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IT Office Applications Training Course Brochure

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Introduction to Microsoft 365 Web Applications

Course Code	M365IWA
Duration	1 day

Overview

This course is an introduction to the Microsoft 365 in a cloud-based environment and will introduce delegates to the Microsoft 365 Web Apps toolkit.

Audience

This course is intended for delegates in a variety of roles and fields who have competence in a desktop-based version of Microsoft Office and who are now moving to a collaborative cloud-based Microsoft 365 environment.

Learning Objectives

By actively participating in this course, you will learn about the following:

- Navigate and customise the Microsoft 365 environment.
- Use the core Microsoft 365 Apps including Delve.
- Use OneDrive as a cloud-based storage platform for saving and managing files.
- Use Office On-line to work together in Microsoft 365.
- Learn about Microsoft 365 Groups.

Prerequisites

To ensure your success, you will need to be competent in at least one of the primary applications in the Microsoft Office Suite (Excel/Word/PowerPoint) as well as being competent in using the locally installed version of Microsoft Outlook email and calendaring.

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to Microsoft SharePoint Online, Teams, Yammer, Outlook, OneNote, Power Automate, and Delve online web apps.

This course is not suitable for MAC users.

Course Contents

What is Microsoft 365?
- Core Components.
- Log In and Sign Out process.

Overview of key Microsoft 365 Apps
- SharePoint Online (SPO).
- Teams
- Yammer
- Outlook Online.
- Power Automate
- DELVE

OneDrive for Business
- Difference between OneDrive for Business and a SharePoint site.
- To get OneDrive for Business.
- Sync OneDrive for Business to your computer.

Microsoft OneNote

Use Office On-line to work together in M365
- Collaborate with Word.
- Collaborate on Excel workbooks at the same time with Co-authoring.
- Work together on PowerPoint presentations.

Microsoft 365 Groups
- What are Microsoft 365 Groups?
- Create a Group in Outlook.
- Create a Team Site in SharePoint.
- Customise your SharePoint site

Microsoft 365 Teams Fundamentals

Course Code	MS365TMF
Duration	1 day

Overview

Microsoft Teams is a dedicated hub that brings together the people, conversations, content and tools your team needs to collaborate and achieve more. Microsoft Teams allows you to readily communicate and make quick decisions in real time.

With Teams, you can initiate a private or group chat, share files and co-author content. You can also host on-line meetings with people inside or outside your organisation and you can make and transfer calls. All this communication can be done across devices, in the office or on the go!

Audience

This course is an introduction to Teams and is designed to assist existing Microsoft 365 users who are looking to gain an understanding of the functionality available in Teams within Microsoft 365.

Learning Objectives

By actively participating in this course, you will learn about the following:

▶▶ Understand and create your first Teams and Channels.
▶▶ Change settings within a Team.
▶▶ Use Chat in Microsoft Teams.
▶▶ Search for Messages, People or Files.
▶▶ Add an App to Teams.
▶▶ Schedule a Meeting and call into a Meeting.
▶▶ Explore permissions and privacy and make changes.
▶▶ Take Meeting notes in Teams.
▶▶ Use additional functions in a Team Meeting.

Prerequisites

It is assumed that delegates are already familiar with the main features of Microsoft Office and Microsoft 365 and they are comfortable working in that environment. They should have previously attended the Microsoft 365 Introduction to Web Apps course or have equivalent knowledge and experience.

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to Microsoft Teams (desktop app) and the main Microsoft Office suite of applications (Word/Excel/PowerPoint etc).

This course is not suitable for MAC users.

Course Contents

Getting Started with Teams
- Sign into Teams
- Pick a Team and channel
- Find and join a Team
- Add a member

Best Practices for organising teams in Microsoft Teams

Create your first Teams and Channels
- Create a Team from scratch
- Create a Team from an existing Team
- Create a Team from an existing Group
- Add people to a Team
- Add a Team Owner
- Change Team settings
- Change Team picture
- Re-order the Teams List
- Hide Teams
- Use @mentions

What is a Channel in Microsoft Teams?
- Channel best practices
- Create a Channel in a Team
- View Channel activity in Teams
- Use commands in Teams

Chat in Microsoft Teams
- Start a one-on-one chat
- Start a group chat
- Remove people from a group chat
- Start a Channel conversation in Teams

Search for Messages, People or Files

Meetings and Calls
- Schedule a meeting in Teams
- Invite people to a meeting in Teams
- See all your meetings in Teams
- Join a meeting in Teams
- Participate in a meeting from the Teams Mobile App
- Call into a meeting in Teams
- Record a meeting in Teams
- Record a meeting or a group call
- Play and share a meeting recording in Teams
- Share a link to a meeting recording with others

Permission and Privacy
- Video permissions
- Group permissions
- Channel permissions
- Edit the transcript of a meeting recording in Teams

Taking Meeting Notes in Teams
- Before the meeting
- During the meeting
- After the meeting

Additional Functions in a Teams Meeting
- Adding an App
- Multitasking
- Audio settings
- Participant settings
- Bypass the lobby
- Use Microsoft Whiteboard

Appendix A - Participate in a Teams Meeting on Surface Hub

Power BI Fundamentals

Course Code M365PBI
Duration 1 Day

Overview

Provide business insights at the right time to the right people with Power BI, an interactive data visualisation software product developed by Microsoft with a primary focus on business intelligence. Power BI is part of the Microsoft Power Platform and comprises a collection of software services, apps, and connectors that work together to turn your data into coherent, visually immersive, and interactive insights.

With Power BI Desktop, you will learn how to connect and query data from different sources. Then, using the Power Query Editor, you will clean, shape, and transform this data to produce impactful visuals in reports. You will then explore how reports are published to the Power BI service where your team can access them through intuitive dashboards.

Audience

This introductory course is perfect for users who are looking to make a bigger impact with the way they report on data through visualisations. The course will be of particular benefit to team leaders, management at all levels, or anyone who needs to commission the production of reports or dashboards.

Please note that this course does not cover PowerBI Pro, PowerBI accessed via Microsoft 365 or SharePoint Services.

Learning Objectives

By actively participating in this course, you will learn how to:

- Identify Power BI Desktop concepts and features.
- Use data sources that are compatible with Power BI Desktop.
- Connect to and manipulate data using the Power Query Editor.
- Apply common query tasks to shape data in Power BI Desktop.
- Explore data visualisations.
- Create and publish reports to the Power BI service.

Pre-Requisites

We recommend that delegates have existing experience with Excel or Databases and should understand basic data concepts. Delegates should also know how to create and format chart outputs and should have a basic understanding of Functions (ideally Aggregate Functions).

If you are attending our Virtual Classroom training, you will need a laptop or PC with a working microphone and two screens. A webcam is also recommended for the best experience! You will also need to have both Power BI Desktop and Power BI Service (part of Microsoft 365 Apps), available on your device.

Course Contents

Getting Started with Power BI
- ▶ Concepts and overview
- ▶ Introduction to main features

Connect to a Data Source
- ▶ Data sources Power BI will connect to
- ▶ Methods of connecting to data

Get data and query using Power Query Editor
- ▶ Shape, clean and transform data
- ▶ Combining data sources

Working with Relationship View
- ▶ Understanding relationships
- ▶ Create using AutoDetect
- ▶ Create relationships manually
- ▶ Edit.
- ▶ Cross Filter
- ▶ Join Types

Visualisations
- ▶ What is available?
- ▶ Create a quick visualisation
- ▶ Table and matrix visualisation
- ▶ Conditional formatting
- ▶ KPI visualisation
- ▶ Slicers
- ▶ Drill visualisation to see underlying data
- ▶ Clustering
- ▶ GEO-data and Maps
- ▶ Publishing

Using Power BI Service
- ▶ Pin visuals to Dashboards
- ▶ Export visuals to other platforms
- ▶ Get insights

Microsoft 365 Power BI Advanced

Course Code	MS365PBIA
Duration	1 day

Overview

With PowerBI Desktop, you get a report authoring tool that enables you to connect and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can add visualisations and create reports. Reports can then be published.

Audience

The course builds on the skills learnt in our Power BI Fundamentals course and introduces you to more features including data modelling, performance optimization and more complex reporting.

Please note that this course does not cover PowerBI Pro, PowerBI accessed via Microsoft 365 or SharePoint Services.

Learning Objectives

By actively participating in this course, you will learn about the following:

▶ Data Modelling
▶ Optimizing Model Performance
▶ Create Calculation using DAX
▶ Perform in-depth Reporting

Prerequisites

We recommend that you attend M365PBIF – Microsoft 365 Power BI Fundamentals course or have equivalent skills and knowledge.

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to Power BI and have the desktop version installed on their PC. We strongly recommend that delegates also check that their PC meets the *Minimum Requirements* as outlined on the Microsoft Website in order to run Power BI effectively.

This course is not suitable for MAC users.

Course Contents

Data Modelling
- ▶▶ Introduction to Data Modelling
- ▶▶ Joins, Relationships and Cardinality
- ▶▶ Many to Many Relationships
- ▶▶ Star Schemas
- ▶▶ Create a Date Table

Optimize Model Performance
- ▶▶ Performance Optimization
- ▶▶ Performance Analyzer
- ▶▶ Review Performance Results
- ▶▶ Optimize Direct Query Models
- ▶▶ Create and Manage Aggregations

Create Calculations using DAX
- ▶▶ Create Calculated Columns
- ▶▶ Build Quick Measures
- ▶▶ Use DAX to Build Quick Measures
- ▶▶ Join Types.

Reporting
- ▶▶ Choose Effective Visualizations
- ▶▶ Import a Custom Visual
- ▶▶ Interactions and Drill-throughs
- ▶▶ Configure Conditional Formatting
- ▶▶ Apply Slicing, Filtering and Sorting
- ▶▶ Key Perform and Indicators

Microsoft 365 Power Automate Fundamentals

Course Code	M365PAF
Duration	1 Day

Overview

This course introduces you to Power Automate where you can create workflows between Apps and Services within the Microsoft 365 environment. You will look at the different types of flows that are available but focus only on Cloud Based Flows. Here we will discover creating a variety of Flows based on both Templates and ones created from scratch.

Audience

This course is designed for anyone who is new to Power Automate and would like to learn how to use it.

Learning Objectives

By actively participating in this course, you will learn about the following:

▶▶ What Power Automate is and how it can be used within a business environment.
▶▶ Planning for workflows.
▶▶ Create Flows using a variety of built-in templates.
▶▶ Create Flows from scratch.
▶▶ Work with Approvals.
▶▶ Administer Flows.

Prerequisites

Have a Microsoft 365 subscription with Power Automate available. No existing experience is necessary.

Software Requirements for Virtual Classroom
Delegates will need to have an Office 365 subscription with access to Power Automate online.

This course is not suitable for MAC users.

Course Contents

▶▶ Overview of Power Automate
▶▶ Planning a Power Automate Project
▶▶ Create an Automatic Flow based on a Template
▶▶ Work with Approvals Templates
▶▶ Create a Flow from Scratch
▶▶ Run Flows from a Schedule
▶▶ Create Parallel Approval Workflows
▶▶ How to use Scope

Introduction to Microsoft OneNote

Course Code	MS365ON
Duration	1 day

Overview

Microsoft Office OneNote provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organised structure, be able to access the content from anywhere and share it with others.

Audience

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office 2016 and want to incorporate digital note-taking and note collaboration by using Microsoft OneNote.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶▶ Develop digital note-taking, note collaboration and note synchronising skills.
- ▶▶ Create and update notes.
- ▶▶ Manage lists and outlines.
- ▶▶ Add content including memos, pictures and videos.
- ▶▶ Take notes in on-line meetings.
- ▶▶ Interact with other Microsoft Software Programs.
- ▶▶ Explain the concept of Groups.

Prerequisites

To ensure your success, you should have Windows end-user skills that include starting and closing applications, navigating basic file structures, and managing files and folders. Previous experience with OneNote is not required, however, having a basic understanding on the Microsoft Office productivity suite would be beneficial.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft OneNote 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses.

This course is not suitable for MAC users.

Course Contents

Getting Started
- ▸ Navigate the OneNote 2016 environment
- ▸ Use templates
- ▸ Customise the OneNote user interface

Adding and Formatting Notebook Content
- ▸ Apply formatting to notebook content
- ▸ Insert images and audio into a notebook
- ▸ Add quick notes and links
- ▸ Use drawing tools

Embedding and Attaching Files
- ▸ Embed Excel spreadsheets
- ▸ Attach other file types

Organizing and Searching Notebooks
- ▸ Use tags
- ▸ Organize and search notebooks
- ▸ Finalizing a Notebook
- ▸ Proof and print a notebook
- ▸ Configure password protections and notebook properties

Managing Notebook Files
- ▸ Export content from OneNote notebooks
- ▸ Backup and restore notebook content

Sending & Sharing OneNote content
- ▸ Send OneNote content in other formats

Microsoft SharePoint Online for Users

Course Code	MS365SPU
Duration	1 day

Overview

In many professional environments today, people work collaboratively in teams and Microsoft SharePoint is a platform designed specifically to facilitate collaboration, allowing people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location.

Audience

This course is designed for Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, or for existing users who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶▶ An Introduction to SharePoint and it's functionality
- ▶▶ The different types of Sites available with SharePoint Online
- ▶▶ How to manage your content and documents in Libraries
- ▶▶ How to sync and share files
- ▶▶ Working with Lists

Pre-Requisites

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- ▶▶ Microsoft 365 – An Introduction to Web Apps

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online.

This course is not suitable for MAC users.

Course Contents

What is SharePoint Online?
- ▶ SharePoint Structure
- ▶ Team site or Communication site
- ▶ Discover SharePoint site and Follow
- ▶ Navigation on your SharePoint site

Working with Documents, Content and Libraries
- ▶ What is a library
- ▶ Types of libraries
- ▶ Create a new library
- ▶ Upload and create new documents
- ▶ Document details pane
- ▶ Link to documents
- ▶ Create a view
- ▶ Delete and restore documents

Manage Content in your Library
- ▶ Document versions
- ▶ Check In / Out
- ▶ Create alerts
- ▶ Co-authoring on Office 365

Sync Libraries to your Device
- ▶ Files on demand
- ▶ Mark a file or folder for offline use
- ▶ Hide folders on your device
- ▶ Deleting files

Sharing Files
- ▶ Understand Permissions
- ▶ Share a file and manage link settings
- ▶ Manage access

Working with Lists
- ▶ Overview of Lists
- ▶ Create a List from a Template
- ▶ Generate a List from an Excel spreadsheet
- ▶ Create a List from scratch
- ▶ Create Rules and Automation for List items

Microsoft SharePoint Online for Owners

Course Code	M365SPO
Duration	1 day

Overview

SharePoint Online is a cloud-based service that helps organisations share and collaborate with colleagues, partners, and customers from any location. With SharePoint, you can access internal sites, documents, and other information from anywhere… the office, at home, or from a mobile device.

Before you dive into building and configuring your organisation's SharePoint environment, there are a few things you should consider such as how to effectively protect your organisations' important content and data, whilst providing a positive user experience.

In this course you will explore how to design and develop a SharePoint site with a focus on site settings and permissions and receive guidance on how to effectively set up libraries with an approach to metadata.

Audience

Those people who are responsible for a team SharePoint Site and who provide content for that site which is then used by others.

Learning Objectives

By actively participating in this course, you will learn about the following:

▶▶ An overview of SharePoint Online
▶▶ How to customise your site and library settings
▶▶ Keeping your site secure with site permissions
▶▶ Ensure the correct content is available for target audience
▶▶ How to streamline processes through workflows using Power Automate

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

▶▶ SharePoint Online for Users

Software Requirements for Virtual Classroom
Delegates will need to have an Office 365 subscription with access to SharePoint Online and Owner access rights to the site.

This course is not suitable for MAC users.

Course Contents

What is SharePoint Online
- SharePoint Structure
- Team site or Communication site
- The SharePoint Environment
- Navigation on your SharePoint site

Create a new Team site
- Site roles
- Site settings
- Change regional settings

Customise your site
- Add a logo
- Change the name, description, privacy level, and site classification
- Customise the theme
- Modify the colour, background, or font with classic experience themes

Site Permissions
- Overview of Group and Site Permissions
- Add owners, members and visitors to your site
- Manage permissions settings

Working with Document, Content and Libraries
- Best practices for setting up a new library
- Create a new library
- Library Settings
- Work with Columns
- Organise content with Metadata
- Upload files to a library

Create Views for a Library
- Introduction to views
- Create Views for personal or public use

Lists and other Built-in Apps
- Overview of available Apps
- Add an App
- App settings
- Delete and Restore an item

Automation
- Overview of automation in lists and Libraries
- Create a workflow using Power Automate

Microsoft SharePoint Webpages

Course Code	M365SPW
Duration	1 day

Overview

Having designed the layout of your SharePoint site, you now need to make working with SharePoint Online as user-friendly and engaging as possible… a great way to do this is using SharePoint webpages.

This tool allows you to use built-in templates or create and customise your own pages to enhance the end-user experience and create a welcoming and professional online environment for you and your colleagues.

Audience

This course is designed for anyone who is responsible for a SharePoint Site who wishes to use webpages to use to create a more accessible environment for end-users.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶▶ Create and use Modern Pages on a SharePoint site
- ▶▶ Use web parts to improve the design of your webpages
- ▶▶ Approving workflows using Power Automate

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

- ▶▶ SharePoint Online for Owners

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online and appropriate permissions to be able to create webpages.

This course is not suitable for MAC users.

Course Contents

- Get inspired with Microsoft Look Book
- Customise site home page
- Create site pages and manage page structure
- Add text to a page
- Introduction to web parts
- Image gallery
- Hero web part
- Embed media
- Schedule news posts
- Embed media
- File viewer
- Highlighted content
- Divider and Spacer web part
- Microsoft Forms web part
- People web part
- Planner app
- Power BI web part
- Link Pages
- Microsoft 365 connectors
- Help others find your page
- Compare and restore SharePoint pages
- Create an approval workflow for SharePoint pages using Power Automate
- Replicate pages from a page template

Microsoft Excel Level 1

Course Code MSEXL1.1
Duration 1 day

Overview
This course introduces delegates to the basic functions of Microsoft Excel and will enable them to create worksheets and perform formatting and functions within the worksheet.

Audience
This course is designed for people who wish to gain the skills necessary to create, edit, format and print basic Microsoft Excel worksheets.

Learning Objectives
By actively participating in this course, delegates will be able to:

- Navigate the Excel programme.
- Perform selection, manipulation and formatting techniques.
- Understand and create basic formulas and functions.
- Understand and create basic charts.

Pre-Requisites
To be successful in this course, you should be familiar with using personal computers and have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Specifically, you should be able to launch and close programmes, navigate to information stored on the computer and be able to manage files and folders.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- Getting started with Excel
- Selection techniques
- Manipulating rows, columns and cells
- Manipulating worksheets
- Font, alignment and number formatting
- Basic formulas
- Basic functions
- Basic charts

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Microsoft Excel Level 2

Course Code	MSEXL2.1
Duration	1 day

Overview
This course introduces the user to the intermediate features of Microsoft Excel to attain proficiency as a competent Excel user.

Audience
This course is aimed at those wishing to gain the skill sets necessary for calculating data using functions and formulas to manipulate worksheets, create and manipulate charts, carry out cell and range formatting, use templates and create and use named ranges.

Learning Objectives
By actively participating in this course, delegates will be able to:

▶ Set up and viewing options
▶ Proofing and printing
▶ Understand and use a variety of functions.
▶ Create a variety of formulas.
▶ Create and use Named Ranges.
▶ Perform cell formatting and worksheet manipulation.
▶ Create and manipulate charts

Pre-Requisites
To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

▶ Microsoft Excel Level 1

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

▶ Set up and viewing options
▶ Proofing and printing
▶ 3-D Reference
▶ Mixed References
▶ Mathematical functions
▶ Logical functions
▶ Statistical functions

▶ Text functions
▶ Named ranges
▶ Cell and range formatting
▶ Manipulating worksheets
▶ Charts

Microsoft Excel Level 3

Course Code	MSEXL3.1
Duration	1 day

Overview

This course introduces the user to the more advanced features of Microsoft Excel to attain proficiency as a competent Excel user.

Please Note: **If you attended our Excel Level 2 course prior to June 2022**, you will recap on some Functions that you have covered during this course.

If you attended our Excel Level 3 course prior to June 2022, this is the next course in your Training Path as we have swapped the content of Level 3 and 4 around. You will still receive an Excel Level 4 certificate. Please make us aware of this at the time of booking and contact us if you are unsure which course is appropriate for you.

Audience

This course is aimed at those wishing to gain the skill sets necessary for calculating data using advanced functions and formulas and to create and manipulate advanced charts.

Learning Objectives

By actively participating in this course, delegates will be able to:

- Create and manipulate Templates
- Use various Paste Special options
- Create advanced charts
- Import text files
- Use Excel's auditing tools

- Use Time and Date functions
- Use Financial functions
- Use LookUp functions
- Understand and create Nested functions

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- Templates
- Paste Special options
- Time and Date functions
- Financial Functions
- LookUp Functions

- Nested Functions
- Advanced charts
- Importing Text files
- Auditing tools
- Goal Seek

Microsoft Excel Level 4

Course Code	MSEXL4.1
Duration	1 day

Overview

This course is designed for users who want to take more control of Microsoft Excel and use it to facilitate business decisions. This course allows users to start analysing data for the good of the business rather than just using it as an end user.

Please Note: **If you attended our Excel Level 3 course prior to June 2022**, you need to attend our existing **Excel Level 3.1** course, as we have swapped the content around into Level 4. You will, however, receive a certificate for Excel Level 4. Please make us aware of this at the time of booking and contact us if you are unsure which course is appropriate for you.

Audience

This course is designed for those wishing to gain the skills necessary to automate some common Excel tasks.

Learning Objectives

By actively participating in this course, delegates will be able to:

- Create and manipulate PivotTables and PivotCharts
- Use Input Tables
- Create and use hyperlinks
- Understand linking and embedding
- Use various methods of sorting and filtering data
- Use the Track Changes feature
- Use Notes and Comments
- Create and use Scenarios
- Understand and use Data Validation
- Create and run Macros
- Use passwords and security features

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- PivotTables
- PivotCharts
- Input tables
- Hyperlinks
- Linking and embedding
- Sorting and filtering data
- Tracking and reviewing changes
- Scenarios
- Data validation
- Notes and comments
- Macros
- Passwords and security issues

Microsoft Excel VBA & Macros - Part 1

Course Code	MSEXVBA1
Duration	1 Day

Overview

This course introduces delegates to Visual Basic for Applications (VBA) for Microsoft Excel. It enables them to create simple code and macros using the Visual Basic language in order to automate formatting tasks and create custom functions. It is aimed at those who have a good working knowledge of Excel, but limited prior knowledge of VBA, who want to be able to automate tasks and extend the functionality of Excel further.

Audience

This course is perfect for people who wish to gain the skills necessary to create macros and custom functions and understand the terminology and behaviour of the Visual Basic language.

Learning Objectives

By actively participating in this course, you will learn about the following:

- Using the Developer Tab.
- Recording and running macros.
- Swapping values in a macro.
- Creating messages.
- Understanding Workbook/Worksheet Objects and their properties.
- Understanding how to declare Range, Cell, Row, and Column Objects.
- Understanding variables such as Integers, Strings, Double and Boolean.

Prerequisites

As this is an introductory course, you do not need any prior experience using Visual Basic for Applications for Microsoft Excel. However, you should have a good working knowledge of Excel more generally. We recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2
- Microsoft Excel Level 3 or Level 4

Software Requirements for Virtual Classroom

If you are attending one of our Virtual Classroom courses, you will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on your device. You may notice differences in software if using a MAC. For the best experience we also recommend that you have two screens and a working microphone. A webcam is optional, but very much appreciated by our trainers!

Course Contents

Create a Macro
- ▶ Swap Values
- ▶ Run Code from a Module
- ▶ Macro Recorder
- ▶ Use Relative References
- ▶ Formula R1C1
- ▶ Add a Macro to the Toolbar
- ▶ Enable Macros
- ▶ Protect Macro

MsgBox
- ▶ MsgBox Function
- ▶ InputBox Function

Worksheet and Worksheet Object
- ▶ Path and FullName
- ▶ Close and Open
- ▶ Loop through Books and Sheets
- ▶ Sales Calculator
- ▶ Files in a Directory
- ▶ Import Sheets
- ▶ Programming Charts

Range Object
- ▶ Current Region
- ▶ Dynamic Range
- ▶ Resize
- ▶ Entire Rows and Columns
- ▶ Offset
- ▶ From Active Cell to Last Entry
- ▶ Union and Intersect
- ▶ Test a Selection
- ▶ Possible Football Matches
- ▶ Font and Background Colours
- ▶ Areas Collection and Compare Ranges

Variables
- ▶ Option Explicit
- ▶ Variable Scope
- ▶ Life of Variables
- ▶ Type Mismatch

Microsoft Excel VBA & Macros - Part 2

Course Code	MSEXVBA2
Duration	1 DAY

Overview

This course builds on the topics introduced in Microsoft Excel Macros & VBA Part 1, to help delegates gain a deeper understanding of the functionality of Visual Basic for Applications (VBA) within Microsoft Excel. Delegates will learn how to troubleshoot errors within their macros, create code using IF, THEN and ELSE statements, and use loops to automate a series of specific tasks within Excel.

Audience

This course is perfect for people who wish to gain the skills necessary to create macros and custom functions and understand the terminology and behaviour of the Visual Basic language.

Learning Objectives

By actively participating in this course, you will learn about the following:

- Creating code that uses If, Then and Else Statements
- Creating Single, Double and Triple Loops
- Creating a 'Do While' Loop
- Correcting errors in macros
- Joining String Messages
- Extracting text using Left & Right Functions
- Finding the length of a string using LEN
- Finding the position of a substring using InStr

- Creating a macro for finding the Year, Month and Day of a date
- Using and manipulating Dates using DateAdd & current Date and Time
- Using Hour, Minute and Second Values in the VBA
- Understanding and use the TimeValue

Prerequisites

To be successful in this course, you should have a good working knowledge of Excel. We recommend you first attend the following courses or have equivalent knowledge:

- Microsoft Excel Level 1
- Microsoft Excel Level 2
- Microsoft Excel Level 3 or Level 4
- Microsoft Excel Macros & VBA Part 1

Software Requirements for Virtual Classroom

If you are attending one of our Virtual Classroom courses, you will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on your device. You may notice differences in software if using a MAC. For the best experience we also recommend that you have two screens and a working microphone. A webcam is optional, but very much appreciated by our trainers!

Course Contents

If Then Statements
- Logical Operators
- Select Case
- Tax Rates
- Mod Operator
- Prime Number Checker
- Find Second Highest Value
- Sum by Colour
- Delete Blank Cells

Loops
- Loop through Entire Column
- Do Until Loop
- Step Keyword
- Create a Pattern
- Sort Numbers
- Remove Duplicates

Troubleshooting Macros
- Debugging
- Error Handling
- Err Object
- Interrupt a Macro
- Subscript Out of Range
- Macro Comments

String Manipulation
- Separate Strings
- Reverse Strings
- Convert to Proper Case
- InStr
- Count Words

Date & Time
- Compare Dates and Times
- DateDiff Function
- Weekdays
- Delay a Macro
- Year Occurrences
- Tasks on Schedule/Sort Dates

Microsoft Project Level 1

Course Code	MSPRL1
Duration	1 day

Overview

During this course you will create and manage a project schedule using Microsoft Project.

Audience

This course is designed for people who have an understanding of Project Management concepts and who are responsible for creating and modifying Project plans and who need a tool to manage these plans.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶▶ Getting Started and Using Project
- ▶▶ Set up a Project
- ▶▶ Work with Tasks, Notes and Milestones
- ▶▶ Manage Dependencies between Tasks
- ▶▶ Manipulate Tasks and Constraints
- ▶▶ Resources
- ▶▶ Overview of Views and Printing Options

Pre-Requisites

To be successful in this course, you should be familiar with using personal computers and have used a mouse and keyboard.

You should have a basic understanding of Project Management concepts and basic end-user skills with any current Windows operating system.

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Project 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses; any other Project Management software is *not* suitable for this course.

This course is not suitable for MAC users.

Course Contents

Getting Started and Using Project
- Installing the Sample Files
- Getting Started and Using Project
- The Project 2016 Screen
- The Ribbon
- Closing Microsoft Project
- Opening an Existing Microsoft Project Document
- Changing Project Views
- Creating a New Project Based on a Different Template
- Closing the Current Project Document
- Project Help Screen

Setting up a Project
- Setting Up a Project
- Editing Your Project File Properties
- Inputting Start and Finish Dates
- Selecting a Project Calendar Type
- Making a New Calendar
- Applying a Customised Calendar
- Saving a Project
- Setting Up Currency Within Microsoft Project

Tasks, Notes and Milestones
- Overview of Tasks?
- Entering Tasks
- Entering Subtasks
- Entering Task Durations
- Creating a Summary Task
- Recurring Tasks
- Task Notes
- Milestones
- Display Outline Numbers
- Create a Custom WBS Code
- Create and Assign a Task Calendar
- Add Summary Tasks and Milestones to the Timeline

Dependencies
- What are Dependencies
- Finish to Start
- Start to Start
- Finish to Finish
- Start to Finish

Manipulating Tasks and Constraints
- Overview of Constraints
- Adding Constraints
- Editing Tasks
- Deleting Tasks
- Moving Tasks

Resources
- What are Resources
- Learn more about Resource Units
- Creating a Resource List
- Working Time
- Rates
- Resource Notes
- Assigning Resources
- Resolving Resource Overallocations
- Overview of Baseline

Overview of Views & Split Windows
- Overview of Microsoft Project Views?
- Changing Views
- Splitting the Window

Microsoft Project Level 2

Course Code	MSPRL2.1
Duration	1 day

Overview

This course builds on the concepts and skills taught in the Microsoft Project Level 1 course. You will learn how to work to a more in-depth level with Microsoft Project and how to integrate Project data with other Office applications.

Audience

This course is designed for people who have the ability to create and update project plans using Microsoft Project and wish to build on those skills to create more comprehensive project plans.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶▶ Baselines and Interim Plans
- ▶▶ Update a Project Plan and Monitor Progress
- ▶▶ Analyse and Adjust the Project Plan
- ▶▶ Work with Delays and Conflicts
- ▶▶ Importing & Exporting Data

Pre-Requisites

To be successful in this course, we recommend that you attend the following courses or have equivalent knowledge:

- ▶▶ Microsoft Project Level 1

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Project 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses; any other Project Management software is *not* suitable for this course.

This course is not suitable for MAC users.

Course Contents

Baseline and Interim Plans
- ▶▶ Save and View Multiple Baselines in a Single Project
- ▶▶ Use Interim Plans to Compare Date Movements

Update a Project Plan and Monitor Progress
- ▶▶ Update Task Progress using Actuals
- ▶▶ Perform Updates using the Status Date
- ▶▶ Reschedule Incomplete Work
- ▶▶ Monitor Progress with Earned Value

Analyse and Adjust the Project Plan
- Display Slippage and Slack in your Schedule
- Splitting a Task
- Understanding Resource Units
- Changes in Resource Assignments
- Understanding Effort Driven Scheduling
- Working with Fixed Task Types
- Identify the Critical Path or Paths in a Programme
- Shorten the Schedule

Work with Delays and Conflicts
- Delay Work for a Resource
- Assign Overtime and Extra Resources
- Use the Task Inspector
- Using Team Planner View
- Inactivate Tasks
- Move a Project

The Critical Path
- What is the Critical Path?
- Understanding Slack Time
- Working with Multiple Critical Paths

Importing & Exporting Data
- Importing Data from another Office Application
- Exporting Data to another Application

Microsoft Project Level 3

Course Code	MSPRL3.1
Duration	1 day

Overview

Having learnt how to plan and develop a project schedule in MS Project, you are now looking to improve your skills by understanding how to manage these abilities across multiple projects using shared resources. You will also discover more effective ways to manage costs alongside advanced calculation methods when updating your project.

Please Note: If you attended our Project Level 3 course **prior to 01 May 2022**, this is the next course in your Training Path (see below) as we have swapped the content of Level 3 and 4 around. You will still receive a Project Level 4 certificate. Please make us aware of this at the time of booking and contact us if you are unsure which course is appropriate for you.

Audience

This course is designed for MS Projects users who already have existing knowledge on how to create and modify project plans and are looking to further their skills especially when working with multiple project and shared resources.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Managing Costs
- ▶ Advanced Options when Updating a Project
- ▶ Managing Multiple Projects
- ▶ Sharing Resources and Working with Resource Pools

Pre-Requisites

To be successful in this course, we recommend that you attend the following courses or have equivalent knowledge:

- ▶ Microsoft Project Level 1
- ▶ Microsoft Project Level 2

You should also have an understanding of project management concepts.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Project 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses; any other Project Management software is *not* suitable for this course.

This course is not suitable for MAC users.

Course Contents

Managing Costs
- Working with Cost Rate Tables
- Changing Costs Rates for Specific Tasks
- Using Rate Tables with a Resource Pool
- Alter Costs based on Time Periods
- Managing Overtime Costs
- Understanding Budget Costs and Resources

Advanced Options when Updating a Project
- Calculation Options for Scheduling
- Advanced Calculation Options
- Updating Actual Overtime Work
- Updating Actual Assignment Information

Managing Multiple Projects
- Consolidating and Sharing Projects
- Viewing the Critical Path across Multiple Projects
- Comparing Projects

Sharing Resources
- Understanding Resource Pools and Sharer Files
- Connect a Project to a Resource Pool
- Assign Resources across Multiple Projects
- Resolve Resource Overallocation
- Priority Settings and Levelling Resources

Microsoft Project Level 4

Course Code	MSPRL4.1
Duration	1 day

Overview

Having already learnt how to create and edit basic plans in Microsoft Project, you find that you need to record additional information that the Standard Project Template does not accommodate for. To overcome this, you will learn how to customise all areas of Microsoft Project, exchange project plan data with other applications and reuse project plan information. You will also look at creating custom reports using both the built in Reporting tools plus Power BI.

Please Note: If you attended our Project Level 3 course **prior to 01 May 2022**, you need to attend our existing Project Level 3.1 course (see Training Path below), as we have swapped the content around into Level 4. You will, however, receive a certificate for Project Level 4. Please make us aware of this at the time of booking and contact us if you are unsure which course is appropriate for you.

Audience

This course is designed for a person who has the basic skills to create and modify project plans using Microsoft Project and needs to use Microsoft Project to manage and customise those plans.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶▶ Create Custom Project Fields, Filters, Tables and Filters
- ▶▶ Import Custom Data from Excel into Project
- ▶▶ Create Custom Views and Macros
- ▶▶ Work with the Organizer Tool to Share Custom Items
- ▶▶ Reporting on your Project

Pre-Requisites

To be successful in this course, we recommend that you attend the following courses or have equivalent knowledge:

- ▶▶ Microsoft Project Level 1
- ▶▶ Microsoft Project Level 2

You should also have an understanding of project management concepts.

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Project 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses; any other Project Management software is *not* suitable for this course.

This course is not suitable for MAC users.

Course Contents

Customising Microsoft Project

- ▶ Create Custom Fields
- ▶ Importing Excel Data
- ▶ Create Custom Tables
- ▶ Create Custom Filters
- ▶ Using the Organizer Tool
- ▶ Create Custom Views
- ▶ Develop a Macro to Automate a Procedure

Create Custom Reports

- ▶ Overview of Microsoft Project Reports
- ▶ Creating a Burndown Report
- ▶ Create a New Report
- ▶ Overview of Power BI and how it can be used to Report on Project Information

Microsoft Word Level 1

skilltec training
Moving forward in knowledge and training

Course Code	MSWDL1
Duration	1 day

Overview

During this course you will learn to create, edit and enhance standard business documents using Microsoft Word.

Audience

This course is designed for people who wish to learn the basic operations of Microsoft Word to perform their day-to-day responsibilities and who want to use the application to be more productive in their work.

Learning Objectives

By actively participating in this course, delegates will be able to:

▶▶ Navigate the Word program.
▶▶ Locate and use templates.
▶▶ Manipulate files.
▶▶ Use various formatting options and techniques.
▶▶ Manipulate graphics.
▶▶ Use 'find and replace'.
▶▶ Create a basic mail merge.

Prerequisites

To be successful in this course, you should be familiar with using personal computers and have used a mouse and keyboard.

You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs, navigate to information stored on the computer and manage files and folders.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

▶▶ Starting to use Microsoft Word
▶▶ Using templates to create documents
▶▶ Manipulating text
▶▶ Text and paragraph formatting
▶▶ Borders and shading
▶▶ Tabs and styles
▶▶ Using design themes

▶▶ Page formatting
▶▶ Views and document navigation
▶▶ Tables
▶▶ Using Graphics
▶▶ Finding and replacing
▶▶ Using multiple open documents
▶▶ Mail merge

Microsoft Word Level 2

Course Code	MSWDL2
Duration	1 day

Overview
During this course you will create complex documents and build personalised efficiency tools using Microsoft Word.

Audience
This course is designed for people who are able to create and modify standard business documents in Microsoft Word but need to know how to create and modify complex business documents and customised Word efficiency tools.

Learning Objectives
By actively participating in this course, delegates will be able to:

- ▶ Customise Word.
- ▶ Use proofing and printing options.
- ▶ Use and manipulate advanced formatting techniques.
- ▶ Create and use sections.
- ▶ Use and create watermarks.
- ▶ Use advanced graphics options.
- ▶ Use advanced find and replace options.
- ▶ Create footnotes, endnotes, bookmarks and cross-references.

Prerequisites
To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- ▶ Microsoft Word Level 1.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- ▶ Proofing and printing
- ▶ Compatibility mode
- ▶ Advanced paragraph formatting
- ▶ Advanced picture manipulation
- ▶ Headers, footers and sections
- ▶ Watermarks
- ▶ Advanced table manipulation
- ▶ Manipulating Styles
- ▶ Text wrapping and pictures

- ▶ Columns
- ▶ Autocorrect
- ▶ Building blocks
- ▶ Advanced find and replace features
- ▶ Using paste special
- ▶ Captions
- ▶ Footnotes and endnotes
- ▶ Bookmarks and cross-references

Microsoft Word Level 3

Course Code	MSWDL3
Duration	1 day

Overview
During this course you will learn to create, manage, revise and distribute documents in Microsoft Word.

Audience
This course is designed for people who wish to gain the necessary skills to manage lengthy documents, collaborate with others and secure documents.

Learning Objectives
By actively participating in this course, delegates will be able to:

- Create and use master documents.
- Understand tracking and comments.
- Use compare and combine.
- Create an index and table of contents.
- Link, embed and create hyperlinks.
- Create and run macros.
- Create forms and fields.
- Use and create templates.
- Use advanced mail merge features.
- Create passwords and editing restrictions.

Prerequisites
To be successful in this course, we recommend you should be able to use Microsoft Word to create, edit, save and print business documents that contain text, tables and graphics. To obtain this knowledge we recommend you attend the following courses:

- Microsoft Word Level 1.
- Microsoft Word Level 2.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- Master documents with Word
- Tracking and comments with Word
- Comparing and combining documents
- Using a table of contents and index
- Linking and embedding within Word
- Using hyperlinks within documents
- Using macros in documents
- Word fields and forms
- Word templates
- Advanced mail merge technique
- Password and editing restrictions

Microsoft PowerPoint Level 1

skilltec training

Moving forward in knowledge and training

Course Code	MSPPL1
Duration	1 day

Overview

During this course you will explore the PowerPoint environment and create presentations. You will format text on slides to enhance clarity, enhance the visual appeal by adding graphical objects and modifying them. You will also add tables and charts to present data in a structured format and you will then finalise your presentation to be able to deliver it.

Audience

This course is designed for people who are interested in learning the fundamentals needed to create and modify presentations using Microsoft PowerPoint.

Learning Objectives

By actively participating in this course, delegates will be able to:

- ▶▶ Navigate the PowerPoint programme.
- ▶▶ Create and format slides and presentations.
- ▶▶ Insert and create tables, illustrations, charts, SmartArt and hyperlinks.
- ▶▶ Understand slide masters.
- ▶▶ Use proofing and printing options.
- ▶▶ Create a template.

Prerequisites

To ensure your success in this course you should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer, specifically, launch and close programmes, navigate to information stored on the computer and manage files and folders.

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- ▶▶ Creating a presentation
- ▶▶ Manipulating slides
- ▶▶ Design themes
- ▶▶ Text boxes (placeholders)
- ▶▶ Inserting Slides
- ▶▶ Applying a background
- ▶▶ Slide Master
- ▶▶ Animations
- ▶▶ Transitions
- ▶▶ Hyperlinks

- ▶▶ Formatting Shapes
- ▶▶ Footers and slide numbering
- ▶▶ Proofing and printing
- ▶▶ Running a Slideshow
- ▶▶ Saving as a template
- ▶▶ Manipulating text
- ▶▶ Font formatting
- ▶▶ Paragraph formatting
- ▶▶ Inserting tables & Illustrations
- ▶▶ Inserting SmartArt & Charts

Microsoft PowerPoint Level 2

skilltec training
Moving forward in knowledge and training

Course Code	MSPPL2
Duration	1 day

Overview
During this course you will explore the PowerPoint environment in order to further enhance the visual appeal of your presentations using Microsoft PowerPoint.

Audience
This course is designed for people who wish to create advanced presentations using Microsoft PowerPoint.

Learning Objectives
By actively participating in this course, delegates will be able to:

- Manipulate Slide Masters.
- Save and use Templates.
- Manipulate graphics within PowerPoint.
- Enhance presentations using transitions and animations.
- Create custom slide shows.
- Insert and control videos.
- Link and embed within PowerPoint.
- Merge and export within PowerPoint.
- Convert to a video and save as a pdf.

Prerequisites
To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- Microsoft PowerPoint Level 1.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC

Course Contents

- Slide Master Manipulation
- Templates
- Graphics
- Transitions
- Custom Slide Shows
- Video and Audio
- Animations

- Action Buttons
- Linking and Embedding
- Hyperlinks
- Merging and Exporting
- Converting to a Video
- Encrypting with a Password

Microsoft Visio Level 1

Course Code	MSVIL1
Duration	1 day

Overview

This course introduces delegates to the essentials of Visio and that diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Visio has a host of features that are instrumental in creating pictorial representations of information.

Audience

This course is designed for people who understand basic workflows and the concept of end–to-end flowcharting.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶▶ Navigate the Visio program.
- ▶▶ Use Visio templates.
- ▶▶ Add shapes, connectors, backgrounds and borders.
- ▶▶ Format and manipulate text, shapes and connectors.
- ▶▶ Use snap and glue.
- ▶▶ Use layers.
- ▶▶ Manipulate pages.
- ▶▶ Print and share drawings.

Prerequisites

To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs, navigate to information stored on a computer and manage files and folders.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Visio 2013, 2016 or 2019 installed on their PC to participate in Virtual Classroom courses; Visio 365 Web App, Visio Plan 1 and Visio Plan 2 are not suitable for this course.

This course is not suitable for MAC users.

Course Contents

- ▶▶ Finding your way around Visio
- ▶▶ Using Visio templates
- ▶▶ Shapes and connectors
- ▶▶ Backgrounds and borders
- ▶▶ Titles and themes
- ▶▶ Formatting text
- ▶▶ Formatting shapes

- ▶▶ Manipulating shapes
- ▶▶ Formatting connectors
- ▶▶ Using snap & glue
- ▶▶ Using layers
- ▶▶ Managing pages
- ▶▶ Printing and sharing drawings

Microsoft Access Level 1

Course Code	MSACL1
Duration	1 day

Overview

This course introduces delegates to the basics of Microsoft Access where they will learn to create and modify new databases and their various concepts.

Audience

The course is designed for people who wish to learn the basic operations of the Microsoft Access program to perform their day-to-day responsibilities and want to use the application to be more productive in their work.

It provides the fundamental knowledge and techniques needed to use more complex Microsoft Access features such as maintaining databases and using programming techniques that enhance Access applications.

Learning Objectives

By actively participating in this course, delegates will be able to:

- Understand the concepts of database design and how a relational database works in Access.
- Build tables, working with fields and field types with an understanding of indexing and how to assign Primary Keys.
- Manipulate and navigate tables and records using filtering and sorting tools.
- Use forms to make it easier to view, access and input data.

Prerequisites

To be successful in this course, you should be familiar with using personal computers and have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Specifically, you should be able to launch and close programs, navigate to information stored on the computer and be able to manage files and folders.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Access 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses.

This course is not suitable for MAC users.

Course Contents

- Access database concepts
- Opening a database and security issues
- Tables
- Fields and field types
- Table navigation and modification
- Field properties

- Manipulating tables and records
- Primary keys and indexing
- Filtering within Access
- Sorting within Access
- Searching within Access
- Access forms

Microsoft Access Level 2

Course Code	MSACL2
Duration	1 day

Overview
During this course you will improve and customise tables, queries, forms, reports and share Access data with other applications.

Audience
The course is designed for people who wish to build on their knowledge of the basic operations of the Microsoft Access program to perform their day-to-day responsibilities and want to use the application to be more productive in their work.

Learning Objectives
By actively participating in this course, delegates will be able to:

▶▶ Build a database by constructing tables and table relationships.
▶▶ Creating queries to search and interrogate your data.
▶▶ Create forms to ease data entry and reports to output your information.
▶▶ Export information to be able to view or analyse in different formats.

Prerequisites
To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

▶▶ Microsoft Access Level 1.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Access 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses.

This course is not suitable for MAC users.

Course Contents
▶▶ Trusted locations and default locations
▶▶ Queries
▶▶ Reports
▶▶ Lookup tables
▶▶ Input masks
▶▶ Relationships
▶▶ Joins
▶▶ Exporting
▶▶ Printing

Microsoft Access Level 3

Course Code	MSACL3
Duration	1 day

Overview

During this course you create complex Access databases by structuring existing data, writing advanced queries, working with macros and performing database maintenance.

Audience

The course is designed for those people whose job responsibilities include working with heavily related tables, creating advanced queries, forms and reports, writing macros to automate common tasks and performing general database maintenance.

Learning Objectives

By actively participating in this course, delegates will be able to:

- ▸ Obtain skills in advanced query, form and report design, and manage their databases.
- ▸ Provide some levels of automation with the use of Macros. Create more complex queries looking at different query types.
- ▸ Pull data in from other sources to use in your database.

Prerequisites

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- ▸ Microsoft Access Level 1.
- ▸ Microsoft Access Level 2.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Access 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses.

This course is not suitable for MAC users.

Course Contents

- ▸ Trusted locations and default locations
- ▸ Queries
- ▸ Forms
- ▸ Reports
- ▸ Macros
- ▸ Linking data
- ▸ Importing data