Cyber Sense Training & Consulting

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Course Outlines

Office 2000 Series

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PC Basics & Introduction to Windows

Course Length: 3 hours

Difficulty Scale (1 – 10): 1

Pre-requisites: There are no pre-requisites for this class. Being able to type a little bit helps. If you have no or very little experience with computers, this is the class for you.

Target Student: Anyone who wants to start their relationship with computers from the right place. This class covers the basics of hardware, software, the Windows desktop environment, mouse coordination and sets the foundation for proper file management.

Objectives:

Getting Started

- Using the Mouse
- Basics (Screen, Menu, Dialog Boxes, Help)
- Logging On
- Working with Windows
- The Taskbar
- Shutting Down

Working with My Computer

- Running Multiple Applications

Working with the Explorer

- Changing Views
- Deleting/Undeleting
- Working with Folders
- Moving/Copying

Working with the Desktop

- Creating Shortcuts
- Changing Properties
- Customizing the Desktop/Color Scheme
- Customizing the Taskbar

Other

- Navigating Networks
- Finding Objects
- Using the Recycle Bin

Windows File Management / Organizing Your Computer

Course Length: 3 Hours

Difficulty Scale (1 – 10): 3

Pre-requisites: The student must be comfortable with using a keyboard and mouse. This class is for people who have been using Windows but were never formally trained. If you have been "getting by" but not truly understanding where your files are, this class is for you. Anyone who wants to get their files organized should take this class. To get the most out of this class, you need to be working with Excel, Word or PowerPoint and creating files that need to be managed.

Target Student: Those people who may have been trained in earlier versions of Windows but made the jump to Windows 95/98/2000 without formal training. Those who learned the operating system on your own are most welcome. If you have taken a Windows class but found the file management concepts to be tricky, take this class, as the second time around is a charm! If you know nothing about the operating system, please take the PC Basics and Introduction to Windows class.

Objectives:

My Computer
- Viewing Drive Contents
- Changing the View
- Moving and Copying Files

The Desktop and Creating/Using Shortcuts

Network Neighborhood
- Connecting to a Network Drive
- Overview of various Massport drives
- Suggestions for where to store files

The Window Explorer
- Opening the Explorer
- Changing the View
- The Windows Explorer Toolbar
- File Name Conventions
- Sorting in Details View
- Creating a New Folder
- Moving and Copying Files
- Selecting Files in the Explorer
- Renaming Files or Folders
- Deleting Files or Folders
- Restoring Files from the Recycle Bin
- Emptying the Recycle Bin
- Formatting a Disk
- Creating a Shortcut
- Searching for Files
- Backing up Your System
- Restoring Your System

Introduction to Outlook 2000

Course Length: **6 Hours**

Difficulty Scale (1 – 10): **3**

Pre-requisites:

The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. Outlook is a visually busy program, so it would help if you had some experience using Word or Excel i.e. navigating in a graphical environment. This class covers a lot more than email. Time and schedule management is an additional and important component of Outlook.

Target Student:

Anyone who needs to send & receive email. Anyone who needs to track their schedule in a calendar and use Outlook to help organize their schedule, and work tasks. This program is also used as a Contact management program for names, numbers, email addresses and physical addresses.

Objectives

Starting Outlook
- The Outlook screen
- Working with the menu
- Working with dialog boxes

Navigating within Outlook
- Selecting a category/item
- Removing/using the Preview Pane
- Using the Folder List
- Removing the Tools|Customize "features"

Getting help
- Removing the assistant from your screen

Working with mail
- Creating a message
- Selecting multiple addresses
- Typing your message
- Setting a priority
- Sending a message
- Replying to a message
- Forwarding a message
- Marking messages as being read/unread
- Flagging a message
- Completing a flagged message
- Setting miscellaneous message options
- Voting buttons
- Requesting a Read Receipt
- Using the spell checker
- Sorting messages

Adding an Autosignature block

Deleting messages
- Emptying the deleted items folder
- Retrieving a purged message

Printing a message

Working with attachments
- Attaching a file to a message
- Saving an attachment
- Opening an attachment
- Creating attachments from Word/Excel using File|Send to…

Working with Contacts
- Adding a contact from a message
- Creating a contact
- Deleting a contact
- Creating Distribution Lists

Setting the default Address Book

Storing messages
- Creating Personal folders
- Adding folder shortcuts
- Moving a message
- Renaming a folder
- Deleting a folder

Out of Office Assistant

Checking Folder Size

Working with the calendar
- Adding appointments
- Editing an appointment
- Setting a reminder
- Changing an appointment’s starting/ending time
- Moving an appointment
- Recurring appointments
- Scheduling a tentative appointment
- Scheduling an Out of Office appointment
- Deleting an appointment

Scheduling a meeting

- Responding to a meeting request
- Creating meeting requests
- Inviting Others
- Understanding AutoPick
- Updating a meeting request
- Canceling a meeting
- Forwarding meeting requests
- Changing your response to a request

Working with events

- Creating an event
- Recurring events
- Deleting an event

Working with notes

- Creating a new note
- Reading a note
- Changing the color of the note
- Placing a note on the desktop
- Deleting a note

Working with a task list

- Adding a quick task
- Editing a task
- Creating a due date

Changing the task list view

- Sorting tasks
- Completing tasks
- Deleting tasks
- Recurring tasks
- Assigning a task
- Accepting or declining a task request

Changing Outlook options

- Setting preferences
- Mail services
- Mail format options
- Spelling options
- Setting security options
- Setting other options
- Setting internet mail options

Introduction to Word

Course Length: 6 Hours (if presented as a Word Refresher, this class is 3 hours)

Difficulty Scale (1 – 10): 2

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. PC Overview & Windows 95/98 Introduction or similar hands-on experience would be very helpful.

Target Student: The target student is anyone who needs to create word processing documents.

Objectives:

Running Microsoft Word

The Word Screen

Working With The Menu
- Using The Mouse To Access The Menu
- Using The Mouse To Cancel A Pull-Down Menu
- Using The Keyboard To Access The Menu
- Using The Keyboard To Cancel A Pull-Down Menu
- Accessing The Full List Of Menu Options

Working With Dialog Boxes
- Accessing Help Within Dialog Boxes
- Using The Keyboard Within Dialog Boxes

Getting Help
- Using The Office Assistant
- Printing Help Topics
- Exiting Help
- Customizing The Ms Office Assistant
- Removing The Assistant From Your Screen
- Screentips

Viewing Options
- Displaying Non-Printing Symbols
- Working With A Full Screen

Creating A New Document

Saving A Document

Using The Auto Spell Checker

Using The Spell Checker

Previewing A Document

Printing A File

Closing A Document

Creating A New Document
- Switching Between Multiple Documents

Opening An Existing File

Movement Keys

Insert Vs Replace Mode
- Switching Between Insert and Typeover Mode

Deleting Text
- Selecting Text With The Mouse

Oops!! Undeleting Text
- Redoing Commands

Applying Attributes
- Turning Bold On/Off
- Turning Italics On/Off
- Turning Underline On/Off
- Turning Highlight On/Off
- Removing Attributes
- Applying Attributes To Existing Text

Changing Fonts & Point Size
- Changing The Color Of The Font

Using The Format Painter

Page Setup
- Changing Margins
- Changing Paper Size
- Changing The Paper Source
- Changing The Layout

Changing Margins With The Mouse

Adjusting The Line Spacing

Paragraph Alignment

Changing Case

Inserting The Date & Time

Setting Tabs
- Removing Tabs From The Ruler
- Moving A Tab Stop Position
- Creating Dot Leader Tabs

Indenting Paragraphs

Adding Manual Page Breaks

Moving Text

Copying Text

Dragging & Dropping
  - Moving Text With Drag & Drop
  - Copying Text With Drag & Drop

Using The Office Clipboard

Working With The Thesaurus

Using The Auto Grammar Checker
  - The Grammar Checker

Using Bookmarks
  - Creating Bookmarks
  - Finding A Bookmark
  - Deleting A Bookmark

Printing Envelopes
  - Envelope Options
  - Printing Options

Mailing Labels
  - Changing Label Formats
  - Creating Custom Labels

The Letter Wizard

Templates
  - Creating A New Template
  - Using A Template
  - Opening A Template
  - Saving An Existing Document As A Template

APPLYING A Theme

APPENDIX A: Cursor Movement Keys

APPENDIX B: Shortcut Keys

Intermediate Word 2000

Course Length: 6 Hours

Difficulty Scale (1 – 10): 5

Pre-requisites:

The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of Word. The student should also have completed Introduction to Word training and be a regular user of Word.

Target Student:

Anyone who performs administrative functions using Word would benefit from this class. Intermediate Word contains many timesaving features such as AutoText, AutoCorrect, Copying between documents, customizing toolbars. Other concepts such as merge, tables, and templates are covered. All concepts covered in this class build upon a users previous knowledge of document creation and formatting.

Objectives:

Keeping Text Together

Page Numbering

Creating Headers And Footers
- Header/Footer Setup Options
- Editing The Header Or Footer

Inserting A Field

Finding Data

Replace

Copying/Moving Between Files

Using The Office Clipboard

Newspaper Style Columns
- Adding A Section Break
- Turning Columns On

Applying Borders

Using Drop Caps

Mail Merge
- Creating The Main Document
- Creating The Data Source
- Adding Records
- Formatting A Field
- Checking For Errors
- The Merge Process
- Additional Merge Options

Outlines
- Creating The Outline
- Collapsing/Expanding Levels
- Moving A Heading
- Changing The Numbering Method

Number And Bullet Lists
- Inserting A Picture Bullet
- Inserting Symbols
- Inserting A Hyperlink

Templates
- Creating A New Template
- Using A Template
- Opening A Template
- Saving An Existing Document As A Template

Working With Comments
- Inserting Comments
- Viewing Comments
- Printing Comments
- Deleting Comments

Working With Autotext
- Defining Autotext
- Inserting Autotext
- Managing Autotext Entries
- Using The Autotext Tool Bar
- Redefining Autotext

Macros
- Recording A Macro
- Stopping A Macro
- Running A Macro
- Deleting A Macro

File Management
- Selecting Multiple Files
- Deleting Selected Files
- Finding Files

File Properties

Checking Word Count

Tracking Changes
- Highlighting Changes
- Reviewing A Document
- Comparing Tracked Documents

Protecting A Document
- Unprotecting Your Document
- File Sharing Options

Working With Versions

Using Autosummarize

APPENDIX A: Cursor Movement Keys

APPENDIX B: Shortcut Keys

Advanced Word 2000

Course Length: **6 Hours**

Difficulty Scale (1 – 10): 7

Pre-requisites:

The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be an extremely confident user of Word. The student should also have completed Introduction to and Intermediate Word training and be actively creating and manipulating long and complex documents.

Target Student:

Anyone whose primary function is intense word-processing. Anyone working in a legal environment should attend. Those who manage heavily formatted or lengthy documents would benefit from this class. This class is recommended for all senior administrative support staff, once previous levels of Word training are mastered.

Objectives:

Working With Tables
- Repositioning The Table
- Resizing The Table
- Selecting Columns/Rows
- Changing The Column Width
- Changing The Row Height
- Distributing Rows Evenly
- Distributing Columns Evenly
- Applying Character And Paragraph Attributes
- Changing The Text Direction
- Inserting A Column/Row
- Deleting Columns/Rows
- Merging Cells
- Splitting Cells
- Splitting The Table
- Placing Borders Around The Table
- Using The Autoformat Option
- Hiding/Displaying The Gridlines
- Converting Existing Text To A Table
- Drawing A Table
- Erasing A Cell Border
- Changing The Line Style
- Changing The Line Weight
- Changing The Border Color
- Changing The Outside Border
- Changing The Shading Color
- Changing The Cell Alignment
- Changing The Text Direction
- Sorting Data

Performing Math
- Creating Totals
- Creating Custom Formulas

Working With Worksheets
- Inserting A File
- Copying & Pasting Spreadsheet Data

Linking Files
- Updating The Links

Working With Graphics

Working With Clipart
- Searching For Relevant Clipart
- Inserting Clipart
- Previewing Clipart
- Closing The Clipart Window
- Selecting Objects
- Selecting Multiple Objects
- Using The Picture Tool Bar
- Moving Pictures
- Copying Pictures
- Resizing Pictures
- Deleting Pictures
- Oops! Undeleting
- Redoing An Action

Adding Autoshapes

Inserting Graphic Files

Working The Drawing Tool Bar
- Draw Options
- Rotating Objects
- Drawing Lines
- Drawing Arrows
- Drawing Rectangles/Squares
- Drawing An Oval/Circle
- Adding A Text Box

- Changing Fill Colors
- Changing Line Colors
- Changing The Font Color
- Assigning Line Styles
- Selecting Dash Styles
- Changing Arrow Styles
- Adding A Shadow
- Adding A 3-D Effect

Adding Wordart

Formatting Graphic Objects

Watermarks

Sorting

- Sorting Through The Table Menu
- Undoing A Sort
- Sorting Merge Records

Selecting Records

- Specifying Multiple Criteria

Mailing Labels

- Changing Label Formats

Creating Custom Labels

- Using Styles
- Creating A Paragraph Style
- Applying A Paragraph Style
- Redefining A Paragraph Style
- Deleting A Style
- Creating A Character Style

Footnotes/Endnotes

- Adding A Footnote/Endnote
- Viewing Footnotes
- Removing A Footnote/Endnote

Cross Referencing Text

- Removing A Cross-Reference

Creating An Index

- Marking Index Entries
- Inserting The Index

Table Of Contents

- Marking Table Of Contents Entries
- Inserting The Table Of Contents

Master Documents

- Creating A New Master Document
- Opening Subdocuments
- Renaming A Subdocument
- Rearranging Subdocuments
- Splitting A Subdocument
- Combining Subdocuments
- Removing Subdocuments
- Converting A Subdocument
- Printing Subdocuments
- Locking Subdocuments
- Unlocking Subdocuments
- Converting A File To A Master Document

Working With The Tool Bar

- Repositioning A Tool Bar
- Hiding/Displaying Tool Bars
- Customizing The Toolbar
- Customizing Tool Bar Commands
- Adding A Button To The Tool Bar
- Removing A Button From The Tool Bar
- Moving A Button On The Toolbar
- Customizing The Toolbar Options

Setting Options

- Viewing Options
- General Options
- Edit Options
- Print Options
- Save Options
- Spelling & Grammar Options
- Tracking Changes
- User Information Options
- Compatibility Options
- File Location Options

APPENDIX A: Cursor Movement Keys

APPENDIX B: Shortcut Keys

Introduction to Excel 2000

Course Length: 6 Hours (if presented as a Excel Refresher, this class is 3 hours)

Difficulty Scale (1 – 10): 3

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. PC Basics & Introduction to Windows or similar hands-on experience would be very helpful.

Target Student: The target student should have the need to create spreadsheets from the ground up. Anyone who needs to create mathematical or financial applications is a candidate for this class. This is a good class for people who work with inventories, contracts, budgets or money.

Objectives:

Running Microsoft Excel
- The Excel Screen
- Movement Keys
- Working With The Menu
- Working With Dialog Boxes
- Accessing Help Within Dialog Boxes

Getting Help
- Using The Office Assistant
- Printing Topics
- Customizing The Ms Office Assistant
- Removing The Assistant From Your Screen
- Screentips

Spreadsheet Basics
- Entering Information
- Editing Data
- Deleting Data
- Oops! Undoing The Deletion
- Clearing A Cell
- Working With Blocks
- Mouse Shapes
- Selecting A Contiguous Block Of Cells
- Selecting Noncontiguous Blocks Of Cells
- Selecting The Entire Worksheet
- Using The Spell Checker
- Saving Your Workbook
- Previewing A Workbook
- Opening An Existing Workbook
- Changing the default file location
- Printing Your Worksheet

Mathematics
- Entering A Formula
- Entering Natural Language Formulas
- Correcting Formulas
- Filling A Formula
- Working With Built-In Functions
- The Autosum Feature
- The Paste Function Tool

Formatting and Adjusting Spreadsheets
- Inserting A Row/Column
- Deleting A Row/Column
- Moving Data
- Copying Data
- Dragging & Dropping
- Using The Office Clipboard
- Adjusting The Column Width & Row Height
- Aligning Cell Data
- Centering Across Columns
- Indenting Text Within A Cell
- Formatting Numbers
- Applying Attributes
- Changing Fonts & Point Size
- Adding Borders
- Adding A Fill Color
- Changing The Color Of The Font
- Customizing Cell Formats
- Using Autoformat
- Using The Format Painter

Page Setup
- Customizing Margins
- Customizing Headers/Footers
- Sheet Printout Options

Appendix A: Function Keys

Appendix B: Cursor Movement Keys

Appendix C: Shortcut Keys

Intermediate Excel 2000

Course Length: 6 Hours

Difficulty Scale (1 – 10): 6

Pre-requisites: The student must be comfortable with navigating and managing files within the Windows operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of Excel. The student should also have completed Introduction to Excel training and be actively creating and working with spreadsheets.

Target Student: Anyone who relies on spreadsheets to perform their day-to-day work tasks. This class covers the 3 dimensional aspect of Excel i.e. using multiple sheets within one file and creating links. This class also covers database features such as sorting, filtering, grouping and outlining. Finally, charting is covered. All concepts covered in this class build upon a users previous knowledge of spreadsheet design.

Objectives:

Using Block Names
- Defining the Block Name
- Using Names in Formulas
- Using Names to Move Around
- Printing Named Blocks
- Applying Names
- Paste List

Creating A Database

Sorting Records Within A Database
- Single and Multiple Key Sorts
- Using Sort Options

Filtering Data
- Using the Autofilter
- Selecting all Records
- Listing the Top Ten
- Using more than One Filter
- Creating Custom Filters
- Using Wildcards

Using A Data Form

Creating Basic Macros
- Recording the Macro
- Stopping the Macro Recording
- Playing the Macro
- Deleting a Macro

Creating An Array

Linking Files
- Editing Links

Creating A Workspace
- Restoring the Workspace

Protecting A File
- Removing a Password

Protecting Your Data
- Defining the Unprotected Block
- Protecting/Unportecting a Single Sheet
- Protecting/Unportecting the Entire Workbook

Hiding/Unhiding Columns

Working With Multiple Sheets
- Moving Between Worksheets
- Naming, Moving and Copying Worksheets
- Inserting/Deleting a Worksheet
- Grouping Sheets
- Creating 3-D Formulas
- Moving/Copying from One Worksheet to Another
- Hiding/Unhiding Groups

Inserting Chart Sheets
- Selecting Chart Objects
- Sizing, Moving, Printing the Chart
- Using the Chart Tool Bar
- Applying Text Attributes to Chart Objects
- Changing Font & Point Size
- Applying Numeric Formats to Chart Objects
- Changing the Font Color
- Changing Fill Colors
- Customizing Fill Effects
- Formatting the Y-Axis
- Using Icons to Represent Series
- Formatting the Icons

Inserting A Hyperlink

File Management
- Selecting Multiple Files
- Deleting Selected Files
- Finding Files

Sharing Workbooks
- Protecting Shared Workbooks

Tracking Changes
- Highlighting Changes
- Viewing Changes
- Accepting/Rejecting Changes

Routing A Workbook
- Receiving a Routed Message

Conditional Formatting

Formatting Shortcuts

Custom Formatting
- Adding Text
- Formatting Four Formats at Once
- Adding Color
- Conditional Formatting
- Deleting a Format

Appendix A: Function Keys

Appendix B: Cursor Movement Keys

Appendix C: Shortcut Keys

Advanced Excel 2000

Course Length: 6 Hours

Difficulty Scale (1 – 10): 8

Pre-requisites: The student should be a confident Intermediate level user of Excel. The student should also have completed Introductory and Intermediate Excel training and be actively creating and working with spreadsheets, charts and database.

Target Student: Anyone who relies on spreadsheets to perform their day-to-day work tasks. This class covers the more advanced (and perhaps less broadly used) features of the program. In this class you will cover advanced concepts such as scenarios, goal seeking, outlining, pivot tables and graphic/chart options.

Objectives:

Outlines
- Automatic Outlining
- Manual Outlining
- Collapsing and Expanding Levels
- Displaying A Specific Level
- Promoting/Demoting Outline Levels
- Changing Outline Settings
- Suppressing The Outline Display
- Clearing The Outline

Pivot Tables & Pivot Charts
- Creating A Pivot Table
- Formatting The Pivot Table
- Pivot Table Pages
- Rearranging The Data Fields
- Working With Totals
- Displaying The Details For A Field
- Creating A Pivot Chart
- Displaying/Hiding Data Fields

Advanced Chart Options
- Selecting Chart Objects
- Sizing, Moving, Printing Charts
- Using The Chart Tool Bar
- Creating Custom Charts
- Applying The Custom Chart Type
- Customizing The Chart Type
- Deleting A Custom Chart Type
- Creating A Chart From Your Outline
- Elevating/Rotating The Chart

Working With Graphics

Working With Clip Art
- Inserting Clip Art
- Searching For Relevant Clipart
- Previewing Clipart
- Selecting Objects
- Selecting Multiple Objects
- Using The Picture Tool Bar
- Moving, Copying Pictures
- Resizing, Deleting Pictures
- Oops! Undeleting
- Redoing An Action

Adding Autoshapes

Inserting Graphic Files

Working The Drawing Tool Bar
- Draw Options
- Rotating Objects
- Drawing Lines, Arrows, Rectangles & Squares
- Drawing An Oval/Circle
- Adding / Editing a Text Box
- Changing Fill, Line and Font Colors
- Assigning Line Styles
- Selecting Dash Styles
- Changing Arrow Styles
- Adding A Shadow
- Adding A 3-D Effect

Adding Wordart

Formatting Graphic Objects
- Using The Goal Seek

The Scenario Manager
- Creating A Scenario
- Displaying A Scenario
- Editing A Scenario
- Merging Scenarios
- Creating Scenario Summary Reports
- Deleting A Scenario

Adding Cell Comments
- Repositioning/Sizing The Comment Box
- Editing A Comment
- Deleting A Comment

Consolidating Data

Importing/Exporting

- Importing
- Saving The Imported File As An Excel Workbook
- Exporting

Working With The Tool Bar

- Repositioning A Tool Bar
- Hiding/Displaying Tool Bars
- Customizing The Toolbar
- Customizing Tool Bar Commands
- Adding A Button To The Tool Bar
- Removing A Button From The Tool Bar
- Moving A Button On The Toolbar
- Customizing The Toolbar Options

Custom Styles

- Adding A Style
- Applying A Style
- Modifying An Existing Style
- Deleting An Existing Style
- Merging Styles
- Saving Styles For New Workbooks

Custom Views

- Adding A Custom View
- Applying A Custom View
- Deleting A Custom View
- Modifying A Custom View

File Properties

Customizing Excel

- View Options
- Calculation Options
- Edit Options
- General Options
- Transition Options
- Custom Lists
- Chart Options
- Color Options

Working With Maps

- Selecting The Map
- Sizing The Map
- Moving The Map
- Working With The Map Tool Bar
- Adding Map Labels
- Moving A Label
- Resizing A Label
- Adding Pins To The Map
- Moving A Marker
- Resizing A Marker
- Using The Data Map Control Box
- Adding Features To The Map

Appendix A: Function Keys

Appendix B: Cursor Movement Keys

Appendix C: Shortcut Keys

Introduction to PowerPoint 2000

Course Length: **6 Hours**

Difficulty Scale (1 – 10): **2**

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. PC Overview & Windows 95 Introduction or similar hands-on experience would be very helpful. Introductory knowledge of Word or Excel is recommended.

Target Student: Anyone who needs to make presentations or prepare them for others to give.

Objectives

Introduction to PowerPoint

- Starting PowerPoint and opening a presentation
- Orientation to the PowerPoint presentation screen
- Orientation to views

Beginning a presentation

- Creating a title and bullet slide
- Creating a slide in Outline view
- Editing slides
- Spelling

Drawing tools

- Working with drawing tools
- Working with text and drawn objects
- Enhancing drawn objects

Clip art and WordArt

- Using clip art
- Inserting a table
- Using WordArt

Organization charts and Microsoft Graph

- Creating an organization chart
- Organization-chart options
- Orientation to Microsoft Graph
- Editing a column chart

Templates and the Slide Master

- Selecting a template
- Changing text and bullets in the Slide Master
- Removing Slide Master objects and adding a footer

Slide shows, output, and presentation options

- Slide show options
- Adding transitions and animation to a slide show
- Running a manual and an automatic slide show
- Working with speaker notes
- Printing a presentation

Saving presentations for Internet viewing and delivery

- Using HTML as a PowerPoint file format

Advanced PowerPoint 2000

Course Length: **6 Hours**

Difficulty Scale (1 – 10): **7**

Pre-requisites:

The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of PowerPoint. (We offer 2 levels of PowerPoint classes - Intro & Advanced). The student should also have completed Introduction to PowerPoint training and be actively designing presentations.

Target Student:

Anyone who needs to make presentations or prepare them for others to give. Advanced PowerPoint covers automated screen shows, advanced drawing techniques, and the use of styles and templates to streamline changes in the look and feel of the presentation. Anyone who needs to make presentations or prepare them for others to give. Advanced PowerPoint covers automated screen shows, advanced drawing techniques, and the use of styles and templates to streamline changes in the look and feel of the presentation.

Objectives:

Working with presentations
- Comparing Design Templates and Presentations
- Observing individual slides in a presentation
- Entering your own data
- Applying a different design template

Creating your own template
- Beginning with a blank presentation
- Creating a custom background fill
- Inserting a graphic logo
- Changing the default font and font size in a template
- Saving a template

Working with a design template
- Creating a new presentation from a template

Working with graphics and multimedia
- Inserting and scaling clip art
- Changing the color of clip art objects
- Adding graphic objects to the clip art gallery
- Creating pictures

Working with animation
- Animating objects on a slide
- Changing animation order and timing

Inserting movies and sound
- Inserting a movie into a presentation
- Adding text to a slide
- Inserting a background sound

Inserting Office objects
- Inserting an Excel worksheet
- Editing data in an embedded worksheet
- Enhancing an embedded worksheet

Creating slides from an outline
- Exploring a Word outline
- Inserting slides from an outline

Sending slides to Microsoft Word
- Sending slides to Microsoft Word

Customizing PowerPoint toolbars
- Viewing toolbar options and removing toolbars
- Moving the toolbars
- Adding and removing buttons
- Additional toolbar options

Other customization options
- Examining View options
- Examining Edit options

Automating slide production
- Duplicating slide content
- Creating a summary slide

Using AutoCorrect and the Style Checker
- Using the AutoCorrect feature
- Deleting an AutoCorrect entry
- Observing StyleChecker options
- Using the Style Checker

Hyperlinks
- Inserting an internal hyperlink
- Inserting an external hyperlink
- Linking to an external file

Creating interactive objects
- Observing Action button settings
- Inserting an Action button
- Changing Action button properties
- Testing Action buttons

Slide show options
- Setting Slide Show options
- Rehearse timings
- Creating a custom slide show

Holding online meetings
- Exploring Online Meetings

Broadcasting presentations
- Examining an Online Broadcast
- Viewing Online Broadcast options

Delivering presentations
- Using the Pack And Go Wizard

Introduction to Access 2000

Course Length: 12 Hours, 2 Days

Difficulty Scale (1 – 10): **5**

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory or Intermediate level user of Excel and Word for at least 6 months.

Target Student: The student should have the need to create databases from the ground up. The student should be prepared to absorb and apply the theories of database design principles to an application they need to create as part of their job function. The Access for End Users class would be a better choice if you simply need to use databases that others design.

Objectives

Getting Started
- Starting Access
- Opening an Existing Database
- Using Menu Commands
- Displaying and Hiding Toolbars
- Changing Menu and Toolbar Options
- Using Database Objects
- Using the Database Window
- Selecting Object Types
- Opening a Database Object
- Exiting Access

Working With The Office Assistant
- Using the Office Assistant
- Finding an Answer
- Hiding/Displaying the Office Assistant
- Changing Office Assistant Options

Creating Tables
- Creating a New Database
- Designing Tables
- Creating a Table in Design View
- Using Design View
- Adding Field Names and Data Types
- Adding a Field Description
- Setting a Primary Key
- Saving a New Table
- Using the Table Wizard

Working With Tables
- Using Datasheet View
- Navigating Fields in Tables
- Adding Records
- Moving through Records
- Selecting Records
- Editing Records
- Saving Records
- Deleting Records

Editing Tables
- Changing the Row Height
- Changing the Column Width
- Changing a Font Attribute
- Changing a Cell Effect
- Selecting a Column
- Moving a Column
- Hiding a Column
- Unhiding a Column
- Freezing a Column

Finding And Filtering Data
- Sorting Records
- Finding Specific Records
- Finding Records using Wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Filter For Feature
- Using Filter By Form

Printing Data
- Printing Table Data
- Changing the Page Setup
- Printing Selected Records

Creating Relationships
- Using Related Tables
- Creating a Relationship
- Setting Referential Integrity
- Adding a Table - Relationships Window

Using Simple Queries
- Using Queries and RecordSets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Opening a Query

- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query

Modifying Query Results

- Sorting A Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Adding a Record using a Query
- Printing a Query

Analyzing Tables

- Analyzing a Table
- Using Relationships in Splits
- Using the Table Analyzer Wizard

Creating Basic Forms

- Using Forms
- Using the Form Wizard
- Viewing Records in a Form
- Printing Records in a Form
- Basing a Form on a Query
- Using AutoForm
- Adding a Record using a Form

Creating Basic Reports

- Using Reports
- Using the Report Wizard
- Using Print Preview
- Printing Pages of a Report
- Basing a Report on a Query
- Using AutoReport

Using Online Help

- Working with Online Help
- Viewing ScreenTips
- Using Help Contents
- Showing and Hiding the Help Tabs
- Using the Help Answer Wizard
- Using the Help Index

Intermediate Access 2000

Course Length: 12 Hours, 2 Days

Difficulty Scale (1 – 10): 8

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be a confident Introductory level user of Access and also feel confident in using Excel and Word. The student should also have completed Introduction to Access training and be actively designing and working with database applications.

Target Student: The target student should have already designed databases for use in their job or for use by others. This class helps you streamline database applications and teach you how to manage larger and more complex databases.

Objectives:

Modifying Tables
- Inserting a Column in a Table
- Changing a Column Name
- Deleting a Column
- Inserting a Lookup Column
- Inserting a Hyperlink Column
- Creating a Many-to-Many Relationship
- Exercise - Modifying Tables

Setting Field Properties
- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Creating an Input Mask
- Exercise - Setting Field Properties

Using Operators In Queries
- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using a Wildcard Character
- Exercise - Using Operators in Queries

Designing Advanced Queries
- Setting Top Values in a Query
- Creating a Calculated Field
- Creating a Function Query
- Creating a Parameter Query
- Creating a Concatenation in a Query
- Using Multiple Tables in a Query
- Filtering a Query
- Exercise - Designing Advanced Queries

Creating Action Queries
- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query
- Exercise - Creating Action Queries

Using Advanced Query Wizards
- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard
- Exercise - Using Advanced Query Wizards

Using Advanced Database Features
- Printing a Relationship Document
- Linking Data to an Access Table
- Importing Data
- Setting a Database Password
- Compacting a Database
- Backing Up a Database
- Exercise - Using Advanced Database Features

Manipulating Controls
- Using Controls
- Selecting Non-adjacent Controls
- Deleting Controls
- Sizing a Control by Dragging
- Selecting Adjacent Controls
- Moving Selected Controls
- Sizing Controls Automatically
- Exercise - Manipulating Controls

Using Design View
- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field

Moving Part of a Paired Control
Aligning Controls
Spacing Controls
Using the Toolbox
Adding a Label
Adding an Image
Adding a Rectangle
Adding a Line
Editing an Unbound Control
Exercise - Using Design View

Using Advanced Form Design

Using Forms in Design View
Creating a Combo Box
Creating a List Box
Creating an Option Group
Setting the Tab Order Automatically
Setting the Tab Order Manually
Adding a Form Header and Footer
Creating a Blank Form
Exercise - Using Advanced Form Design

Using Advanced Report Design

Using Reports in Design View
Creating a Calculated Control
Grouping Data in a Report
Creating a Header for Each Group
Creating a Running Summary
Inserting a Date/Time Control
Inserting a Page Break
Changing the Report Margins
Using the Label Wizard
Creating a Blank Report
Exercise - Using Advanced Report Design

Using Editing Tools

Selecting a Font Name
Selecting a Font Size
Selecting a Font Style
Using the Format Painter
Selecting Objects with the Toolbar
Using AutoFormat
Running the Spelling Checker
Setting AutoCorrect Options
Adding AutoCorrect Entries
Deleting AutoCorrect Entries
Exercise - Using Editing Tools

Advanced Access 2000

Course Length: 12 Hours, 2 Days

Difficulty Scale (1 – 10): 10

Pre-requisites: The student must be comfortable with navigating and managing files within the operating system as well as with using a keyboard and mouse. The student should be an extremely confident user of Access. The student should also have completed Introduction to and Intermediate Access training and be actively designing and working with database applications.

Target Student: This course is intended for the owner of a database who wants to create, through a series or menus and forms, an environment where others can use the database by being trained in the functionality of the application as opposed to knowing how to use Access. Topics covered will include a review of importing and the presentation of linked table techniques to create a data warehouse impression. Database utilities and tools will be introduced for protecting and optimizing performance. The user will learn to output information in a Main Form / Sub-Form allowing powerful review of related information. Advanced form techniques, protecting the data and aiding the user will be covered. Macros, the tools that Access non-programmers use to automate the movements and actions in a database will be taught and applied to example data. Advanced filtering techniques using form controls, background screens, and macros will be presented as keys to getting to the data you seek quickly and efficiently.

Programming using VB code is not covered in this class. Creating code is the next step beyond this class. Please enroll in VB training if you are looking to learn to code.

Objectives:

Using Charts

- Creating a Chart
- Adding a Chart to a Form or Report
- Activating Microsoft Graph to Edit
- Changing the Chart Type
- Changing the Chart Title
- Formatting the Chart Title
- Adding Data Labels to a Chart
- Using Charts

Using Subforms/Subreports

- Working with Subforms/Subreports
- Creating a Subform/Subreport
- Editing the Layout of a Subform
- Displaying a Subform in Datasheet View
- Adding a Subform Header/Footer
- Displaying a Subform Total
- Using Subforms/Subreports

Using Other Form Techniques

- Viewing the Properties of an Object
- Changing a Control Property
- Adding a Logic Control
- Adding a Command Button
- Saving a Form as a Report
- Creating a Form Letter
- Using Other Form Techniques

Using Activex Controls

- Working with ActiveX Controls
- Registering an ActiveX Control
- Adding an ActiveX Control
- Attaching an ActiveX Control
- Using ActiveX Controls

Working With Indexes

- Viewing Indexes
- Creating a Single Field Index
- Creating a Multiple Field Index
- Deleting an Index
- Creating a Multiple Field Primary Key
- Working with Indexes

Replicating Databases

- Replicating a Database
- Synchronizing Database Replicas
- Resolving Replication Conflicts
- Replicating Databases

Using Access And The Internet

- Working with Hyperlinks
- Creating a Hyperlink Field
- Inserting a Hyperlink Field
- Editing a Hyperlink Field
- Deleting a Hyperlink Field

- Hiding/Displaying the Web Toolbar
- Creating a Data Access Page
- Grouping and Sorting Data Access Pages
- Using Access and the Internet

Creating Macros

- Working with Macros
- Opening the Macro Design Window
- Creating a Macro
- Assigning an Argument to an Action
- Saving a Macro
- Using Single Step Mode for Testing
- Running a Macro
- Editing an Existing Macro
- Running a Macro using the Tools Menu
- Creating a Macro using the Macro Builder
- Creating Macros

Using Macros

- Using Properties
- Assigning a Macro to a Control
- Creating a Command Button
- Adding a Condition to a Macro
- Creating a Group Macro
- Creating an Autoexec Macro
- Using Macros

Using Switchboards

- Opening and Using a Switchboard
- Creating a Switchboard Form
- Adding a Command Button to a Switchboard
- Setting Startup Options
- Using Switchboards

Creating Custom Toolbars

- Creating a Custom Toolbar
- Adding a Built-in Menu Item
- Creating a Custom Menu Item
- Adding a Command to a Menu Item
- Adding Custom Commands
- Docking a Floating Toolbar
- Linking a Toolbar to a Report
- Adding a Separator Bar
- Creating a Shortcut Menu
- Linking a Custom Shortcut Menu
- Adding Buttons to a Custom Toolbar
- Changing a Button Image
- Deleting a Custom Toolbar
- Creating Custom Toolbars

Exporting Data To Excel And Word

- Exporting Data to an Excel Workbook
- Dragging and Dropping Data into Excel
- Creating Excel Workbooks - Office Links
- Creating Word Documents - Office Links
- Exporting Data to Excel and Word

Intermediate/Advanced Level Focus Seminars:

Word: Tables, Graphics and Desktop Publishing

Learn to arrange information in columns the easy way in this 3-hour class. The tables feature allows you to place text, numbers and paragraphs in columns. Inserting or deleting row & columns are a snap. We will also learn how to format, merge cells and sort tables. In the desktop publishing portion of this seminar we will learn how to work with graphics and how to create newsletters & flyers.

Word: Shortcuts

Learn to use Templates, Styles, Autotext, Customizing Toolbars & Macros. This course is most valuable for those who create repetitive type documents or need to create standards for your workgroup. Learn how to create custom toolbars and discover tools you never knew existed! We will also cover styles and how to create macros in this 3-hour class.

Word: Merge, Form Letters, Labels & Envelopes

Learn to merge a data document of names and addresses with a form letter to create mass mailings, mailing labels and envelopes in this 3-hour class. You will also learn how to use Excel data in a Word merge.

Word: Managing Long Documents

In this 3-hour class you will learn how to work with section breaks, headers, footers and page numbering. You will also learn how to create styles, indices, and a table of contents.

Word: Creating and Using Forms

This 3-hour course is designed to meet the needs of staff who want to streamline tasks by using computer-designed forms. Learn how to create forms, insert and use checkboxes and drop-down lists, add fields. We will also cover adding help text and protecting forms from changes.

Excel: Formula & Function Review

We will start with a review of spreadsheet design including formula mechanics for addition, subtraction, multiplication, and division. We also cover the SUM, AVERAGE, MAX and MIN function and the AutoFill Handle for copying formulas. In addition, we will learn how to use the function wizard and cover more advanced functions such as IF, COUNT, COUNTA, COUNTIF, PMT. Linking formulas across worksheets and workbooks will be reviewed.

Excel: Multiple Sheets, Linking and Charting

Take advantage of Excel's "3D" ability. Learn how to use Excel as a true workbook and create formulas that link the sheets together. You will also learn how to utilize Group mode for faster data entry, formatting and printing multiple sheets. Learn how a properly set up spreadsheet can be graphed with ease. Once we learn how to create embedded and separate graphs we will cover their formatting and printing.

Excel: Database Features

Learn how to set up a spreadsheet as a database, then use Data, Sort, Auto Filters, Subtotaling and Pivot Tables in this 3-hour class. Excel has extensive database features.

Access Focus Seminars:

Access for the End User

This course is intended for someone who will be an end user of an already established database using Microsoft Access. That could be anyone from a data entry person to someone who will be asked to write basic queries and reports. The day will focus on a quick understanding of the how a relational database is set up and how that may affect the way data is entered into different tables. Datasheet navigation and data entry techniques will be taught as well as methods to alter the layout of the columns and formatting. Sorting, finding, and filtering at the table level will be used to located specific data. The student will learn to print directly from the datasheet view for hard copy of needed screen data. Queries will be taught using the Simple Query Wizard and reporting will be shown by using the Report Wizard.

Access for the End User Outline:

? ? Quick Overview of RDMS Principles and Object Definitions
? ? Understanding the Access Database Window
? ? Data Entry Techniques
? ? Table Navigation and Record Control
? ? Table Layout Control
? ? Sort Data and Print Table Information
? ? Data Inspection Techniques (Find and Filter)
? ? Selection Queries using the Simple Query Wizard
? ? Introduction to Reports using Report Wizard

Access Queries

Prerequisites: Introduction to Access, and actively writing Selection Queries

This Intermediate level course will take the students beyond the basics of query criteria and expressions and teach them how to create substantially more powerful outputs of their key data. Topics include a quick review of all basic criteria, creating new calculation fields based on existing data and summarization of data in user defined groupings. Parameter queries, which prompt the user for key elements each time they run, will be presented in depth. Queries that do more than just select, they either create or affect large amounts of data when they run will be presented in typical database examples. These include Make Table, Append, Update and Deletion queries.

Access Queries Outline:

? ? Review Query Basics
? ? Multi – Table Queries and Join Properties
? ? Calculations in Query
? ? Summary Queries
? ? Action Queries, Make Table, Append, Update and Deletion

Access Forms

Prerequisites: Introduction to Access
Actively Working with a Database

This intermediate / advanced level course will allow the user or developer who has only been using forms generated by the Form Wizard or AutoForm to present their information in the most user friendly way based on the needs of either themselves or other end users. The sections and controls that create the graphic look of Data Forms will be presented in depth. Techniques for creating, aligning, spacing, and enhancing these controls and sections will be covered as well as the ability to embed pictures or logos on each Form. Advanced data presentation tools such as combo boxes, list boxes, option groups and page tabs will be compared as effective methods of data selection and presentation.

Access Forms Outline:

? ? Review Form Basics, Navigation, Entry Techniques
? ? Add Form Sections and Controls
? ? Align, Space and Apply Attributes to Controls
? ? Create Combo Boxes, List Boxes, Option Groups and Page Tabs
? ? Discuss and Analyze Form Properties
? ? Embed Form Graphics

Access Reports

Prerequisites: Introduction to Access
Actively Working with a Database

This one-day class will include a review and presentation of some Access Query techniques in order to demonstrate how valuable they are in the creation of flexible reports. The design sections of reports will be covered at length as well as control sizing, spacing, moving, duplication and property setting. The Page Setup and Print dialog windows will be examined for advanced options. Students will learn how to use the Report Wizard to “group” their data into logical subdivisions and then provide sub-totals and grand totals. Calculations and summary function fields will be generated at the report level. Embedded Graphics and report pagination techniques will also be discussed.

Access Reports Outline:

? ? Data Sources, Tables and Queries
? ? Report Sections and Controls, Page Setup
? ? Align, Space and Apply Attributes to Controls
? ? Create Calculated Fields and Summary Fields
? ? Group Sub-Totals and Grand Totals
? ? Embedded Graphics and Pagination Techniques
? ? Control and Report Properties

Access Advanced Features for Developers

Prerequisites: Introduction and Intermediate Access, Actively Working with a Database

This course will begin the advanced level student on the road to automating routines within their databases, with an emphasis on how this will allow, with applicable training, users who are unfamiliar with the structure of an RDMS to assist in gathering and reporting data. Macros will be introduced to control a user's movements between a Main Menu and other objects in the database. Macro action arguments (properties) will be introduced and discussed. Event properties will be defined and demonstrated. An overview of security techniques available in Access will be discussed as well as useful utilities for getting the most out of your database. Linking to external information will be used to introduce the database administrator to a "data warehouse" concept of Access information.

Access Advanced Features Outline:

? ? Menu Creations
? ? Single and Group Macros
? ? Macro Action Arguments (Properties)
? ? Overview of Security Techniques
? ? Overview of Database Utilities
? ? Linked or Attached Data Sets