

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
- You'd like to learn Microsoft Office applications such as Word and Excel
- You'd like to improve your knowledge of software shortcuts and tips
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Microsoft Word : Level Introduction

Course duration: 1 Day

Course Objectives

The creation, editing, formatting and printing of perfect documents. The course will cover the following features:

Basics

Creating, editing, saving, renaming & abandoning documents
Creating and opening documents from the desktop
Using supplied templates and Wizards
Using the File Starter
Understanding Autoselect
Using the standard and formatting toolbars

Editing

Moving around a document; selecting text; deleting text; the significance of the paragraph end marker & new lines; insert and typeover modes; undoing typing commands; using the screen tips

Enhancing document appearance

Character Formats:

Bold, italic & underline (single, double and word)
Fonts & point sizes
Superscript & subscript
Setting the default

Paragraph Formats:

Alignment and spacing (line & paragraph)
Indenting (including hanging indents)
Pagination

Page Formats

Page Margins and orientation
Headers & Footers and automatic page numbering
Understanding sections
Setting defaults

Painting Formats

Printing

Previewing; printing options; printing envelopes; selecting the printer

Controlling the Display

Working in Normal, Page Layout and Full Screen views
Zooming the display

Special Features

AutoCorrect; Spell checker; thesaurus and grammar checker
Find & replace, Short-cuts Menu

Tabs

Setting and using left, centre, right and decimally aligned tab stops
Adjusting and removing tab stops
Dot Leaders for simple form design

Moving & copying text

Moving and copytext within documents

Tables

Creating a table and typing into columns
Changing column widths and adding lines and shading
Converting tabular columns to tables

Further formatting features

Case conversion
Formatting drop capitals
Simple bullets and paragraph numbering
Working with symbols
Working with graphic lines, borders and paragraph shading

Autotext

Creating, saving and recalling AutoText entry
Inserting Autocomplete

File Management

Specifying criteria
Pre-defined searches
Manipulating multiple documents

Microsoft Word : Level Intermediate

Course duration: 1 Day

Course Content

Mail Merge

Step-by-step merging using the merge helper Typing in the data form

Working in the main document
Merging the data source
Finding record in the data source
Printing envelopes and labels

Autoformat & Styles:

Using Autoformat
Style Gallery
Applying, defining and modifying styles
Renaming, deleting and copying styles
Deleting multiple styles from the document/template
Using the style organiser

Outline:

Working in outline view
Expand/collapsing the document
Promoting, demoting and re-arranging outline levels
Showing or hiding the character formatting
Applying the numbering to an outline
Printing the outline

Document templates

What are templates
Creating a new file base upon a template or wizard
Modifying an existing template
Creating and saving a template
Controlling the attached document template
Making items available from other templates

Forms and on-line documents

Creating a form
Filling in an on-line form
Using on-line layout view
Using on-line layout map
Hyper-links and cross-references
Managing document background
Document navigation
Using auto-summarise feature

Microsoft Word : Level Advanced

Course duration: 1 Day

Course Content

Microsoft Draw

- Launching Microsoft Draw
- The drawing palette
- Drawing objects
- Grouping, re-sizing, moving and deleting objects
- Importing pictures into Draw

Charting

- Launching the Chart
- Selecting a chart type
- Entering data
- Adding a chart title
- Changing the Chart layout
- Displaying a legend with the Chart

Word Art

- Creating a Wordart image
- Modifying a Wordart image
- Using Wordart toolbar
- Inserting a symbol

Linking & Embedding

- Copying information from another application
- Linking items to a document

Customising Word for Windows

- Editing the toolbar and menus
- Creating and customising toolbar
- Changing colours
- Overview of options

Bookmarks

- Defining a bookmark
- Viewing a bookmark
- Locating a bookmark
- Using bookmarks for cross references

Master Documents

- Setting up master documents
- Working with master documents
- Formatting a master document
- Creating cross references

Sub Documents

- Working with sub documents

Tables of Contents

- Creating Tables of Contents
- Updating Tables of Contents

Indexes

- Creating an index
- Updating an index
- Automating index entries
- Using a concordance file

Captions

- Adding captions to figures, tables and other items
- Using AutoCaption
- Formatting and numbering captions
- Referring caption to a cross reference
- Including captions in a Table of items

Advanced Mail Merge

Simple Macros

- Recording and editing simple macros
- Understanding macro syntax
- Assigning macros to the toolbar, menu & keyboard

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



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