

Microsoft® Office: Streamlining Tasks for Improved Productivity - 3 Days

Course 972 Overview

- You Will Learn How To**
- Leverage the extensive features in Word, Excel and PowerPoint
 - Build professional documents in Word with enhanced functionality
 - Quickly present and summarise data with Excel using PivotTables and PivotCharts
 - Easily incorporate external data sources
 - Create visually dynamic and effective presentations in PowerPoint
 - Safeguard documents from viruses and unauthorised access with the Trust Center

Course Benefits Organisations depend on highly skilled employees to work effectively and efficiently to produce quality documents. This course is designed to improve productivity by leveraging the power of Microsoft Office applications. Throughout this course, you gain the skills to stand out in a competitive market by maximising the innovative features and integration techniques required to streamline day-to-day tasks and enable better decision making in the workplace.

Who Should Attend Anyone interested in enhancing their Microsoft Office skills for improved productivity. Experience with Microsoft Office applications at an introductory level is assumed.

Hands-On Training Exercises provide you with practical experience using Microsoft Office. Exercises include:

- Customising Microsoft Office
- Designing documents with styles, themes and sections
- Implementing the TOC, headers and footers in Word
- Analysing data with PivotTables and PivotCharts
- Applying conditional formatting and SmartArt
- Refining the data with formulas in Excel
- Creating PowerPoint presentations with Master layouts and design masters
- Securing documents using visible and invisible digital signatures and the Trust Center

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Course 972 Outline

Introducing Microsoft Office

Discovering the User Interface

- Navigating the Ribbon and Dialog Launchers
- Setting defaults with Office options
- Customising the Quick Access Toolbar

Exploring file formats

- Reviewing supported file extensions
- Discovering the Compatibility Pack

Creating Professional Documents in Word

Establishing the document setup

- Configuring the status bar
- Working with sections
- Handling multiple headers and footers

Formatting the document

- Implementing styles
- Condensing the document to an outline and viewing the document map
- Discovering themes

Automating documents and text

- Exploring templates
- Inserting and modifying Quick Parts and Building Blocks

Referencing and Navigating Documents

Streamlining document tasks

- Customising document properties
- Inserting cover pages
- Creating the TOC
- Adding watermarks

Implementing revision control

- Creating comments
- Managing multiple versions of a document
- Reviewing and tracking changes

Producing Rapid Results with Excel

Leveraging Excel functionality

- Taking advantage of the Function Wizard
- Absolute versus relative addressing

Optimising graphical objects

- Graphing data with charts
- Visually enhancing data with conditional formatting

Creating interactive PivotTables and PivotCharts

- Generating, editing and formatting PivotTable fields

- Filtering, sorting and pivoting charts and tables

Integrating Data Sources

Retrieving external data

- Connecting to MS Access using MS Query
- Extracting and correcting data types with formulas

Assembling mass mailings

- Connecting to Excel data
- Working with a template document
- Producing the result documents: letters, envelopes and labels

Developing PowerPoint Presentations

Building a dynamic slide show

- Best practices for creating presentations
- Designing effective slides
- Discovering methods to incorporate animation and sound
- Exploring slide show options

Enhancing the slides

- Applying themes
- Setting up and refining master layouts

Enhancing documents with graphics

- Leveraging SmartArt graphics
- Employing text to create SmartArt graphics

Finalising and adding special effects

- Adding slide transitions
- Customising animation
- Publishing the presentation

Document Security and Collaboration

Protecting documents

- Setting up document restriction using encryption
- Removing private and personal information
- Enabling digital signatures

Safeguarding documents with the Trust Center

- Manipulating the Document Inspector features
- Configuring Trust Center options