Microsoft Application Training

course outlines

Improve your IT skills and **career prospects**

These courses will help you if:

- You want to improve your IT skills
- You want to return to office based employment and increase your earnings
- You'd like to learn Microsoft Office applications such as Word or Excel
- You'd like to improve your knowledge of software tips and shortcuts

Microsoft Application Training

	DAYS	MAR	APR	MAY	JUN	JUL	AUG
Microsoft Word Level Introduction	1	11	04	06	06	03	01
Microsoft Word Level Intermediate	1	12	07	09	13	07	08
Microsoft Word Level Advanced	1	13	14	16	20	14	15
Designing Templates & Macros in Microsoft Word	1	14	21	23	27	21	22
Microsoft Excel Level I	1	17	07	30	02	04	04
Microsoft Excel Level II	1	18	14	07	09	11	11
Microsoft Excel Level III	1	19	18	14	16	18	18
Microsoft Excel Level IV	1	20	25	21	23	25	19
Microsoft Excel Analysis Techniques	1	25	03	28	30	28	05
Microsoft Excel Macros & Customisation	1	26	11	02	26	29	12
Microsoft Excel VBA Programming	2	10-11	21-22	12-13	02-03	01-02	20-21
Microsoft Access Introduction	2	27-28	9-10	19-20	17-18	16-17	6-7
Microsoft Access Intermediate	1	17	28	09	10	15	27

Microsoft Application Training - Improve your IT skills and career prospects.

These courses will help you if:

- You wish to improve your IT skills
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- You'd like to improve your knowledge of software shortcuts and tips
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Microsoft Excel : Level 1

Course duration: 1 Day

Course Overview:
In this course, students will learn basic worksheets skills and how to work with data in
worksheets. By learning how to use an electronic spreadsheet to create basic data reports.

Prerequisites:
Windows 95: Introduction,
Windows 98: Introduction, or
Windows NT Workstation 4.0: Introduction

Lesson 1 : Excel Basics
- Excel Basics

Lesson 2 : Entering Data and Navigating in a Worksheet
- Entering and Correcting Data
- Using Formulas
- Navigation and Movement Techniques

Lesson 3 : Modifying a Workbook
- Working with Ranges
- Working with Functions
- Editing Cell Contents

Lesson 4 : Moving and Copying Data
- Inserting Rows and Ranges
- Copying and Moving Data
- Absolute Cell References

Lesson 5 : Formating a Worksheet
- Formating a Worksheet
- Number Formats and Text Alignment

Lesson 6 : Printing a Worksheet
- Printing

Lesson 7 : Introduction to the Workbook Environment
- Using a multiple sheet Workbook

Lesson 8 : Creating Excel Web Pages

- Excel as a web tool

Microsoft Excel : Level 2

Course duration: 1 Day

Course Content

Charts (ChartWizard)

Creating an embedded chart using the ChartWizard
Creating a chart as a new sheet
Series and axes
Text, legends, data labels, arrows and lines
Printing Charts
Drawing objects

Toolbars

Displaying, hiding and customizing the toolbars

Range names

Defining range names
Creating range names
Going to range names
Using named ranges in formulae
Defining and using absolute and relative names

Multiple sheets

Group mode
Zooming the display
Moving between sheets
Linking Worksheets

Dragging & dropping between sheets

Accessing the table of contents

Templates

Using & customizing the Auto Solution templates
Using the template wizards
Creating, using and editing simple templates
Creating an Auto Template for new sheets

Styles

Creating and using styles to facilitate and standardize the presentation

Microsoft Excel : Level 3

Course duration: 1 Day

Course Content:

More advanced formulas

Pasting functions
Using recommended functions
Natural language formulas
Using the function Wizard
Financial, date and time, lookup and reference, text, logical
and information functions

Formulas which link workbooks
Data validation

What-if data analysis

Using Goal Seek to set a formula to the result you specify

Using Solver to analyse multiple-variable problems

Projection values using Data Table

Scenarios

Using the Scenario Manager to create multiple scenarios with
multiple sets of changing cells
Creating a summary report of all input values and results

Merge scenarios
Protect and hide scenarios

AutoFilters & Custom Views

Using AutoFilter for easy interrogation
Top Ten filtering
Using the Custom View to view your data with different display and print
options
Creating, displaying and deleting views
Hiding columns and rows, freezing worksheet titles and
displaying the full screen
Controlling the zoom view, splitting windows

Reports

Printing views and scenarios
Using Access reports

Auditing the worksheet

Understanding the relationships between cells in your worksheet
Tracing and correction errors
Check for invalid data comments
Adding and editing cells
Using Comments

Microsoft Excel : Level 4

Course duration: 1 Day

Course Content

Databases

Understanding databases
Sorting data
Using Advanced Filter for complex criteria
Using data forms for data input
Database statistical functions
Sub-totalling by category

Using shared lists

Tracking data simultaneously
Manipulating shared data
Consolidating shared data
Timing updates
Revision marking
History tracking
Sequential comment reviews
Merging workbooks
Resolving data entry conflicts

Outlining

Creating a structure to make it easy to move through rows of data
Creating summary reports
Rearranging parts of the worksheet
Creating charts from different levels of data
Using styles in outlines

Consolidating

Consolidating by category
Consolidating identically positioned data
Creating links to source data

Pivot Tables

Using the Pivot Table Wizard to summarise large amounts of data
Using Page fields to change you view of the data
Working with Totals
Formatting and editing a Pivot Table
Refer to Pivot Table data in external formulas
Auto sorting
Displaying Top/Bottom values

Data Mapping

        Auto name matching
        Using the Map control panel
        Creating place pin maps

Macros using Visual Basic (VBA)

        A brief introduction to Visual Basics
        Creating simple Visual Basic procedures
        Getting help

Microsoft Excel : Level 5

Course duration: 1 Day

Course Content

More advanced formulas

Pasting functions
Using recommended functions
Natural language formulas
Financial, date and time, lookup and reference, text, logical and information functions
Formulas which link workbooks
Data validation

What-if data analysis

Using Goal Seek to set a formula to the result you specify
Using Solver to analyse multiple-variable problems
Projection values using Data Table

Scenarios

Using the Scenario Manager to create multiple scenarios with multiple sets of changing cells
Creating a summary report of all input values and results
Merge scenarios
Protect and hide scenarios

AutoFilters & Custom Views

Using AutoFilter for easy interrogation
Top Ten filtering
Using the Custom View to view your data with different display and print options
Creating, displaying and deleting views
Hiding columns and rows, freezing worksheet titles and displaying the full screen

Creating, displaying the zoom views

Reports

Printing views and scenarios
Using Access reports

Auditing the worksheet

Understanding the relationships between cells in your worksheet
Tracing and correction errors
Check for invalid data comments
Adding and editing cells
Using Comments

Microsoft Excel : VBA Programming

Course duration: 2 Day

Course Overview

This course is designed to help delegates develop automated procedures in Excel XP using the Visual Basic for Applications language.

Who Should Attend

Anyone who has some experience of recording macros in Excel, but would now like to learn how to edit the code that the macro creates in order to make it more efficient and specific. Anyone who wishes to control their spreadsheet using VBA code.

What You Will Learn

On this 2-day course, course participants familiar with Excel XP will gain a deeper knowledge of the program. They will be shown how to work record with other databases and external data, advanced expressions, the design of forms, how to work with macros, and how to customise the application.

Pre-requisites

Course participants who have successfully completed an Excel Advanced course or have gained similar knowledge within the work environment.

Course Content

- Introduction to VBA: Recording a macro. Running a macro. The Integrated Development Environment (IDE)
- Assigning macros: Specifying the location of recorded macros. Assigning shortcut keys to macros
- Assigning a macro to a button on a sheet. Assigning a macro to a button on a command bar
- Understanding and editing code: Objects, Properties, Methods and Events. Adding comments to code. Editing the procedure manually. Absolute and relative references
- Using the Object Browser. Calling Procedures from another procedure. Using the VBA help facilities
- Macro development: Program flow control. Looping. Debugging
- Using variables: Declaring and using variables in procedures. Data types.
- Function macros: Creating a function procedure. Using user defined functions
- Interactive macros: Creating custom message boxes. Creating custom input boxes. Creating custom forms. Adding controls to a worksheet. Event procedures

AM:PM Services Booking Form

Please complete this form and mail or FAX to:
AM:PM IT Services, Tower Point , 44 North Road, Brighton BN1 1YR.
TEL: 01273 243000   FAX: 01273 243966
or e:mail : training@ampmittraining.co.uk

Your Name:			
Home No.	Personal No:		
Company & Address			
Home Address			
Course Date:	Course Fee per delegate: £		
Registration Fee £:		Total (excluding VAT): £	
Course Title:			
Candidate	Name	Course Title	Date

Authorised By:	Purchase Order No.:
Position:	
Address:	
Postcode:	
Telephone:	Fax:
Signed:	Date:

Address to which instructions should be sent to if different from above

AM:PM Services,
Tower Point,
44 North Road,
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