# MICROSOFT TRAINING

All Microsoft courses can be taken as 2 hr, 3 hr or 6 hr sessions with adjustments to the number of topics which can be covered in that time- you can pick and choose your topics from the lists below. You can even mix and match your training topics if you wish.  We have listed the available topics under each program heading, please check them out and then contact us to discuss your requirements on **pctutor.forward@gmail.com** or ring us on **07-281-2408**.

**Microsoft Word** is a full-featured word processing application used to create general correspondence, reports, newsletters, books, and more. Whether you use it for business or home office, educational or for just writing to friends, you will find our courses will get you up and running whether it's on Windows or Mac OS.

| | | |
|---|---|---|
| The Workspace & Ribbon | Colours, Fills, Borders | WordArt |
| Quick Access Toolbar | Graphics & ClipArt | Drawing Tools |
| Mini Toolbar | Page Backgrounds | Object Layering |
| Document Setup | Building Blocks | Document Protections |
| Saving Documents | SmartArt | Long Documents |
| Working with Text | Charts & Graphs | Outlining |
| Character Formatting | AutoCorrect | Master Documents |
| Paragraph Formatting | Document Properties | Bookmarks |
| Special Characters | Multiple Windows | Cross-referencing |
| Spelling & Grammar | Keyboard Shortcuts | Table of Contents |
| Custom Dictionaries | Preview & Print | Indexing |
| Thesaurus | Working with Styles | Footnotes & Endnotes |
| Find & Replace | Styles Gallery | Citations & Bibliographies |
| Word Count | Cover Pages | Working with Forms |
| Hyphenation | Document Themes | Content Controls |
| Bullets & Numbering | Table Essentials | Form Distribution |
| Tabs & Indents | Custom Tables | Working with Web Pages |
| Page & Section Breaks | Table Styles | Hyperlinks |
| Multiple Columns | Quick Tables | Web Options |
| Page Numbers | Advanced Graphics | Blog Posts |
| Headers & Footers | Text Wrapping | Digital Signatures |

**Microsoft Excel** is the world's most widely used spreadsheet program for both Windows and Macs. It performs numerical calculations, creates eye popping business graphs and charts, organises lists and databases, imports data from a variety of sources, and creates pivot tables. Windows & Mac OS.

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|---|---|---|
| The Workspace & Ribbon | Formatting Charts | Sheet Protection |
| Office Button or File Tab | Print Preview & Printing | Templates |
| Quick Access Toolbar | Cell Referencing | Conditional Formatting |
| Mini Toolbar | Absolute References | LookUp Functions |
| Designing a Worksheet | Date Calculations | Formula Auditing |
| Saving Documents | IF Statements | Evaluate Formulas |
| Enter Text & Titles | Working with Lists | Watch Window |
| Enter Values | Sorting Data | Range Finder |
| Formulas | Excel Databases | Name Ranges |
| AutoFill | Sub Totals | Linking Data |
| Function Word Formulas | AutoFilter | Consolidating Data |
| Formatting Text | Outlining | Document Properties |
| Spell Checking | Pivot Tables & Charts | Digital Signatures |
| Formatting Values | Working with Objects | Working with Macros |
| Styles & Themes | Special Effects | Web and External Data |
| Find & Replace Data | SmartArt & WordArt | Hyperlinks |
| Cell Comments | Big Sheet Essentials | Create Web Pages |
| Charts & Graphs | Multiple Workbooks | |

**Microsoft PowerPoint** is a presentation program that allows you to create content-rich presentations and slideshows. Exciting new audio and visual capabilities help you tell a crisp, cinematic story that's as easy to create as it is powerful to watch. Windows & Mac OS.

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|---|---|---|
| The Workspace & Views | Charts & Graphs | Add Flash .SWF Files |
| The Ribbon | Transitions | Hyperlinks |
| Panels & Toolbars | The Slide Show | Presentation Skills |
| Document Setup | Speaker's Notes | Advanced Slide Show Tips |
| Outline Power | Handouts | Annotations & Pen |
| Working with Slides | Print Options | Using Presenter View |
| Text Essentials | Tips & Tricks | Create a Custom Show |
| Formatting Type | Power Shortcuts | Document Inspector |
| Check Spelling | Custom Animation | Compatibility Checker |
| Headers & Footers | Advanced Transitions | Digital Signatures |
| Slide Masters & Themes | Slide Builds | Passwords & Security |
| Slide Layouts | Timings & AutoRun | Embed Excel & Word |
| Inserting Images | Working with Sound | Content |
| Image Manipulation | Narration | Packaging |
| Drawing Tools | Adding Movie Clips | Save a PDF |
| Tables | Action Buttons | Save for Web |

**Microsoft Publisher** is a page layout application which provides small business, students and home users with the tools to create stunning documents such as posters, flyers, business stationery, brochures, magazines, newspapers and books using a variety of productivity tools. It also contains a variety of professionally designed templates as a start point for your document design. Windows only.

| | | |
|---|---|---|
| The Workspace | Frames and Shapes | Work with Tables |
| Navigating the Workspace | Type Essentials | Images, ClipArt & WordArt |
| Using Templates | Text Frames | Design Gallery Objects |
| The Ribbon & Useful Tools | Type & Paragraph Formats | Design for Email & Web |
| Business Information Data | Spell Checker | Preview & Print |
| Master Pages | Text Wrapping | Page Design Tips & Tricks |
| Layout Essentials | Tabulation | |