MICROSOFT OFFICE 2010

COURSE OUTLINES

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INTRODUCTION AND CONTENTS

Today's Office software is more powerful than ever and can transform the way a business is run. Yet many people feel frustrated with their computers. Tasks that should be simple take a long time to complete. Software seems to behave unpredictably. The computer doesn't do what you want it to do.

Training will help you to unlock the power on your desktop. Delivering courses in a class setting or working with individuals, I can cover the topics that concern you, unravel the problems that frustrate you and introduce you to new techniques to help you work smarter.

The following pages show outlines for the courses I am currently offering in Office 2010. I am happy to customise these outlines to deliver courses that match your requirements.

Please contact me if you would like more information on any of the courses listed, or would like some customised training.

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Click a program below to see course listings.

Microsoft Excel 2010

Microsoft Outlook 2010

Microsoft PowerPoint 2010

Microsoft Project 2010

Microsoft SharePoint 2010 End-User

Microsoft Word 2010

Upgrade to Office 2010

Trainer Qualifications

You can download individual course listings. Go to www.officetrain.co.uk and click the courses link in the left hand panel.

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MICROSOFT EXCEL 2010

There are a range of half-day and full-day courses available. The full-day courses incorporate topics from the half-day versions and are an alternative way of building your Excel skills.

Click an icon at the top right of a course listing page to return to this page.

FULL DAY COURSES

[Excel 2010 Level 1 New User](#)

[Excel 2010 Level 2 Intermediate](#)

[Excel 2010 Level 3 Advanced](#)

HALF DAY COURSES

[Excel 2010 Level 1 New User](#)

[Excel 2010 Level 1 Refresher](#)

[Excel 2010 Level 2 Performing Calculations](#)

[Excel 2010 Level 2 Analysing Data](#)

[Excel 2010 Level 2 Presenting Information (New course)](#)

[Excel 2010 Level 3 Advanced Calculations](#)

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Excel 2010 Level 1 New User
Entering, managing and presenting data in Excel 2010
3 hours/1 Day

Is this course for you?

You are new to Excel and want an overview of basic techniques, such as data entry, formatting and entering simple calculations.

Pre-requisites

The course assumes that delegates are familiar with:

    using a mouse
    basic operations such as opening and saving files and inserting and editing text.

This course can be run over a full day for delegates who want more time to practice and gain confidence with Excel, and with computers in general.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to create, save and print workbooks in Excel 2010. You will know how to enter, edit and format data and perform simple calculations.

A handout covering the main course topics will be provided.

Find your way round Excel 2010

    The Excel screen
    Use the Ribbon
    Open, save and print workbooks

The Quick Access toolbar

    Add buttons to the toolbar

Getting help

    Use Excel Help

Creating a workbook

    Create a table of data on a worksheet
    Enter and edit data

Save a workbook

    Save a workbook in Excel 2010 format
    Save a workbook in Excel 2003 format
    Deal with the Compatibility Checker
    Save a workbook in pdf format

Formatting data

    Adjust column widths
    Select cells
    Format data using the Ribbon

Manage worksheets

    Insert and delete rows and columns
    Insert and delete worksheets
    Re-arrange worksheets in a book

Perform calculations

    Add up a column of figures with AutoSum
    Enter formulas to carry out simple calculations
    Use AutoFill to copy formulas

Print worksheets

    Add headers and footers in Page Layout view
    Prepare a document for printing
    Print a worksheet

This is a provisional course outline and may change

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Excel 2010 Level 1 Refresher
Entering, managing and presenting data in Excel 2010
3 hours

Is this course for you?

You have used Excel before (maybe at school or college) and want to want to refresh and upgrade your basic Excel skills using the latest version of the software.

Pre-requisites

The course assumes that delegates are familiar with:

- using a mouse
- basic operations, such as opening and saving files
- data entry and editing in Excel 2010 or a previous version of the software

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to create, save and print workbooks in Excel 2010. You will know how to enter, edit and format data and perform simple calculations.

A handout covering the main course topics will be provided.

Find your way round Excel 2010

- The Excel screen
- Use the Ribbon
- Use Excel Help

The Quick Access Toolbar

- Add buttons to the Toolbar

Creating a workbook

- Create a table of data in Excel
- Enter and edit data

Save a workbook

- Save a workbook in Excel 2010 format
- Save a workbook in Excel 2003 format
- Deal with the Compatibility Checker
- Save a workbook in pdf format

Formatting data

- Adjust column widths
- Select cells
- Format data using the Ribbon
- Use Format Cells

Manage worksheets

- Insert and delete rows and columns
- Insert and delete worksheets
- Re-arrange worksheets in a book

Perform calculations

- Add up a column of figures with AutoSum
- Enter formulas to carry out simple calculations
- Use AutoFill to copy formulas

Work with data in Excel

- Use data entry shortcuts
- Sort and filter data

Print worksheets

- Add headers and footers in Page Layout view
- Prepare a document for printing
- Print a worksheet

This is a provisional course outline and may change

Excel 2010 Level 2
Performing Calculations
3 hours

Is this course for you?

You are familiar with entering data in Excel and now need to perform calculations using formulas and functions.

Pre-requisites

The course assumes that delegates are familiar with:

basic operations in Microsoft Windows, such as opening, saving and closing files

using a mouse

entering, editing and formatting data, either in Excel 2010 or a previous version.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to enter Excel formulas using absolute cell references, names and data from other worksheets. You will have used simple functions such as SUM, MAX, MIN, AVERAGE and COUNTIF and will know where to look to find out more about Excel's 341 built-in functions.

A handout covering the main course topics will be provided.

Build a worksheet in Excel 2010

Enter a formula using basic arithmetic
Use AutoFill to speed your work
Use brackets to control which part of a formula is calculated first

Use Absolute Cell References

Know when and why to use an absolute reference
Create a formula using absolute references

Name cells

Assign a name to a cell or a range
Use names in a formula
Find the location of a named cell
Manage names in a workbook

Perform calculations with dates

Understand how Excel treats dates
Calculate the number of days between two dates
Use the TODAY function

Linking worksheets

Create a summary sheet using data from other worksheets
Build a formula using cells from multiple worksheets

Use Excel functions

Understand functions
Use Excel's AutoComplete to insert a function on a worksheet
Use a function library to locate a function
Create formulas using SUM, AVERAGE, MAX, MIN, COUNTIF
Search for a function by describing what you want it to do

Copying data in Excel

Copy and paste Excel data
Use the Paste Options button to get the result you want

This is a provisional course outline and may change

Excel 2010 Level 2
Analysing Data
3 hours

Is this course for you?

You need to extract information and produce reports from tables of data in Excel.

Pre-requisites

The course assumes that delegates are familiar with:

basic operations in Microsoft Windows such as opening and saving files
entering and editing data in Microsoft Excel.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will know how to store data in a table in Excel and how to sort, filter and subtotal that data. You will be able to create a Pivot Table, use Slicers to filter the data, use different functions to analyse the data, present the results in different ways, and create a Pivot Chart.

A handout covering the main course topics will be provided.

Store data in Excel 2010

Understand rules for storing data
Build a table of data in Excel
Freeze panes

Work with tables of data

Sort data by value or cell colour
Apply a simple filter to data
Use Excel's custom filters

Subtotal data

Create a subtotals report
Subtotal using Sum, Average and Count
Collapse the data outline
Remove subtotals

Analyse data with a Pivot Table

Create a Pivot Table from a table of data
Sort results
Re-pivot the table, using different fields
Apply the Report filter
Drill down to see underlying data
Refresh a Pivot Table

Work with Pivot Tables

Change the Pivot Table design and layout
Change the underlying calculation used to summarise data
Use a Slicer to filter data
Analyse data by time period
Create a Pivot Chart

This is a provisional course outline and may change

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Excel 2010 Level 2 *NEW*
Presenting Information
3 hours

Is this course for you?

You are looking for different ways to present your Excel data. The course covers charts, conditional formatting and Excel Tables.

Pre-requisites

The course assumes that delegates are familiar with:
    basic operations in Microsoft Windows such as opening and saving files,
    entering and editing data in Microsoft Excel.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will know which chart type to choose to display your data and how to edit a chart to meet your requirements. You will be able to show trends with sparklines and use conditional formatting to help draw attention to particular values. Outlines and Tables will make your data more manageable and you will be able to use Paste Options to get the best results when you copy Excel data to other programs.

A handout covering the main course topics will be provided.

Show trends with sparklines
    Add sparklines to a table of data
    Format sparklines

Present data in a chart
    Understand Excel's different chart types
    Create a chart
    Add and remove chart elements
    Format a chart
    Add or remove data from a chart
    Save a chart design as a template

Present information with conditional formatting
    Colour cells depending on value
    Use data bars, colour scales and icons
    Use a formula to create a conditional format
    Manage conditional formats

Use Excel Tables
    Create an Excel Table from a set of data
    Format a Table
    Use the Totals row to summarise data
    Add a calculated column to a Table
    Remove a Table

Copy Excel data to other programs
    Use Paste Options to get the best results when pasting Excel data

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This is a provisional course outline and may change

Excel 2010 Level 2 Intermediate (Full day)
Excel Intermediate
1 day

Is this course for you?

You are familiar with basic Excel techniques, including entering and editing data, saving and printing workbooks. You wish to develop your skills, in particular performing calculations in Excel using formulas and functions and managing and presenting data.

Pre-requisites

The course assumes that delegates are familiar with:

basic Windows operations, including using a mouse and opening and saving files
entering and editing data, either in Excel 2010 or an earlier version

Course duration

1 day

This course is an alternative to half-day courses. It includes elements of the **Performing Calculations**, **Analysing Data** *and* **Presenting Information** *courses.*

Course objectives

At the end of the course, you will be able to enter formulas and simple functions, using data from multiple sheets and workbooks where necessary. You will be able to count cells meeting a certain criteria with COUNTIF and look up data with VLOOKUP. You will be able to analyse tables of data by sorting, filtering and subtotalling and will know how to present results using conditional formatting and charts.

A handout covering the main course topics will be provided.

Build a worksheet in Excel 2010

Enter and format data
Add up data with AutoSum

Create a formula

Enter a formula
Copy formulas with AutoFill
Understand absolute cell references
Use absolute references in formulas

Name cells

Assign a name to a cell or a range
Use names in formulas
Insert a name with Paste Names

Work with multiple sheets and books

Use cells from different sheets or workbooks in a formula
Manage linked files

Using Excel functions

Use the Insert Function dialog
Enter a function on a worksheet
Use COUNTIF and VLOOKUP

Check for errors

Understand error checking
Check for errors in formulas

Work with data in Excel

Understand rules for storing data
Sort and filter data
Subtotal data

Present information with conditional formatting

Colour cells depending on value
Use data bars, colour scales and icons
Use a formula to create a conditional format
Manage conditional formats

Add comments

Insert a comment in a worksheet
Edit and display comments
Review and remove comments

Reuse Excel data

Use Paste preview when pasting data
Save a workbook as a pdf

Develop a chart

Create a chart
Change chart design and format
Change the data being plotted

This is a provisional course outline and may change

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Excel 2010 Level 3
Advanced Calculations
3 hours

Is this course for you?

You can perform calculations in Excel using formulas and simple functions and now want to use some of Excel's more advanced calculation features.

Pre-requisites

The course assumes that delegates are familiar with:

basic operations in Microsoft Windows,

Excel calculation techniques covered in the Level 2 course, **Performing Calculations**.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to use some of Excel's more advanced functions, such as IF and VLOOKUP. You will know how to construct 3D formulas taking data from multiple sheets and how to consolidate data, producing summary reports from data in multiple workbooks. You will also be able to analyse worksheet structure and track down errors using Excel's Formula Auditing tools.

A handout covering the main course topics will be provided.

Linking worksheets and workbooks

Use a 3D formula to sum data across multiple sheets

Build a formula using data from other workbooks

Produce a summary report using data consolidation

Use functions in calculations

Use Excel's function libraries

Choose from different outcomes with IF

Look up data in a table with VLOOKUP

Nest one function inside another

Perform what-if analysis

Use Goal Seek to understand what you need to do to hit a target

Analyse formulas

Use Excel auditing tools to examine worksheet structure

Track down the source of an error

Evaluate a formula step by step

This is a provisional course outline and may change

Excel 2010 Level 3 Advanced (Full day)
Excel Advanced
1 day

Is this course for you?

You are familiar with the topics in the **Excel Intermediate** course and now want to know how to enter more complex and effective formulas, analyse large sets of data and understand worksheet structure.

Pre-requisites

The course assumes that delegates are familiar with:

    using a mouse
    entering and editing data and saving files
    the topics covered in the **Excel Intermediate** course

Course duration

1 day

*This course is an alternative to half-day courses. It included elements of the **Analysing Data** and **Advanced Calculations** courses.*

Course objective

At the end of the course, you will be able to use a Pivot Table to analyse tables of data and produce reports. You will know how to build more complex formulas by nesting functions, how to consolidate data from multiple workbooks, how to use array formulae to speed calculations on very large worksheets and how to analyse worksheet structure with Formula Auditing tools. The course also introduces macros to automate repetitive tasks.

A handout covering the main course topics will be provided.

Sharing workbooks

    Create a shared workbook
    Update your version with changes made
    by others

Protecting worksheets and workbooks

    Unlock cells to allow editing
    Protect worksheets and workbooks
    Allow users to edit a range of cells
    Encrypt a workbook

Use data from different locations

    Create a 3D formula
    Consolidate data

Analysing data with Pivot Tables

    Create a Pivot Table
    Re-pivot the table, using different fields
    Drill down to see underlying data
    Refresh a Pivot Table

Changing Pivot Table design and formatting

    Summarise data in different ways
    Use a Slicer to filter data
    Present results as percentages
    Analyse data by time period
    Create a Pivot Chart

Advanced functions

    Use the IF function
    Nest functions

Array formulas

    Create an array formula
    Edit an array formula

"What if" analysis

    Hit a target with Goal Seek

Excel Tables

    Create an Excel Table
    Add a calculated column
    Analyse data with the Totals row

Analysing formulas

    Use Excel auditing tools to examine
    worksheet structure
    Track down the source of an error
    Evaluate a formula step by step

Introducing macros

    Understand Excel security
    Record a macro
    Examine and edit macro code

This is a provisional course outline and may change

Microsoft Outlook 2010

In addition to half day courses, there is a 1½ hour course focussing on using the Calendar in Outlook.

I am happy to deliver 1:1 sessions on issues people are experiencing with Outlook, for example dealing with a large number of emails each day.

Click an icon at the top right of a course listing page to return to this page.

Half Day Courses

[Outlook 2010 Level 1 Send email with Outlook](#)

[Outlook 2010 Level 2 Manage Mail and Contacts](#)

[Outlook 2010 Level 2 Get Organised with the Calendar and Tasks](#)

1½ Hour Course

[Outlook 2010 Level 2 Create Appointments and Organise Meetings](#)

[Back to contents](#)

Outlook 2010 Level 1
Send email with Outlook
3 hours

Is this course for you?

You want to find out how to send and receive emails using Outlook. The course also covers adding appointments to the Outlook calendar. If you are used to sending/receiving mails using Outlook or other programs, the Level 2 course **Manage Mail and Contacts** may be more appropriate.

Pre-requisites

This course assumes that delegates are familiar with:
   basic Windows operations, such as using a mouse and opening and saving files

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be able to read messages and open attachments, search for messages and create folders to store them. You will know how to send mail, add attachments and create an Outlook signature. The course also covers adding appointments to the calendar and using Outlook Contacts.

Please let me know if you have any email policies in place, covering appropriate use of email, mailbox size and message size This information can be included in the course.

The course could also include accessing email via the web, if this is available for your staff.

A handout covering the main course topics will be provided.

Find your way round Outlook 2010
   The Outlook screen
   Use the Navigation Pane
   The To Do Bar
   Outlook's different sections

Read mail
   Open messages in the Inbox
   Use the Reading Pane
   E-mail and viruses
   Open and save attachments

Send mail
   Create a message
   Address a message
   Attach a file
   Create an Outlook signature

Manage Mail
   Sort and group messages
   Arrange messages in Conversations
   Create folders and file messages
   Find messages
   Use the Out of Office Assistant

Delete messages
   Empty the Deleted Items folder

The Outlook Calendar
   Move round the calendar
   Create an appointment
   Respond to a meeting request

Outlook Contacts
   Create a contact
   Send mail to a contact

This is a provisional course outline and may change

Outlook 2010 Level 2
Manage Mail and Contacts
3 hours

Is this course for you?

You are familiar with sending and receiving emails, using Outlook or another program. You want to find more effective methods of dealing with and organising your mail and to explore some of the new features in Outlook 2010.

Pre-requisites

This course assumes that delegates are familiar with:
- basic Windows operations, such as using a mouse and opening and saving files
- sending and receiving email with Outlook

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be able to use Outlook to manage your mail more effectively. You will know how to: sort, file and find messages; deal with attachments; flag messages or turn them appointments; view your messages as conversations and organise them using categories. You will be able to speed up message processing using Quick Steps and use Contacts to store personal information and create distribution lists.

Please let me know if you have any email policies in place, covering appropriate use of email, mailbox size and message size and this information can be included in the course.

The course could also include accessing email via the web, if this is available for your staff.

A handout covering the main course topics will be provided.

Manage messages
- Group and sort messages
- Use Conversation View
- Use the Reading Pane
- Flag a message for later attention
- Mark a message as completed
- Create an appointment or task from a message

File messages
- Create folders to store messages
- Use Favourite Folders
- Move messages between folders

Send mail
- Address a message
- Track messages
- Create an Outlook signature

Attachments
- View previews of attachments
- Save changes to attached files

Use Categories
- Assign a category to a message
- Create and edit categories

Automating tasks
- Create a Quick Step
- Create a Rule to automatically process messages

Find messages
- Use a simple search
- Search using advanced criteria

Contacts
- Create a contact
- Use Suggested contacts
- Send mail to a contact
- Create a Distribution List

This is a provisional course outline and may change

Outlook 2010 Level 2
Create appointments and organise meetings
1½ hours

Is this course for you?

You want to use your Outlook calendar to manage your appointments and meetings more effectively.

There is an alternative 3 hour course, **Get Organised with the Calendar and Tasks,** which includes using the Task List.

Pre-requisites

This course assumes that delegates are familiar with:
    basic Windows operations, such as using a mouse and opening and saving files
    sending and receiving email with Outlook

Course duration

1½ hours

Course objectives

At the end of the course, you will be able to move round the calendar efficiently, create and edit appointments, share and print calendars, see when others have appointments in their calendars and organise meetings.

A handout covering the main course topics will be provided.

The Outlook 2010 Calendar
    Change the calendar view
    Select a date or dates to display

Create appointments
    Create an appointment
    Attach Outlook items
    Set a reminder
    Categorise and colour the appointment
    Mark an appointment as private
    Change Free/Busy status
    Create a recurring appointment
    Create an all day Event

Edit appointments
    Change appointment details
    Move or copy an appointment
    Delete an appointment

Distribute calendar information
    Send a calendar snapshot via e-mail
    Print calendar information

Share calendars
    Invite a colleague to view your calendar
    Open another user's calendar
    Change calendar permissions
    Overlay calendars
    Schedule appointments for others

Manage calendars
    Create calendar groups
    Use Schedule View

Organise meetings with Outlook
    Schedule a meeting
    Send meeting invitations
    Deal with invitation replies

This is a provisional course outline and may change

Outlook 2010 Level 2
Get organised with the Calendar and Tasks
3 hours

Is this course for you?

You want to use your Outlook calendar to manage your appointments and meetings, and your Task List to keep track of what needs to be done.

There is an alternative 1½ hour course, **Create appointments and organise meetings** which deals only with the Calendar.

Pre-requisites

This course assumes that delegates are familiar with:
  basic Windows operations, such as using a mouse and opening and saving files
  sending and receiving email with Outlook

Course duration

3 hours, including a 15 minute break

Course objective

At the end of the course, you will be able to move around the calendar efficiently, create and edit appointments, share and print calendars, see when others have appointments in their calendars, and organise meetings. You will also be able to create and manage tasks and assign them to others.

A handout covering the main course topics will be provided.

The Outlook 2010 Calendar
  Change the calendar view
  Select a date to display
Create appointments
  Create an appointment
  Set a reminder
  Categorise and colour the appointment
  Mark an appointment as private
  Change Free/Busy status
  Create a recurring appointment
  Create an all day Event
Edit appointments
  Change appointment details
  Move or copy an appointment
  Delete an appointment
Distribute calendar information
  Send a calendar snapshot via e-mail
  Print calendar information

Share calendars
  Invite a colleague to view your calendar
  Open another user's calendar
  Change calendar permissions
  Overlay calendars
  Schedule appointments for others
Manage calendars
  Create calendar groups
  Use Schedule view
Organise meetings with Outlook
  Schedule a meeting
  Send meeting invitations
  Deal with invitation replies
Use tasks in Outlook
  Create a task
  Create a recurring task
  Set due dates and reminders
  View your tasks
  Use categories to organise your tasks
Assign tasks
  Assign a task to a colleague
  Process task updates

This is a provisional course outline and may change

MICROSOFT POWERPOINT 2010

There are two Level 1 courses available. The full day course covers more topics but also gives delegates more time to practice building their own presentations.

The topics on the upgrade course can be varied, depending on whether users are upgrading from PowerPoint 2007 or from PowerPoint 2003.

Click an icon at the top right of a course listing page to return to this page.

FULL DAY COURSES

PowerPoint 2010 Level 1 New User

HALF DAY COURSES

PowerPoint 2010 Level 1 New User

Upgrade to PowerPoint 2010 from an earlier version

PowerPoint 2010 Level 2 Presenting Information

PowerPoint 2010 Level 2 Create and distribute advanced presentations

PowerPoint 2010 Level 3 Design themes and templates

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PowerPoint 2010 Level 1 New User (Full day)
Create a presentation
1 day

Is this course for you?

You have not used PowerPoint before, or you have used a previous version and want a refresher on the basics as you upgrade to PowerPoint 2010. At the end of the course, there is the opportunity to spend some time creating a presentation.

Pre-requisites

The course assumes that delegates are familiar with:
    basic Windows operations, such as using a mouse and opening and saving files
    inserting and editing text in a document

Course duration

1 day

Course objectives

At the end of the course, you will be able to create a new presentation, choose a design, and add slides with text, pictures and diagrams. You will know how to animate slides, run a PowerPoint show and print handouts to take away. The course includes time to create and show a presentation.

Please let me know if you have company templates available for creating presentations.

There is also a half day Level 1 course which covers fewer topics and has less time for delegates to practice their skills

A handout covering the main course topics will be provided.

Find your way round PowerPoint 2010
  The PowerPoint screen
  The Ribbon and tabs
  The File tab (Backstage view)
  The Quick Access toolbar
  Slides and placeholders

View presentations in PowerPoint 2010
  View presentation text with Outline view
  Get an overview with Slide Sorter
  Start and exit a PowerPoint show

Build a presentation
  Create a new presentation
  Apply a theme or template

Edit a presentation
  Edit and format text on a slide
  Create a new slide and select a layout
  Re-arrange and delete slides

Save a presentation
  Understand the new file formats
  Save in a previous PowerPoint version

Print a presentation
  Print individual slides
  Create handouts
  Print Speaker Notes

Add pictures and drawings
  Use Clip Art and pictures
  Insert a shape
  Format pictures and shapes
  Use SmartArt diagrams

Insert a chart
  Select a chart type
  Add data
  Edit a chart

Animate a presentation
  Use a transition to move between slides
  Animate text on a slide

Run a slide show
  Prepare to show a presentation
  Use shortcut keys to run a show

This is a provisional course outline and may change

PowerPoint 2010 Level 1 New User (Half day)
Create a presentation
3 hours

Is this course for you?
You have not used PowerPoint before, or you have used a previous version and want a refresher on the basics as you upgrade to PowerPoint 2010.

Pre-requisites
The course assumes that delegates are familiar with:
   basic Windows operations, such as using a mouse and opening and saving files
   inserting and editing text in a document

Course duration
3 hours, including a 15 minute break.

Course objectives
At the end of the course, you will be able to create a new presentation, choose a design and add slides with text and pictures. You will know how to animate slides, run a PowerPoint show and print handouts to take away.

Please let me know if you have company templates available for creating presentations.

There is also a full day Level 1 course, which includes some extra topics and also gives delegates more time to practice with the software.

A handout covering the main course topics will be provided.

Find your way round PowerPoint 2010
   The PowerPoint screen
   The Ribbon and tabs
   The File tab (Backstage view)
   The Quick Access toolbar
   Slides and placeholders

View presentations in PowerPoint 2010
   Move between slides
   View presentation text with Outline view
   Get a presentation overview with Slide Sorter
   Start and exit a PowerPoint show

Build a presentation
   Create a new presentation
   Apply a theme or template

Edit a presentation
   Edit and format text on a slide
   Create a new slide
   Select a slide layout
   Re-arrange and delete slides

Add pictures
   Add a picture to a slide
   Use Clip Art in a presentation

Animate a presentation
   Use a transition to move between slides
   Animate text on a slide

Save a presentation
   Understand the new file formats
   Use the Compatibility checker
   Save in a previous PowerPoint version

Print a presentation
   Print individual slides
   Create handouts
   Print Speaker Notes

Run a slide show
   Prepare to show a presentation
   Use shortcut keys to run a show

This is a provisional course outline and may change

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PowerPoint 2010 Upgrade
Upgrade to PowerPoint 2010
3 hours

Is this course for you?

You are familiar with older versions of PowerPoint (such as PowerPoint 2003 or PowerPoint xp) and now wish to explore the features and changes in the latest version.

Pre-requisites

The course assumes that delegates are familiar with:

basic Windows operations, such as using a mouse and opening and saving files
creating a presentation, editing slides and running a slide show in a previous version of PowerPoint

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to use the new facilities in PowerPoint 2010, such as SmartArt, improved graphics and new animation tools, to create and run a presentation. You will understand the different file formats available and know where to look for extra help and information.

Please let me know if you have company templates available for creating presentations.

A handout covering the main course topics will be provided.

Find your way round PowerPoint 2010
Why the new layout?
The PowerPoint screen
The Ribbon and tabs
The File tab (Backstage view)
The Quick Access toolbar

Get help
Use onscreen help to locate commands

Work in PowerPoint 2010
Create a presentation
Apply a theme or use a template
Create slides using new slide layouts
Format text
Switch between PowerPoint views
Organise slides into sections

Save a presentation
Understand the new file formats
Use the compatibility checker
Save a presentation in the old file format
Save a presentation in pdf format

Use graphics in PowerPoint 2010
Insert a picture
Use new tools to format a picture

Use SmartArt diagrams
Select a SmartArt design
Add text
Format a diagram

Animate a presentation
Use new tools for slide transitions and to animate text on a slide

Run a slide show
Prepare to show a presentation
Use shortcut keys to run a show

Print a presentation
Print individual slides
Create handouts
Print Speaker Notes

This is a provisional course outline and may change

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PowerPoint 2010 Level 2
Presenting information
3 hours

Is this course for you?

You can create and run simple presentations in PowerPoint 2010 and wish to learn more about the tools available for laying out and presenting information on slides.

Pre-requisites

The course assumes that delegates are familiar with:

topics covered in the PowerPoint Level 1 course, including creating presentations, adding slides and running slide shows.

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be familiar with some of the different ways you can present information in PowerPoint, including using pictures, videos, charts and diagrams. You will also be able to use PowerPoint as a tool for laying out posters and creating graphics which can then be inserted in other documents.

Please let us know if you have company templates available for creating presentations.

This could be combined with the Level 2 **Create and distribute advanced presentations** course *to make a full day PowerPoint Intermediate course.*

A handout covering the main course topics will be provided.

Add pictures and Clip Art
Format graphics
Adjust and crop pictures
Add an artistic effect
Add a caption using a text box

Use video in a presentation
Considerations when using video
Insert a video
Trim a video clip
Show video in a Slide Show

Add a chart
Choose a chart type
Add chart data
Change chart formatting

Use SmartArt diagrams
Select a SmartArt design
Add text
Add extra shapes
Format the diagram
Save the diagram as a picture for re-use elsewhere

Create your own drawings
Set up PowerPoint grid and guides
Add a drawing shape
Add text to a shape
Build a diagram using connectors
Save a slide as a picture

Use PowerPoint to layout a poster
Change slide size and orientation

This is a provisional course outline and may change

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PowerPoint 2010 Level 2
Create and distribute advanced presentations
3 hours

Is this course for you?
You can create and run simple presentations in PowerPoint 2010 and now want to build, run and distribute more complex or interactive PowerPoint presentations.

Pre-requisites
The course assumes that delegates are familiar with:
> topics covered in the PowerPoint Level 1 course including creating presentations, adding slides and running slide shows

Course duration
3 hours, including a 15 minute break

Course objectives
At the end of the course, you will be able to create interactive and presentations which run and loop automatically. You will know about the options available for distributing a presentation and be able to use advanced animation tools.

Please let me know if you have company templates available for creating presentations.

*This course could be combined with the Level 2 **Presenting Information** course to make a full-day PowerPoint Intermediate course.*

A handout covering the main course topics will be provided.

Use sections
> Create sections to hold slides
> Re-arrange sections
> Jump to a section during a show

Make a photo album
> Create a presentation from a folder of pictures

Animate a presentation
> Use slide transitions
> Animate objects with custom animation
> Set effect options
> Add multiple animations to an object
> Animate charts and diagrams
> Create a motion path

Make a presentation interactive
> Add a hyperlink to a slide
> Use triggers to run different animations depending where you click
> Use action settings
> Add an action button
> Create a custom show
> Build a menu slide

Use Presenter View
> Set up a laptop to use Presenter View
> Run a presentation

Distribute a show
> Record timings
> Create an unattended show
> Create a movie file from a show
> Save a presentation as a pdf
> Create handouts in Word
> Package a presentation for CD

This is a provisional course outline and may change.

PowerPoint 2010 Level 3
Design themes and templates
3 hours

Is this course for you?

You can create and run presentations in PowerPoint and now need to develop a departmental or corporate template incorporating fonts, colours and logos.

Pre-requisites

The course assumes that delegates are familiar with:
    topics covered in the PowerPoint Level 1 course including creating presentations, adding slides and running slide shows

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will understand the differences between themes and templates. You will be able to create a theme using company colours and fonts and apply this theme to PowerPoint, Word and Excel files. You will know how to develop a corporate template, incorporating company logos, and be able to create different slide layouts to match the requirements of template users.

Please let me know if there are any corporate guidelines governing the use of colour, fonts and logos in corporate documents

A handout covering the main course topics will be provided.

Use Themes
    Understand the idea of a theme and how a theme differs from a template
    Apply a theme to a presentation
    Edit theme fonts and colours
    Take a theme from one presentation and apply it to another

Build a basic template
    Switch to Slide Master view
    Format backgrounds
    Add logos and other graphics
    Hide graphics on individual slides
    Save a design template
    Create a presentation using a template
    Apply a theme to an Excel workbook

Develop a template
    Understand the design hierarchy
    Edit a slide layout
    Create a slide layout
    Add placeholders to a layout

Create a Handouts Master
    Switch to Handouts Master view
    Add logos and other graphics
    Format headers and footers

Use Slide Footers
    Add and remove footers and page numbers
    Format and rearrange footer boxes

This is a provisional course outline and may change.

MICROSOFT PROJECT 2010

Click an icon at the top right of a course listing page to return to this page.

FULL DAY COURSE

[Project 2010 Level 1 Create a Project](#)

HALF DAY COURSES

[Upgrade to Project 2010](#)

[Project 2010 Level 2 Work with Resources](#)

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Project 2010 Level 1
Create a Project
1 day
This course is currently under development and should be available in June 2012.

Is this course for you?

You are new to Microsoft Project, and want to learn how to create a project plan using the software.

There is also a half-day upgrade course available for those who have used previous versions of Microsoft Project.

Pre-requisites

The course assumes that delegates are familiar with:
    basic Windows operations, including using a mouse and opening and saving files
    entering and editing text

Course duration

1 day

Course objectives

At the end of the course, you will be able to set up a project file, build a schedule of tasks, print out project plans and track project progress.

Find your way round Project 2010
    The Project screen
    Accessing help

Set up a project
    Set a start date
    Create a project calendar
    Enter holidays
    Set Project options

Choose scheduling options
    Understand manual and automatic scheduling
    Create a manually scheduled project

Create a list of tasks
    Enter task details
    Create project milestones
    Edit the task list
    Create a project outline

Build the Project schedule
    Understand the four types of relationship
    Link tasks
    Add leads and lags to tasks
    Set deadlines
    Add constraints to tasks

Add information to tasks
    Add a note to a task
    Add a hyperlink to related data
    Use the Task Information dialog

Work with the Gantt Chart
    Change information displayed
    Find a project's critical path
    Inspect a task to understand its scheduling
    Filter tasks
    Zoom in or out of the project plan

Distribute project information
    Set up a Gantt Chart for printing
    Add headers and footers
    Print a Gantt Chart
    Copy a Gantt Chart for use in other programs

Use the timeline
    Add a task to the timeline
    Copy the timeline

Work with resources
    Create resources
    Change resource calendar
    Assign resources to tasks
    Check workloads for resources
    (Project Professional only)
    Use the Team Planner to organise manually scheduled tasks

Track project progress
    Save a baseline
    Enter progress information
    Use the Tracking Gantt

This is a provisional course outline and may change

Project 2010 Level 1U
Upgrade to Project 2010
3 hours
This course is currently under development and should be available in June 2012.

Is this course for you?

You have created project plans using Project 2007 or earlier versions and now need to upgrade your skills to work with Project 2010.

There is also a full-day course available for those who haven't used Project before.

This course doesn't cover the use of Project Server.

Pre-requisites

The course assumes that delegates are familiar with:
    basic Windows operations, including using a mouse and opening and saving files
    creating and tracking projects using a previous version of Microsoft Project (2007 or earlier)

Course duration

3 hours

Course objectives

At the end of the course, you will be able to set up a project file, build a schedule of tasks, print out project reports and track project progress using Project 2010.

Find your way round Project 2010
    The Project screen
    Access help
    Find where commands have gone

Set up a project
    Set a start date
    Create a project calendar
    Enter holidays
    Set Project options

Choose scheduling options
    Understand manual and automatic scheduling
    Create a manually scheduled project

Create a project schedule
    Enter task details
    Create project milestones
    Link tasks

Work with the Gantt Chart
    Find a project's critical path
    Inspect a task to understand its scheduling
    Zoom in or out of the project plan

Use the timeline
    Add a task to the timeline
    Copy the timeline

Work with resources
    Create resources
    Change resource calendar
    Assign resources to tasks
    Check workloads for resources
    (Project Professional only)
    Use the Team Planner to organise manually scheduled tasks

Track project progress
    Save a baseline
    Enter progress information
    Use the Tracking Gantt

This is a provisional course outline and may change

Project 2010 Level 2
Work with Resources
3 hours
This course is currently under development and should be available in June 2012.

Is this course for you?

You are familiar with building a basic schedule using Project 2010 and now want to add resources, assign them to tasks, analyse their workloads and share them with other projects.

This course doesn't cover the use of Project Server.

Pre-requisites

The course assumes that delegates are familiar with:
>   creating a project plan using Project 2010
>   (see topics covered on the Level 1 course **Create a Project**)

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, delegates will be able to assign resources to tasks and understand the effect that resources have on the overall schedule. They will also be able to share resources between projects.

Understand Project scheduling
>   Recap building a task list
>   Understand how Project schedules tasks
>   Use manual and automatic scheduling

Create resources
>   Why use resources?
>   Understand resource types:
>>   work; material; cost; budget
>   Create a resource
>   Change resource calendar
>   Assign costs to a resource

Assign resources
>   Understand the work equation
>   Assign a resource to a task
>   Change the assignment of resources
>   Use the assignment Smart Tag

Find overworked resources
>   Use Resource Usage view to identify
>   overallocated resources
>   Level a project
>   Remove levelling
>   Manually resolve overallocations

Share resources between projects
>   Create a resource pool
>   Share resources from another project

This is a provisional course outline and may change

MICROSOFT SHAREPOINT 2010 END-USER

I can provide end-user training to accompany your migration to SharePoint 2010.

Course details depend on the nature of the deployment and how you intend to use SharePoint to manage your documents.

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MICROSOFT WORD 2010

The L1 New User course can either run as a full-day course for delegates who are new to word-processing, or as a half-day refresher course. It can also be adapted for people upgrading from previous versions of Microsoft Word.

The Mail Merge course can be run as a half-day course, or as a 1¾ hour course by omitting some topics.

Click an icon at the top right of a course listing page to return to this page.

FULL DAY COURSE

Word 2010 Level 1 New User

HALF DAY COURSES

Word 2010 Level 1 Refresher

Word 2010 Level 2 Presenting Information

Word 2010 Level 2 Creating Longer Documents

Word 2010 Level 2 Mail Merge

Word 2010 Level 3 Working on documents with others (New course)

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Word 2010 Level 1
Create documents
1 day/ 3 hours

Is this course for you?

You want to review basic techniques for creating and formatting simple documents using Microsoft Word 2010. The full-day version of this course offers more opportunity to practice working with documents.

Pre-requisites

The course assumes that delegates are familiar with:
    using a mouse
    basic Windows operations such as opening and saving files.

This course could be run as a 1 day course for delegates who wanted more time to build their skills in Word. It could also be adapted to run as an Upgrade course for experienced users who want an introduction to the new features in Word.

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be able to create, print and save documents using Word 2010. They will know how to enter, edit and format text, check document spelling, and copy and paste text between documents.

Find your way round Word 2010
    The Word screen
    The Office Button
    The Ribbon

Work in Word 2010
    Enter and edit text
    Correct spelling
    Use AutoCorrect
    Add a page break to start a new page
    Find information using the Help system

The Quick Access toolbar
    Add buttons to the toolbar

Work with documents onscreen
    Switch between different views
    Change document zoom
    Turn paragraph marks on
    Hide white space at tops of pages
    Use the keyboard to move through a document

Save documents
    Save a document in Word 2010 format
    Save a document for use with previous versions of Word
    Use Save As to save a copy of a document

Format document text
    Use buttons on the ribbon to format text
    Preview formatting changes
    Use the mini toolbar
    Change case of selected text

Use document templates
    Create a new document using a template

Copying text in Word
    Copy and paste text
    Use Paste Preview

Prepare a document for printing
    Change the page layout
    Add page numbers
    Print a document

This is a provisional course outline and may change

Word 2010 Level 2
Presenting information
3 hours

Is this course for you?

You are familiar with creating, editing and saving simple documents using Microsoft Word and now want to improve layout of your documents using tables, bullets, borders and paragraph formatting.

Pre-requisites

The course assumes that delegates are familiar with:

basic Windows operations, such as using a mouse and opening and saving files
creating Word documents
selecting, inserting, editing and formatting text in Word

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be able to layout information in Word in more creative and appealing ways. Your documents will be easier to read and understand. Among the techniques you'll learn about are using paragraph formatting to change text layout and spacing, using bullets and numbering, and adding borders and shading to text for emphasis. You will also learn how to present information using a table and how to layout and format the table for best results.

A handout covering the main course topics will be provided.

Format paragraphs

Understand margins and indents
Change paragraph indents
Add an extra indent to the first line of a paragraph
Add spacing before and after paragraphs

Use borders and shading for emphasis

Add borders to a paragraph
Change the style, colour and weight of paragraph borders
Turn parts of the border off
Add shading to a paragraph

Add a border to a page

Add a border round the edge of a page
Use decorative page borders
Troubleshoot page borders

Use bullets

Add bullets to a list
Adjust how bulleted lists are indented
Change the bullet being used

Number a list

Number items in a list
Restart and stop numbering
Change numbering format

Create Outline Numbered lists

Apply outline numbering
Change numbering level

Present information in a table

Create a table in a document
Add data

Change table layout

Insert and delete rows and columns
Change cell height and width
Merge and split cells
Add borders and shading
Repeat table headings over several pages
Use a table to layout a whole page

Sort information

Sort rows in tables
Sort lists of text

This is a provisional course outline and may change

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Word 2010 Level 2
Creating longer documents for print and online viewing
3 hours

Is this course for you?

The course covers the issues which arise when you are producing longer documents in Word, such as a report running over several pages.

Pre-requisites

The course assumes that delegates are familiar with:

basic Windows operations, such as using a mouse and opening and saving files
creating Word documents
selecting, inserting and editing text in Word and applying simple formatting

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be able to create longer documents, setting up styles to ensure consistent formatting. You will know how to vary document layout using section breaks and how to plan a document in Outline view. You will be able to add cross references linking readers to information elsewhere in your document or on the web, and you will be aware of the issues you need to consider when preparing a document for online publication.

A handout covering the main course topics will be provided.

Create and use Styles to format text

What are styles?
Apply a style from the Quick Style gallery
Understand the importance of Heading styles
Modify a style
Create a new style
Add a style to the Quick Style gallery
Save styles in a template

Plan a document in Outline view

Display a document in Outline view
Add headings
Change heading level
Rearrange chapters in a document

Create a cross reference

Insert a hyperlink
Create a cross reference to another page
Update cross references

Use Sections to vary document layout

Add a section break
Change document layout within a section

Create Headers and Footers

Create a header
Format header text
Add information fields, such as page numbers and date of printing
Use Section Breaks to vary headers throughout a document

Create a Table of Contents (ToC)

Add a ToC to a document
Format a ToC
Update the ToC

Create a document for online viewing

Issues to consider when creating online documents
Add document properties
Use Word's Full Screen Reading View
Save a document as a pdf

This is a provisional course outline and may change

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Word 2010 Level 2
Mail Merge
3 hours

Is this course for you?

You are familiar with creating and editing simple documents in Word and now need to know how to create personalised letters, labels and emails by merging an address list stored in Excel or Outlook with a merge document created in Microsoft Word.

Pre-requisites

The course assumes that delegates are familiar with:

   basic Windows operations, such as using a mouse and opening and saving files
   creating simple documents, such as letters, using Microsoft Word

Course duration

3 hours

 (This could also be run as a 1¾ hour course by omitting the topics marked with *.)

Course objectives

At the end of the course, you will be able to create mail merge documents using data from a variety of sources, including an Excel table, Outlook contacts and a database you create. You will also be able to produce address labels from a data table and generate personalised emails.

A handout covering the main course topics will be provided.

Understand Mail Merge
   What you need for a Mail Merge
   The Merge process

Start a Mail Merge
   The Mailings Ribbon
   Select a document type
   Find your data source

Create the merge document
   Add text
   Add Merge fields
   Preview the merge document

Finish the merge process
   Merge to printer
   Merge to new document
   Save and open merge documents

Work with the recipient list
   Correct errors
   Sort the list
   Remove individual recipients
   Apply a filter to the list

Create your own data source *
   Create a data source file
   Customise fields
   Add data
   Save the data source

Use different types of data source *
   Use a Word table
   Use Outlook contacts

Create Mail Merge labels *
   Choose the label size
   Create a merge label
   Update labels with changes

Merge to email *
   Create a merge email
   Send merge emails

This is a provisional course outline and may change

Word 2010 Level 3 *NEW*
Working on documents with others
3 hours

Is this course for you?

You collaborate on documents with others or are looking to speed up document creation and editing.

Pre-requisites

The course assumes that delegates are familiar with:

    creating Word documents
    editing and formatting text
    opening, closing and saving documents

Course duration

3 hours

Course objectives

At the end of the course you will be able to use Track Changes to control edits that others have made to your documents. You will know how to protect a document so that only certain areas can be edited, how to add document content using Fields and Quick Parts and how to build a user-friendly document template.

Please let me know if you use SharePoint or another document management system and I can adjust the topics covered.

A handout covering the main course topics will be provided.

Track changes in a document

    Turn on Track Changes
    Password protect the record of changes
    Work in a tracked document
    Switch between views of a tracked document using the Review tab
    Hide and show markup from individual editors
    Accept and reject changes

Compare two versions of a document

    Use Compare to see how two versions of a document differ
    Merge multiple versions of a document together

Prepare a document for publication

    Run the Document Inspector
    Check accessibility issues
    Roll back using document versions

Protect a document

    Mark a document as Final
    Restrict editing in particular areas of a document
    Encrypt a document with a password

Use Quick Parts

    Create an AutoText entry
    Use AutoText in a document
    Understand Building Blocks
    Create a Quick Table
    Use the Building Block Manager

Work with fields

    Understand fields in Word
    Insert a field in a document
    Toggle field codes
    Update fields

Build a team template

    Create appropriate Styles
    Manage the Quick Styles list
    Save a document as a template
    Add Building Blocks to the template

This is a provisional course outline and may change

OFFICE 2010 UPGRADE

This course is designed for delegates upgrading from Office 2003.

HALF DAY COURSE

Office 2010 Upgrade (Word, Excel and Outlook)

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Office 2010 Upgrade
Word, Excel and Outlook
3 hours

Is this course for you?

You are upgrading from Office 2003. You need to know how to carry out basic operations in Office 2010 and want to find out about the new features included with the software.

Pre-requisites

The course assumes that delegates are familiar with:
>   basic Windows operations, such as using a mouse and opening and saving files
>   entering and editing text and data
>   creating and formatting documents in a previous version of Microsoft Office
>   sending and receiving email.

Course duration

3 hours.

Course objectives

At the end of the course, you will be able to perform routine tasks using the new Ribbon interface. You will understand the different file formats available, be familiar with some of the new features in Word, Excel and Outlook and know where to look for extra help and information.

A handout covering the main course topics will be provided as an electronic pdf document.

Find your way round Office 2010
>   Why the new layout?
>   Introducing ribbons and tabs
>   The File tab and Backstage view

The Quick Access toolbar
>   Customise the toolbar

Getting help
>   Use onscreen help to locate commands

Saving files
>   Understand the new file formats
>   Use the compatibility checker
>   Send files as attachments

Introducing Word 2010
>   Create a document
>   Enter and format text
>   Preview formatting changes
>   Use the mini toolbar

Work in Word 2010
>   Use Paste Preview
>   Search for text with the Navigation Pane
>   Use Word design tools to format tables
>   Print and alter document settings in Backstage View

Introducing Excel 2010
>   Enter and format data
>   Prepare a worksheet for printing

Work with data
>   Sort and filter data
>   Apply conditional formatting to data
>   Create a chart

Introducing Outlook 2010
>   Read messages and attachments
>   Sort messages into Conversations
>   Flag and categorise messages
>   Share calendar information

This is a provisional course outline and may change

TRAINER QUALIFICATIONS

Microsoft
CERTIFIED
Trainer

Microsoft Office 2010 Master Specialist
Microsoft Office 2007
Microsoft Office 2003 Certified Master Specialist

Microsoft Excel 2010
Microsoft Outlook 2010
Microsoft PowerPoint® 2010
Microsoft Word 2010

Microsoft Access 2010
Microsoft SharePoint 2010

Microsoft Excel 2010 Expert
Microsoft Word 2010 Expert

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