Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

606,10 €

PRICE INCL. VAT

745,50 €

including 23 % VAT

PDF SYLLABUS

MS Office II. - Key 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

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

01 **MS Word 3**

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02

Recap of Basic Control Elements in Word

formats
styles
tools
tables
conversion

03

Working with Extensive Documents

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

04

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

05

Microsoft Word Mail Merge

form letter
return address
envelopes and labels
query definition

06

Working with Objects

object types
inserting and formatting objects
text wrapping around objects

07

Working with Fields

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

08

Document Protection, Security

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

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09 **MS Excel 3**

10 **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

11 **Array Formulas**

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

12 **Excel Lookup Functions**

LOOKUP, VLOOKUP, HLOOKUP, CHOOSE, MATCH, INDEX

13 **Logical Functions**

IF, nesting IF, AND, OR

14 **Text Functions**

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

15 **Working with Automatic and Advanced Filters**

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

16 **Summaries, Subtotals**

creating simple and nested summaries
tool for consolidating multiple ranges

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17 **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

18 **Solver Function and Its Use**

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

19 **MS Outlook 2**

20 **MS Outlook Program Options**

brief overview of the organization of MS Outlook

21 **E-mail**

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

22 **Contacts in MS Outlook**

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

23 **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

24 **Tasks**

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

25

MS Outlook Journal

notes, setting default properties of notes

26

Public Folders

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

27

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

28

PowerPoint - Quick Review of the Basics

Interface and new functions
Slide types and layouts
Most frequent mistakes in presentations

29

Working with Layout and Design

Rules of visual communication (contrast, colors, typography)
Use of themes and custom templates
Working with Slide Master
Design consistency across the presentation

30

Advanced Object Formatting

Alignment, layers and groups of objects
Precise work with shapes and icons
Working with images (cropping, effects, removing the background)
Use of SmartArt and its modifications

31

Data Visualization

Advanced work with charts
Connection with Excel
Infographics directly in PowerPoint
Simplifying data for the audience

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32 Animations and Transitions (Advanced)

- Types of animations and combining them
- Setting timing and sequences
- Use of Morph transition
- Creating dynamic presentations

33 Interactivity in a Presentation

- Hyperlinks and action buttons
- Navigation menu in a presentation
- Creating clickable presentations (e.g. trainings, kiosks)

34 Multimedia and Advanced Elements

- Inserting video and audio
- Recording a presentation (voice + screen)
- Export to video
- Working with captions and timing

35 Storytelling and Presenting

- Presentation structure (introduction-body-conclusion)
- How to engage the audience
- The rule of less is more
- Working with speaker notes

36 Efficiency and Tips for Advanced Users

- Keyboard shortcuts
- Duplicating and working with content
- Quick formatting
- Automation and templates

37 Practical Exercise

- Creating your own presentation
- Assignment: professional slide deck (e.g. product / project)
- Feedback and recommendations

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-key-skills