/> PROJECT TEMPLATES, EMAILING & PASSWORDS

TASKS

<input type="checkbox"/> INSERT TASKS	<input type="checkbox"/> SUMMARY TASKS & SUB TASKS & MILESTONES
<input type="checkbox"/> SPELL CHECK	<input type="checkbox"/> RECURRING TASKS

OUTLINING

<input type="checkbox"/> WORK BREAKDOWN STRUCTURE (WBS)	<input type="checkbox"/> OUTLINE NUMBERING
---	--

DURATIONS

<input type="checkbox"/> MINUTES, HOURS, WEEKS, DAYS, MONTHS ETC.	<input type="checkbox"/> DEFAULTS
---	-----------------------------------

PROJECT SUMMARY

<input type="checkbox"/> ZOOMING & TIMESCALE	<input type="checkbox"/> ROUND TO WHOLE DAYS
<input type="checkbox"/> POSITION NON-WORKING DAY BARS	<input type="checkbox"/> DATE FORMAT
<input type="checkbox"/> STANDARD AND ELAPSED DURATIONS	<input type="checkbox"/> SPLITTING AND UN-SPLITTING A TASK
<input type="checkbox"/> BAR STYLES	<input type="checkbox"/> WORKING WITH NOTES

TASK LINKS, LEADS & LAGS

<input type="checkbox"/> CREATE AND BREAK TASK LINKS	<input type="checkbox"/> SCROLL TO TASK BUTTON
<input type="checkbox"/> FINISH-FINISH, START-START, START TO FINISH	<input type="checkbox"/> LAGS AND LEADS

CRITICAL PATH MANAGEMENT

<input type="checkbox"/> ADJUSTING PROJECTS START DATE	CRITICAL PATH
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RESOURCE MANAGEMENT

<input type="checkbox"/> INSERT RESOURCES, UNITS & COSTS	<input type="checkbox"/> RESOURCE POOL
<input type="checkbox"/> SHARE RESOURCES BETWEEN PROJECTS	<input type="checkbox"/> EDIT RESOURCE CALENDARS
<input type="checkbox"/> DIFFERENT & CHANGING RESOURCE RATES	<input type="checkbox"/> ASSIGNING RESOURCES TO TASKS
<input type="checkbox"/> FIXED TASK DURATIONS	<input type="checkbox"/> ASSIGNING RESOURCES TO TASKS
<input type="checkbox"/> WORK & RESOURCE COST FORM	<input type="checkbox"/> ASSIGNING OVERTIME

OVERALLOCATION

<input type="checkbox"/> CHECK FOR RESOURCE OVER ALLOCATION	<input type="checkbox"/> RESOLVE OVER ALLOCATION & LEVELLING
---	--

COSTS

<input type="checkbox"/> ADDING FIXED COSTS TO THE PROJECT	<input type="checkbox"/> VIEWING AND WORKING WITH ALL COSTS
--	---

VIEWS

<input type="checkbox"/> INSERTING & HIDING COLUMNS	<input type="checkbox"/> CREATING CALCULATION COLUMNS
<input type="checkbox"/> FILTERING & HIGHLIGHT TASKS	<input type="checkbox"/> PROJECT VIEWS
<input type="checkbox"/> CRITICAL PATH, SLACK, GANTT & BAR STYLES	<input type="checkbox"/> WORKING WITH CONSTRAINTS

BASELINE

<input type="checkbox"/> SAVING AND SETTING THE BASELINE	
--	--

TRACKING and REPORTING

<input type="checkbox"/> TRACKING GANTT & TRACKING TABLE	<input type="checkbox"/> UPDATE PROJECT PROGRESS
<input type="checkbox"/> PROGRESS LINES & STATUS DATE	<input type="checkbox"/> MASTER & SUB PROJECTS
<input type="checkbox"/> GANTT CHART WIZARD	<input type="checkbox"/> PRINTING & REPORTS

KEYBOARD SHORTCUTS FOR PROJECT

Mastering Microsoft OneNote

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this course is to teach participants how useful a OneNote notebook can be for gathering and organising information from a variety sources either by oneself or as a collaborative tool. This course provides a comprehensive and thorough coverage of what OneNote offers including Section Groups, Tags, Inking, the OneNote Tool, the Calculator working with Audio, Video, Searching, linking, Emailing and Sharing OneNote. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a OneNote course in a very long time or those making the transition from an older version of OneNote. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

NOTEBOOKS

<input type="checkbox"/> CREATING NOTEBOOKS	<input type="checkbox"/> MOVING BETWEEN MULTIPLE NOTEBOOKS
<input type="checkbox"/> GENERAL OPTIONS	<input type="checkbox"/> VIEW & DISPLAY SETTINGS & NOTIFICATION ICON
<input type="checkbox"/> PIN NOTEBOOK PANE	<input type="checkbox"/> UNDO & REDO
<input type="checkbox"/> OPENING NOTEBOOKS	<input type="checkbox"/> CLOSING NOTEBOOKS

SECTIONS and PAGES

<input type="checkbox"/> CREATING A SECTION	<input type="checkbox"/> RENAME A SECTION
<input type="checkbox"/> CHANGING THE COLOUR OF A SECTION	<input type="checkbox"/> RE-ARRANGING SECTIONS
<input type="checkbox"/> MANAGING SECTIONS	<input type="checkbox"/> CREATING SECTION GROUPS
<input type="checkbox"/> CREATE PAGES	<input type="checkbox"/> RENAMING A PAGE
<input type="checkbox"/> RE-ARRANGING PAGES	<input type="checkbox"/> CREATE SUBPAGES
<input type="checkbox"/> MANAGING PAGES	<input type="checkbox"/> USING PAGE TEMPLATES

TYPING AND FORMATTING

<input type="checkbox"/> CHANGING FONT, SIZE & COLOUR	<input type="checkbox"/> HIGHLIGHTING TEXT
<input type="checkbox"/> APPLYING TEXT EFFECTS & STYLES	<input type="checkbox"/> APPLYING PARAGRAPH EFFECTS
<input type="checkbox"/> CLEARING FORMATTING	<input type="checkbox"/> USING THE FORMAT PAINTER

TAGS

<input type="checkbox"/> CREATING, WORKING WITH & REMOVING TAGS	<input type="checkbox"/> CREATING OUTLOOK TASKS
<input type="checkbox"/> OUTLOOK MEETING DETAILS	<input type="checkbox"/> FINDING YOUR TAGS AND CREATING A SUMMARY PAGE

INKING

<input type="checkbox"/> TYPING & INKING IN ONENOTE	<input type="checkbox"/> ERASE INKING & CONVERTING INK TO TEXT
---	--

SEND TO ONENOTE TOOL

<input type="checkbox"/> SHOWING & HIDE THE SEND TO ONENOTE TOOL	<input type="checkbox"/> PRINTING A ONENOTE PAGE
<input type="checkbox"/> CREATING A SCREEN CLIPPING	<input type="checkbox"/> SENDING INFORMATION TO ONENOTE & QUICK NOTES

ONENOTE TOOLS

<input type="checkbox"/> INSERTING SPACE	<input type="checkbox"/> INSERTING TABLES
<input type="checkbox"/> TABLES; BORDERS, SHADING & MOVING	<input type="checkbox"/> INSERTING & DELETING TABLE ROWS & COLUMNS
<input type="checkbox"/> TABLES; RESIZE & ALIGNMENT	<input type="checkbox"/> INSERTING FILE PRINTOUT
<input type="checkbox"/> INSERTING FILE ATTACHMENT	<input type="checkbox"/> INSERTING SPREADSHEET
<input type="checkbox"/> INSERTING DIAGRAM	<input type="checkbox"/> INSERTING PICTURES OR ONLINE PICTURES
<input type="checkbox"/> CREATING LINKS	<input type="checkbox"/> INSERTING AUDIO OR VIDEO CLIPS
<input type="checkbox"/> RECORDING, RENAMING, REPLAYING AUDIO	<input type="checkbox"/> RECORDING, RENAMING, REPLAYING VIDEO
<input type="checkbox"/> INSERTING TIME STAMPS	<input type="checkbox"/> INSERTING OR CONSTRUCTING EQUATIONS
<input type="checkbox"/> INSERTING SYMBOLS & SHAPES	<input type="checkbox"/> WORKING WITH THE CALCULATOR

SEARCHING

<input type="checkbox"/> MAKING AUDIO AND VIDEO NOTES SEARCHABLE	<input type="checkbox"/> SEARCHING NOTES, SECTIONS, PAGES & NOTEBOOKS
--	---

LINKED IN

<input type="checkbox"/> LINKED NOTES & MEETING NOTES	<input type="checkbox"/> FIND YOUR SOURCES
<input type="checkbox"/> TAKE NOTES IN A SKYPE-BASED ONLINE MEETING	<input type="checkbox"/> TAKE NOTES IN A SCHEDULED OUTLOOK MEETING

EMAILING and SHARING

<input type="checkbox"/> EMAILING & SHARING A ONENOTE PAGE	<input type="checkbox"/> STORING YOUR NOTEBOOK ON THE CLOUD
<input type="checkbox"/> ACCESSING YOUR NOTEBOOK ONLINE	<input type="checkbox"/> SYNCING YOUR NOTEBOOK WITH THE CLOUD
<input type="checkbox"/> SHARING YOUR NOTEBOOK WITH OTHERS	<input type="checkbox"/> INVITE PEOPLE & SHARE A LINK

HISTORY

<input type="checkbox"/> READ & UNREAD	<input type="checkbox"/> LIST OF RECENT CHANGES IN A SHARED NOTEBOOK
<input type="checkbox"/> SHOW AUTHORS IN A SHARED NOTEBOOK	<input type="checkbox"/> PAGE VERSIONS & NOTEBOOK RECYCLE BIN

ONENOTE SHORTCUT KEYS

Mastering Microsoft PowerPoint

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this course is to teach participants how to use all aspects of PowerPoint. This is a comprehensive cover of creating presentations that include tables, charts, pictures, audio, video, animation and transitions. The aim is to teach participants how they can benefit from tools in PowerPoint such as Custom Shows, Presentation tools, Photo Album, Rehearse Timings, and various methods of packaging your presentation. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a PowerPoint course in a very long time or those making the transition from an older version of PowerPoint. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

NEW PRESENTATION

<input type="checkbox"/> SCREEN; RIBBON & QUICK ACCESS TOOLBAR	<input type="checkbox"/> VIEWS; NORMAL, READING & SLIDE SORTER
<input type="checkbox"/> VIEW; SLIDE SHOW & PRESENTATION TOOLS	<input type="checkbox"/> SAVING, CLOSING, OPENING PRESENTATIONS

THEMES, THEME COLOURS, EFFECTS and FONTS

<input type="checkbox"/> WORK WITH THEMES, COLOURS, FONTS & EFFECTS	<input type="checkbox"/> OPTIONS, UNDO & REDO
---	---

PAGE SETUP and SLIDE MASTERS

<input type="checkbox"/> SLIDE ORIENTATION ETC.	<input type="checkbox"/> CHANGE SLIDE LAYOUT
<input type="checkbox"/> HEADERS & FOOTERS, SLIDE NUMBERS, DATE & TIME	<input type="checkbox"/> TEXT BOXES & PLACEHOLDERS

FORMATTING TEXT and PARAGRAPHS

<input type="checkbox"/> USING THE FORMAT PAINTER & QUICK STYLES	<input type="checkbox"/> CUTTING, COPYING AND PASTING TEXT
<input type="checkbox"/> FONT, FONT SIZE, BOLD, ITALIC, UNDERLINE ETC.	<input type="checkbox"/> AUTOFIT, ALIGNMENT, SPACING & INDENTATION

SLIDES

<input type="checkbox"/> INSERTING, DELETING, DUPLICATING SLIDES	<input type="checkbox"/> REUSING SLIDES FROM AN EXISTING PRESENTATION
--	---

BULLETS and NUMBERING

<input type="checkbox"/> START, STOP & FORMAT BULLETS & NUMBERING	<input type="checkbox"/> PROMOTING AND DEMOTING
---	---

ANIMATION

<input type="checkbox"/> INSERTING, CHANGING & REMOVING ANIMATIONS	<input type="checkbox"/> ANIMATION PANE
<input type="checkbox"/> ENTRANCE, EMPHASIS & EXIT EFFECTS	<input type="checkbox"/> MOTION PATHS

TEXT BOXES

<input type="checkbox"/> INSERTING, REMOVING & SIZING TEXT BOXES	<input type="checkbox"/> COLUMNS, FORMATTING & ROTATING TEXT
--	--

PROOFING TOOLS

<input type="checkbox"/> SPELLING CHECKER	<input type="checkbox"/> THESAURUS
---	------------------------------------

WORDART

<input type="checkbox"/> INSERTING, MODIFYING AND DELETING WORDART	<input type="checkbox"/> FORMATTING, SHAPING & QUICK STYLES
--	---

SMARTART

<input type="checkbox"/> CREATING, MODIFYING SMARTART DIAGRAMS	<input type="checkbox"/> FORMATTING & QUICK STYLE EFFECTS
--	---

TABLES

<input type="checkbox"/> INSERTING & DRAWING TABLES	<input type="checkbox"/> FORMATTING TABLES & INSERTING MS EXCEL TABLES
---	--

CHARTS

<input type="checkbox"/> INSERTING & MODIFYING CHARTS	<input type="checkbox"/> FORMATTING & ANIMATING CHART ELEMENTS
---	--

MULTIMEDIA, GRAPHICS, MOVIES and SOUNDS

<input type="checkbox"/> INSERTING PICTURES	<input type="checkbox"/> CORRECTIONS, COLOUR & ARTISTIC EFFECTS
<input type="checkbox"/> INSERTING MOVIES & SOUND	<input type="checkbox"/> CUSTOMISING PLAYBACK OPTIONS

DRAWING AND EDITING TOOLS

<input type="checkbox"/> INSERTING ILLUSTRATIONS AND SHAPES	<input type="checkbox"/> USING GRIDLINES, GUIDES & RULERS
<input type="checkbox"/> ALIGNMENT, ORDER, GROUPING CONTENT	<input type="checkbox"/>

INFOGRAPHICS

<input type="checkbox"/> ESSENTIAL RULES OF INFOGRAPHICS	<input type="checkbox"/> CREATING INFOGRAPHICS IN POWERPOINT
--	--

VIEWS, NOTES and HANDOUTS

PRINTING YOUR PRESENTATION & SENDING POWERPOINT FILES TO WORD

APPLYING, MODIFYING AND DELETING TRANSITIONS

REHEARSE TIMINGS

<input type="checkbox"/> CUSTOMISING REHEARSED TIMINGS	<input type="checkbox"/> SETTING SLIDE SHOW OPTIONS
<input type="checkbox"/> USING THE PRESENTATION TOOLS	<input type="checkbox"/> SHOWING A PRESENTATION WITH DIFFERENT RESOLUTIONS

SAVING AS A POWERPOINT SHOW & PACKAGING PRESENTATIONS

REVIEWING PRESENTATIONS

<input type="checkbox"/> INSERTING, NAVIGATING, MODIFYING COMMENTS	<input type="checkbox"/> SHOWING AND HIDING MARKUPS & PRINTING
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CUSTOM SHOWS & INSERTING PHOTO ALBUMS

MICROSOFT POWERPOINT SHORTCUT KEYS

Mastering Microsoft Visio

Half Day 9am to 12noon | \$150+GST per person | Maximum 4 in the class

The aim of this course is to teach participants how to use all the important aspects of Visio. This is a comprehensive cover of creating flow charts, cross functional flow charts, organisation charts and other diagrams. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Visio course in a very long time or those making the transition from an older version of Visio. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

Create a NEW VISIO DRAWING

The SCREEN and CONFIGURING VISIO

<input type="checkbox"/> TITLE BAR, QUICK ACCESS TOOLBAR & RIBBON	<input type="checkbox"/> STATUS BAR, ZOOM, RULERS, GRID & GUIDES
<input type="checkbox"/> PAGE NAVIGATION, INSERT, DELETE & REORDER	<input type="checkbox"/> PAGE SETUP; PAPER SIZE & ORIENTATION

DRAWING CLOSED SHAPES

<input type="checkbox"/> INSERT SHAPES FROM STENCILS	<input type="checkbox"/> RESIZE, MOVE & ADD TEXT
--	--

FORMATTING TEXT

<input type="checkbox"/> SELECTING SHAPES & TEXT IN SHAPES	<input type="checkbox"/> FORMATTING OPTIONS
--	---

MANIPULATING SHAPES

<input type="checkbox"/> DUPLICATING, MOVING, SIZING & DELETING SHAPES	<input type="checkbox"/> THE STAMP & TEXT BLOCK TOOLS
<input type="checkbox"/> SAVING DRAWINGS	<input type="checkbox"/> UNDO & REDO

CONNECTORS

<input type="checkbox"/> CREATE DYNAMIC CONNECTORS	<input type="checkbox"/> CREATE STRAIGHT CONNECTORS
<input type="checkbox"/> TYPES OF CONNECTIONS, OR GLUE	<input type="checkbox"/> LINE JUMPS & FORMATTING LINE JUMP STYLES
<input type="checkbox"/> REROUTING DYNAMIC CONNECTORS	<input type="checkbox"/> CONNECTING SHAPES AUTOMATICALLY
<input type="checkbox"/> CONNECTING SHAPES POINT TO POINT	<input type="checkbox"/> ADDING CONNECTION POINTS TO A SHAPE
<input type="checkbox"/> CURVED OR STRAIGHT CONNECTING LINES	<input type="checkbox"/> DRAW LINES, CIRCLE, ARC, OR FREEFORM CURVE
<input type="checkbox"/> ADD TEXT TO CONNECTORS	<input type="checkbox"/>

DRAWING TOOLS and TECHNIQUES

<input type="checkbox"/> NUDGING & ROTATING SHAPES	<input type="checkbox"/> USING SIZE AND POSITION WINDOW
<input type="checkbox"/> USING PAN AND ZOOM WINDOW	<input type="checkbox"/> MERGING & UNMERGE ANCHORED WINDOWS
<input type="checkbox"/> ALIGN SHAPES	<input type="checkbox"/> DISTRIBUTING SHAPES
<input type="checkbox"/> AUTO ALIGN & SPACE	<input type="checkbox"/> SHAPE FORMATTING OPTIONS
<input type="checkbox"/> SHAPE OPERATIONS	<input type="checkbox"/> GROUPING & UNGROUPING SHAPES
<input type="checkbox"/> HOW THE COMBINE COMMAND WORKS	<input type="checkbox"/> HOW THE FRAGMENT COMMAND WORKS
<input type="checkbox"/> HOW THE INTERSECT COMMAND WORKS	<input type="checkbox"/> HOW SUBTRACT WORKS
<input type="checkbox"/> HOW THE UNION COMMAND WORKS	<input type="checkbox"/> HOW THE JOIN COMMAND WORKS
<input type="checkbox"/> HOW THE OFFSET COMMAND WORKS	<input type="checkbox"/> HOW THE TRIM COMMAND WORKS
<input type="checkbox"/> SHAPE ORDER	<input type="checkbox"/> CONTROLLING SHAPES WITH LAYERS
<input type="checkbox"/> CREATING LAYERS IN A DIAGRAM	<input type="checkbox"/> ASSIGNING SHAPES TO LAYERS
<input type="checkbox"/> WORKING WITH ACTIVE LAYERS	<input type="checkbox"/> LAYERS TO PROTECT, HIDE, & ORGANISE SHAPES
<input type="checkbox"/> CROPPING SHAPES	<input type="checkbox"/> SPELL CHECK

STENCILS

<input type="checkbox"/> OPENING ADDITIONAL STENCILS	<input type="checkbox"/> CHANGING THE POSITION
<input type="checkbox"/> SWITCHING STENCILS	<input type="checkbox"/> MANIPULATING STENCILS
<input type="checkbox"/> CREATING NEW STENCILS	<input type="checkbox"/> CREATE A NEW STENCIL BASED ON AN EXISTING ONE

HYPERLINKS

<input type="checkbox"/> ADDING A HYPERLINK SHAPE	<input type="checkbox"/> MODIFYING HYPERLINKS
---	---

NUMBERING SHAPES

<input type="checkbox"/> NUMBER SHAPES AS THE DRAWING IS CREATED	<input type="checkbox"/> MANUALLY NUMBERING SELECTED SHAPES
<input type="checkbox"/> AUTOMATICALLY NUMBER SHAPES	<input type="checkbox"/> RENUMBERING SHAPES & HIDING NUMBERS

CROSS-FUNCTIONAL FLOWCHARTS

<input type="checkbox"/> CREATING CROSS-FUNCTIONAL FLOWCHARTS	<input type="checkbox"/> CUSTOMISE BANDS OR SWIMLANES
<input type="checkbox"/> ADDING SHAPES	<input type="checkbox"/> HEADERS AND FOOTERS

ORGANISATIONAL CHARTS

<input type="checkbox"/> CREATE AN ORGANISATION CHART	<input type="checkbox"/> ORGANISATION CHART WIZARD
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DIMENSIONAL DIAGRAMS

<input type="checkbox"/> DIMENSIONING STENCIL	<input type="checkbox"/> FINDING A DIMENSIONING STENCIL
<input type="checkbox"/> UNITS OF MEASURE FOR DIMENSION LINES	<input type="checkbox"/> ADD HEIGHT & WIDTH DIMENSION FIELDS

PRINT and PRINT PREVIEW and BACKGROUNDS, TITLES, THEMES and PICTURES

<input type="checkbox"/> BACKGROUND, THEME, BORDER, PICTURE & TITLES	<input type="checkbox"/> PRINT PREVIEW, PAGE SETUP & PRINT
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MICROSOFT VISIO SHORTCUT KEYS

Mastering Microsoft Publisher

Half Day 12.30pm to 3.30pm | \$150+GST per person | Maximum 4 in the class

The aim of this course is to teach participants how to use all the important aspects of Publisher. This is a comprehensive cover of creating publications that incorporate Text Boxes (linked and unlinked), Pictures and Photographs, Tables, Diagrams and Building Blocks. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Publisher course in a very long time or those making the transition from an older version of Publisher. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

INTRODUCTION TO PUBLISHER SCREEN

<input type="checkbox"/> TITLE BAR, QUICK ACCESS TOOLBAR & RIBBON	<input type="checkbox"/> STATUS BAR, ZOOM CONTROLS & RULERS
<input type="checkbox"/> MARGIN GUIDS, GUIDELINES & SCROLL BARS	<input type="checkbox"/> PAGE MANAGEMENT; INSERT & DELETE
<input type="checkbox"/> OPEN, CLOSE AND PRINT A PUBLICATION	<input type="checkbox"/>

TEXT FRAMES

<input type="checkbox"/> CREATE A TEXT FRAME	<input type="checkbox"/> DELETE A FRAME
<input type="checkbox"/> RESIZING FRAMES	<input type="checkbox"/> MOVING FRAMES
<input type="checkbox"/> UNDO & REDO	<input type="checkbox"/> SAVING A PUBLICATION
<input type="checkbox"/> AUTOMATIC SAVING	<input type="checkbox"/> ADDING TEXT TO TEXT BOXES

FORMATTING TEXT AND TEXT BOXES

<input type="checkbox"/> SELECTING TEXT IN TEXT BOX FRAMES	<input type="checkbox"/> ALL FONT FORMATTING OPTIONS
<input type="checkbox"/> ALL PARAGRAPH FORMATTING OPTIONS	<input type="checkbox"/> DROP CAPS

CONNECTING TEXT BOXES

<input type="checkbox"/> ADDING "CONTINUE" NOTICES	<input type="checkbox"/> COLUMNS IN A TEXT FRAME
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PICTURES and PHOTOGRAPHS

<input type="checkbox"/> INSERT OBJECTS	<input type="checkbox"/> RESIZE GRAPHICS VISUALLY OR SPECIFICALLY
<input type="checkbox"/> WRAP TEXT & MOVING GRAPHICS	<input type="checkbox"/> RECOLOUR & CROP IMAGES
<input type="checkbox"/> CONTRAST & BRIGHTNESS	<input type="checkbox"/> COMPRESS & RESET PICTURE

WORDART

<input type="checkbox"/> CREATE WORDART OBJECT	<input type="checkbox"/> WORDART STYLE & TEXT
<input type="checkbox"/> WORDART SHAPE & COLOUR	<input type="checkbox"/> WORDART SHADOW & 3D EFFECTS
<input type="checkbox"/> EVEN HEIGHT & VERTICAL TEXT	<input type="checkbox"/> WORDART ALIGNMENT
<input type="checkbox"/> WORDART CHARACTER SPACING	<input type="checkbox"/> SET WORDART SIZE
<input type="checkbox"/> TEXT WRAPPING	<input type="checkbox"/> THE SCRATCH AREA

TABLES

<input type="checkbox"/> INSERT & FORMAT A TABLE	<input type="checkbox"/> TYPING TEXT IN A TABLE
<input type="checkbox"/> CHANGING THE LAYOUT OF A TABLE	<input type="checkbox"/> INSERT & DELETE ROWS AND COLUMNS
<input type="checkbox"/> RESIZE ROWS AND COLUMNS	<input type="checkbox"/> MERGE CELLS & APPLY BORDERS & SHADING

MASTER

<input type="checkbox"/> TO MOVE TO THE MASTER PAGE	<input type="checkbox"/> HEADERS AND FOOTERS & WATERMARKS
<input type="checkbox"/> CREATING A WATERMARK	<input type="checkbox"/>

BUILDING BLOCKS

<input type="checkbox"/> INSERT BUILDING BLOCKS	<input type="checkbox"/> MANIPULATE BUILDING BLOCKS
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DIAGRAMS

<input type="checkbox"/> INSERT DIAGRAM AND ADD TEXT	<input type="checkbox"/> INSERTING ADDITIONAL SHAPES
<input type="checkbox"/> ADD AND MODIFYING TEXT	<input type="checkbox"/> MODIFYING ILLUSTRATIONS AND SHAPES
<input type="checkbox"/> ROTATING SHAPES OR OBJECTS	<input type="checkbox"/> ARRANGING SHAPES
<input type="checkbox"/> GROUPING OBJECTS	<input type="checkbox"/> ALIGNING OBJECTS
<input type="checkbox"/> PROOFING	<input type="checkbox"/> UNGROUPING OBJECTS

MICROSOFT PUBLISHER KEYBOARD SHORTCUTS

Microsoft Access Level One

The Essentials

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The Level One course contains the Essential information that all Access users require. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended an Access course in a very long time or those making the transition from an older version of Access. The aim of this course is to provide participants with a strong understanding of Tables and Relationships as these are the foundation to any database. The course also gives the participant a very strong introduction to creating Select Queries based on multiple tables and with varying criteria. In addition, the participant is given a general introduction to the form and report wizards. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

INTRODUCING ACCESS and an existing DATABASE

<input type="checkbox"/> OPEN AN EXISTING DATABASE	<input type="checkbox"/> THE NAVIGATION PANE
<input type="checkbox"/> UNDERSTAND TABLES	<input type="checkbox"/> UNDERSTAND FORMS & REPORTS

CREATE A NEW DATABASE and TABLES

<input type="checkbox"/> CREATE TABLES IN DESIGN VIEW	<input type="checkbox"/> FIELD NAMES
<input type="checkbox"/> DATA TYPES	<input type="checkbox"/> FIELD DESCRIPTIONS
<input type="checkbox"/> DESIGN VIEW AND DATASHEET VIEW	<input type="checkbox"/> GENERAL FIELD PROPERTIES
<input type="checkbox"/> FIELD SIZE PROPERTY	<input type="checkbox"/> FORMAT PROPERTY
<input type="checkbox"/> CAPTION PROPERTY	<input type="checkbox"/> DEFAULT VALUE PROPERTY
<input type="checkbox"/> VALIDATION RULE & VALIDATION TEXT PROPERTIES	<input type="checkbox"/> INPUT MASK PROPERTY
<input type="checkbox"/> REQUIRED PROPERTY	<input type="checkbox"/> INDEXED PROPERTY
<input type="checkbox"/> PRIMARY KEY FIELD(S)	

TABLE DATA ENTRY

<input type="checkbox"/> MOVING AROUND A TABLE	<input type="checkbox"/> INSERTING, DELETING & MODIFYING DATA
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COMBO BOXES & THE LOOKUP WIZARD

<input type="checkbox"/> VALUE LIST & TABLE/QUERY COMBO BOX	<input type="checkbox"/> LOOKUP FIELD PROPERTIES
---	--

CUSTOMISE DATASHEET VIEW

<input type="checkbox"/> COLUMN WIDTHS, HIDE & UNHIDE COLUMNS	<input type="checkbox"/> MOVE A COLUMN
<input type="checkbox"/> FONT ATTRIBUTES	<input type="checkbox"/> GRIDLINES & ALTERNATE FILL/BACK COLOUR
<input type="checkbox"/> TOTAL ROW	<input type="checkbox"/> SAVING THE LAYOUT

TABLE RELATIONSHIPS

<input type="checkbox"/> UNDERSTANDING RELATIONSHIPS,	<input type="checkbox"/> TYPES OF RELATIONSHIPS
<input type="checkbox"/> ENFORCED REFERENTIAL INTEGRITY	<input type="checkbox"/> CASCADE UPDATE AND CASCADE DELETE
<input type="checkbox"/> SHOW/HIDE TABLES	<input type="checkbox"/> PRINT RELATIONSHIPS

SELECT QUERIES

<input type="checkbox"/> CREATING A QUERY IN DESIGN VIEW	<input type="checkbox"/> SORT FIELDS
<input type="checkbox"/> APPLYING CRITERIA	<input type="checkbox"/> SHOWING & HIDING FIELDS
<input type="checkbox"/> RUN THE QUERY	<input type="checkbox"/> CHANGE QUERY DESIGN
<input type="checkbox"/> INCLUDING & HIDE FIELD IN A QUERY DESIGN	<input type="checkbox"/> SAVING, CLOSING AND RUNNING QUERIES
<input type="checkbox"/> ADDING, MODIFYING & DELETING FIELDS	<input type="checkbox"/> CHANGING THE ORDER OF FIELDS
<input type="checkbox"/> USING COMPARISON OPERATORS	<input type="checkbox"/> USING WILDCARD CHARACTERS
<input type="checkbox"/> USING THE AND & OR OPERATORS	<input type="checkbox"/> QUERYING MORE THAN ONE TABLE

FINDING AND REPLACING DATA

SORTING DATA

FILTERING DATA

CREATING FORMS

<input type="checkbox"/> FORM TOOL	<input type="checkbox"/> FORM WIZARD
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FORM DATA ENTRY

<input type="checkbox"/> MOVING WITHIN AND BETWEEN RECORDS	<input type="checkbox"/> ENTER, MODIFY, OVERWRITE & DELETE DATA
<input type="checkbox"/> SORTING & FILTER DATA	<input type="checkbox"/> PRINT DATA

CREATING REPORTS

<input type="checkbox"/> CREATING A REPORT USING THE REPORT WIZARD	<input type="checkbox"/> CREATING LABEL REPORT
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PROCESS OF DESIGNING A DATABASE

MICROSOFT ACCESS SHORTCUT KEYS

Microsoft Access Level Two

Relationships, Queries & Report Design

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this Level Two course is to build on the knowledge gained in the Level One “The Essentials” Access course, and to extend the Access users knowledge of Relationships between tables, advanced query design and advanced report design. Attendees must be completely conversant with the material in the Level One course before attending the Level Two.

COURSE CONTENT

TABLE RELATIONSHIPS

<input type="checkbox"/> UNDERSTANDING RELATIONSHIPS,	<input type="checkbox"/> TYPES OF RELATIONSHIPS
<input type="checkbox"/> ENFORCED REFERENTIAL INTEGRITY	<input type="checkbox"/> CASCADE UPDATE AND CASCADE DELETE
<input type="checkbox"/> SHOW/HIDE TABLES	<input type="checkbox"/> PRINT RELATIONSHIPS
<input type="checkbox"/> JOIN TYPES	<input type="checkbox"/> TABLE ANALYZER

IMPORTING AND EXPORTING DATA

<input type="checkbox"/> IMPORTING DATA FROM OTHER APPLICATIONS	<input type="checkbox"/> SAVING AND RUNNING IMPORT SPECIFICATIONS
<input type="checkbox"/> EXPORTING DATA TO OTHER APPLICATIONS	<input type="checkbox"/> SAVING AND RUNNING EXPORT SPECIFICATIONS

SELECT QUERIES

<input type="checkbox"/> SELECT QUERIES BASED ON MORE THAN ONE TABLE	<input type="checkbox"/> CALCULATIONS IN QUERIES AND ALIASES
<input type="checkbox"/> JOINING FIELDS	<input type="checkbox"/> FORMATTING CALCULATIONS
<input type="checkbox"/> THE GROUP BY OR TOTALS FUNCTION	<input type="checkbox"/> THE TOTALS BUTTON AND WHAT IT DOES
<input type="checkbox"/> PARAMETER QUERIES	

ADVANCED QUERIES

<input type="checkbox"/> FIND UNMATCHED RECORDS	<input type="checkbox"/> INNER AND OUTER JOINS
<input type="checkbox"/> ADDING AND REMOVING TABLES	<input type="checkbox"/> ADDING AND REMOVING FIELDS
<input type="checkbox"/> FIND DUPLICATES	<input type="checkbox"/> CROSS TAB AND SUB QUERIES

ACTION QUERIES

<input type="checkbox"/> MAKE TABLE QUERY	<input type="checkbox"/> RUN ACTION QUERY
<input type="checkbox"/> UPDATE QUERY	<input type="checkbox"/> APPEND QUERY
<input type="checkbox"/> DELETE QUERY	<input type="checkbox"/> QUERIES FROM FILTERS

REPORT DESIGN

<input type="checkbox"/> CREATING A BLANK REPORT IN DESIGN VIEW	<input type="checkbox"/> REPORT RECORD SOURCE
<input type="checkbox"/> REPORT SECTIONS	<input type="checkbox"/> ADD OR REMOVE THE REPORT HEADER AND FOOTER
<input type="checkbox"/> ADD OR REMOVE THE PAGE HEADER AND FOOTER	<input type="checkbox"/> USING GROUPING AND SORTING
<input type="checkbox"/> SECTION BACKGROUND INFORMATION	<input type="checkbox"/> ADDING TITLES AND LABELS TO YOUR REPORT
<input type="checkbox"/> ADD EXISTING FIELDS	<input type="checkbox"/> CREATING A CALCULATION FIELD
<input type="checkbox"/> PAGE NUMBERING CALCULATION	<input type="checkbox"/> DATE CALCULATION

SUBREPORTS

<input type="checkbox"/> CREATING MAIN REPORT	<input type="checkbox"/> CREATING SUBREPORT
<input type="checkbox"/> COMBINING MAIN REPORT & SUBREPORT	<input type="checkbox"/> CHILD & MASTER FIELDS

CREATING AND MODIFYING CHARTS

EXPORTING AS PDF OR XPS FORMAT

DATABASE MANAGEMENT

<input type="checkbox"/> BACKING UP AND RESTORING A DATABASE	<input type="checkbox"/> COMPACTING AND REPAIRING A DATABASE
<input type="checkbox"/> MODIFYING DATABASE PROPERTIES	<input type="checkbox"/> USING THE DATABASE DOCUMENTER
<input type="checkbox"/> SAVING A DATABASE TO A PREVIOUS VERSION	<input type="checkbox"/> SAVING A DATABASE WITH A PASSWORD

MICROSOFT ACCESS SHORTCUT KEYS

Microsoft Access Level Three

Advanced Form Design

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this Level Three course is to build on the knowledge gained in the Level One “The Essentials” Access course, and to extend the Access users knowledge of advanced form design. Attendees must be completely conversant with the material in the Level One course before attending the Level Two. Level Two is not a pre-requisite to Level Three but is an advantage.

COURSE CONTENT

TABLE RELATIONSHIPS

<input type="checkbox"/> UNDERSTANDING RELATIONSHIPS,	<input type="checkbox"/> TYPES OF RELATIONSHIPS
<input type="checkbox"/> ENFORCED REFERENTIAL INTEGRITY	<input type="checkbox"/> CASCADE UPDATE AND CASCADE DELETE

FORMS

<input type="checkbox"/> THE FORM TOOL	<input type="checkbox"/> SWITCHING FORM VIEWS
<input type="checkbox"/> CREATING & MODIFYING A FORM IN LAYOUT VIEW	<input type="checkbox"/> ADDING, MOVING, RESIZING & DELETING CONTROLS
<input type="checkbox"/> CREATING A FORM IN DESIGN VIEW	<input type="checkbox"/> FORM RECORD SOURCE
<input type="checkbox"/> INCREASING THE FORM SIZE	<input type="checkbox"/> ADD EXISTING FIELDS
<input type="checkbox"/> THE FIELD, FIELD LABEL & FIELD MANIPULATION	<input type="checkbox"/> FIELD MOUSE POINTERS
<input type="checkbox"/> DELETING FIELDS ON A FORM	<input type="checkbox"/> DELETING LABELS ON A FORM
<input type="checkbox"/> MICRO-MOVEMENT OR MICRO-SIZING OF FIELDS	<input type="checkbox"/> MOVING THE FIELD OR THE LABEL ONLY
<input type="checkbox"/> METHODS OF SELECTING FIELDS	<input type="checkbox"/> RESIZING FIELDS ON A FORM
<input type="checkbox"/> ALIGNING FIELDS	<input type="checkbox"/> SIZING FIELDS
<input type="checkbox"/> SPACING FIELDS	<input type="checkbox"/> CONTROL LAYOUTS
<input type="checkbox"/> ADDING TITLES AND LABELS TO YOUR FORM	<input type="checkbox"/> FORMATTING CONTROLS
<input type="checkbox"/> USING DRAWING TOOLS	<input type="checkbox"/> ADDING AND MODIFYING CALCULATED CONTROLS
<input type="checkbox"/> INFORMATION ON FIELD PROPERTIES	<input type="checkbox"/> SETTING TAB ORDER
<input type="checkbox"/> ADDING SECTIONS	<input type="checkbox"/> FORM HEADER AND FORM FOOTER
<input type="checkbox"/> ADD OR REMOVE A FORM HEADER & FORM FOOTER	<input type="checkbox"/> MODIFY SECTION PROPERTIES
<input type="checkbox"/> ADD OR REMOVE A PAGE HEADER & PAGE FOOTER	<input type="checkbox"/> DETAIL SECTION
<input type="checkbox"/> SETTING SECTION PROPERTIES	<input type="checkbox"/> SETTING FORM PROPERTIES
<input type="checkbox"/> CREATING A COMBO BOX	<input type="checkbox"/> CONTROL WIZARDS
<input type="checkbox"/> CREATE A COMBO BOX WHERE VALUES ARE TYPED	<input type="checkbox"/> COMBO BOX PROPERTIES
<input type="checkbox"/> CREATE A COMBO BOX VALUES ARE LOOKED UP	<input type="checkbox"/> COMBO BOX PROPERTIES
<input type="checkbox"/> CREATING A COMBO BOX TO FIND A RECORD	<input type="checkbox"/> CREATING A LIST BOX
<input type="checkbox"/> CREATING AN OPTION GROUP	<input type="checkbox"/> ADD A LOGO OR PICTURE
<input type="checkbox"/> ADDING MACROS TO A FORM	<input type="checkbox"/> CREATING BUTTONS
<input type="checkbox"/> DLOOKUP FUNCTIONS	<input type="checkbox"/> CREATING SPLIT & DATASHEET FORMS
<input type="checkbox"/> CREATING MULTIPLE ITEM FORMS	<input type="checkbox"/> CREATING PIVOTTABLE FORMS

SUBFORMS

<input type="checkbox"/> CREATE A MAINFORM	<input type="checkbox"/> CREATE A FIND RECORD LIST BOX
<input type="checkbox"/> CREATE A SUBFORM	<input type="checkbox"/> EMBED A SUBFORM IN A MAINFORM
<input type="checkbox"/> APPLYING THEMES	<input type="checkbox"/> CONDITIONAL FORMATTING

DATABASE FINISHING TOUCHES

<input type="checkbox"/> AUTOMATING DATABASE WITH MACROS	<input type="checkbox"/> SHORTCUT KEYS AND MACROS
<input type="checkbox"/> CONTROL TOOLTIPS	<input type="checkbox"/> MACRO BUTTONS
<input type="checkbox"/> INTERFACE FORM	<input type="checkbox"/> QUERIES COMBO BOX & MACRO
<input type="checkbox"/> IF STATEMENT MACROS	<input type="checkbox"/> MACRO CONDITIONS
<input type="checkbox"/> REPORTS OPTION BOX & MACROS	<input type="checkbox"/> AUTOEXEC MACRO
<input type="checkbox"/> CURRENT DATABASE OPTION SETTINGS	<input type="checkbox"/> CUSTOMISING DATABASE STARTUP
<input type="checkbox"/> DATABASE SHORTCUT	<input type="checkbox"/> AUTOKEYS MACRO & SUBMACROS

SPLIT DATABASE

<input type="checkbox"/> LINKING TABLES & LINK TABLE MANAGER	<input type="checkbox"/> FRONTEND & BACKEND DATABASES
<input type="checkbox"/> WORKING WITH OBJECT DEPENDENCIES	

MICROSOFT ACCESS SHORTCUT KEYS

Mastering Microsoft Teams

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

So, Microsoft Teams is a Collaboration & Communication app that helps your team stay organised and have conversations, all in one place. The aim of this course is to teach participants how to get the most of Microsoft Teams. This is a comprehensive cover of all the tools and features in Microsoft Teams. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

CHAPTER 1 COLLABORATION & COMMUNICATION IN THE WORKPLACE

CHAPTER 2 GETTING STARTED WITH MICROSOFT TEAMS

<input type="checkbox"/> THE SCREEN; THE APP BAR, LEFT RAIL, NAV, & TABS	<input type="checkbox"/> THE CANVAS
<input type="checkbox"/> ACTIVITY & CHAT	<input type="checkbox"/> TEAMS & MEETINGS
<input type="checkbox"/> FILES & APPS	<input type="checkbox"/> COMMAND BOX & STATUS

CHAPTER 3 MICROSOFT TEAMS VERSUS SKYPE

CHAPTER 4 CREATE TEAMS

CHAPTER 5 CREATE CHANNELS

CHAPTER 6 CUSTOMISE AND MANAGE TEAMS

<input type="checkbox"/> ADD PEOPLE TO A TEAM	<input type="checkbox"/> FIND MORE INFORMATION ABOUT A TEAMMATE
<input type="checkbox"/> FAVOURITE OR UNFAVOURITE A TEAM	<input type="checkbox"/> MAKE A PUBLIC TEAM PRIVATE IN TEAMS
<input type="checkbox"/> MAKE SOMEONE A TEAM OWNER	<input type="checkbox"/> REMOVE SOMEONE FROM A TEAM
<input type="checkbox"/> FIND AND JOIN A TEAM	<input type="checkbox"/> CREATE AND USE A LINK TO JOIN A TEAM
<input type="checkbox"/> RENEW A TEAM	<input type="checkbox"/> ADD GUESTS TO A TEAM
<input type="checkbox"/> GUEST CAPABILITIES AND PERMISSIONS	<input type="checkbox"/> LEAVE A TEAM AND DELETE A TEAM
<input type="checkbox"/> ARCHIVE OR RESTORE A TEAM	<input type="checkbox"/> USE TEAMS FROM OUTLOOK OR SHAREPOINT

CHAPTER 7 CUSTOMISE AND MANAGE CHANNELS

<input type="checkbox"/> FAVOURITE OR FOLLOW A CHANNEL	<input type="checkbox"/> AUTO-FAVOURITE CHANNELS
<input type="checkbox"/> DELETE A CHANNEL	<input type="checkbox"/> EDIT A CHANNEL NAME
<input type="checkbox"/> START A CHANNEL CONVERSATION	<input type="checkbox"/> CHECK FOR CHANNEL NOTIFICATIONS
<input type="checkbox"/> WHAT DOES IT MEAN TO BE @MENTIONED?	<input type="checkbox"/> SEND AN EMAIL TO A CHANNEL
<input type="checkbox"/> REPLY TO AN EMAIL IN A CHANNEL	<input type="checkbox"/> VIEW THE ORIGINAL EMAIL

CHAPTER 8 CHAT

<input type="checkbox"/> CHANNEL CONVERSATIONS VERSUS PRIVATE CHAT	<input type="checkbox"/> USE @TEAM AND @CHANNEL MENTIONS
<input type="checkbox"/> START A CHAT AND MUTE A CHAT	<input type="checkbox"/> FORMAT A MESSAGE
<input type="checkbox"/> CODE SNIPPETS	<input type="checkbox"/> ATTACH FILES, EMOJI, GIPHY AND STICKER BUTTONS
<input type="checkbox"/> SEND A FILE OR PICTURE	<input type="checkbox"/> SEND A LINK
<input type="checkbox"/> SEND AN EMOJI, GIF, MEME OR STICKER	<input type="checkbox"/> CUSTOMISE A MEME OR STICKER
<input type="checkbox"/> MARK A MESSAGE AS IMPORTANT	<input type="checkbox"/> EDIT OR DELETE A SENT MESSAGE
<input type="checkbox"/> TRANSLATE A MESSAGE	<input type="checkbox"/> START A GROUP CHAT
<input type="checkbox"/> FAVOURITE OR UNFAVOURITE A CHAT	<input type="checkbox"/> LEAVE A GROUP CHAT AND DELETE A CHAT
<input type="checkbox"/> MARK A MESSAGE AS UNREAD	<input type="checkbox"/> USE CHAT THREADS

CHAPTER 9 MANAGE MESSAGES & ACTIVITY

<input type="checkbox"/> SAVE A MESSAGE	<input type="checkbox"/> SEARCH FOR MESSAGES, PEOPLE, AND FILES
<input type="checkbox"/> YOUR CHAT HISTORY	<input type="checkbox"/> EXPLORE THE ACTIVITY FEED

CHAPTER 10 MEETINGS

<input type="checkbox"/> SCHEDULE A MEETING OR MEET NOW	<input type="checkbox"/> JOIN A TEAM OR A PRIVATE MEETING
<input type="checkbox"/> AUDIO OR VIDEO MEETING	<input type="checkbox"/> SHARE YOUR DESKTOP
<input type="checkbox"/> SHARE POWERPOINT SLIDES IN A MEETING	<input type="checkbox"/> BLUR YOUR BACKGROUND IN A MEETING
<input type="checkbox"/> MULTITASKING IN A TEAMS MEETING	<input type="checkbox"/> RECORD A MEETING
<input type="checkbox"/> SCHEDULE A MEETING FROM OUTLOOK	<input type="checkbox"/> ADD A DIAL-IN NUMBER FOR A MEETING

CHAPTER 11 CALLS

<input type="checkbox"/> CALL A PHONE NUMBER	<input type="checkbox"/> ANSWER A CALL
<input type="checkbox"/> ADD SOMEONE TO A CALL	<input type="checkbox"/> MAKE MULTIPLE CALLS AT ONCE
<input type="checkbox"/> PUT A CALL ON HOLD	<input type="checkbox"/> TRANSFER A CALL
<input type="checkbox"/> CONSULT THEN TRANSFER	<input type="checkbox"/> BLOCK CALLS IN TEAMS
<input type="checkbox"/> SET UP CALL FORWARDING	<input type="checkbox"/> SET UP SIMULTANEOUS RING
<input type="checkbox"/> ADD A DELEGATE FOR CALLS	<input type="checkbox"/> CHECK YOUR VOICEMAIL

CHAPTER 12 FILES

<input type="checkbox"/> EXPLORE THE FILES LIST	<input type="checkbox"/> EDIT, DOWNLOAD AND SHARE A FILE
<input type="checkbox"/> SHARE A FILE WITH SOMEONE OUTSIDE YOUR TEAM	<input type="checkbox"/> MOVE, COPY AND GET A LINK TO A FILE
<input type="checkbox"/> RECOVER DELETED FILES	<input type="checkbox"/> FILE STORAGE AND CLOUD STORAGE

CHAPTER 13 APPS & SERVICES

<input type="checkbox"/> ADD AN APP TO TEAMS	<input type="checkbox"/> CHAT WITH A BOT
<input type="checkbox"/> SHARE CONTENT ON A TAB	<input type="checkbox"/> GET UPDATES FROM A CONNECTOR
<input type="checkbox"/> ADD RICH CONTENT TO YOUR MESSAGES	<input type="checkbox"/> BLOCK OR REMOVE A BOT
<input type="checkbox"/> USING WHO IN TEAMS	<input type="checkbox"/> START A CONVERSATION ABOUT A TAB
<input type="checkbox"/> USE THE ORGANISATION TAB	<input type="checkbox"/> ADD AND USE A PLANNER TAB
<input type="checkbox"/> ADD A POWER BI TAB	<input type="checkbox"/> ADD AND USE A STREAM TAB

CHAPTER 14 SETTINGS & OPTIONS & CHAPTER 15 KEYBOARD SHORTCUTS

Mastering Microsoft Stream

½ Day Session | \$150+GST per person | Maximum 4 in the class

Microsoft Stream is an Enterprise Video service where people in your organisation can upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration. Microsoft Stream also makes it easy to share comments on a video, tag timecodes in comments and descriptions to refer to specific points in a video and discuss with colleagues. The aim of this course is to teach participants how to get the most of Microsoft Stream. This is a comprehensive cover of all the tools and features in Microsoft Teams. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

CHAPTER 1 WHAT IS STREAM?

<input type="checkbox"/> HOW MICROSOFT STREAM CAN HELP YOUR BUSINESS	<input type="checkbox"/> NAVIGATION BAR
<input type="checkbox"/> ADMIN SETTINGS	<input type="checkbox"/> INVITE YOUR CO-WORKERS
<input type="checkbox"/> MY WATCHLIST	<input type="checkbox"/> FOLLOWED CHANNELS

CHAPTER 2 GROUPS & CHANNELS

<input type="checkbox"/> PRIVATE AND PUBLIC GROUPS	<input type="checkbox"/> OFFICE 365 GROUPS
<input type="checkbox"/> OWNERS & MEMBERS	<input type="checkbox"/> CHANNELS, GROUP AND COMPANYWIDE CHANNELS
<input type="checkbox"/> CREATE A GROUP	<input type="checkbox"/> CREATE A CHANNEL

CHAPTER 3 CREATE CONTENT

<input type="checkbox"/> UPLOAD VIDEOS	<input type="checkbox"/> UPLOAD TO PAGE, GROUP OR CHANNEL
<input type="checkbox"/> EDIT METADATA	<input type="checkbox"/> TITLE, DESCRIPTION AND VIDEO LANGUAGE
<input type="checkbox"/> THUMBNAILS	<input type="checkbox"/> PERMISSIONS
<input type="checkbox"/> SET UP WHO CAN VIEW	<input type="checkbox"/> SHARE
<input type="checkbox"/> OPTIONS AND COMMENTS	<input type="checkbox"/> SUBTITLES AND CAPTIONS
<input type="checkbox"/> PUBLISH AND PLAYBACK	<input type="checkbox"/> PROCESSING YOUR VIDEO
<input type="checkbox"/> SUPPORTED UPLOAD FORMATS	<input type="checkbox"/> QUOTAS AND LIMITATIONS

CHAPTER 4 WATCH VIDEOS

<input type="checkbox"/> PLAYBACK SPEED AND THEATRE MODE	<input type="checkbox"/> FULL SCREEN, CAPTIONS AND SUBTITLES
<input type="checkbox"/> LIKE AND UNLIKE VIDEO AND TALLY LIKES	<input type="checkbox"/> POST COMMENTS
<input type="checkbox"/> SHARE A VIDEO VIA LINK, EMAIL OR LOCATION	<input type="checkbox"/> SHARE DIRECTLY ON YAMMER
<input type="checkbox"/> PERMISSIONS ON YOUR VIDEO	<input type="checkbox"/> WATCH LISTS AND WATCH LATER

CHAPTER 5 ADD SUBTITLES & CAPTIONS

<input type="checkbox"/> UPLOAD SUBTITLE OR CAPTION FILE	<input type="checkbox"/> VIEW AND DOWNLOAD SUBTITLES OR CAPTIONS
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CHAPTER 6 MANAGE CONTENT

<input type="checkbox"/> SEARCH, FILTER AND SORT YOUR VIDEOS	<input type="checkbox"/> EDIT VIDEO
<input type="checkbox"/> DOWNLOAD ORIGINAL VIDEO	<input type="checkbox"/> SPOTLIGHT VIDEOS

CHAPTER 7 SEARCH & FIND

<input type="checkbox"/> SEARCH ACROSS STREAM	<input type="checkbox"/> DEEP SEARCH ON WHAT'S SAID IN THE VIDEO
<input type="checkbox"/> SEARCH WITHIN A CHANNEL OR GROUP	<input type="checkbox"/> EXPLORE TRENDING VIDEOS AND POPULAR CHANNELS
<input type="checkbox"/> FOLLOW CHANNELS, WATCH LISTS AND SHARING	

CHAPTER 8 PERMISSIONS & PRIVACY

<input type="checkbox"/> VIDEO PERMISSIONS	<input type="checkbox"/> GROUP AND CHANNEL PERMISSIONS
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CHAPTER 9 MOBILE STREAM

<input type="checkbox"/> WATCH VIDEOS OFFLINE AND BROADCAST LIVE EVENTS	<input type="checkbox"/> MOBILE FEEDBACK
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CHAPTER 10 LIVE EVENTS

<input type="checkbox"/> CREATE A LIVE EVENTS	<input type="checkbox"/> MONITORING YOUR EVENT
<input type="checkbox"/> PREVIEW CAPABILITIES	<input type="checkbox"/> SCHEDULING AND STREAMING LIVE EVENT

CHAPTER 11 MICROSOFT STREAM IN OTHER APPLICATIONS

<input type="checkbox"/> WITH MICROSOFT TEAMS	<input type="checkbox"/> WITH MICROSOFT YAMMER
<input type="checkbox"/> SHAREPOINT ONLINE	<input type="checkbox"/> WITH ONENOTE

Socialising with Microsoft Yammer

2 Hour Session | \$100+GST per person | Maximum 4 in the class

So, Microsoft Yammer is an enterprise social network...unlike other social media sites such as Facebook or Twitter – which are designed for public use – yammer is designed for private communication for members within a given organisation. It is a social network for businesses and companies. It provides a private, manageable, and secure online space for businesses to communicate. If an organisation created a social networking site, this is what it would look like...Yammer. The aim of this course is to teach participants how to get the most of Microsoft Yammer. This is a comprehensive cover of all the tools and features in Microsoft Yammer. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

CHAPTER 1 WHAT IS YAMMER?

<input type="checkbox"/> WHAT IS YAMMER AND WHY SHOULD WE USE IT	<input type="checkbox"/> HOW CAN YAMMER FIX REAL LIFE BUSINESS PROBLEMS
<input type="checkbox"/> EDIT YOUR YAMMER PROFILE	<input type="checkbox"/> YAMMER SETTINGS
<input type="checkbox"/> RESET PASSWORD	<input type="checkbox"/> SET NOTIFICATIONS

CHAPTER 2 DISCOVER CONVERSATIONS & GROUPS

<input type="checkbox"/> DISCOVER CONVERSATIONS	<input type="checkbox"/> SEARCH CONVERSATIONS
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CHAPTER 3 JOIN THE CONVERSATION IN YAMMER

<input type="checkbox"/> POST AND RESPOND TO A CONVERSATION	<input type="checkbox"/> FIND A PERSON'S CONTACT DETAILS
<input type="checkbox"/> SHARE A CONVERSATION	<input type="checkbox"/> POST AN UPDATE TO A GROUP
<input type="checkbox"/> ATTACH A FILE	<input type="checkbox"/> CREATE A POLL
<input type="checkbox"/> PRAISE A COLLABORATOR	<input type="checkbox"/> ANNOUNCEMENT

CHAPTER 4 GROUPS

<input type="checkbox"/> JOIN AN EXISTING GROUP	<input type="checkbox"/> CREATE A NEW GROUP
<input type="checkbox"/> GROUP RIGHT RAIL	<input type="checkbox"/> ADD MEMBERS
<input type="checkbox"/> INFO	<input type="checkbox"/> GROUP ACTIONS - VIEW GROUP INSIGHTS
<input type="checkbox"/> GROUP FILES AND LINKS	<input type="checkbox"/> GROUP ACCESS OPTIONS

CHAPTER 5 COLLABORATE IN YAMMER

<input type="checkbox"/> CREATE A NEW DOCUMENT	<input type="checkbox"/> EDIT A DOCUMENT
<input type="checkbox"/> SHARE FROM ANYWHERE IN OFFICE 365	<input type="checkbox"/> USE SHARED GROUP RESOURCES

CHAPTER 6 INBOX

<input type="checkbox"/> CREATE A MESSAGE	<input type="checkbox"/> MANAGE YOUR INBOX
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2018-2019 Timetable of Day (9am to 2pm) Course Dates

***Subject to change, bookings essential**

Microsoft Excel "The Essentials" Level One

26 Oct, 14 Nov and 6 Dec 2018. 23 Jan, 13 Feb, 06 Mar, 20 Mar, 26 Mar, 18 Apr, 07 May, 24 May, 06 Jun, 02 Jul, 25 Jul, 09 Aug, 20 Aug, 29 Aug, 13 Sep, 20 Sep, 09 Oct, 24 Oct, 01 Nov, 28 Nov, 18 Dec 2019

Microsoft Excel "Functions, Charts & More" Level Two

3 Oct, 30 Oct, 22 Nov, 12 Dec 2018. 01 Feb, 19 Feb, 15 Mar, 29 Mar, 24 Apr, 03 May, 14 May, 14 Jun, 10 Jul, 31 Jul, 14 Aug, 28 Aug, 05 Sep, 18 Sep, 01 Oct, 16 Oct, 05 Nov, 05 Dec 2019

Microsoft Excel "Data Manipulation" Level Three

10 Oct, 8 Nov, 29 Nov, 19 Dec 2018. 05 Feb, 22 Feb, 19 Mar, 04 Apr, 02 May, 17 May, 23 May, 21 Jun, 17 Jul, 06 Aug, 22 Aug, 04 Sep, 26 Sep, 23 Oct, 08 Nov, 14 Nov, 11 Dec 2019

Microsoft Excel "Macros & VBA Programming" Level Four (two-day course)

17 & 18 Oct, 4 and 5 Dec 2018. 26 Feb & 27 Feb, 05 Apr & 09 Apr, 28 May & 29 May, 27 Jun & 28 Jun, 15 Aug & 16 Aug, 02 Oct & 03 Oct, 21 Nov & 22 Nov 2019

Microsoft Word "The Essentials" Stage One

19 Oct, 13 Nov and 6 Dec 2018. 22 Jan, 12 Feb, 01 Mar, 22 Mar, 11 Apr, 30 Apr, 22 May, 12 Jun, 04 Jul, 24 Jul, 13 Aug, 11 Sep, 03 Oct, 25 Oct, 19 Nov, 12 Dec 2019

Microsoft Word "Smarter, Faster & Professional" Stage Two

4 Oct, 25 Oct, 21 Nov and 13 Dec 2018. 30 Jan, 15 Feb, 07 Mar, 28 Mar, 16 Apr, 09 May, 30 May, 18 Jun, 12 Jul, 30 Jul, 23 Aug, 19 Sep, 10 Oct, 31 Oct, 27 Nov, 19 Dec 2019

Microsoft Word "Long & Complex Documents" Stage Three

12 Oct, 7 Nov, 30 Nov & 18 Dec 2018. 07 Feb, 21 Feb, 14 Mar, 03 Apr, 26 Apr, 15 May, 07 Jun, 26 Jun, 18 Jul, 07 Aug, 03 Sep, 25 Sep, 18 Oct, 13 Nov, 06 Dec 2019

Mastering Microsoft Outlook

11 Oct, 9 Nov, 7 Dec and 21 Dec 2018. 25 Jan, 08 Feb, 08 Mar, 12 Apr, 10 May, 25 Jun, 26 Jul, 20 Aug, 17 Sep, 17 Oct, 15 Nov, 13 Dec 2019

Mastering Microsoft Project 2007, 2010, 2013 or 2016

24 Oct, 23 Nov and 20 Dec 2018. 24 Jan, 20 Feb, 07 Mar, 02 Apr, 16 May, 13 Jun, 11 Jul, 02 Aug, 30 Aug, 06 Sep, 04 Oct, 30 Oct, 29 Nov, 10 Dec, 19 Dec, 20 Dec 2019

Mastering Microsoft PowerPoint

5 Oct, 31 Oct, 27 Nov and 20 Dec 2018. 29 Jan, 28 Feb, 13 Mar, 10 Apr, 09 May, 20 Jun, 16 Jul, 13 Aug, 10 Sep, 11 Oct, 06 Nov, 03 Dec 2019

Mastering Microsoft Visio

16 Oct, 14 Nov and 11 Dec 2018. 31 Jan, 14 Feb, 05 Mar, 03 Apr, 08 May, 11 Jun, 05 Jul, 01 Aug, 27 Sep, 22 Oct, 20 Nov, 17 Dec 2019

Mastering Microsoft OneNote

2 Oct, 1 Nov, 28 Nov 2018. 29 Jan, 28 Feb, 12 Mar, 10 Apr, 01 May, 05 Jun, 23 Jul, 08 Aug, 12 Sep, 08 Oct, 07 Nov, 04 Dec 2019

Mastering Microsoft Publisher

16 Oct, 14 Nov and 11 Dec 2018. 31 Jan, 14 Feb, 05 Mar, 03 Apr, 08 May, 11 Jun, 05 Jul, 01 Aug, 27 Sep, 22 Oct, 20 Nov, 17 Dec 2019

Microsoft Access "The Essentials" Stage One

9 Oct, 31 Oct, 27 Nov 2018. 24 Jan, 14 Feb, 07 Mar, 27 Mar, 18 Apr, 10 May, 31 May, 19 Jun, 09 Jul, 01 Aug, 27 Aug, 24 Sep, 15 Oct, 06 Nov, 03 Dec 2019

Microsoft Access "Relationships, Queries & Report Design" Stage Two

16 Oct, 6 Nov, 7 Dec 2018. 31 Jan, 20 Feb, 14 Mar, 02 Apr, 26 Apr, 16 May, 05 Jun, 25 Jun, 19 Jul, 13 Aug, 06 Sep, 02 Oct, 22 Oct, 12 Nov, 13 Dec 2019

Microsoft Access "Advanced Form Design" Stage Three

2 Oct, 24 Oct, 20 Nov, 14 Dec 2018. 08 Feb, 28 Feb, 21 Mar, 10 Apr, 02 May, 21 May, 13 Jun, 03 Jul, 26 Jul, 21 Aug, 17 Sep, 08 Oct, 30 Oct, 26 Nov, 20 Dec 2019