Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

590,40 €

PRICE INCL. VAT

726,19 €

including 23 % VAT

PDF SYLLABUS

MS Office II. Professional

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 **Recap of Basic Control Elements in the Program**

formats, styles, tools, tables, conversion

02 **Working with Extensive Documents**

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

Macrosoft

Vzdelávanie s trvalým efektom

03 **Creating a Table of Contents**

working with the document table of contents creating, editing the 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**

types of objects inserting and formatting objects text wrapping around objects

06 **Working with Fields**

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

07 **Document Protection, Security**

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

08 **MS Excel Summary**

review of working with formulas and functions in Excel, function syntax, nesting functions table tool - table calculations, forms, controls, 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

Macrosoft

Vzdelávanie s trvalým efektom

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

16 **Solver Function and Its Use**

working with the SOLVER add-in: optimization tasks entering conditions, discussion and conclusion

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

Macrosoft

Vzdelávanie s trvalým efektom

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, discussion and conclusion

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, 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-professional