

Focus4 Training Course Outlines

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Focus4 Training | Microsoft Courses

Course Outlines | Excel Essential Skills | 1 Day Course

Studying the Excel Essential Skills will equip you with the knowledge to create and format professional spreadsheets and charts. No previous knowledge required. Ideal of complete beginners or those who are self-taught and wish to fill in any gaps in their knowledge.

What is a Spreadsheet Program?

Getting Started with Microsoft Excel

Understanding and Using Formulas

Workbook Windows and Views

Opening, Saving and Closing Workbooks

Creating New Workbooks

Selecting Cells

Cell Referencing

Auto Sum and Auto Fill

Formatting Numbers

Formatting Cells

Cell Alignment

Cells, Rows and Columns

Working with Worksheets

Edit, Copy and Move Cells

Proofing Workbooks

Page Layout

Printing and Previewing Worksheets

Basic Options

E-Mailing Workbooks

Getting Started with Excel

Workbooks and worksheets, Cells, cell references, the active cell and cell ranges, Data types, Formulae, The Ribbon, Hiding and showing the Ribbon, Changing tabs, Context related tools and tabs, Dialog box launchers, ScreenTips and Shortcut key combinations, The File tab, The Quick Access toolbar, The Status bar, Shortcut menus and mini toolbars

Understanding and Using Formulae and Functions

The Formula bar, Entering a formula, Using =+/* in formulae, Tips for working with formulae, Editing formulae, Auto Sum and Auto Fill, Entering values, Entering data in cells, Entering text, numbers, currency and percentage, About functions, Using the Sum button, Using the Sum button to add a range of cells, Editing and deleting values, **Workbook Windows and Views**

The Excel program window and workbook windows, The Excel program window, Workbook windows, Showing multiple workbooks, Zooming a workbook, Views,

Opening, Saving and Closing Workbooks

Opening existing workbooks, Recently used workbooks, Saving workbooks, Using Save As to change the filename and location, Saving a workbook with a different filename,

Saving a workbook to a new location, Closing workbooks, Creating New Workbooks, Creating a new blank workbook

Selecting Cells

The active cell and Name Box, Selecting individual cells and cell ranges, Selecting rows, Selecting columns, Selecting all the cells in the worksheet, Using Auto Fill and Fill, Auto Fill options, Using Auto Fill to create series

Formatting Numbers

About number and date formats, The Number group, The mini toolbar, The Format Cells dialog box, Number formats, Decimal places, The comma style with 1000s separator, Date formats, Currency symbols, Percentage formats, Clearing number formatting

Formatting Cells

About formatting cell contents, The Font group, The mini toolbar, Shortcut keys, The Format Cells dialog box, Applying formatting to a cell or text, Font face and font size, Bold, Italics and Underlining, Text & background colours,

Borders

Border colours and line styles, Pre-defined cell styles in Excel, Pre-defined table formats in Excel, Copying formatting, Using the Format Painter, Using the Format Painter repeatedly, Copying from cells, cell ranges, rows and columns

Cell Alignment

About cell alignment, The Alignment group, Changing cell alignment, Changing vertical alignment, Adjusting text orientation, Increasing and decreasing indents, Text wrapping, Merging cells, Loss of data when merging cells

Cells, Rows and Columns

The Cells group, Inserting and deleting cells, Inserting rows and columns, Inserting several rows or columns, Deleting rows and columns, Changing column width and row height, Changing column width, Changing the default width of columns in the worksheet, Changing row heights, Hiding and unhiding rows and columns

Working with Worksheets

Navigate a large worksheet, Shortcut key combinations, Using Scroll Lock, Using the Name Box, Freezing and unfreezing rows and columns, Inserting a new worksheet, Renaming a worksheet, Choosing a colour for worksheet tabs, Copying and moving worksheets, Using drag and drop to move and copy worksheets, Deleting worksheets, Selecting and working with multiple worksheets

Edit, Copy and Move Cells

Editing and replacing cell contents, Undo & redo, Undo, Redo, The Clipboard, Paste Options, Moving and copying cell contents, Moving cell contents within a worksheet or between worksheets, Copying cell contents within a worksheet or between worksheets, Moving and copying cell contents between workbooks

Page Layout, The Page Layout tab, The Page Setup dialog box, The Page Setup group, Margins, Paper orientation, Paper size, Print area, Adding and removing page breaks, Page background, Print titles, Gridlines and headings, Scaling a worksheet to fit to a number of pages

Printing and Previewing Worksheets,

Printing worksheets, Printing a worksheet, Quick Print, Print preview, Print options, Number of copies, , Pages to print, Page orientation, Margins, The Page Setup dialog box, Printing selected cells or objects only

Focus4 Training | Microsoft Courses

Course Outlines Excel Intermediate Skills | 1 Day Course

Take your skills to the next level by attending the Excel Intermediate course. You will learn how to apply functions, automate your work as well as using more advanced formulas. You will need knowledge of formulas and formatting Worksheets to attend this course or have attended Excel Essential skills.

Absolute Referencing

Function such as Average and Count

Date Functions

Defined Names

Sorting Data and Removing Duplicates

Conditional Formatting

Data Validation

Excel Tables

Headers and Footers

Excel Shortcuts

Absolute Referencing

Absolute and relative cell references, Using the \$ symbol to indicate an absolute reference, How cell references change when you use copy, Changing between relative and absolute references, Copying cells, Use and copy relative references, Mixed absolute and relative reference

Date Function

How Excel stores dates and times, Using date functions, The TODAY and NOW functions, The WEEKDAY function, The YEAR and MONTH functions, Nesting date functions, Using dates and times in calculations, The ROUNDDOWN function

Defined Names

About defined names, Rules for names, The Defined Names group, Naming cells, Defining names using the Name Box, Defining names using the New Name dialog box Using the Create Names from Selection option, Using the Name Manager dialog box Defining a new name using the Name Manager dialog box, Editing an existing name Deleting an existing name, Filtering names in the New Manager dialog box, Using defined names in formulae, Applying defined names to cell references, Using names for navigation, Pasting a list of names into your workbook

Sorting Data and Removing Duplicates

About sorting data, Sorting data by a single column, Sorting data by multiple columns Undoing a sort, Removing duplicate rows, Tasks ~ Sorting Data and Removing Duplicates

Excel Tables

Excel tables and blocks of data, Creating an Excel table, The Design tab, Table styles and table style options, Adding and adapting a Total row, Table properties and tools. Defining a name for a table, Resizing a table, Removing Duplicates, Converting a table back to a range of cells, Adding a calculated column to a table, Using the sort and filter options

Charts

Chart types, Chart components, Source data, Chart area, Plot area, Category and Values axes, Titles, Gridlines, Legend, Data labels, Data tables, Trendlines, Inserting charts

Conditional Formatting

About conditional formatting, Types of conditional formats, Applying conditional formats, Highlight Cell Rules, Top/Bottom Rules, Data Bars, Colour Scales, Icon Sets Customising formats for conditional formatting, Using the New Formatting Rule dialog box, Managing rules, Clearing rules

Data Validation

About data validation, Setting data validation rules for a cell, Showing and hiding invalid entries, Apply data validation and test it, Apply data validation but allow the user to enter invalid data, Use a list for data entry

Additional Exercises and Shortcuts included.

Focus4 Training | Microsoft Courses

Course Outlines | Excel Advanced Skills | 1 Day Course

Take your skills from Good to Great by studying Excel Advanced course. Delegates should be ideally at Intermediate level to study this course. Learn how to manipulate your data by using pivot tables, subtotals and database functions. Apply if statements and lookups to manipulate data.

If Statements

Lookup Functions

Pivot Tables

Subtotals

Database Functions

What Ifs Scenarios

If Statements and Is Function

IFs and text, Nested functions with IF, The AND function, The OR function, The SUMIF function, The IFERROR function IS... functions, ISBLANK, ISTEXT, ISNUMBER functions

Lookup Functions

About lookup functions, The MATCH function, The match_type argument, The VLOOKUP function, The HLOOKUP function, Tasks ~ Lookup Functions

Subtotals and Grouping

The Subtotals feature, Preparing data for subtotals, The Outline group, Using Subtotals, Using the outline, Grouping data in the outline, Removing subtotals, The SUBTOTAL function

Database Functions

Database functions, About databases in Excel, DSUM DMIN and DMAX DCOUNT and DCOUNTA

Pivot Tables and Pivot Charts

About Pivot Tables and Pivot Charts, Creating a pivot table or pivot chart, Creating a pivot table, Creating a pivot chart, Creating a pivot chart based on an existing pivot table, Modifying the layout of a pivot table or chart, Refreshing pivot table and pivot chart data

What-if Analysis - Scenarios

What are scenarios, Adding a scenario, Creating a scenario summary, Editing a scenario, Deleting a scenario

This course will also include exercises and additional demos.

Focus4 Training | | Microsoft Courses

Course Outlines | Creating Dynamic Dashboards in Excel | 2 Day Course

Creating Dynamic Dashboards in Excel

This is a hot topic for Excel users and a must have skill for any Excel user who prepares reports as the ability to create dynamic dashboards is increasingly becoming a requirement of employers. Dashboards are a visual display of your data. They convey the most important information at a glance and they often enable the user to interact with the report and choose how they view the data. They enable the reader to quickly make sense of the raw numbers by presenting them in visually rich charts and tables.

Dashboard reports give valuable insights into the key performance indicators of the business, and perhaps most importantly; they're interactive, which means the reader can filter and change views. The principles for building dashboard reports can be applied to almost all of your Excel work. A dashboard is a compilation of charts and data tables that fit on one page. This is something Excel is ideal for and as a result you can create some amazing dashboards without the need for any other programs. Delegates should be at Advanced Level to study this course

Course Content

What is a Dashboard

Course Objectives

Course Information

Accessing Data

Naming Cells and Data

Working with Excel Tables

Updating Pivot Tables

Managing External Data Connections

Presenting Data Creating a

Theme Creating a

Navigation Bar Labelling

Data Summarising Data

Displaying Data

Charts

Adding Interactivity

Slicer

Preventing Unwanted Changes to the Data

Exporting the Data

Creating a Simple Dynamic Chart

Further Pivot Tables

Widgets

Creating the Thermometer Indicator

Focus4 Training | Microsoft Courses

Course Outlines | PowerPoint Essential Skills | 1 Day Course

The PowerPoint Essential course will equip you with the skills to start using PowerPoint and confidently create presentations. Suitable for people new to PowerPoint or basic users.

Introduction to PowerPoint

Viewing the Presentation, Notes and Slides

Create a New Presentation

Paragraph Formatting Bullets and Numbering

Slide Layouts and Placeholders

Moving and Copying Slides

Themes

Using Animation and Slide Transitions

Printing a Presentation

Introduction to PowerPoint

The Ribbon, Minimising the Ribbon, Changing tabs, Context related tools and tabs, Dialog box launchers, ScreenTips and Shortcut key combinations, The File tab, The Quick Access toolbar, The Status bar, Shortcut menus and mini toolbars, Presentation Windows and Views, Maximise, minimise, resize and move presentation windows, Zoom in and out on presentation windows, Show and hide the ruler, Resizing and moving presentation windows, Showing multiple presentation windows

Viewing the Presentation, Notes and Slides

The Normal view, The Slide Sorter view, The Notes Page view, The Colour/Grayscale option, Zooming a presentation, Fit to Window, Show and hide the ruler, Slide Layouts and Placeholders, The Slides group, Changing a slide layout, Adding a new slide, Adding a new slide in the Normal view, Adding a new slide in the Slide Sorter view, Good practice when creating slides, Resetting slide placeholders, Deleting a slide

Create a New Presentation

Creating a new blank presentation, Creating a new presentation from a template, Templates from Microsoft Office Online

Paragraph Formatting

Working with text in a PowerPoint slide, The Paragraph group, Displaying the ruler, About tab stops, Using custom tabs, Setting custom tabs, Clearing custom tabs, Moving a tab stops, Setting and clearing tabs in the Tabs dialog box, Indents, Promoting and demoting bulleted lists using indents, About special indents, Setting special indents using the ruler, Setting special indents using the Paragraph dialog box, Text alignment and direction, Line and paragraph spacing, Spacing above and below paragraphs, Splitting text into columns, Converting text to SmartArt

Bullets and Numbering

About bullets, Using the Bullets button, Using the Bullets button to add bullets to existing text, Adding bullets as you type, Using the Bullets and Numbering dialog box, Customising bullet styles, Resetting a custom bullet style, About numbering, Using the Numbering button to add numbers to existing text, Creating a numbered list as you type, Choosing to start a list at a specified number, Adding items to a bulleted or numbered list

Slide Layouts and Placeholders

The Slides group, Changing a slide layout, Adding a new slide, Adding a new slide in the Normal view, Adding a new slide in the Slide Sorter view, Good practice when creating slides, Resetting slide placeholders, Deleting a slide

Moving and Copying Slides

Slide order, Selecting slides, Moving slides using drag-and-drop, Moving and copying slides using the right-hand mouse button, Duplicating slides

Themes

About themes, The Themes group, Applying a theme to a presentation, Changing theme components, The Background group, Changing the theme background, Hiding graphics in a theme background, Saving a new theme, Deleting a custom theme

Using Animation and Slide Transitions

What are animation effects, The Animations tab, Applying basic animation effects, What is a slide transition, Selecting slides, The Transitions tab, Applying a slide transition, The Slide Transitions gallery

Printing a Presentation

Quick Print, Print preview, Closing the preview, Print options, Number of copies, Printer choice, Slides to print, Printing slides, handouts or outline, Single- sided or double- sided printing, Collation, Colour or greyscale printing, Orientation, Choosing what to print when printing the outline
Additional Exercises and Trainer Demos

Focus4 Training | Microsoft Courses

Course Outlines | PowerPoint Advanced Skills | 1 Day Course

Take your PowerPoint skills to the next level by studying PowerPoint Advanced. Create Master slides and templates to improve efficiency. Add custom animation and transitions to your presentation, automate your slide show and produce professional illustrations.

Understanding Headers and Footers

Custom Transitions

Custom Animations

Text Boxes and WordArt

Inserting Slides from another Presentation

Working with Drawing Objects Setting up a Slide Show Rehearsing Timings

Slide, Handout and Notes Masters

Creating PowerPoint Templates

Understanding Headers and Footers

About headers and footers, The Text group, Adding footer elements to slides, Adding footer text to slides, Adding slide numbers to slides, Inserting dates and times into slide footers, Omitting footer elements from title slides, Removing footer elements from slides, Adding header and footer elements to notes and handouts, Adding header and footer text to notes and handouts, Adding page numbers to notes and handouts, Inserting dates and times into notes pages, Removing header and footer elements from notes and handouts, Inserting fields directly into placeholders and text boxes, Changing the starting slide number

Custom Transitions

Timing slide Transitions, Transition sounds, Choosing a transition speed, Choosing the method by which to advance slides, Applying a transition to all slides in a presentation, Viewing the slide transitions, Removing a transition

Custom Animations

The Advanced Animation group, Using the Animation Pane, The Timing group, Using the Change Effect dialog boxes, Removing animations effects, Custom Animations

Text Boxes and WordArt

What are text boxes, Inserting a text box that extends horizontally as you type, Inserting a text box that extends vertically as you type, WordArt, Creating WordArt, Selecting a text box, Moving and resizing text boxes or WordArt, Making the text box fit the text, Formatting tools for text boxes and WordArt objects, Shape Styles, WordArt Styles, Arrange, Grids and guides, Deleting a text object

Inserting Slides from another Presentation

About inserting slides from another presentation, Using the Reuse Slides pane to insert slides, Inserting slides from a slide library (SharePoint Server), Tasks ~ Inserting Slides from Another Presentation

Working with Drawing Objects

Drawing different types of shapes, Drawing circles and squares, Drawing lines and arrows, Drawing arcs, Drawing curves, Freeform drawing, Using the Scribble tool, The Drawing Mode, Selecting drawn objects, Resizing objects, Adjustment handles, Arranging objects, Changing the order of objects, Grouping and ungrouping objects, Aligning objects, Rotating drawn objects, Formatting drawn objects, Applying a shadow to a drawn object, Deleting drawn objects, Moving and copying drawn objects, Moving objects within a presentation, Copying objects within a presentation, Moving and copying objects between presentations

Setting up a Slide Show

Options for setting up a slide show, The Set Up group, Using the Set Up Show dialog box, Choosing a show type, Choosing which slides to show, Setting the show options, Choosing how to advance slides.

Rehearsing Timings

The Rehearse Timings feature, The Set Up group, Rehearsing show timings, The Recording toolbar, Keeping the timings for use in the slide show, Stopping using rehearsed timings, Setting up a Slide Show, Options for setting up a slide show, The Set Up group, Using the Set Up Show dialog box, Choosing a show type, Choosing which slides to show, Setting the show options, Choosing how to advance slides

Slide, Handout and Notes Masters

What is a master, Why add a graphic image to a master, The slide master, When to use the slide master, Viewing the slide master, Editing in the Slide Master view, Editing placeholders on slide masters, Using two or more themes, The handout master, Viewing the handout master, Editing in the Handout Master view, The notes master, Viewing the notes master, Editing in the Notes Master view, Closing the master views

Creating PowerPoint Templates

What is a PowerPoint template, The Blank Presentation template and your own templates, File types, Where to save templates, Creating a PowerPoint template, Saving a presentation as a PowerPoint template, Modifying templates, Using a template, Templates not stored in the default Templates folder, Deleting template

Focus4 Training | | Microsoft Courses Course Outlines | Word Essential Skills | 1 Day Course

The Word Essential course will equip you with the skills to start using Word and confidently create, edit and format documents. Suitable for people new to Word or basic users.

Getting Started with Microsoft Word

Word Processing Skills

Creating New Documents

Text Formatting Paragraph

Formatting

Quick Styles and Style Sets

Move and Copy Text

Page Layout

Page Orientation

E-Mailing Documents

Getting Started with Microsoft Word

The Ribbon, Minimising the Ribbon, Switching tabs, Context related tools and tabs, Dialog box launchers, ScreenTips and Shortcut key combinations

Word Processing Skills

The insertion point, Click and type, The mouse pointer, Adding and deleting text, Replacing text, Starting new lines, paragraphs and pages, Alternative methods for starting new pages, Merging paragraphs, Removing line breaks and page breaks, Hiding and showing formatting marks, AutoCorrect, The automatic spelling and grammar checker, Insert and overtyping modes, Inserting symbols and special characters, Symbols, Special characters, Opening, Saving and Closing Documents

Creating New Documents

Creating a new blank document, Creating a new document from a template, Online templates from Office.com

Text Formatting

About text formatting, The Font group of commands, The mini toolbar, The Font dialog box, Shortcut keys, Font and font size, Bold, italic and underlining, Font colour, Text highlighter, Text effects, Strikethrough, subscript and superscript, Changing case, Clearing text formatting, Undoing text formatting

Paragraph Formatting

About formatting paragraphs, The Paragraph group of commands, Paragraph alignment, Line and paragraph spacing, Spacing above and below paragraphs, Setting spacing, Shading Borders, Indents, Bullets, Numbering, Multilevel lists, Removing bulleted, numbered and multilevel lists

Quick Styles and Style Sets

What is a style, Why use styles, Quick Styles, Previewing and applying styles, Style sets

Adjusting the colour, font and line spacing of a style set, The Styles and Apply Styles panes

Move and Copy Text

The Clipboard, Clipboard buttons and shortcut keys, Moving and copying text, Moving text within a document, Copying text within a document, Moving and copying text between documents, Paste Options, Drag and drop, Moving text using drag and drop, Copying text using drag-and-drop, The Clipboard pane

Page Layout

The Page Setup group, Changing the margins, Paper orientation, Paper size, Using the Page Setup dialog box, Showing line numbers, Printing and Previewing Documents, Adding commands to the Quick Access toolbar

Page Orientation

Paper size, Margins, Pages per sheet, The Page Setup dialog box, Printing selected text only, Basic Options, Customising the Quick Access toolbar, Adding more commands to the Quick Access toolbar

E-Mailing Documents

About using Word for e-mail, Using the Save/Send tab

Focus4 Training | | Microsoft Courses Course Outlines | Word Intermediate Skills | 1 Day Course

Take your skills to the next level by studying the Word Intermediate course. Learn how to produce professional tables, automate forms and create templates. Use tabs and columns to display text and learn how to add and format graphics. To attend this course you will need to have studied the Word Essential course or have good basic skills.

**Find and Replace Text Tabs
and Special Indents Tables
Creating Automated Forms
Working with Sections
Columns and Hyphenation
Headers and Footers Adding a
watermark Pictures and Clip
Art Templates
Optional Module | Mail Merge and Data Sources**

Find and Replace Text

Finding text, Find options, Finding text using the Find and Replace dialog box, Searching for special characters and formatting, Replacing text, Search and replace options, Finding and replacing formats and special characters, Undoing a replacement, Using the Select feature

Tabs and Special Indents

Default tabs, Using default tab stops, Custom tabs, Setting and clearing tabs on the Ruler, Setting and clearing tabs in the Tabs dialog box, Tabs with leaders, Hanging indents and first line indents, Creating and removing indents using shortcut keys, Setting indents using the Paragraph dialog box, Setting indents using the ruler, Displaying exact measurements of indents on the ruler

Tables

Creating a table, Using the Insert Table dialog box, Inserting a Quick Table, Inserting a line before a table, Editing and clearing cell entries, Selecting cells, rows and columns, Inserting and deleting rows and columns, Inserting a row or column, Deleting rows and columns, Changing column width and row height, Using AutoFit to adjust column width, Using the mouse to adjust row height and column width, Setting exact row height and column width, Distributing row height and column width evenly, Merging and splitting cells, Merging cells Splitting cells, Splitting a table, Deleting tables, Converting tables to text, Formatting Tables, Using table styles, Table style options, Cell borders, Changing the border style, Changing border line style, width and colour, Gridlines, Cell shading, Changing the shading of cells,

Aligning tables, Aligning cells, Changing the direction of text, Changing the cell margins, Repeating a header row, Convert Text to Table, Converting text to a table, Possible problems when converting text to a table, Sorting Tables and Text, Sorting rows in a table, Sorting paragraphs, Sorting options

Creating Automated Forms

Creating a form, Displaying the Developer tab, Editing a form field, Setting the options for text form fields, Setting the options for check box form fields, Setting the options for drop-down form fields, Specifying form field help text, Deleting a form field, Protecting a form

Working with Sections

About sections and section breaks, Types of section break, The appearance of section breaks, Inserting a section break, Deleting section breaks, Changing the layout of sections, Using the Ribbon to change the layout of a section, Using the Page Setup dialog box to change the layout of sections, Changing the margin settings of sections, Changing the Paper settings of sections Changing the layout settings of sections

Columns and Hyphenation

About columns, Creating columns in a document, Using the Columns dialog box, Adjusting column widths and margins using the ruler, Column breaks, About hyphenation, Automatic hyphenation, Optional and non-breaking hyphens

Headers and Footers

About headers and footers, Default sections, Inserting built-in headers and footers, Editing headers and footers, Editing and formatting text in headers and footers, Closing the header and footer editing area, Adjusting the space above headers and below footers, Different first page or different odd and even page headers and footers, Removing headers and footers, Adding the date and time to the header and footer, Adding page numbers, Choosing a number format and controlling the page numbers, Using Quick Parts to add fields to the header and footer

Adding a watermark

Custom watermarks, Removing a watermark, Applying a page colour, Using fill effects, Removing a page colour, Applying page borders, Removing page borders, Adding a cover page Removing a cover page

Pictures and Clip Art

About pictures, clip art and screenshots, Inserting a picture, Inserting clip art, Inserting a screenshot, Selecting, moving and resizing objects, Deleting a picture object, Using the Picture Tools to format objects, Adjusting pictures, Remove Background, Corrections, Colour, Artistic Effects, Compress Pictures, Change Picture, Reset Picture, Picture styles, Picture borders, Picture effects, Picture layout, Arranging objects, Positioning an object on the page, Wrapping text around an object, Bring Forward and Send Backward, Aligning objects, Grouping objects Rotating objects, Object size and cropping, Using the Format Picture dialog box

Templates

What is a template, The Normal template and your own templates, File types, Where to save templates, Creating and editing templates, Saving a document template, Modifying templates, Template example ~ creating a standard letter template, Using a template, Templates not stored in the default Templates folder, Deleting templates, Adding controls, Adding a text control, Adding a date control, Control properties, Assigning a template to an existing document

Optional Module | Mail Merge and Data Sources

The stages of a mail merge, The Mail Merge wizard, About data sources, Example data sources A table in a Microsoft Word document, A cell range in a Microsoft Excel worksheet, A table or query in a Microsoft Access database, Contacts from Microsoft Outlook, Creating an address list in Microsoft Word, Customising the columns, Saving the address list, Editing an address list, Mail Merge, The Mailings tab, Starting a mail merge, Selecting a data source, Editing the recipient list, Sorting recipients, Finding recipients, Filtering recipients, Adding address blocks and greeting lines, Inserting an address block, Inserting a greeting, Adding individual merge fields, Highlighting merge fields, Previewing the mail merge, Finishing the mail merge, Saving and re-opening mail merge documents, Using Rules in Mail Merge, About mail merge rules, The Ask rule, The Fill-in rule, The If...Then...Else... rule, The Merge Record # rule, The Merge Sequence # rule, The Next Record # rule, The Next Record If rule, The Set Bookmark rule, The Skip Record If rule, Removing mail merge rules, Editing mail merge rules

Focus4 Training | | Microsoft Courses Course Outlines | Word Advanced Skills | 1 Day Course

This course is ideal for anyone producing large documents, reports, minutes, instruction manuals, dissertations or any large document that requires indexing, cross referencing, bookmarks and fields. People wishing to study this course should have a good understanding of Word.

Master Documents and Subdocuments

Using Bookmarks

Using Field Codes

Building Blocks

Working with Styles

Writing in Outline View

Tables of Contents

Captions and Cross References

Master Documents and Subdocuments

About master documents and subdocuments, Master document tools, Linked documents, Inserting an existing document as a subdocument, Creating a new subdocument, Collapsing and expanding subdocuments, Working with subdocuments, Removing the link to a subdocument, Viewing a subdocument in a Word window, Editing a subdocument, Preventing changes to the master document and subdocument files, Splitting and merging subdocuments

Using Bookmarks

What is a bookmark, Inserting bookmarks, Navigating to a bookmarks, Viewing and hiding bookmarks, Deleting bookmarks

Using Field Codes

What is a field code, Inserting a field code, Useful field codes, The DATE field, The TIME field, The PAGE field, Useful field switches, The formatting switch, The number switch, The date- time switch, Showing the field code or the field results, Navigating to fields, Changing the field shading, Updating a field, Unlinking a field, Locking a field, Deleting a field code

Object Linking and Embedding

Linking data to a Word document, Creating a new object from within Word, Linking or embedding an object from an existing file, Editing embedded and linked objects, Updating a linked object, Breaking a link, Deleting embedded and linked objects, Embedding a blank Microsoft Excel worksheet, Entering data into an Excel worksheet

Building Blocks

What are building blocks The AutoText and Quick Parts galleries, Inserting a building block, Creating and storing a building block, Using the Building Blocks Organizer to insert, edit and delete building blocks, Insert a building block, Delete a building block, Editing the properties of a building block, Saving building blocks, Distributing building blocks

Working with Styles

Applying styles, The Quick Style gallery, The Apply Styles pane, The Styles task pane, Using the Styles task pane, Deciding what to show in the Styles task pane, Creating new styles, Create a new style from formatted text, Create a new style - alternative method, Modifying styles Assigning a style to a keyboard shortcut, Deleting styles

The Outline View

What is the Outline view, Headings and Levels, Displaying a document in the Outline view, Choosing what to show in the Outline view, Outline symbols, Expanding and collapsing sections, Showing and hiding the Style area pane in Outline view, Restructuring a document in Outline view, Demoting a section, Promoting a section, Moving a section up and down, Adding new sections

Footnotes and Endnotes

About footnotes and endnotes, The Footnotes group, Working with footnotes and endnotes Inserting a footnote, Inserting and endnote, Finding, editing and deleting footnotes and endnotes, Viewing footnotes and endnotes, Endnote and footnote options, Converting between footnotes and endnotes

Tables of Contents

About tables of contents (TOCs), Types of tables of contents, Field codes for tables of contents The Table of Contents group, Inserting an automatic table of contents, Inserting a manual TOC Inserting a custom TOC, Setting additional table of contents options, Modifying the TOC text style, Saving a table of contents as a building block, Updating table of contents headings and page numbers, Changing an existing table of contents, Using a table of contents to navigate the document, Using bookmarks to create a TOC for selected text only, Marking individual text entries to include in a TOC, Promoting or demoting text within the table of contents, Multiple TOCs, Using bookmarks for multiple TOCs, Deleting and unlinking TOCs

Captions and Cross References

About captions, tables of figures and cross references, Cross references, The Captions group Adding captions, Adding cross references, Editing and deleting cross references, Creating tables of figures, Updating a table of figures, Changing a table of figures

Indexes

About indexes, Field codes for indexes, Marking index entries, Marking subentries, Marking cross-referenced index entries, Using bookmarks to mark a range of pages, Building the index Rebuilding the index, Removing and unlinking indexes

Encrypting and Finalising Documents

Encrypting a document, What happens if you forget the password, Opening an encrypted document, Turning off document encryption, Marking a document as final

Focus4 Training | | Microsoft Courses Course Outlines | Outlook | 1 Day Course

Microsoft Outlook is a very powerful Personal Information Manager (PIM) designed to save you time and make integrating tasks, email, calendar and contact information simple. This 1- day Outlook course concentrates on how Outlook can be customised to suit your department or teams needs to improve all round efficiency and work within agreed procedures. The course also covers: Short Cuts, Top Ten Time Savers and General Hints and Tips to help you gain the most from Outlook. The course will include discussions around how you work with Outlook now and how you could work with it by making subtle changes which will make a big impact! A real must to improve how people working together communicate together.

Topics covered include

Overview of Outlook Basics

Discussion: Working Smarter with Outlook

Getting to know Quick Styles/Steps

Use Colour Categories

Working with Rules

Searching

Conversations

Appointments and Events

All you need to know about Calendar, Meetings, Meetings and More Meetings

Making the Most of Contacts

Making Tasks Work for You

Email Techniques

Wow Factors

Top Ten Tips and Tricks.

Focus4 Training | | Microsoft Courses Course Outlines | Access Essential Skills | 1 Day Course

The Access Essential course will equip you with the skills to start using Access to create a database using tables and forms, produce queries to manipulate data and reports. Suitable for people new to Access or basic users.

What is a Database?

Planning a Database

Table Design Basics

Table Design in Datasheet View

Find and Replace Data

Table Design in Design View

Sort and Filter Records Tables and Relationships Lookup

Columns

Creating Queries

Creating Forms

Creating Reports

Table Design Basics

About tables, Field names and captions, Data types, Primary keys and indexes, Indexes
Field properties, Field sizes for Number fields, Number and currency formats, Date/Time formats, Yes/No formats, The Lookup Wizard, Good practice when designing tables, Examples of database table plans, Simple contact table, Example with related tables,

Table Design in Datasheet View

About Datasheet view, Creating a table in Datasheet view, Saving a new table, Adding fields in Datasheet view, The More Fields and Quick Start options, Renaming fields in Datasheet view, Changing the default value in Datasheet view, Changing the field size in Datasheet view, Changing the data type and format in Datasheet view, Changing the field validation options in Datasheet view, Required, Unique and Indexed, Validation, Validation rules, Validation messages, Deleting fields in Datasheet view, Saving and closing a table

Find and Replace Data

Searching for data, The Find group, Using the Find feature, Using the Replace feature

Table Design in Design View

About Design view, How changing a table design can affect other database objects, Creating a table in Design view, What to think about when adding fields, Adding an AutoNumber primary key, Adding fields and setting properties, Saving a new table, Inserting rows in Design view, Moving rows in Design view, Deleting a row in Design view, Inserting a lookup column in Design view, Reviewing the lookup property and editing the value list, More about the primary key, Letting Access automatically add a primary key, Choosing an existing row as the primary key, Removing the primary key attribute from a row, Saving and closing a table

Sort and Filter Records

The Sort & Filter Group, Sort and filter options in shortcut menus, Sorting records, Removing a sort, Filtering records and record sets, Filter by selection, Filter by Form, And/Or, Using common operators and expressions, Turning filters on and off, Using the Filter button, Clearing all filters, Saving changes to tables

Tables and Relationships

About relationships between tables, An example with table relationships, One-to-many relationships, primary and foreign keys, Referential integrity, Cascade update/delete, Creating and editing relationships, Adding a relationship, Alternative method for creating a relationship, Organising the Relationships tab, Save and close relationships, Editing relationships, Deleting relationships, Relationship Report

Lookup Columns

About Lookup columns, About creating lookup columns, Creating value lists using the Lookup Wizard, Creating and editing value lists manually, Creating Lookup columns using the Lookup Wizard, Editing Lookup columns manually

Creating Queries

About queries, How to use queries, Creating and editing queries, Query views, Types of queries, The Design tab, Running existing queries, Using the Query Wizard to create a simple select query, Creating a query in Design view, Saving a new query, Modifying a query, Saving a modified query, Setting criteria, Using Or for alternative criteria, Using Total and Group by Matching records in related tables, Moving columns, Using parameters in queries, Using a parameter as the criteria for a particular field, Using a parameter value to match part of a field, Using the Query Parameters dialog box, Return a number of records

Creating Forms

About forms, About creating and editing forms, Different types of default forms, Form views Creating a default form, Creating a default split form, Creating a default multiple items form Saving and closing a new form, Using the Form Wizard, Modifying a form in Layout view

Creating Reports

About reports, About creating and editing reports, Report views, Creating a default report, Saving and closing a new report, Using the Report Wizard, Modifying a report in Layout view Printing a report

Focus4 Training | | Microsoft Courses

Course Outlines | Access Intermediate Skills | 1 Day Course

The Access Intermediate course will focus on more complex queries and reports as well as exporting data from other applications. You will learn about expressions and importing and linking data. You should have covered the Access Essential skills course or have a good understanding of Access to attend this course.

Managing Database Objects

Update and Delete Queries

Make Table and Append Queries

Object Properties and the Property Sheet

Expressions and the Expression Builder

Working in Layout View

Working in Design View

Exporting Data from Microsoft Access

About Importing and Linking Data

Importing Data from Text Files

Importing Data from Microsoft Excel and Access

Finding Duplicate and Unmatched Records

Managing Database Objects

Opening and closing the Navigation pane, Organising database objects in the Navigation pane, Choosing how to arrange groups, Collapsing and expanding groups, Filtering database objects, Hiding and un-hiding groups, Copying database objects, Copying a table, Copying a query, form or report, Renaming a database object, Deleting a database object, Deleting a table, Deleting a query, form or report, Checking the properties of database objects, Using the Database Documenter

Update and Delete Queries

Learn about Update queries, About Update and Delete queries, Update queries, Delete queries, Icons in the Navigation pane, Good practice for Update and Delete queries, Creating an Update query, Running an Update query, After running an Update query, Creating a Delete query, Running a Delete query

Make Table and Append Queries

Learn about Make Table queries, Learn about Append queries and duplicate records, About Make Table and Append queries, Make Table queries, Append queries, Duplicate records, Icons in the Navigation pane, Good practice for Make Table and Append queries, Creating a Make Table query, Running a Make Table query, Running a Make Table query again, Creating an Append query, Running an Append query, What happens with duplicates with an Append query, What can go wrong with an Append query, Running an Append query again

Object Properties and the Property Sheet

About object properties and the Property Sheet, The Property Sheet, Tabs, What do all the properties mean, Some common properties, Editing property values, Moving and resizing the Property Sheet

Expressions and the Expression Builder

About expressions, Example expression, Examples where expressions are used, Entering expressions, Using the Expression Builder

Working in Layout View

Learn about layout and design tools, Learn about themes including colours and fonts, Learn headers and footers including logo, page numbers, date and time, Learn about controls, Learn about bound and unbound controls and using the Field List, Learn about the Control wizards About layout and design tools, The Design tab, The Arrange tab, The Format tab, The Page Setup tab

Working in Design View

The Design view, Creating a new form/report in Design view, Editing an existing form/report in Design view, Hiding and showing the grid, Think about the most likely output method, More emphasis on expressions in reports, Using tables and queries in forms and reports, Sections and sizes, Form/report sections, Form/report width, Form/report height and section height About subforms and subreports, Linking master and child fields

Exporting Data from Microsoft Access

About exporting data and saving exports, Exporting data, The Export wizard Saving the export Using saved exports

About Importing and Linking Data

About importing data, Importing data and saving imports, Saving an import, Import errors Using saved imports, About linking data, Updating a linked table, Converting a linked table to a local table

Importing Data from Text Files

About importing data from a text file, About the text file, Delimited data and text qualifiers, Fixed width data, Considerations when appending data from a text file, Importing data from a text file, Choosing delimited or fixed width data, Delimited data, Fixed width data, Setting field names, data types and indexes, Choosing a primary key, Naming the table, Import errors

Importing Data from Microsoft Excel

About importing data from Microsoft Excel, About the data in the Excel source file, Considerations when appending data from Microsoft Excel, Importing data from Microsoft Excel, Setting field names, data types and indexes, Choosing a primary key, Naming the table Import errors, Saving an import

Importing from a Microsoft Access Database

About importing from a Microsoft Access database, Restoring data objects from back-up files, Importing objects from another database

Finding Duplicate and Unmatched Records

About de-duplicating records, Finding duplicate records, About unmatched records, Finding unmatched records, Analysing Tables, About analysing and splitting tables, An example where splitting a table is appropriate, A note of caution, Analyse a table

Focus4 Training | | Microsoft Courses

Course Outlines | Access Advanced Skills | 1 Day Course

This course is primarily designed for people who need to know how to develop relational databases and automate operations in Microsoft Access. To study this course you should have completed Access Intermediate. On completion of Microsoft Access Advanced course you will be able to:

- ▣ design a relational database project
- ▣ create a relational database file with multiple tables
- ▣ set table relationships and join tables together
- ▣ create queries based on one or more tables
- ▣ create and work with aggregation queries
- ▣ create and use a series of action queries
- ▣ work with a number of macro techniques
- ▣ create some simple programming code using VBA

Content

Relational Database Design
Creating a Relational Database
Setting Table Relationships
Multi Table Queries
Aggregation Queries
Action Queries
Macro Techniques
An Introduction to VBA

Relational Database Design

Designing a Relational Database, Scoping the System, Determining the Inputs, Normalising a Database, First Normal Form (1NF), Second Normal Form (2NF), Second Normal Form, Third Normal Form (3NF), Database Indexing

Creating a Relational Database

Creating a New Database File, Creating Lookup Tables, Defining a Primary Key, Saving and Closing a Table, Creating the Expense Type Table, Creating the Transactions Table, Creating the Details Table

Setting Table Relationships

Understanding Table Relationships, Understanding Lookup Relationships, Looking Up the Employees Table, Looking Up the Expense Types Table, Viewing Table Relationships, Understanding Table Joins, Editing the Employee Table Join, Editing the Expense Type Table Join, Creating a New Join, Creating a Relationship Report

Importing and Exporting Records Exporting Records to Microsoft Excel Exporting Records to a Text File Importing From Microsoft Excel Importing From a Text File Linking to an External Source

Multi Table Queries

Understanding Relational Queries Creating a Relational Query Design Filtering a Relational Query Filtering Related Fields Adding More Tables and Fields Utilising Hidden Fields Understanding Query Joins Creating an Inner Join Creating a Left Outer Join

Creating a Right Outer Join

Aggregation Queries Creating an Aggregation Query Working With Aggregation Queries Multiple Aggregations Modifying Aggregation Headings Aggregating Calculated Fields Applying Criteria to Aggregates Understanding Nested Queries Creating an Assembly Query Creating the Nesting Query

Action Queries

Creating a Make Table Query, Using a Make Table Query, Understanding Expressions and Update Queries, Preparing an Update Query, Running an Update Query, Updating Using Expressions, Running an Expression-Based Update, Creating a Delete Query, Running a Delete Query, Creating an Append Query, Running an Append Query, Turning Action Messages Off

Macro Techniques

Creating A Print Macro, Using Conditions To Enhance A Macro, Creating A Sequence Of Conditions, Understanding The Versatility Of MsgBox, Using The MsgBox Function 9, Reconfiguring A Message Box 9, Using The InputBox Function ¾

An Introduction to VBA

Understanding VBA Coding VBA for an Event Running VBA Event Code Understanding MsgBox and InputBox Modifying an Existing Procedure Understanding the Modified Code Creating a Standard Module Loan Simulator Code Running the Code Understanding the Loan Simulator Code Creating a Button for the Simulator Attaching the Simulator Code

Focus4 Training | | Microsoft Courses Course Outlines | OneNote | 1 Day Course

The skills and knowledge acquired in Microsoft OneNote are sufficient to be able to insert, tag and format notes; research information using linked notes; and share information with colleagues and friends.

At the completion of this course you should be able to:

Work with sections and pages

Insert many types of different note

Work with linked notes

Create and work with side notes

Format text and paragraphs

Work with note containers

Create and work with outlines and tables

Use the draw tools to create diagrams

Create and work with tags

Use the search features

Create and work with templates

Use the page formatting features

Print and save OneNote content into different formats

Set and work with passwords and alter password and backup options

Create and work with shared notebooks

Work with the outlook functions in OneNote

Content

Getting To Know OneNote

What Is OneNote, What Can You Do With OneNote, Starting OneNote, The OneNote Screen, Opening A Notebook, Creating A New Notebook, Navigating Notebooks, Typing A Note, Closing Notebooks And Exiting OneNote

Working With Sections and Pages

Creating Sections, Creating Section Groups, Creating Pages, Creating Subpages, Renaming Sections And Pages, Working With Page Groups, Moving Sections And Pages, Copying Sections And Pages, Inserting Space In The Middle Of A Page, Deleting Sections And Pages, Deleting Unwanted Notebooks

Inserting Notes

Copying And Pasting Content, Inserting Pictures, Inserting Screen Clippings Into The Current, Inserting Screen Clippings With Quick Filing, Linking To Other Pages, Creating Wiki Links, Linking To A Web Page, Attaching Files, Audio And Video Files, Sending To OneNote, **Researching With Linked Notes**

What Are Linked Notes, Starting A Linked Notes Session, Ending A Linked Notes Session, Starting Linked Notes From Word Or PowerPoint, Starting Linked Notes From Internet Explorer, Viewing Linked Notes, Removing Note Links, Disabling And Re-enabling Linked Notes

Using Side Notes

What Are Side Notes, Creating a Side Note, Keeping a Side Note Visible, Reviewing Your Side Notes, Moving Side Notes To Existing Notes

Formatting Notes

Formatting Text, Using Bulleted and Numbered Lists, Extracting Text from Pictures, Checking The Spelling, Applying Styles, Adding Paragraph Spacing

Working with Note Containers

Resizing a Note Container, Merging the Contents of Note Containers, Moving A Note Container

Outlining

Creating an Outline, Selecting In an Outline, Collapsing and Showing Details, Moving Content In an Outline

Working with Tables

Inserting A Table, Adding Content To A Table, Selecting Content In A Table, Inserting Rows And Columns, Deleting Rows And Columns, Formatting A Table

Using the Draw Tools

About Pen Mode, Inserting Shapes, Drawing With the Pen Tool, Selecting Shapes. Modifying Pen Drawings, Converting Ink To Text, Creating A Favourite Pen, Tagging Notes, Tagging Content, Creating A Custom Tag, Modifying Tags, Removing Tags From Notes, Finding Tags

Searching Notebooks

Searching the Current Page, Using Quick Search, Using the Search Results Task Pane, Turning On Audio Search and Text Recognition, Templates,

About OneNote Templates

Creating A New Page Based On A Template, Creating A Custom Template, Applying A Template To An Existing Page, Setting A Default Template, Deleting A Custom Template, **Formatting Pages** Specifying Paper Size, Changing Print Margins, Setting Page Colours and Rule Lines, Adding A Background Picture

Printing and Saving Notebooks

Printing With The Print Dialog Box, Printing From Print Preview, Saving To Other Formats, Saving Content As A Word File, Saving Content As A PDF Or XPS File, Saving Content As A Web Page, Sending Pages In Different Formats,

Security Features

Locking A Section with a Password, Locking All Protected Sections, Unlocking A Protected Section, Removing A Password, Setting Password Protection Options, Setting Backup options

Focus4 Training | | Microsoft Courses Course Outlines | Visio | 1 Day Course

Microsoft Visio course is designed for users who are keen to create a range of diagrams and drawings such as flowcharts, business diagrams, office floor plans, organisation charts, and the like. The skills and knowledge acquired are sufficient to create real-world drawings using shapes, stencil connectors, pages, formatting options, grids, styles, and the printing features of Visio.

At the completion of the course you should be able to:

- ▣ Work with the basic features of Visio
- ▣ Open, create and work with stencils
- ▣ Work with shapes
- ▣ Format shapes
- ▣ Join shapes using connectors
- ▣ Create and modify containers
- ▣ Work with text
- ▣ Work with multiple-paged drawings
- ▣ Work with page tools
- ▣ Perform basic editing functions
- ▣ Apply, modify and work with themes
- ▣ Print and email drawings
- ▣ Create simple organisational charts
- ▣ Work with organisation chart data
- ▣ Create and modify calendars

Getting To Know Microsoft Visio

Starting Visio, Creating A New Drawing From A Template, The Visio Screen, How Microsoft Visio Works, Using The Ribbon, Using Ribbon KeyTips, Minimising The Ribbon, Understanding The Backstage View, Accessing The Backstage View, Using Shortcut Menus, Understanding Dialog Boxes, Launching Dialog Boxes, Understanding The Quick Access Toolbar, Adding Commands To The QAT, Understanding The Status Bar, Customising The Status Bar, Saving A New Drawing, Exiting Safely From Visio

Working with Stencils

The Shapes Window, Quick Shapes, Creating A Custom Stencil, Opening A Stencil, Editing A Stencil, Closing A Stencil

Working with Shapes

Placing Shapes From A Stencil, Selecting Shapes, Resizing Shapes, Moving Shapes, Duplicating Shapes, Rotating And Flipping Shapes, Ordering Shapes, Merging Shapes To Create New Shapes, Grouping And Ungrouping Shapes, Aligning Shapes, Distributing Shapes, Using Snap And Glue, Using The Dynamic Grid

Formatting Shapes

Filling Shapes, Formatting Lines, Applying Shadows, Using the Format Painter, Protecting Shapes

Working with Connectors

Connecting Shapes, Automatically Adding Connected Shapes, Connecting Existing Shapes, Inserting and Deleting Shapes, Adding Text to Connectors, Changing Connectors, Working With Connection Points, Formatting Connectors

Containers

Adding Containers, Adding Shapes to A Container, Formatting Containers, Deleting Containers

Working with Text

Adding Text to Shapes, Formatting Text, Creating Text Blocks, Aligning Text, Creating Bulleted Lists, Creating Tables, Spell Checking Text

Working with Pages

Inserting Pages, Naming Pages, Changing Page Order, Rotating Pages, Deleting Pages, Applying A Background Style, Adding Headers And Footers, Inserting A Logo, Assigning A Background Page To Other Pages, Page Size And Orientation

Page Tools

Understanding Page Tools, Zooming, Using the Pan & Zoom Window, Displaying Grids And Rulers, Changing Grids And Rulers, Setting Guides And Guide Points, Using Guides And Guide Points, Working With Rulers, Changing The Scale

Editing Pages

Copying, Cutting and Pasting Shapes, Copying a Drawing Page, Using Find And Replace, Using Undo And Redo

Themes

Understanding Themes, Applying a Theme, Creating Custom Theme Colours, Creating Custom Theme Effects, Copying a Custom Theme to another Drawing, Deleting Custom Themes **Outputting Drawings**
Using Print Preview, Print Setup and Page Size Options, Fitting a Drawing To Printer Pages, Printing A Drawing, Emailing Drawings

Focus4 Training | Triumph | Microsoft Courses Course Outlines | Project Essential Skills | 2 Day Course

This 2-day Microsoft Project training course will give you the skills you need to manage your projects effectively. You will learn how to schedule time, manage resources, work with variances, create reports and resolve conflicts.

Course Objectives

- What is Project and Why Use It?
- Exploring the Project Interface and Ribbons
- Scoping the Project and Creating a New Task
- Change the Duration and Type of Task
- Move, Insert and Delete a Milestone
- Create Sub Tasks and Recurring Tasks
- Define Constraints and Task Deadlines
- Create and Manage a Resource List
- Edit Resources by Grouping and Changing Working Times
- Assign a Resource to a Task
- Use the Resource Graph View
- Determine when Resource Conflicts Exist
- Reassign Resources and Schedule Overtime
- Viewing Project Statistics
- Levelling Calculations and Range
- Create Standard and Custom Reports
- Explore Advanced Views: Network Diagram, Gantt and Tracking Chart
- Customise Project Menus and Toolbars
- Using Filters and Auto Filters
- Using Variance, Work and Cost Tables
- Using Master Projects

Course Learning

Creating a Simple Project
Entering a Start Date
Project Properties
Adding Tasks and Task Durations
Deleting a Task
Adding and Viewing Notes
Creating a Milestone
Creating a Task Link
Inserting a Project Summary
Adding Resources
Lag and Lead Times
Adding Resources
Over-Allocation of Work
Baselines and Critical Tasks
Saving a Baseline
The Critical Path
Adding Materials and Equipment Costs
Completing Tasks
Viewing Project Costs
Constraints and Assigning Overtime
Assigning Overtime
Viewing the costs for a Project
Customising the Calendar
Creating a New Calendar
Setting up a Resource Pool and Sharing Resources
Creating a Resource Pool
Linking the Resource Pool to the Sharer File
Opening a Sharer file
Saving Resource Assignments to a Resource Pool
Opening the Resource Pool
Creating a Resource Pool
Sharing Resources
Linking Projects and Shared Resources
Creating a Master File
Constraints and Assigning Overtime
Constraints
Assigning Overtime
Resource Levelling and Tracking
Resource Levelling
Tracking
Resource Levelling Task
Tracking and Monitoring Your Project
Overview of Printing and Reporting
Page Setup
Margins
Headers and Footers
Legends
Alternative Views – Network Diagrams
Alternative Views – Calendar
Printing a Report
Click the Project tab and click the Report button to return to the Report dialog box
Customising Views and Reports
Calendar View
Formatting Calendars with the Mouse
Deleting a Task on the Calendar
Link Tasks on the Calendar
Creating a Task Using the Mouse
Changing the Duration of a Task
Moving Tasks
Exercise Project Football Tournament
Starting Your Own Project
Tasks
Resources
Views
The Work Area
The Ribbon
Backstage
Working with Views
The View Tab
Built-In Project Views
Understanding the Gantt Chart View
Defining the Project
The Goal
The Objectives
The Specification
The Limitations
Completing the Project Definition
Project Planning
Completing the Project Plan