Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

1 013,01 €

PRICE INCL. VAT

1 246,00 €

including 23 % VAT

PDF SYLLABUS

MS Office II. - Comprehensive Skills

Clear overview of course topics, training scope and key information.

The MS Office Professional course package is intended to increase work efficiency in the MS Office environment. It is composed of higher-level courses: MS Word 3 Advanced with a duration of 1 day MS Excel 3 Advanced with a duration of 2 days MS Outlook 2 Advanced with a duration of 1 day MS PowerPoint 2 with a duration of 1 day

MS Power BI 1 with a duration of 3 days

The MS Word 3 course is focused on effective work with standard and extensive documents, correct setting of page numbering, creating bibliographic references, a document table of contents with automatic generation of page numbers, etc. In addition to advanced tools for editing documents, you will become familiar with macros, fields, securing documentation with a password, a confidential author mark or watermark, creating PDF format and advanced printing techniques. The MS Excel 3 course focuses on lookup, text and logical functions, work with automatic and advanced filters, pivot tables and effective use of the Solver function. The MS Outlook 2 course will prepare you for effective use of e-mail, contact management, working with the calendar, tasks, journal, public folders as well as integration of MS Outlook with other applications. The MS PowerPoint course is intended for everyone who needs to effectively process information intended for presentation purposes in advertising, business and promotional areas, as well as in the field of professional presentations and modern teaching methods.

COURSE CONTENT

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01 Recap of Basic Control Elements in Word

formats
styles
tools
tables
conversion

02 Working with Extensive Documents

document sections
outline and organization of the document
working with nested documents
comparing documents

03 Creating a Table of Contents

working with the document table of contents
creating, editing, contents of the main and nested document
copying contents to another document
creating a document index

04 Microsoft Word Mail Merge

form letter
return address
envelopes and labels
query definition

05 Working with Objects

object types
inserting and formatting objects
text wrapping around objects

06 Working with Fields

field types and working with them
comment
footnote
cross-reference
captions for pictures, tables and objects

07 Document Protection, Security

locking a document, passwords
preparation of a complex document template and its protection
printing - advanced techniques

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08 **MS Excel Summary**

review of working with formulas and functions in Excel
function syntax
nesting functions
table tool - table calculations
forms
controls and setting their format
options for securing cells, worksheet and workbook
locking the file
naming ranges

09 **Array Formulas**

use of array formulas
one-dimensional and two-dimensional arrays

10 **Excel Lookup Functions**

LOOKUP, VLOOKUP, HLOOKUP, CHOOSE, MATCH, INDEX

11 **Logical Functions**

IF, nesting IF, AND, OR

12 **Text Functions**

CONCATENATE, FIND, SEARCH, LEFT, RIGHT, MID, SUBSTITUTE

13 **Working with Automatic and Advanced Filters**

limitations of the automatic filter
entering complex filtering conditions
use of wildcard characters in text criteria

14 **Summaries, Subtotals**

creating simple and nested summaries
tool for consolidating multiple ranges

15 **Working with Pivot Tables**

working with row, column, page and data area fields
setting the properties of a table field and also the properties of the entire table
multiple consolidation ranges
calculated field
grouping

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16 **Solver Function and Its Use**

working with the SOLVER add-in: optimization tasks entering conditions

17 **MS Outlook Program Options**

brief overview of the organization of MS Outlook

18 **E-mail**

management of mail folders
preferences for new mail messages
organization of mail folders and mail filtering options
use of certificates
distribution lists

19 **Contacts in MS Outlook**

import and export of contacts
automatic creation of contacts
sharing contacts
delegating permissions
tracking communication, tasks and notes

20 **MS Outlook Calendar**

regular and irregular events
sharing the calendar
publishing the calendar as a www page
checking the workload of other users when planning meetings

21 **Tasks**

creating a new task
recurring tasks
assigning tasks to users and subsequent delegation of task control to another user

22 **MS Outlook Journal**

notes, setting default properties of notes

23

Public Folders

creating new folders
delegating and removing permissions
use of public folders
program customization
effective work with folders

24

Integration of Microsoft Outlook with Other Applications

OLE, DDE
mail merge
sending mail from an application
import and export of data to other formats
working with address books
work safety in the program

25

Creating a Presentation in PowerPoint

changing the appearance of the presentation
working with templates and color schemes
manual formatting - advantages, disadvantages creating, saving and using your own template

26

Working with Slides

selecting a suitable slide type
changing the slide type
working with text in MS PowerPoint
drawing and working with objects
working with tables, charts, diagrams and imported graphics
OLE, DDE, updating links
use of hyperlinks
animations and transition effects in PowerPoint
working with data stored in another presentation or in MS Word
arranging the presentation in outline form
flowcharts, organization charts
WordArt
creating pages with notes and handouts printing

27

Power BI - Getting Data from Various Sources

From Excel, from text files, from the web, from a folder, from pdf

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28 Editing Data in the PowerQuery Editor

Using the first row as headers
Replacing values
Changing the type of values in a column, using locale settings
Splitting a column
Standard mathematical operations
Adding a conditional column and a column from examples
Removing duplicates

29 Creating a Data Model

Multiple tables in the data model
Relationships between tables, cardinality
Filter direction
Date table
Hierarchy

30 DAX Language

Creating a measure
Adding a column to a table
Operations and functions of the DAX language

31 Data Visualization

Various visuals - card, table, matrix, charts, map
Formatting visuals
Using themes, creating a custom theme
Sorting data in charts
Creating a custom tooltip
Creating a details page

32 Filters

At visual level, page level and report level
Editing interactions between individual visuals

33 Discussion and Conclusion

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/ms-office-ii-comprehensive-skills