

## Office Advanced – Outlook, Word, PowerPoint, Excel

*This course has been designed for existing Office users, or those that have attended the Introduction or Intermediate training courses, who would like to use the advanced features and functions.*

**DURATION** 2 DAYS

### OUTLOOK

- Customising Views and Favourites
- Email
  - Resending and recalling messages
  - Signatures and stationery
  - Tracking mail
  - Mail formats
- Contacts
  - Exporting contacts to Excel
  - VCards
- Calendar
  - Group schedules
  - Sharing calendars
- Journal
  - Starting and viewing the journal
  - Manual journal entries
- Managing Mail
  - Creating and using mail folders and personal folders
  - Rules and Organise
  - Finding and archiving messages
- Viewing Permissions
  - Giving and viewing other users' folders
  - Adding a mailbox
- Creating and using customised forms

### WORD

- Slide Layouts
  - Creating tabulated slides using Word and Excel tables
  - Creating an organisation chart
  - Importing from Word and Excel
  - Importing data, text and charts

- Presentation Comments and Review
  - Adding, using and hiding comments on a slide
- Advanced Graphics
  - Re-colouring pictures
  - Flow charts
  - Callouts to label objects
  - Watermarks
  - Auto ClipArt
  - SmartArt (Office 2007 & 2010 only)
  - Screenshot (Office 2007 & 2010 only)
- Advanced Charting
  - Dynamic data editing
  - Creating charts with a secondary axis
- Slide Master
  - Modifying standard slide formatting
  - Changing the slide colour scheme
- Templates and Presentation Designs
  - Applying, modifying and creating presentation designs
- Hyperlinks and Action Buttons
  - Run other presentations/media during the slide show
- Meeting Minder
  - Taking minutes and exporting them into Word

#### **EXCEL**

- Worksheet Functions
  - Using the function wizard
  - Calculate using statistical functions
- Logical Functions - If, And, Or
- Lookup Tables
  - Using the Lookup function
  - Calculating with conditional criteria
- Goal Seek - Calculating variables based on a fixed result
- Data Tables - Extending calculations to include variable elements
- Scenarios - Saving scenarios containing different variable elements
- Solver - Using variables to arrive at optimal solutions
- Pivot Tables - Creating and using pivot tables
- Macros - Creating, saving and replaying macros

#### **POWERPOINT**

- Further Slide Layouts
  - Creating tabulated slides using Word and Excel tables
  - Creating an organisation chart
- Importing from Word and Excel
  - Importing data, text and charts

- Presentation Comments and Review
  - Adding, using and hiding comments on a slide
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