MICROSOFT TRAINING CATALOGUE

CONTENTS:

➤ **Information – Keyboard Shortcuts**
➤ **Courses for Microsoft Office 2010**

HOW TO BOOK:

Please telephone 0345 222 1551 option 5 to discuss your requirements or email to:
info@schoolbusinessservices.co.uk

COSTS:

Please contact the SBS training team for course costs for schools without a current service level agreement.

TRAINING:

Can be provided using training laptops or on your own schools system for one to seven delegates. An additional charge will be made should the training be required for more than 7 delegates

Should you require training for a number of staff, you may wish to join forces with other schools within the area to host an event.   Or contact us and we could arrange a suitable venue.

Course Materials:

Delegates will be provided with a printed copy of the course booklet appropriate to the course booked, which will be used during the course and can then be retained for reference when back in the workplace.

Keyboard Shortcuts – Office 2010:

Excel 2010
Outlook 2010
PowerPoint 2010
Word 2010

Courses for Microsoft Office 2010:

Excel – Basics
Excel – Foundation
Excel – Intermediate
Excel – Advanced
Excel – Expert

Outlook – Basics

PowerPoint – Basics
PowerPoint – Foundation
PowerPoint – Intermediate
PowerPoint – Advanced
PowerPoint – Expert

Project – Foundation   (this course not currently available)

Word – Basics
Word – Foundation
Word – Intermediate
Word – Advanced
Word – Expert

Excel 2010
Keyboard Shortcuts

Alt+Enter	Drops the text down to a new line within a cell
Alt+F1	Creates a chart using selected data
Alt+F8	Displays the Macro dialog box
Alt+Page Down	Moves one screen to the right
Alt+ Page Up	Moves one screen to the left
Alt+Shift+F1	Inserts a new worksheet
Alt+Spacebar	Displays the Excel Control menu
Ctrl+;	Enters the current date
Ctrl+`	Toggles displaying cell values and formulas
Ctrl+0 (zero)	Hides the selected column(s)
Ctrl+1	Displays the Format Cells dialog box
Ctrl+2	Toggles bold formatting
Ctrl+3	Toggles italic formatting
Ctrl+4	Toggles underlining formatting
Ctrl+5	Toggles strikethrough formatting
Ctrl+9	Hides the selected row(s)
Ctrl+A	Selects the worksheet
Ctrl+Alt+F9	Calculates all open worksheets
Ctrl+Arrow Key	Moves to the edge of the current block of data
Ctrl+B	Toggles bold formatting
Ctrl+C	Copies selected items to the Clipboard
Ctrl+End	Moves to the last cell within a worksheet
Ctrl+F	Displays the Find dialog box,
Ctrl+F1	Toggles the Ribbon display
Ctrl+F10	Toggles maximize / restore window
Ctrl+F2	Displays the Print Preview view
Ctrl+F4	Closes the active workbook window
Ctrl+F6	Cycles between open workbooks
Ctrl+F9	Minimizes the current workbook
Ctrl+G	Displays the Go To dialog box
Ctrl+H	Displays the Replace dialog box
Ctrl+Home	Moves to the start of the current worksheet
Ctrl+I	Toggles italic formatting
Ctrl+K	Displays the Insert Hyperlink dialog box
Ctrl+Minus (-)	Displays the Delete dialog box
Ctrl+N	Creates a new default workbook
Ctrl+O	Displays the Open dialog box
Ctrl+P	Displays the Print dialog box
Ctrl+ Page Down	Moves to the next sheet within a workbook
Ctrl+ Page Up	Moves to the previous sheet within a workbook
Ctrl+S	Saves the workbook
Ctrl+Shift+#	Date formatting using day, month & year
Ctrl+Shift+$	Applies Currency formatting 2 decimal places
Ctrl+Shift+%	Applies Percentage formatting

Ctrl+Shift+&	Applies outline border formatting
Ctrl+Shift+(	Un-hides any hidden rows within the selection
Ctrl+Shift+)	Un-hides hidden columns
Ctrl+Shift+:	Enters the current time
Ctrl+Shift+@	Applies Time formatting using hour and minute
Ctrl+Shift+~	Applies General number formatting
Ctrl+Shift+F	Displays the Format Cells dialog box
Ctrl+Shift+Home	Extends cell selection to the worksheet start
Ctrl+Shift+O	Selects all cells that contain comments
Ctrl+Shift+P	Displays the Format Cells dialog box
Ctrl+Shift+U	Toggles expanding / collapsing formula bar
Ctrl+ Spacebar	Selects the column containing the active cell
Ctrl+T	Displays the Create Table dialog box
Ctrl+U	Toggle underline formatting
Ctrl+V	Pastes the Clipboard contents to the active cell
Ctrl+W	Closes the active workbook
Ctrl+X	Cuts the selected item to the Clipboard
Ctrl+Y	Redo
Ctrl+Z	Undo
F10	Toggles the Key Tips display within the Ribbon
F11	Creates a chart using selected data
F12	Displays the Save As dialog box
F1	Help
F2	Allows you to edits the active cell
F3	Displays the Paste Name dialog box
F4	Redo
F5	Displays the Go To dialog box
F7	Spell checks the workbook
F8	Turns extend mode on or off
F9	Calculates all worksheets
HOME	Moves to the start of a worksheet row
Page Down	Moves one screen down
Page Up	Moves one screen up
Shift+Arrow Key	Extends the cells selection by one cell
Shift+F11	Inserts a new worksheet
Shift+F2	Adds or edits a comment within a cell
Shift+F3	Displays the Insert Function dialog box
Shift+F9	Calculates the active worksheet
Shift+ Spacebar	Selects the row that the active cell is within

Excel 2010 - Basics

Course Outline   Time: 08:45 – 15:45

Using Excel 2010
- Starting the Excel program
- What is the Active Cell?
- The Excel cell referencing system
- Entering numbers and text
- Default text and number alignment
- Summing a column of numbers
- Entering a date
- Worksheets and Workbooks
- Saving a workbook
- Closing a workbook and exiting the Excel program
- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- Saving a workbook using another name
- Saving a workbook using a different file type
- Getting help within Excel 2010
- Searching for Help
- The Help 'Table of Contents'
- Printing a Help topic
- Alt key help

Selection techniques
- Why are selection techniques important?
- Selecting a cell
- Selecting a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a range of connecting rows
- Selecting a range of non-connected rows
- Selecting a column
- Selecting a range of connecting columns
- Selecting a range of non-connecting columns
- Recommended techniques when creating or editing lists

Manipulating rows and columns
- Inserting rows into a worksheet
- Inserting columns into a worksheet
- Deleting rows within a worksheet
- Deleting columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizing the column width to fit contents
- Modifying row heights

Manipulating cells and cell content
- Copying a cell or range contents within a workbook
- Deleting cell contents
- Moving the contents of a cell or range within a workbook

- Editing cell content
- Undo and Redo
- Copying data between worksheets (within the same workbook)
- Moving data between worksheets (within the same workbook)
- Moving data worksheets (in different workbooks)
- Copying data between worksheets (in different workbooks)
- AutoFill
- Copying a data range using AutoFill
- Sorting a cell range
- Searching and replacing data

Worksheets
- Switching between worksheets
- Renaming a worksheet
- Recommended techniques with naming worksheets
- Inserting a new worksheet
- Deleting a worksheet
- Copying a worksheet within a workbook
- Moving a worksheet within a workbook
- Copying or moving worksheets between workbooks

Font formatting
- Font formatting options
- Font type & Font size
- Bold, italic, underline formatting
- Cell border formatting
- Formatting the background colour
- Formatting the font colou

Excel 2010 - Foundation

Course Outline   Time: 08:45 – 15:45

Using Excel 2010
- The Excel Cell Referencing System
- Entering Numbers and Text
- Summing a Column of Numbers
- Entering a Date
- Worksheets and Workbooks
- Saving a Workbook
- Creating a New Workbook
- Opening a Workbook
- Switching between Workbooks
- Help

Selection Techniques
- Selecting a Cell, cell range, row & column.

Manipulating Rows and Columns
- Inserting Rows & Columns
- Deleting Rows& Columns
- Column Widths
- Row Heights

Manipulating Cells and Cell Content
- Copying a Cell or Range Contents
- Deleting Cell Contents
- Moving the Contents of a Cell or Range.
- Editing Cell Content
- Undo and Redo
- AutoFill
- Sorting
- Searching and Replacing

Worksheets
- Renaming a Worksheet
- Inserting a New Worksheet
- Deleting a Worksheet
- Copying   and moving a Worksheet

Font Formatting
- Font Type
- Font Size
- Bold, Italic, Underline
- Cell Border Formatting
- Background Colour
- Font Colour

Alignment Formatting
- Aligning cell contents

- Centring a Title Over a Cell Range
- Cell Orientation
- Text Wrapping
- Format Painter

Number Formatting
- Decimal Point Display
- Comma Style Formatting
- Currency Symbol
- Date Styles
- Percentages

Freezing Row and Column Titles
- Freezing Row and Column Titles

Formulas
- Creating Formulas
- Copying Formulas
- Operators
- Using Operators In Formulas
- Formula Error Messages
- Relative Cell Referencing
- Absolute Cell Referencing

Functions
- Sum Function
- Average Function
- Max Function
- Min Function
- Count Function
- The Counta Function
- The Countblank Function
- Using the If Function

Charts
- Inserting different chart types.
- Resizing and deleting a Chart
- Chart Title or Labels
- Chart Background Colour
- Column, Bar, Line or Pie Slice Colours
- Copying and Moving Charts

Customising Excel
- Modifying Excel Options
- Minimising the Ribbon
- Autocorrect Options

Excel 2010 - Intermediate

Course Outline   Time: 08:45 – 15:45

Setup & Printing Issues
- Worksheet Margins
- Worksheet Orientation
- Worksheet Page Size
- Headers and Footers
- Header and Footer Fields
- Scaling Your Worksheet to Fit a Page(s)
- Printing Titles On Every Page
- Printing the Row and Column Headings
- Spell Checking
- Previewing a Worksheet
- Viewing Workbooks Side By Side
- Printing Options

Functions and Formulas
- Getting Help With Functions.
- Nested Functions.
- Consolidating Data using a 3-D Reference Sum Function.
- Mixed References within Formulas.

Time & Date Functions
- TODAY.
- NOW.
- DAY.
- MONTH.
- YEAR.

Mathematical Functions
- ROUND.
- ROUNDDOWN.
- ROUNDUP.

Logical Functions
- IF.
- AND.
- OR.

Mathematical Functions
- SUMIF.

Statistical Functions
- COUNT.
- COUNTA.
- COUNTIF.
- COUNTBLANK.
- RANK.
- TEXT FUNCTIONS

- LEFT.
- RIGHT.
- MID.
- TRIM.
- CONCATENATE.

Financial Functions
- FV.
- PV.
- NPV.
- RATE.
- PMT.

Lookup Functions
- VLOOKUP.
- HLOOKUP.

Database Functions
- DSUM.
- DMIN.
- DMAX.
- DCOUNT.
- DAVERAGE

Named Ranges
- Naming Cell Ranges.
- Removing a Named Range.
- Named Cell Ranges and Functions.

Cell Formatting
- Applying Styles to a Range.
- Conditional Formatting.
- Custom Number Formats.

Manipulating Worksheets
- Copying or Moving Worksheets
- Splitting a Window.
- Hiding Rows, Columns & Worksheets.

Templates
- Creating Excel Templates.
- Editing Excel Templates

Paste Special Options.
- Using Paste Special to Add, Subtract, Multiply & Divide.
- Using Paste Special 'Values'.
- Using Paste Special Transpose Option

Excel 2010 - Advanced

Course Outline   Time: 08:45 – 15:45

Pivot Tables
- Using a Pivot Table.
- Filtering and Sorting Data
- Grouping Data

Input Tables
- One-Input Data Tables.
- Two-Input Data Tables.

Charts
- Combined Line and Column Chart.
- Adding a Secondary Axis.
- Changing the Chart Type For a Data Series.
- Adding a Data Series to a Chart.
- Removing a Data Series from a Chart.
- Modifying the   Chart Title, Legend   & Data Labels.
- Chart Axis Scales.
- Inserting Images Into Chart Columns.
- Formatting the Chart Area

Hyperlinks
- Inserting a Hyperlink.
- Editing a Hyperlink.
- Removing a Hyperlink

Linking & Embedding
- Linking Data within a Worksheet.
- Linking Cells between Worksheets within a Workbook.
- Linking Data between Workbooks.
- Linking Data from Excel to a Word Document.
- Linking an Excel Chart to a Word Document.
- Updating, Locking and Breaking Links.

Importing Text Files
- Importing a Delimited Text File.

Sorting and Filtering Data
- Sorting Data by Multiple Columns
- Custom Sorts
- Customized List
- AutoFilter.
- Top 10 AutoFilter.
- Advanced Filter Criteria.
- Sub-Totalling.
- Removing Subtotals.
- Expanding and Collapsing Outline Detail.

Tracking and Reviewing Changes
- Enabling or Disabling 'Track Changes'.
- Sharing, Comparing and Merging Worksheets.

Scenarios
- Scenario Manager.
- Scenario Summary Reports.

Validating
- Whole Number.
- Decimal Number.
- List.
- Date.
- Time.
- Text Length.
- Validation Input Message and Error Alert.
- Removing Data Validation.

Auditing
- Tracing Precedent Cells.
- Tracing Dependent Cells.
- Identifying Cells With Missing Dependents.
- Showing All Formulas In a Worksheet.
- Comments..

Macros
- Using Macros
- Assigning a Macro to a Button on the Quick Access Toolbar.
- Deleting Macros.

Passwords & Security Issues
- Password Protection.
- Password Protecting Cells and Worksheets.
- Hiding Formulas.
- Un-Hiding Formulas.

Excel 2010 - Expert

Course Outline   Time: 08:45 – 15:45

Functions and Formulas.
- Getting Help with Functions.
- Nested functions.
- Consolidating data using a 3-D reference sum function.
- Mixed references within formulas.

Time & Date Functions
- Inserting the current time and date.
- TODAY.
- NOW.
- DAY.
- MONTH.
- YEAR.

Mathematical Functions
- ROUND.
- ROUNDDOWN.
- ROUNDUP.

Logical Functions
- IF.
- AND.
- OR.

Mathematical Functions
- SUMIF.

Statistical Functions
- COUNT.
- COUNTA.
- COUNTIF.
- COUNTBLANK.
- RANK.

Text Functions
- LEFT.
- RIGHT.
- MID.
- TRIM.
- CONCATENATE.

Financial Functions
- FV.
- PV.
- NPV.
- RATE.
- PMT.

Lookup Functions
- VLOOKUP.
- HLOOKUP.

Database Functions
- DSUM.
- DMIN.
- DMAX.

- DCOUNT.
- DAVERAGE

Named Ranges.
- Naming cell ranges.
- Removing a named range.
- Named cell ranges and functions.

Cell Formatting.
- Applying styles to a range.
- Conditional formatting.
- Custom number formats.

Manipulating Worksheets.
- Copying or moving worksheets between workbooks
- Splitting a Window.
- Hiding rows.
- Hiding columns.
- Hiding worksheets.
- Un-hiding rows.
- Un-hiding columns.
- Un-hiding worksheets.

Templates.
- Using templates.
- Creating Excel templates.
- Displaying hidden template folders on a Windows 7 computer.
- Editing Excel templates on a Windows 7 computer.
- Displaying hidden template folders on a Windows Vista computer.
- Editing Excel templates on a Windows Vista computer.
- Displaying hidden template folders on a Windows XP computer.
- Editing Excel templates on a Windows XP computer.

Paste Special Options.
- Using Paste Special to add, subtract, multiply & divide.
- Using Paste Special 'values'.
- Using Paste Special transpose option.

Pivot Tables.
- Creating and using a pivot table.
- Filtering and sorting data within a pivot table.
- Automatically grouping data in a pivot table and renaming groups.
- Manually grouping data in a pivot table and renaming groups.

Input Tables
- One-input data tables.
- Two-input data tables.

Charts.
- Combined line and column charts.
- Adding a secondary axis to a chart.
- Adding a data series to a chart.
- Removing a data series from a chart.
- Re-positioning chart title.
- Re-positioning the chart legend.
- Moving and formatting chart data labels.
- Modifying chart axis scales.
- Formatting an axis to display using commas.
- Inserting images into chart columns.
- Inserting images to chart bars.
- Formatting the chart plot area using a picture.
- Formatting the chart area using a picture.

Hyperlinks
- Inserting a Hyperlink.
- Editing a Hyper link
- Removing a Hyper link

Linking & Embedding
- Linking data within a worksheet.
- Linking cells between worksheets
- Linking data between workbooks.
- Linking data from Excel to Word.
- Linking an Excel chart to Word.
- Updating, locking and breaking links.

Importing Text Files
- What is a delimited text file?
- Importing a delimited text file.

Sorting and Filtering Data.
- Sorting data by multiple columns at the same time.
- Applying a pre-installed custom sort.
- Creating a customized list and performing a custom sort.
- Removing a customised list.
- Using AutoFilter.
- Top 10 AutoFilter.
- Removing all AutoFilters from a worksheet.
- Advanced Filter Criteria.
- Sub-totalling.
- Removing subtotals.
- Expanding and collapsing outline detail levels.

Tracking and Reviewing Changes.
- Enabling or disabling the 'track changes' feature.
- Sharing, comparing and merging worksheets.

Scenarios.
- Scenario Manager.
- Scenario summary reports.

Validating.
- Data validation - Whole number.
- Data validation - Decimal number.
- Data validation - List.
- Data validation - Date.
- Data validation - Time.
- Data validation - Text Length.
- Customising a validation input message and error alert.
- Removing data validation.

Auditing.
- Tracing precedent cells.
- Tracing dependent cells.
- Identifying cells with missing dependents.
- Showing all formulas in a worksheet, rather than the resulting values.
- Inserting and viewing comments.
- Editing and deleting comments.
- Showing and hiding comments.

Macros.
- Macro to change the page set-up.
- Macro to apply a custom number format.
- Macro to format a cell range.
- Macro to insert fields into the header or footer.
- Assigning a macro to a button on the Quick Access toolbar.
- Deleting macros.

Passwords & Security Issues
- Adding password protection to a workbook.
- Removing password protection
- Password protecting cells and worksheets.
- Hiding and un-hiding formulas.

Outlook 2010
Keyboard Shortcuts

Ctrl+[	Decreases font size
Ctrl+]	Increases font size
Ctrl+1	Displays Mail
Ctrl+2	Displays Calendar
Ctrl+3	Displays Contacts
Ctrl+4	Displays Tasks
Ctrl+B	Applies bold formatting
Ctrl+C	Copies selected item to the Clipboard
Ctrl+D	Deletes the selected item
Ctrl+E	Centers text
Ctrl+G	Displays the 'Go to Date' dialog box
Ctrl+H	Displays the Replace dialog box
Ctrl+I	Applies bold formatting
Ctrl+K	Inserts a hyperlink
Ctrl+L	Aligns text to the left
Ctrl+M	Checks for new messages
Ctrl+O	Opens a received message
Ctrl+P	Prints
Ctrl+Q	Marks as read
Ctrl+R	Aligns text to the right
Ctrl+S	Save
Ctrl+Shift+B	Opens the Address Book
Ctrl+Shift+E	Creates a folder
Ctrl+Shift+I	Switches to the Inbox
Ctrl+Shift+J	Creates a Journal entry
Ctrl+Shift+M	Creates a message
Ctrl+Shift+O	Switches to the Outbox
Ctrl+Shift+P	Creates a Search Folder
Ctrl+Shift+Q	Creates a meeting request
Ctrl+Shift+T	Decreases the text indent
Ctrl+Spacebar	Clears formatting
Ctrl+U	Applies underline formatting
Ctrl+V	Pastes from the Clipboard
Ctrl+X	Cuts to the Clipboard
Ctrl+Z	Undo
F12	Displays the 'Saves as' dialog box
F3	Goes to the Search box
F4	Finds or replaces
F5	Updates a contact list
F7	Spell checking
Shift+F3	Changes text case

Outlook 2010 - Basics

Course Outline   Time: 08:45 – 15:45

Outlook 2010 Setup & Configuration
- Initial configuration

A first look at Outlook 2010
- Starting Outlook 2010
- The Microsoft Outlook 2010 Screen
- Help in Outlook 2010
- Searching for Help
- Printing help sheets
- Microsoft Outlook Navigation Pane
- Microsoft Outlook Ribbon
- Closing Outlook

Terminology & Concepts
- What is email?
- The structure of an email address
- The advantages of using email
- SMS (Short Message Service)
- Voice over Internet Protocol (VoIP)
- Instant messaging
- Online (virtual) communities
- Social networking websites
- Internet forums (message boards / discussion boards)
- Chat rooms
- Online computer games

Security Issues
- Spam
- Viruses
- Phishing
- Digital signatures

Sending Messages
- Creating and sending your first email
- Checking that your email was sent
- Sending emails to more than one person
- Receiving emails
- Sending a copy of a message
- What is a blind carbon copy?
- Sending a copy of a message to another address using blind carbon copy
- Setting the message subject
- Spell checking your message
- Attaching a file to a message
- Deleting an attached file from an outgoing message
- Issues when sending file attachments
- Setting message priority & sensitivity
- Saving a draft copy of an e-mail

Receiving, reading and replying to messages
- The Inbox folder
- Opening the Inbox folder
- The Inbox screen
- Selecting a message
- Message Status icons
- Reading a message

- Switching between messages
- Forwarding a message
- Opening or saving an attached file
- Replying to the sender of a message
- Replying to the sender and all recipients of a message
- Setting message reply options so that the original message is inserted, or not
- Printing a message
- Previewing a message before printing
- Printing Options

Manipulating Text and Files
- Selecting a word
- Selecting a
- Selecting a paragraph
- Selecting all text
- Selecting text using the mouse
- Copying text to the
- Pasting text from the
- Copying text from one message to another
- Cutting text to the
- Moving text from one message to another
- Copying text from another application
- Deleting text in a message
- Deleting an attached file from a message

Contacts
- What are contacts?
- Opening the Contacts folder
- Creating a contact
- Adding the sender of a message to contacts
- Addressing an email to a contact
- Deleting a contact
- What is a contact group?
- Creating a new contact group
- Adding an email address to a contact group
- Removing an email address from a contact group
- Sending an email to a contact group

PowerPoint 2010
Keyboard Shortcuts

Alt+Prnt Scrn	Copies the active window to the Clipboard
Alt+Tab	Cycles between open windows
Backspace	Deletes one character to the left
Ctrl+Alt+V	Displays the Paste Special dialog box
Ctrl+Backspace	Deletes one word to the left
Ctrl+C	Copies the selected item to the Clipboard
Ctrl+Del	Deletes one word to the right
Ctrl+Down Arrow	Moves down one paragraph
Ctrl+E	Centers a paragraph
Ctrl+End	Moves to the end of a text box
Ctrl+End	Moves to the end of a text box
Ctrl+F	Displays the Find dialog box
Ctrl+F10	Toggles between Maximizes & Restore
Ctrl+F6	Cycles between active windows
Ctrl+F9	Minimizes the active window
Ctrl+H	Opens the Replace dialog box
Ctrl+Home	Moves to the beginning of a text box
Ctrl+Home	Moves to the beginning of a text box
Ctrl+J	Justifies a paragraph
Ctrl+L	Aligns a paragraph to the left
Ctrl+Left Arrow	Moves one word to the left
Ctrl+R	Aligns a paragraph to the right
Ctrl+Right Arrow	Moves one word to the right
Ctrl+Right Arrow	Moves one word to the right
Ctrl+Shift+<	Decreases the text font size
Ctrl+Shift+>	Increases the text font size
Ctrl+Shift+C	Copies formatting information
Ctrl+Shift+F	Displays the Font dialog box
Ctrl+Shift+P	Opens the Font dialog box
Ctrl+Shift+V	Pastes formatting information only
Ctrl+Up Arrow	Moves up one paragraph
Ctrl+Up Arrow	Moves up one paragraph
Ctrl+V	Pastes the selected item to the Clipboard
Ctrl+F4	Closes the active window
Ctrl+X	Cuts the selected item to the Clipboard
Ctrl+Y	Redo
Ctrl+Z	Undo
Del	Deletes one character to the right
Down Arrow	Moves one line down
End	Moves to the end of a line
F5	Starts a slide show form the start
Home	Moves to the beginning of a line
Left Arrow	Moves one character to the left
Left Arrow	Moves one character to the left
Prnt Scrn	Copies the screen to the Clipboard
Right Arrow	Moves one character to the right
Shift+Down Arrow	Selects one line down
Shift+Left Arrow	Selects one character to the left
Shift+Right Arrow	Selects one character to the right
Shift+Up Arrow	Selects one line up
Up Arrow	Moves one line up
Up Arrow	Moves one line up

PowerPoint 2010 - Basics

Course Outline   Time: 08:45 – 15:45

Using PowerPoint 2010
- Opening PowerPoint 2010
- Opening a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Searching for Help
- Using the Help Table of Contents
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations

Creating a Presentation
- Creating a new presentation
- Inserting a new slide
- Recommended techniques when creating slide content
- Undo and Redo
- Saving a presentation
- Saving a presentation using a different name

Manipulating Slides
- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background colour on the active slide
- Changing background colour on all the slides within a presentation

Themes
- Applying a theme to a presentation
- Modifying the theme colours
- Modifying the theme fonts

Text Boxes
- Editing Text Boxes
- Resizing a Text Box
- Moving a Text Box

Manipulating text
- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations

- Deleting text
- Using Find
- Using Replace

Font Formatting
- Font formatting options
- Changing the font type
- Changing font size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects
- Character spacing
- Changing case
- Font colour
- Clearing all text formatting

Paragraph Formatting
- Text alignment
- Columns
- Modifying bullet point formatting
- Using numbering instead of bullet points
- Changing the list level
- Indenting bulleted text
- Line spacing vs. paragraph spacing
- Line spacing
- Paragraph spacing
- Using Outline view
- PowerPoint Presenter Notes
- Text direction
- Text alignment within a Text Box (placeholder)
- Text AutoFit
- Using the Format Painter

Tables
- Table selection techniques
- Column selection
- Row selection
- Entire table selection
- Creating a table
- Applying a style to a table
- Cell background shading
- Applying table effects
- Adding 'Quick Styles' to selected text
- Applying borders to cells
- Deleting rows or columns
- Inserting rows or columns
- Modifying column width and row height
- Distributing rows and columns

Graphics
- Selecting an illustration
- Moving an illustration
- Copying an illustration
- Deleting an illustration
- Resizing an illustration
- Stretching an illustration
- Copying illustrations between presentations
- Moving illustrations between presentations
- Inserting Illustrations within PowerPoint
- Inserting pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting text into a shape
- Inserting perfect circles or perfect squares
- Inserting a line
- Inserting a free drawn line
- Inserting an arrow
- Inserting a text box
- Inserting SmartArt

Manipulating Graphics
- Formatting the shape background fill colour style
- Formatting the shape line weight and style
- Formatting the shape line colour
- Applying a shadow to an illustration
- Modifying arrow line shapes and size
- Rotating or flipping an illustration
- Rotating illustrations by dragging with the mouse
- Layering illustrations to the front or back
- Aligning graphics relative to each other or relative to the slide
- Aligning shapes
- Grouping and ungrouping objects

Charts
- Inserting Charts
- Changing the chart type
- Changing the background colour in the chart
- Changing the column, bar, line or pie slice colours in the chart
- Chart Title Manipulation
- Adding data labels to a chart

Organisation Charts
- What is an organisation chart?
- Creating an organisation chart
- Adding labels to items
- Adding a co-worker
- Adding a subordinates
- Adding a
- Removing an item from an organisation chart
- Changing the hierarchical structure of an organisation chart

Manipulating Slides
- Moving slides within a presentation or between presentations
- Copying slides within a presentation
- Deleting a slide or slides
- Copying slides between presentations
- Moving slides between presentations

Slide Masters
- What is a slide master?
- Inserting a picture (clipart) into a master slide
- Inserting an image (from a file) into a master slide
- Inserting a shape into a master slide
- Removing a graphic from a master slide
- Creating a footer
- Automatic slide numbering
- Inserting dates into the footer

Slide Shows
- Running a slide show
- Adding Slide show transition effects
- Removing transition effects
- Adding slide show animation effects
- Modifying slide show animation effects
- Removing animation effects
- Hiding slides
- Displaying hidden slides within a slide show

Printing and Proofing
- Spell-checking
- Portrait or Landscape slide orientation
- Selecting your output format
- Visually inspect each slide before printing
- Printing options
- Setting the number of copies to print
- Selecting a different printer
- Printing selected slides
- Setting the number of slides per page to be printed.
- Single or double sided (duplex) printing
- To print a presentation

Customising and Compatibility Issues
- Modifying PowerPoint options
- Compatibility issues when saving a presentation
- Other file types you can use when saving a presentation
- Saving a presentation as a template
- Creating a new presentation based on a customised template
- Minimising the Ribbon

PowerPoint - Foundation

Course Outline   Time: 08:45 – 15:45

Using PowerPoint 2010
- Navigating between Slides
- Zoom Tool
- PowerPoint Views
- Help
- Saving a Presentation
- Closing a Presentation
- Closing PowerPoint
- Using Multiple Presentations

Creating a Presentation
- Creating a New Presentation
- Inserting a New Slide
- Undo and Redo

Manipulating Slides
- Inserting Slides
- Modifying the Slide Layout
- Changing the Background Colour

Themes
- Applying a Theme to a Presentation
- Modifying the Theme Colours
- Modifying the Theme Fonts

Text Boxes (Placeholders)
- Editing Text Boxes (Placeholders)
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)

Manipulating Text
- Selecting Text
- Copying &   Moving Text
- Deleting Text
- Using Find & Replace

Font Formatting
- Font Type
- Font Size
- Font Size
- Bold, Italic or Underline
- Strikethrough
- Shadow Effects
- Character Spacing
- Changing Case
- Font Colour
- Clearing All Text Formatting

Paragraph Formatting
- Text Alignment
- Columns
- Modifying Bullet Point Formatting
- Changing the List Level

- Indenting Bulleted Text
- Line Spacing
- Paragraph Spacing
- Outline View
- Presenter Notes
- Text Direction
- AutoFit
- Format Painter

Tables
- Table Selection Techniques
- Creating a Table
- Applying a Style to a Table
- Cell Background Shading
- Table Effects
- Adding 'Quick Styles' to Selected Text
- Applying Borders to Cells
- Deleting Rows or Columns
- Inserting Rows or Columns
- Modifying Column Width and Row Height
- Distributing Rows and Columns

Graphics
- Manipulating Illustration
- Pictures
- Clip Art
- Shapes
- Inserting Text Into a Shape
- Inserting Perfect Circles /   Squares
- Inserting a Line
- Inserting a Free Drawn Line
- Inserting an Arrow
- Inserting a Text Box
- Inserting SmartArt

Manipulating Graphics
- Shape Background Fill Colour Style
- Shape Line Weight and Style
- Shape Line Colour
- Shadow effects
- Modifying Arrow Lines
- Rotating or Flipping
- Layering Illustrations to the Front or Back
- Aligning Graphics
- Grouping and Ungrouping Objects

Charts
- Inserting Charts
- Changing the Chart Type
- Changing the Background Colour In the Chart

PowerPoint - Intermediate

Course Outline   Time: 08:45 – 15:45

Customising and Compatibility Issues
- Modifying PowerPoint Options
- Compatibility Issues When Saving a Presentation
- Saving a Presentation As a Template
- Customised Templates

PowerPoint Sections
- Creating & Renaming Sections
- Collapsing & Expanding Sections
- Reordering Sections
- Removing Sections

Slide Masters
- Inserting Slide Masters
- Editing a Customised Slide Master
- Customised Slide Masters

Themes
- Applying Themes
- Modifying a Themes
- Setting the Default Theme
- Deleting a Theme
- Modifying a Template

Formatting Pictures & Images

- Removing a Picture Background
- Colouring Pictures
- Artistic Effects
- Picture Styles
- Picture Brightness and Contrast
- Compressing Pictures
- Resetting a Picture
- SmartArt & Pictures

Manipulating Graphics
- Ruler and Gridlines
- Snapping to the Grid and Grid Spacing
- Positioning a Graphic Relative to the Top-Left Corner of a Slide
- Distributing Graphics on a slide
- Cropping a Graphic
- Re-Scaling Pictures
- Background Graphics

Formatting AutoShapes
- AutoShape Background Fill Effects
- AutoShape Transparency Effects
- AutoShape Shape Effects
- AutoShapes Format Painter
- AutoShape Defaults

PowerPoint – Advanced

Course Outline   Time: 08:45 – 15:45

Diagrams
- Organisation Chart
- Cycle Diagram
- Pyramid Diagram
- Flowchart

Charts
- Chart Title, Legend, Labels & Axes Labels
- Changing Chart Type
- Chart Gap and Overlaps
- Using Images In Chart Columns / Rows
- Axis Scales

Video and Audio
- Video Brightness and Contrast
- Re-Colouring a Video
- Adding a Poster Frame Image to a Video
- Resetting a Video
- Applying a Video Style
- Playing a Video In a Shape
- Video Special Effects
- Trimming Video
- Video Looping
- Using Audio

Animation
- Animation Effects
- Animation Triggers
- Animation Painter
- Custom Animation Effects
- Custom Animation Sequence
- Animating Chart Columns By Series
- Animating, or Not Animating, the Chart Grid and Legend
- Animating SmartArt

Linking and Embedding
- Action Buttons

- Linking and Updating Objects
- Breaking a Link
- Inserting a Link to a Graphics File
- Embedding Data Into a slide
- Editing or Deleting Embedded Data

Hyperlinks
- Creating and Editing Hyperlinks

Merging, Comparing & Exporting
- Merging all the slides from one Presentation Into another Presentation
- Comparing Presentations
- Saving a Slide as a graphics File
- Using the Screen Shot Feature

Slide Shows
- Custom Slide Shows
- Editing a Custom Slide Show
- Slide Show Transitions and Timings
- Slide Show Looping
- Setting a Slide Show to use Timings
- Enabling or Disabling Slide Show Animations
- Controlling a Slide Show

Sharing Presentations
- Marking As Final
- Permissions – Encrypting With a Password
- Converting a Presentation to a Video
- Packing For a CD
- Saving As a PDF Format

Presentation Design & Compatibility
- Planning Your Presentation
- The Accessibility Checker
- The Document Inspector
- The Compatibility Checker

PowerPoint 2010 - Expert

Course Outline   Time: 08:45 – 15:45

PowerPoint 2010 Sections
- Creating & Remaining Sections
- Collapsing & Expanding Sections
- Reordering Sections
- Removing Sections and slides
- Removing Sections

Slide Masters
- Inserting slide masters
- Editing a customised slide master
- Using customised slide masters

Themes
- Applying Themes
- Modifying a Theme and saving it as a new Theme
- Setting a Theme as the default theme
- Deleting a Theme
- Creating and saving a new template
- Modifying a template

Formatting Pictures & Images
- Removing a picture background
- Colouring Pictures
- Artistic Effects
- Picture Styles
- Picture brightness and contrast
- Using the Corrections button
- Compressing pictures
- Resetting a picture
- SmartArt & Pictures

Manipulating Graphics
- Ruler and Gridlines
- Snapping to the grid and grid spacing
- Positioning a graphic relative to the top-left corner of a slide
- Distributing graphics horizontally
- Distributing graphics vertically
- Cropping a graphic
- Re-scaling pictures
- Converting a Clip Art picture to an AutoShape and then editing the AutoShape
- Saving a graphic as a graphics file
- Applying background graphics
- Hiding the background graphics

Formatting AutoShapes
- AutoShape background fill effects
- AutoShape transparency effects
- AutoShape shape effects

- AutoShapes Format Painter
- AutoShape defaults

Diagrams
- Creating and formatting an organisation chart
- Creating a cycle diagram
- Creating a pyramid diagram
- Creating a flowchart using 'Shapes'
- Editing Flowchart shapes and connectors

Charts
- Chart title
- Chart legend
- Data labels
- Axes labels
- Changing chart type
- Chart gap and overlaps
- Using images in chart columns or rows
- Formatting the plot and chart area using graphics
- Axis scales

Video and Audio
- Using Video
- Changing the brightness and contrast of a video
- Recoloring a video
- Adding a poster frame image to a video
- Resetting a video
- Applying a video style
- Playing a video in a shape
- Changing the colour   and weight of a video border
- Applying special effects to a video
- Trimming video
- Video Looping
- Using Audio

Animation
- Applying animation effects
- Animation triggers
- Using the Animation Painter
- Creating custom animation effects
- Modifying custom animation settings
- Changing the custom animation sequence
- Using custom animation to fade bulleted paragraphs
- Animating chart columns by series
- Animating the chart grid and legend

Project – Foundation

Course Outline   Time: 08:45 – 15:45

INTRODUCING MICROSOFT PROJECT 2010
- What is Microsoft Project 2010?
- File Compatibility
- The Project 2010 Screen
- The Ribbon
- Closing Microsoft Project
- Opening an existing Microsoft Project Document
- View Bar
- Creating a new project
- Creating a new project based on a template
- Closing the current Project Document

SETTING UP A PROJECT
- File Properties
- Inputting Start and Finish Dates
- Setting up a Project Calendar
- Making a New Calendar
- Applying a new Calendar
- Saving a project
- Setting up Currency within Microsoft Project

TASKS, NOTES & MILESTONES
- What are Tasks?
- Entering Tasks
- Entering Subtasks
- Entering Task Durations
- Creating a Summary Task
- Recurring Tasks
- Task Notes
- Milestones

MANIPULATING TASKS & CONSTRAINTS
- What are Constraints?
- Adding Constraints
- Editing Tasks
- Deleting Tasks
- Moving Tasks

DEPENDENCIES
- What are Dependencies?

- Finish-to-Start (FS) Dependencies
- Start-to-Start (SS) Dependencies
- Start-to-Finish (SF) Dependencies

RESOURCES
- What are Resources?
- Creating a Resource List
- Working Time
- Rates
- Resource Notes
- Assigning Resources

VIEWS & SPLIT WINDOWS
- What are Microsoft Project Views?
- Changing Views
- Gantt Chart View
- Calendar View
- Network Diagram View
- Task Usage View
- Resource Graph View
- Resource Sheet View
- Resource Usage View
- Splitting the Window

PRINTING & REPORTS
- Viewing and Printing Reports
- Using Print Preview
- Page Setup
- Printing Reports
- Overview Reports
- Current Activity Reports
- Cost Reports
- Assignments Reports
- Workload Reports
- Visual Reports

HELP VIDEOS
- Microsoft Project Help Videos

WHAT'S NEW IN PROJECT 2010?
- Timeline
- Zoom Slider
- Team Planner
- Adding Columns Easily

Word 2010
Keyboard Shortcuts

Alt+Ctrl+1	Applies Heading 1 style
Alt+Ctrl+2	Applies Heading 2 style
Alt+Ctrl+3	Applies Heading 3 style
Alt+Ctrl+C	Inserts the copyright symbol
Alt+Ctrl+D	Inserts an endnote
Alt+Ctrl+F	Inserts a footnote
Alt+Ctrl+I	Toggles between Print Preview view
Alt+Ctrl+M	Inserts a comment
Alt+Ctrl+N	Switches to Draft view
Alt+Ctrl+O	Switches to Outline view
Alt+Ctrl+P	Switches to Print Layout view
Alt+Ctrl+PgDn	Moves to the end of the window
Alt+Ctrl+PgUp	Moves to the top of the window
Alt+Ctrl+R	Inserts the registered trademark symbol
Alt+Ctrl+T	Inserts the trademark symbol
Alt+F1	Moves to the next field
Alt+F10	Maximises the program window
Alt+F4	Exits Word
Alt+F8	Runs a macro
Alt+F9	Toggles between all field codes and effects
Alt+Prn Scrn	Copies the active window to the Clipboard
Alt+Righ Arrow	Moves to the next page
Alt+Shift+F1	Moves to the previous field
Alt+Tab	Cycles to the next program window
Ctrl+ Spacebar	Removes font and paragraph formatting
Ctrl+[	Decreases the font size by 1 point
Ctrl+[	Decreases the font size by 1 point
Ctrl+]	Increases the font size by 1 point
Ctrl+]	Increases the font size by 1 point
Ctrl+1	Uses single space line formatting
Ctrl+2	Uses double space line formatting
Ctrl+Alt+F1	Displays System Information
Ctrl+Alt+V	Displays the 'Paste Special' dialog box
Ctrl+B	Applies bold formatting
Ctrl+Backspace	Deletes one word to the left
Ctrl+C	Copies the selected item to the Clipboard
Ctrl+D	Displays the Font dialog box
Ctrl+Delete	Deletes one word to the right
Ctrl+Down Arrow	Moves down one paragraph
Ctrl+End	Moves to the end of a document
Ctrl+Enter	Inserts s a hard page break
Ctrl+Equal key	Applies subscript formatting
Ctrl+F	Displays the Find dialog box
Ctrl+F10	Maximises or restores the active window
Ctrl+F10	Maximizes the active window
Ctrl+F11	Locks a field
Ctrl+F4	Closes a window
Ctrl+F4	Closes the active window
Ctrl+F6	Cycles around open documents
Ctrl+F9	Inserts a field
Ctrl+G	Displays the Go To dialog box
Ctrl+H	Displays the Replace dialog box

Ctrl+Home	Moves to the beginning of a document
Ctrl+I	Applies italic formatting
Ctrl+K	Inserts a hyperlink
Ctrl+L	Alignment a paragraph to the left
Ctrl+Left Arrow	Moves one word to the left
Ctrl+O	Displays the Open dialog box
Ctrl+P	Prints a document
Ctrl+PgDn	Moves to the top of the next page
Ctrl+PgUp	Moves to the top of the previous page
Ctrl+Q	Removes paragraph formatting
Ctrl+Righ Arrow	Moves one word to the right
Ctrl+Shift+<	Decrease font size one point
Ctrl+Shift+>	Increases font size one point
Ctrl+Shift+A	Formats all characters as capitals
Ctrl+Shift+C	Copies formatting from text
Ctrl+Shift+D	Apply double-underline formatting
Ctrl+Shift+Enter	Inserts a column break
Ctrl+Shift+F	Displays the Font dialog box
Ctrl+Shift+F11	Unlocks a field
Ctrl+Shift+F9	Unlinks a field
Ctrl+Shift+G	Displays the Word Count dialog box
Ctrl+Shift+K	Formats characters as small capitals
Ctrl+Shift+N	Applies the Normal style
Ctrl+Shift+S	Displays the Styles task pane
Ctrl+Shift+V	Applies copied formatting to text
Ctrl+U	Applies underline formatting
Ctrl+Up Arrow	Moves up one paragraph
Ctrl+V	Pastes an item form the Clipboard
Ctrl+X	Cuts (moves) the selected item to the Clipboard
Ctrl+Y	Redo
Ctrl+Z	Undo
Down Arrow	Moves down one line
F1	Help
F10	Display Key Tips
F11	Moves to the next field
F12	Displays the Save As dialog box
F7	Runs the spell checker
F8	Extends a selection
F9	Refresh (Update key)
Home	Moves to the beginning of a line
PgDn	Moves down one screen
PgUp	Moves up one screen
Prnt Scrn	Copies the screen to the Clipboard
Right Arrow	Moves one character to the right
Shift+Enter	Inserts a line break
Shift+F1	Displays 'Reveal Formatting' information
Shift+F10	Displays a shortcut (popup) menu
Shift+F11	Moves to the previous field
Shift+F3	Cycles around the text case options
Shift+F9	Switches between a field code and code effect

Word 2010 - Basics

Course Outline   Time: 08:45 – 15:45

The Microsoft Word 2010 Screen
- Starting Microsoft Word 2010
- The Microsoft Word 2010 screen
- The levels of command organisation
- The File Tab
- Ribbon Tabs
- Minimizing the Ribbon
- Switching between tabs using the mouse wheel
- Groups
- Dialog box launcher

Starting to Use Microsoft Word 2010
- Using the default Microsoft Word document
- Saving Microsoft Word documents
- Opening and closing documents
- Save As
- Creating a new document
- Using Help within Microsoft Word
- Alt key help
- Closing Microsoft Word
- Saving documents using different formats
- Creating documents using different templates
- Switching between Word Views
- Navigating through documents

Manipulating Text
- Select, then format
- Selecting text
- Inserting, deleting, undo and redo
- Insert and overtype mode
- Copying text within a document
- Moving (cutting) text within a document

The Clipboard
- Using the Clipboard
- The Office Clipboard
- Removing items from the Office Clipboard

Text Formatting
- What is text Formatting?
- Font type
- Font size
- Grow Font and Shrink Font icons
- Font size keyboard shortcut
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Font colour
- Copying text formatting
- Removing formatting
- Using Zoom
- Inserting special characters and symbols

Paragraph Formatting

- Paragraph marks
- Soft paragraph (line break) marks
- Recommended techniques for aligning and indenting text
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing within paragraphs
- Applying spacing above or below paragraphs
- Using paragraph spacing rather than using the Return key
- Applying bullets to a list
- Applying numbering to a list
- Modifying bullet and numbering formatting
- Removing bullet or numbering formatting

Borders and shading
- Using borders and shading
- Adding a border
- Modifying borders
- Adding shading
- Modifying your shading
- Applying borders to selected text

Finding and replacing text
Using Find and Replace
Finding text
Replacing text

Tabs
- Tab stops
- Setting and removing tabs
- Viewing tab marks using the Show/Hide icon

Styles
- What are styles?
- Applying styles
- Style Sets

Page Formatting
- What is Page formatting?
- Page orientation and paper size
- Changing the page size
- Page margins
- Inserting Page Breaks
- Deleting Page Breaks
- Use page breaks rather than repeatedly pressing the Return key
- Headers and footers
- Page numbering
- Header and footer fields
- Editing text within a header or footer
- Cover pages
- Applying Automatic Hyphenation

Tables
- Using tables
- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height
- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, colour and style

Using graphics within Microsoft Word
- Types of graphics that you can insert within Word 2010
- Inserting Pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting SmartArt
- Inserting a chart
- Inserting a screen shot
- Selecting, resizing and deleting graphics
- Copying or moving graphics

Multiple documents
- Multitasking with Word 2010
- Switching between open documents
- Tiling or cascading documents on your screen
- Comparing documents side by side
- Copying or moving selected items between documents

Mail Merge
- What is mail merging?
- Starting the Mail Merge Wizard

- Mail Merge Wizard - Step 1 of 6 'Select document type'
- Mail Merge Wizard - Step 2 of 6 'Select Starting document'
- Mail Merge Wizard - Step 3 of 6 'Select recipients'
- Mail Merge Wizard - Step 4 of 6 'Write your letter'
- Mail Merge Wizard - Step 5 of 6 'Preview your letters'
- Mail Merge Wizard - Step 6 of 6 Printing Options
- Creating a mailing list to be used within a mail merge
- Merging a mailing list to produce labels

Customisation
- Customising Microsoft Word
- Setting the User Name
- Setting the default opening and saving folder

Proofing and Printing
- The importance of proofing
- Spell checking a document
- Adding words to the built-in custom dictionary
- Removing a word from the spell checking dictionary
- Printing options
- Selecting a printer
- Choosing what to print
- Setting the number of copies to print
- Setting the pages per sheet
- Printing only odd or even pages
- Previewing and printing a document

Word 2010 - Foundation

Course Outline   Time: 08:45 – 15:45

The Microsoft Word 2010 Screen
- The Levels of Command Organisation
- Ribbon Tabs
- Groups
- Dialog Box Launcher

Starting to use Microsoft Word 2010
- Opening and Closing Documents
- Saving Microsoft Word Documents
- Creating a New Document
- Help
- Creating Documents using Templates

Manipulating Text
- Select, then Format
- Selecting Text
- Undo and Redo
- Manipulating Text

The Clipboard
- Using the Clipboard

Text Formatting
- Font Type & Font Size
- Bold, Italic or Underline
- Subscript and Superscript
- Case Changing
- Highlighting
- Font Colour
- Format Painter
- Removing Formatting
- Special Characters and Symbols

Paragraph Formatting
- Paragraph Marks
- Line Breaks
- Aligning Text
- Indenting Paragraphs
- Line Spacing within Paragraphs
- Spacing Above or Below Paragraphs
- Applying Bullets to a List
- Applying Numbering a List

Borders and Shading
- Modifying Borders
- Modifying Shading

Finding and Replacing Text
- Finding Text
- Replacing Text

Tabs
- Tab Stops
- Setting and Removing Tabs

Styles
- Applying Styles
- Style Sets

Page Formatting
- Page Orientation and Paper Size
- Page Size
- Page Margins
- Page Breaks
- Headers and Footers
- Page Numbering
- Header and Footer Fields
- Cover Pages
- Hyphenation

Tables
- Inserting a Table
- Navigating within a Table
- Selecting Cells, Rows, Columns or the Entire Table
- Inserting and Deleting Rows and Columns
- Modifying Column Width or Row Height
- Modifying Cell Borders
- Adding Shading to Cells
- Modifying Cell Border Width, Colour and Style

Using Graphics within Microsoft Word
- Inserting a graphic, Shapes, SmartArt & charts
- Inserting a Screen Shot

Multiple Documents
- Switching between Documents
- Tiling or Cascading Documents
- Comparing Documents Side By Side
- Copying or Moving Selected Items between Documents

Mail Merge
- Starting the Mail Merge Wizard
- Merging a Mailing List to Produce Labels

Word 2010 - Intermediate

Course Outline   Time: 08:45 – 15:45

Customisation
- Customising Microsoft Word
- Setting the User Name
- Setting the Default Folder

Proofing and Printing
- Spell Checking a Document
- Adding Words to the Dictionary
- Removing a Word from the Dictionary
- Printing Options
- Selecting a Printer
- Choosing What to Print
- Setting the Number of Copies to Print
- Setting the Pages per Sheet
- Printing only Odd or Even Pages
- Previewing and Printing a Document

Compatibility Mode
- What is Compatibility Mode?
- Using the Convert Button

Paragraph Formatting.
- Line Spacing Formatting Options.
- Using the Widow/Orphan Control.
- Using 'Keep Lines Together'.
- Using the 'Keep With Next' Option.
- Using 'Page Break Before'.
- Multilevel List Formatting.

Pictures
- Compatibility Mode & Picture Editing.
- Screen Shots
- Clipping Screen Shots.
- Picture Tools.
- Removing a Background.
- Picture Corrections
- Picture Colour
- Picture Artistic Effects
- Compressing Pictures
- Resetting Pictures
- Picture Styles
- Picture Borders
- Cropping a Picture

Sections
- Inserting 'Next Page' Section Breaks.
- Inserting 'Odd Page' Section Breaks.
- Changing the Section Break Type.
- Deleting Section Breaks.
- Page Orientation and Sections.
- Page Vertical Alignment and Sections.
- Margins and Sections.

Headers & Footers
- Applying Different Headers and Footers to Sections.
- Applying Different Headers and Footers to the First Page.
- Applying Different Headers and Footers to Odd and Even Pages.

Watermarks
- Adding a Pre-Defined Watermark.
- Adding a Custom Text Watermark.
- Removing a Watermark.
- Modifying a Text Watermark.
- Adding a Picture Watermark.

Tables
- Table Styles.
- Merging Cells within a Table.
- Splitting Cells within a Table.
- Modifying Cell Alignment.
- Modifying Cell Margins.
- Modifying Text Direction within Cells.
- Repeating the Table Heading Rows
- Controlling Row Breaking Across Pages.
- Performing a Single Column Sort.
- Multilevel Sorting.
- Converting Delimited Text to a Table.
- Converting a Table to Text.

Styles
- What are Styles?
- Applying Styles.
- Types of Styles.
- Creating a Paragraph Style.
- Creating a Character Style.
- Modifying a Style.
- Enabling Automatic Style Updating.
- Deleting a Style.

Text Wrapping
- Applying Text Wrapping
- Text Wrapping and Tables.

Columns
- Applying Column Formatting to an Entire Document.
- Applying Column Formatting to 'Selected Text'.
- Changing the Number of Columns within a Column Layout.
- Changing Column Widths and Spacing.
- Using Pre-Set Column Formatting.
- Lines between Columns.
- Inserting Column Breaks.
- Deleting Column Breaks.

AutoCorrect
- Creating, Modifying and Deleting an Autocorrect Entry.

Building Blocks (Formerly Called AutoText)
- Creating and Inserting Building Block Items.
- Modifying a Building Block Item.
- Deleting a Building Block (AutoText) Item.

Advanced Find and Replace
- Advanced Find and Replace Options
- 'Paste Special' Options using Formatted and Unformatted Text.

Captions
- Manually adding a Caption to an Object.
- Adding and Removing Caption Labels.
- Changing the Caption Number Formatting.

Footnotes and Endnotes
- Inserting Footnotes.
- Editing and Formatting Footnotes.
- Inserting Endnotes.
- Editing and Formatting Endnotes.
- Converting Footnotes to Endnotes.
- Converting Endnotes to Footnotes.

Bookmarks and Cross-References
- Adding a Bookmark.
- Creating Cross-References
- Deleting Cross-References.
- Deleting a Bookmark.

Word 2010 - Advanced

Course Outline   Time: 08:45 – 15:45

Master Documents
- Creating a New Master Document
- Inserting Sub-Documents
- Unlinking or Removing a Sub-Document
- Using Text Outline Options.

Tracking and Comments
- Tracking Changes.
- Accepting or Rejecting Changes.
- Comments.

Comparing and Combining Documents
- Comparing Documents.
- Combining Revisions.

Tables of Contents & Indexes
- Creating a Table of Contents.
- Updating a Table of Contents.
- Creating and Updating a Table of Figures.
- Marking an Index Entry.
- Marking an Index Sub-Entry.
- Compiling and Updating an Index.

Linking & Embedding
- Linking Data from a Document.
- Updating a Linked Document.
- Breaking the Link to a Document.
- Embedding Data Into a Document
- Editing Embedded Data.
- Deleting Embedded Data.

Hyperlinks
- Inserting Hyperlinks.
- Editing a Hyperlink.
- Removing a Hyperlink.

Macros
- Inserting Macros
- Assigning a Macro to a Button on a Toolbar.

Fields
- Inserting Fields
- Inserting Fill-In Fields.
- Deleting Fields.
- Updating, Locking and Unlocking Fields.
- Using the Sum Formula within a Table.

Forms
- Text Fields.
- Check Boxes.
- Drop-Down Menus.
- Protecting a Form.
- Password Protecting a Form.

Templates
- Creating and using a Word Template.
- Modifying a Word Template.

Mail Merging
- Editing and Sorting a Mail Merge List.
- Ask Fields and Bookmarks.
- Inserting Ask Fields.
- Inserting If…Then…Else… Fields.
- Using Merge Criteria in a Mail Merge.

Passwords & Editing Restrictions
- Adding and removing passwords .
- Allowing Only Tracked Changes or Comments.
- Marking a document as a Final Version.

Word 2010 - Expert

Course Outline   Time: 08:45 – 15:45

Compatibility Mode
- What is Compatibility Mode?
- Using the Convert button

Paragraph Formatting.
- Line spacing formatting options.
- Using the Widow/Orphan control.
- Using 'Keep lines together'.
- Using the 'keep with next' option.
- Using 'page break before'.
- Applying and modifying multilevel list formatting.

Pictures
- Compatibility Mode & picture editing
- Screen shot of complete application window
- Clipping Screen shots
- Screen shot s using the keyboard
- Picture Tools
- Removing a background
- Picture Corrections
- Picture Colour
- Picture Artistic Effects
- Compressing pictures
- Resetting pictures
- Picture Styles
- Picture Borders
- Cropping a picture

Sections.
- What are section breaks?
- Inserting 'next page' section breaks.
- Inserting 'odd page' section breaks.
- Changing the section break type.
- Deleting section breaks.
- Changing page orientation within sections.
- Changing page vertical alignment within sections.
- Changing margins within sections.

Headers & Footers
- Applying different headers and footers to sections.
- Applying different headers and footers to the first page.
- Applying different headers and footers to odd and even pages**.**

Watermarks
- Adding a pre-defined watermark.
- Adding a custom text watermark.
- Removing a watermark.
- Modifying a text watermark.
- Adding a picture watermark.

Tables.
- Table styles.
- Merging cells within a table.

- Splitting cells within a table.
- Modifying cell alignment.
- Modifying cell margins.
- Modifying text direction within cells.
- Repeating the table heading row for multi-page tables.
- Controlling row breaking across pages.
- Performing a single column sort.
- Multilevel sorting.
- Converting delimited text to a table.
- Converting a table to text.

Styles.
- Applying styles.
- Types of styles.
- Creating a paragraph style.
- Creating a character style.
- Modifying a style.
- Enabling automatic style updating.
- Deleting a style.

Text Wrapping.
- Picture 'In line' text wrapping
- Picture 'Square' wrapping.
- Picture 'Tight' wrapping
- Picture 'Behind text' wrapping
- Picture 'In front of text' wrapping .
- AutoShape Applying wrapping
- Chart wrapping .
- Diagram wrapping.
- Word table text wrapping options

Columns.
- Applying column formatting
- Changing number of columns within a column layout.
- Changing column widths and spacing.
- Using pre-set column formatting.
- Inserting and removing lines between columns.
- Inserting column breaks.
- Deleting column breaks.

AutoCorrect
- Creating, modifying and deleting an AutoCorrect entry.

Building Blocks (formerly called AutoText)
- Creating and inserting Building Block items.
- Modifying a Building Block (AutoText) item.
- Deleting a Building Block (AutoText) item.

Advanced Find and Replace
- Advanced find and replace options using font formatting.
- Advanced find and replace options using paragraph formatting.

- Advanced find and replace options using paragraph marks.
- Advanced find and replace options using page breaks.
- 'Paste Special' options using formatted and unformatted text.

Captions.
- Manually adding a caption to an object.
- Adding and removing caption labels.
- Changing the caption number formatting.

Footnotes and Endnotes
- Inserting footnotes.
- Editing and formatting footnotes.
- Inserting endnotes.
- Editing and formatting endnotes.
- Converting footnotes to endnotes.
- Converting endnotes to footnotes.

Bookmarks and Cross-References.
- Adding a bookmark.
- Creating a cross-reference to a bookmark.
- Creating a cross-reference to a numbered item.
- Inserting a cross-reference to a heading.
- Inserting a cross-reference to a figure.
- Inserting a cross-reference to a table.
- Adding a cross-reference to an index entry.
- Deleting cross-references.
- Deleting a bookmark.

Master Documents.
- What are Master Documents?
- Creating a new master document by creating sub-documents from headings.
- Inserting sub-documents into a master document.
- Unlinking or removing a sub-document from a master document.
- Using text outline options.

Tracking and Comments.
- Tracking changes.
- Accepting or rejecting changes.
- Inserting comments.
- Displaying and editing comments.
- Deleting comments.
- Showing or hiding comments.

Comparing and Combining Documents
- Comparing documents.
- Combining revisions from multiple authors.

Tables of Contents & Indexes.
- Creating a table of contents.
- Updating a table of contents.
- Creating and updating a table of figures.
- Marking an index entry.
- Marking an index sub-entry.
- Compiling and updating an index.

Linking & Embedding
- What is object linking?
- Linking data from a document as an icon.

- Updating a linked document.
- Breaking the link to a document.
- Linking and displaying the linked object as an icon.
- Linking and displaying the actual linked data.
- Updating or breaking an application link.
- What is object embedding?
- Embedding data into a document as an object.
- Editing embedded data.

Hyperlinks
- Inserting hyperlinks.
- Editing a hyperlink.
- Removing a hyperlink.

Macros
- Macro to change page set-up.
- Macro to insert a table with a repeating heading row.
- Macro to insert fields into a header or footer.
- Assigning a macro to a button on a toolbar.

Fields.
- Inserting fields into a Word document.
- Inserting fill-in fields.
- Deleting fields.
- Changing the number formatting used by a field.
- Updating, locking and unlocking fields.
- Using the sum formula within a table.

Forms.
- Creating and protecting form text fields.
- Creating and protecting form check boxes.
- Inserting and protecting form drop-down menus.
- Modifying form fields and displaying help.
- Protecting a form.
- Password protecting a form.

Templates
- What are Word templates?
- Creating and using a Word template.
- Modifying a Word template.

Mail Merging.
- Editing and sorting a mail merge recipient list.
- Sorting and editing a mail merge recipient list (within the mail merge process).
- Ask fields and bookmarks.
- Inserting Ask fields.
- Inserting if…then…else… fields.
- Using merge criteria in a mail merge.

Passwords & Editing Restrictions.
- Adding 'opening' password document protection.
- Removing 'open' password document protection.
- Adding 'No Modifications' document password protection.
- Removing a 'no modification' document password.
- Allowing only tracked changes or comments.
- Marking a document as a Final Version

HOW TO BOOK:

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