Technology Training for Today's Workplace

Increase productivity and make your job more enjoyable.

ACCESS CORE
- Access Basics
- Designing Databases
- Editing Tables
- Sorting Tables
- Customizing Tables
- Queries and Reports
- Introduction to Linking

ACCESS INTERMEDIATE
- Importing and Exporting
- Creating Relationships
- Advanced Queries
- Access Forms
- Creating Groups
- Creating Totals
- Macros

WORD CORE
- Navigation, Toolbars and Shortcuts
- File Management & Cloud Integration
- Page and Document Layout
- Introduction to Tables and Lists
- Proofing a Document
- Workplace Productivity

WORD INTERMEDIATE
- Columns and Tabs
- Tables
- Calculations and Charting
- Using Images
- Quick Parts
- AutoCorrect
- Merge and Mailings
- Editing PDFs

WORD ADVANCED
- Styles and Themes
- Templates
- Macros
- Forms
- Tracking Changes
- References
- Publishing
- Presenting Online

EXCEL CORE
- Navigation, Toolbars and Shortcuts
- File Management & Cloud Integration
- Creating a Worksheet
- Using Formulas & Functions
- Flash Fill
- Formatting and Editing a Worksheet
- Managing Large Worksheets

EXCEL INTERMEDIATE
- Creating a Chart
- Formatting a Chart
- Quick Analysis Lens
- Status Bar Calculations
- Create and Manage Lists
- Sort and Filter Lists
- Pivot Tables and Charts

EXCEL ADVANCED
- Summarizing Data
- Functions in Lists
- Lookup Formulas
- Working with Text
- Macros and Combo Boxes
- Office Integration
- Presenting Online

POWERPOINT CORE
- Navigation, Toolbars and Shortcuts
- File Management & Cloud Integration
- Build PowerPoint Presentations
- Use Images to Create Audience Attention
- Generate Infographics with SmartArt
- Create charts and Tables For Impact
- Apply Design Themes & Animations

POWERPOINT INTERMEDIATE
- Office Integration
- Working with Masters
- Making an Interactive Presentation
- Inserting Videos
- Recording Audio & Narration
- Creating MP4 Videos
- Creating a Template

OUTLOOK
- Managing your Inbox by applying the 4 D's of Organization
- Group messages as conversations
- Leverage search functions to find stuff quickly
- Automate: Quick Steps, Rules and Templates
- Create distinctive emails with Tables, Images, hyperlinks, Quick Parts and Voting
- Tasks, Notes and Journaling Modules

EXCEL PIVOT
- Excel Lists
- Rearranging the Pivot Table
- Updating a Pivot Table
- Slicers and Timelines
- Using Calculated Fields
- Pivot Charts

ONENOTE
- OneNote Navigation
- Notebook Creation
- Notebook Management
- Notebook Recovery
- Notebook Collaboration
- Office Integration

PUBLISHER
- Navigation, Toolbars and Shortcuts
- Publication Basics & File Management
- Multi-Page Publications
- Working with Text
- Layout and Design Techniques
- Finalizing Publications