



MS Office & I.T e-Learning brochure

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Health & Safety

Working at Heights
Asbestos Awareness
DSE Assessment
COVID-19 Infection Control
Conflict Resolution & Personal Safety
General Data Protection Regulation
Handling Hazardous Substances
Managing Personal Stress
Manual Handling
First Aid Principles
Role of a Fire Marshal
Health & Safety Essentials
Food Safety Principles

Business Skills

Action planning
Active listening
Activity flow charts
Affinity diagrams
Analysis of variance
Reading body language as a sales tool
Body language for facilitators
Brainstorming
Building high performance teams
Building your personal brand
Coaching skills
Communication skills
Conflict resolution
Creative thinking
Effective meetings
Emotional intelligence
Essential problem solving
Giving and receiving feedback
Influencing skills
Interviewing skills
Kaizen introduction
Negotiation skills
Networking for success
Presentation skills
Pressure management
Prioritization and problem solving
Process mapping
Self-esteem and assertiveness
Stress management
Visual management

Health & Social Care

The Care Certificate
Principles of Moving & Assisting
Safe Handling of Medication
Dementia Awareness
Infection Control
Food Safety Principles
Safeguarding Adults
Dysphagia Awareness
Epilepsy & Emergency Medication
Equality, Diversity & Inclusion
COVID-19 Infection Control
Infection Prevention & Control

Hospitality

Wine and Champagne
Restaurant service
Cleaning
Cleaning bathrooms
Housekeeping
Making beds
Presentation
Allergy and special diets
Disability and culture aware
Disability aware
COSHH & manual handling
Creating a positive customer environment
Fire aware
Food and drink safety
Service – boxing a table
Service – buffet service
Service – carrying & clearing plates
Service – general preparation
Service – laying tables
Service – napkin folding
Silver service technique
Handling customer problems positively
Handling glassware
Handling glassware in the bar
Licensing awareness
Menu knowledge
Prepare and close a bar
Prepare and serve drinks
Presenting menus and taking orders
Safety aware for hotel staff
Serving beer
Taking wine orders
Understanding customer needs
Using positive selling skills
Working with allergens

Project Management

PRINCE2® Agile Project Management

Introduction
Foundation
Foundation + official exam
Foundation and practitioner
Foundation and practitioner + exam

PRINCE2® Project Management

Introduction 6th Edition
Foundation 6th Edition
Foundation 6th Edition + exam
Foundation and practitioner 6th Edition
Foundation and practitioner 6th Edition + exam

MSP® Programme Management

Introduction
Foundation
Foundation + exam
Foundation and practitioner
Foundation and practitioner + exam

AgilePM® Passport

Introduction
Foundation
Foundation and practitioner

MS Office & I.T

Word 2019

Level 1 - Introduction & basics
Level 2 - Importing, navigation and formatting
Level 3 - Paragraphs and page layout
Level 4 - Managing documents
Level 5 - Objects and printing
Level 6 - Tables and references

Excel 2019

Level 1 - Introduction and basics
Level 2 - Cells and worksheets
Level 3 - Views and layout
Level 4 - Formatting and proofing
Level 5 - Formulas and functions
Level 6 - Presenting data visually
Level 7 - Sharing and validating data
Expert - Adv. charting and data analysis
Expert - Adv. formulas, macros and external data
Expert - Adv. functions, consolidating and auditing

Outlook 2019

Level 1 - Introduction and basics
Level 2 - Messages and formatting
Level 3 - Managing messages and contacts
Level 4 - Calendar and other folders
Level 5 - Auto features and searching

PowerPoint 2019

Level 1 - Introduction and basics
Level 2 - Creating presentations
Level 3 - Slide content
Level 4 - Graphics and multimedia
Level 5 - Charts and animations
Level 6 - Reviewing and presenting



The suite of **MS Office & I.T** courses that we offer are fully interactive and provide training courses for Microsoft Certification. You are taken through each lesson to build your knowledge in a simple but informative way.

Courses:

Word 2019



- Level 1 - Introduction & basics
- Level 2 - Importing and formatting
- Level 3 - Paragraphs and page layout
- Level 4 - Managing documents
- Level 5 - Objects and printing
- Level 6 - Tables and references

PowerPoint 2019



- Level 1 - Introduction and basics
- Level 2 - Creating presentations
- Level 3 - Slide content
- Level 4 - Graphics and multimedia
- Level 5 - Charts and animations
- Level 6 - Reviewing and presenting

Outlook 2019



- Level 1 - Introduction and basics
- Level 2 - Messages and formatting
- Level 3 - Managing messages and contacts
- Level 4 - Calendar and other folders
- Level 5 - Auto features and searching

Excel 2019



- Level 1 - Introduction and basics
- Level 2 - Cells and worksheets
- Level 3 - Views and layout
- Level 4 - Formatting and proofing
- Level 5 - Formulas and functions
- Level 6 - Presenting data visually
- Level 7 - Sharing and validating data
- Expert - Adv. charting and data analysis
- Expert - Adv. formulas, macros and external data
- Expert - Adv. functions, consolidating and auditing



Word 2019 - Level 1 - Introduction & basics

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will learn how to create documents, open documents, and navigate between them. You will also use templates, save documents in other formats and modify Word option

Modules:

Screen Components - Navigating Documents - Creating Documents and Text
- Opening, Saving and Closing - Modifying Word Options

You'll learn:

Screen Components

- Start Word
- Identify Screen Components
- Display and Hide the Ribbon
- Use the Quick Access Toolbar
- Display the Mini Toolbar
- Hide and Display Rulers
- Use Different Page Views
- Identify Status Bar Components
- Change Zoom Settings

Creating Documents and Text

- Create New Documents
- Identify Mouse Pointer Shapes
- Enter Text using Click and Type
- Insert Date and Time fields
- Use the Show/Hide Feature
- Create New Paragraphs
- Insert Line Breaks
- Use Insert and Overtyping Modes
- Use Word Templates

Opening, Saving and Closing

- Open Documents
- Open Recently Used Documents
- Use Search to Open Documents
- Move Between Documents
- Save Documents
- Use the Save As Command
- Save PDF Documents
- Save Templates
- Quit Word

Navigating Documents

- Navigate in Read Mode
- Use the Navigation Pane
- Navigate using Shortcut Keys
- Navigate in Print Layout View
- Search Documents for Objects
- Use the Go To Command

Use General Options

- Modify Display Settings
- Set Proofing Options
- Specify Save Options
- Set File Location Options
- Add Editing Languages
- Use Advanced Options
- Modify the Ribbons
- Modify the Quick Access Toolbar

Cost: £15



Word 2019 - Level 2 - Importing, navigation and formatting

Seat time: 2.5 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will Import documents, and use Bookmarks, Cross-references and Hyperlinks. You will also apply Style Sets, Effects, Backgrounds, Borders, Themes, Headers and Footers and Watermarks.

Modules:

- Importing Documents - Bookmarks and Cross-References - Hyperlinks
- Headers and Footers - Backgrounds, Borders and Themes - Watermarks

You'll learn:

Hyperlinks

- Understand Hyperlinks
- Create Hyperlinks
- Create Links from Headings
- Add ScreenTips
- Use Text Anchors
- Create Links to New Documents
- Create Links to Bookmarks
- Create Links to E-mail Messages

Headers and Footers

- Identify Headers and Footers
- Add Headers and Footers
- Add Building Blocks
- Insert Automatic Fields
- Navigate Header and Footers
- Number Pages
- Suppress Headers and Footers
- Edit Headers and Footers
- Change Margins

Backgrounds, Borders and Themes

- Apply Style Sets
- Apply Background Colours
- Use Fill Effects
- Use Pictures for Backgrounds
- Add Page Borders
- Apply Themes
- Create Custom Themes

Watermarks

- Use Watermarks
- Add Custom Watermarks
- Select Watermarks
- Hide Document Text
- Re-size Watermarks
- Modify Watermark Images
- Show Document Text
- View Watermarks.

Importing Documents

- Import Files
- Open Non-native files
- Open PDF Files in Word

Bookmarks and Cross-References

- Understand Navigational Tools
- Add Bookmarks
- Move to Bookmarks
- Delete Bookmarks
- Use Go To
- Add Cross-references
- Update Cross-references
- View Field Codes
- Delete Cross-references

Cost: £15



Word 2019 - Level 3 - Paragraphs and page layout

Seat time: 2.5 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will Format Text and Paragraphs, and apply Styles, Hyphenation and Spacing. You will also adjust Page Margins, Insert Breaks and work with Columns and Text Boxes.

Modules:

- Basic Text Formatting - Paragraph Formatting - Hyphenation, Styles and Spacing - Margins and Page Breaks - Breaks, Pagination and Fields - Columns and Text Boxes

You'll learn:

Basic Text Formatting

- Apply Bold, Underline and Italics
- Choose Fonts
- Change Font Sizes
- Modify Font Colours
- Change Text Case
- Apply Subscript
- Apply Superscript
- Highlight Text
- Clear Formatting

Paragraph Formatting

- Align Text
- Add Borders
- Add Shading Colours
- Indent Paragraphs
- Use the Paragraph box
- Set Paragraph Spacing
- Use the Format Painter

Hyphenation, Styles and Spacing

- Apply Automatic Hyphens
- Add Non-Breaking Hyphens
- Add Non-Breaking Spaces
- Manually Apply Hyphens
- Apply Styles to Text
- Create New Styles
- Remove Styles
- Change Line Spacing
- Apply Spacing with Keys

Columns and Text Boxes

- Create Columns
- Modify Column layout
- Identify Section Breaks
- Justify Text in Columns
- Use the Columns Box
- Change Column Width
- Add Text Boxes
- Link Text Boxes
- Format Text Boxes

Breaks, Pagination and Fields

- Insert Section Breaks
- Balance Column Text
- Apply Title Styles
- Insert Column Breaks
- Use Pagination Options
- Insert Field Codes
- Use the Advanced Field
- View Field Codes
- Edit Field Codes

Margins and Page Breaks

- Adjust Page Margins
- Set Page Margins
- Identify Soft Page Breaks
- Add Hard Page Breaks
- Change Paper Size
- Select Page Orientation
- Add Line Numbering

Cost: £15



Word 2019 - Level 4 - Managing Documents

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will use Find and Replace, Manipulate Text, and create Lists and insert Symbols. You will also Protect Files and Share documents, as well as use Viewing Tools and Macros

Modules:

- Moving and Copying Text - Creating Lists and Inserting Symbols - Find and Replace - Document Protection - Sharing Documents - Document Viewing Tools - Using Macros

You'll learn:

Moving and Copying Text

- Understand Cut and Copy
- Move Text
- Copy Text
- Use Paste Options
- Use Paste Special
- Use the Clipboard Task Pane
- Paste Multiple Items
- Add AutoCorrect Shortcuts
- Append Text to Documents

Creating Lists and Inserting Symbols

- Create Bullet and Number Lists
- Change Bullet and Number Styles
- Create New Bullet Styles
- Create Numbering Styles
- Sort Lists
- Promote and Demote Items
- Use List Options
- End List Creation
- Insert Symbols

Find and Replace

- Find Words in Documents
- Activate the Find and Replace Box
- Use Search Options
- Use Find Next
- Replace Single Occurrences
- Use Replace All
- Replace Text Formatting

Document Protection

- Protect Documents
- Use Formatting Restrictions
- Use Editing Restrictions
- Enforce Protection
- Unprotect Documents

Sharing Documents

- Sharing Methods
- Sharing with people
- Attach to E-mails
- Uploading to OneDrive

Document Viewing Tools

- Use Viewing Tools
- Use the Switch Windows List
- Arrange All Documents
- View Documents Side-by-Side
- Use the New Window command
- Split a Document
- Remove a Split

Using Macros

- Understand Macros
- Record Macros
- Assign Macros to Buttons
- Run Macros
- Copy Macros
- Edit Macros
- Understand Macro Security Settings

Cost: £15



Word 2019 - Level 5 - Objects and printing

Seat time: 2 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will learn how to insert Building Blocks, WordArt, SmartArt, Text boxes and use Drawing Tools. You will also add Pictures, format pictures, apply Effects, add Alternative text, Document Properties and use Printing options

Modules:

- Building Blocks - Drawing Tools - WordArt and SmartArt - Pictures and Formatting - Properties and Printing

You'll learn:

Building Blocks

- Understand Building Blocks
- Add Building Blocks
- Create Building Blocks
- Save with Templates
- Delete Building Blocks
- Use the Building Blocks Organizer
- Create Building Block Galleries
- Add Galleries to Templates
- Use a Gallery Control

Drawing Tools

- Add Shapes
- Use the Shape Fill List
- Use the Shape Outline List
- Add Shadow Effects
- Flip and Rotate Objects
- Move and Re-size Objects
- Change the Stack Order
- Group Objects
- Apply Shape Styles

WordArt and SmartArt

- Add WordArt
- Position WordArt
- Resize WordArt
- Add SmartArt
- Promote and Demote Text
- Use the Text Pane
- Apply SmartArt Styles
- Change SmartArt Colours
- Format SmartArt Shapes

Insert Pictures

- Remove Picture Backgrounds
- Add Alternative Text
- Use Effects and Picture Styles
- Change Borders
- Resize and Rotate Pictures
- Crop and Compress Pictures;
- Crop to Shapes
- Wrap Text and Insert Screen Shots

Properties and Printing

- View Document Properties
- Add Properties
- Inspect Documents
- Check Accessibility
- Check Compatibility
- Modify Print Settings
- Set Print Scaling
- Select Printers
- Print Pages and Sections

Cost: £15



Word 2019 - Level 6 - Tables and References

Seat time: 4 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will learn how to create, modify and format Tables using styles. You will also insert Captions, Footnotes/Endnotes, Citations, and create a Bibliography, Table of Contents and Index.

Modules:

- Creating Tables - Modifying Tables - Changing Table Structure - Formatting Tables - Table of Figures and Captions - Footnotes and Endnotes - Creating a Bibliography - Table of Contents and Indexes

You'll learn:

Creating Tables

- Create Tables
- Add Quick Tables
- Select Tables
- Delete Tables
- Draw Tables
- Convert Text to Tables
- Use the Insert Tables box
- Arrange Content using Tables
- Apply Styles to Table

Modifying Tables

- Repeat Header Rows
- Convert Tables to Text
- Merge Columns and Rows
- Split Columns and Rows
- Navigate Tables
- Move Columns and Rows
- Enter and Modify Table Data
- Select Cells, Rows and Columns
- Select and Deselect Tables

Changing Table Structure

- Use the AutoFit Feature
- Change Column Widths
- Change Row Height
- Insert Rows and Columns
- Remove Rows and Columns
- Sort Table Content
- Split Tables
- Merge Cells in Tables
- Split Cells in Tables

Changing Table Structure

- Use the AutoFit Feature
- Change Column Widths
- Change Row Height
- Insert Rows and Columns
- Remove Rows and Columns
- Sort Table Content
- Split Tables
- Merge Cells in Tables
- Split Cells in Tables

Table of Figures and Captions

- Understand Table of Figures
- Create Captions
- Create New Labels
- Generate a Table of Figures
- Navigate with Table of Figures
- Setup AutoCaption
- Insert AutoCaption Objects
- Show and Hide Field Codes
- Update a Table of Figures

Footnotes and Endnotes

- Understand Footnotes/Endnotes
- Use Bookmarks
- Insert Footnotes/Endnotes
- Read Footnotes/Endnotes
- Edit Footnotes/Endnotes
- Delete Footnotes/Endnotes
- Format Footnotes/Endnotes
- Convert Footnotes/Endnotes
- Move Footnotes/Endnotes

Creating a Bibliography

- Understand Bibliographie
- Select Bibliography Styles
- Add Citations
- Manage and Modify Sources
- Sort Source Lists
- Search Source Lists
- Use Master Lists
- Generate Bibliographies
- Select and Update Bibliographies

Table of Contents and Indexes

- Create a Table of Contents (TOC)
- Navigate using the TOC
- Display the TOC Field
- Delete a TOC
- Update the TOC
- Mark Index Entries
- Create Indexes
- Edit Indexes
- Update Indexes

Cost: £15



Outlook 2019 - Level 1 - Introduction and basics

Seat time: 2 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn how to open workbooks, navigate directly to cells and between worksheets. You will also create new workbooks, use viewing tools, modify Excel options. Inspect Documents and check for Accessibility and Compatibility issues.

Modules:

- Screen Components - Navigating Workbooks - Viewing Tools and Excel Options - Creating Workbooks - Opening, Saving and Closing

You'll learn:

Screen Components

- Understand Screen Components
- Open Backstage View
- Identify Ribbon Commands
- Hide and Display the Ribbon
- Use the Quick Access Toolbar
- Show Context Sensitive Tools
- Identify Worksheet Components
- Use the Formula Bar
- Recognise Mouse Cursor Shapes

Navigating Workbooks

- Navigate with Scroll Bars
- Use Keyboard Shortcuts
- Use the Go To Command
- Navigate using the Name Box
- Work with Sheet Tabs
- Use Tab Scrolling Buttons

Viewing Tools and Excel Options

- Use the Zoom Feature
- Split Windows
- Freeze Panes and Unfreeze Panes
- Use General Options
- Use Save Options
- Use Proofing Options
- Inspect Documents
- Check for Accessibility Issues
- Check for Compatibility

Creating Workbooks

- Create New Workbooks
- Enter Values
- Enter Labels
- Enter Dates
- Enter Data into a Range
- Replace Cell Content
- Add Additional Cell Content
- Remove Cell Content

Opening, Saving and Closing

- Open Excel Workbooks
- Open Recent Workbooks
- Open Workbooks with Search
- Move Between Workbooks
- Save Workbooks
- Use Save As
- Close Workbooks
- Quit Excel

Cost: £15



Outlook 2019 - Level 2 - Messages and Formatting

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-731. You will learn how to create, format and respond to messages. You will also use stationery, templates, styles, themes, set delivery options and add new accounts.

Modules:

- Creating Messages - Formatting and Sending - Responding to Messages - Stationery and Templates - Creating Styles and Themes - Multiple Accounts and Delivery Options

You'll learn:

Creating Messages

- Identify Message Indicators
- Create New Messages
- Add Recipients using Address Book
- Enter Subjects
- Enter Message Text
- Save Draft Messages
- Open Draft Messages

Formatting and Sending

- Open Draft Messages
- Format Messages
- Open the Font Box
- Change Message Format
- Modify the Default Format
- Attach Outlook Items
- Attach Files
- Send Messages
- Open Sent Items

Responding to Messages

- Reply to Messages
- Reply to All
- Forward Messages
- Use Check Names
- Forward Attachments
- Close Messages

Stationery and Templates

- Understand the use of Stationery
- Select Themes and Stationery
- Use Stationery for Single Messages
- Create Templates
- Insert and Format Images
- Add Hyperlinks
- Insert Horizontal Lines
- Save Messages as Templates
- Use Templates

Creating Styles and Themes

- Understand Styles
- Apply Styles
- Choose Style Sets
- Change Colour Schemes
- Change Fonts
- Change Paragraph Spacing
- Create Custom Styles
- Apply Themes
- Save Custom Themes

Multiple Accounts and Delivery Options

- Use Multiple Accounts
- Create E-mail Account
- Specify the Sender Account
- Nominate the Sent Items Folder
- Show/Hide the Bcc Field
- Request Read Receipts
- Set Message Delivery Options
- Add Voting Buttons
- Remove E-mail Accounts

Cost: £15



Outlook 2019 - Level 3 - Managing Messages and Contacts

Seat time: 4 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-731. You will learn how to create folders, signatures, Quick Parts, use AutoArchive, export messages, and block Junk Mail. You will also create contacts and groups in the Address Book.

Modules:

- Using Signatures - Save As and Cleanup Tools - Junk Mail, Sorting and Quick Parts - Creating and Managing Folders - Adding Contacts - Creating Contact Groups - Working with Contacts - Creating Address Books - Working with Contact Groups

You'll learn:

Managing Messages Using Signatures

- Understand Signatures
- Create Signatures
- Format Signatures
- Edit and Delete Signatures
- Add Signatures to Replies
- View Signatures
- Turn Off Signatures
- Manually Add Signatures

Save As and Cleanup Tools

- Save Messages as Text Files
- Open Text Files
- Save Messages as HTML files
- Save Message Attachments
- Export Messages
- Use Cleanup Tools
- Use AutoArchive
- Ignore Conversations
- Recover Conversations

Junk Mail, Sorting and Quick Parts

- Identify Junk Mail
- Change Protection Levels
- Block Senders
- Block Domains
- Mark Messages as Not Junk
- Add to the Safe Senders List
- Sort Messages and Conversations
- Create Building Blocks
- Add Quick Parts

Creating and Managing Folders

- Identify Folders
- Work with the Folder List
- Define Personal and Public Folders
- Create Folders
- Expand and Collapse Folders
- Move Items into Folders
- Rename Folders
- Create Search Folders
- Delete Folders.

Managing Contacts and Groups Adding Contacts

- Add New Contacts
- Enter Contact Details
- Change the File As Setting
- Enter Websites
- Enter Phone and Street Address
- Add Contact Pictures
- Enter Personal Details
- Add Tags to Contacts
- View Annual Events

Creating Address Books

- Understand Address Books
- Create New Address Books
- Move Contacts
- Copy Contacts
- Select Address Books
- Remove Address Books

Working with Contacts

- Use the Contacts List
- Edit Contact Details
- Assign Categories
- Create New Categories
- Delete Contact Records
- Call a Phone Number
- Forward Contact Details
- Add Contacts from Messages
- Import Contacts

Working with Contact Groups

- Open Contact Groups
- Add Notes to Contact Groups
- Update Member Details
- Delete Contact Groups

Creating Contact Groups

- Understand the Address Book
- Create Contact Groups
- Add Existing Contacts
- Add New Contacts
- Display Members
- Create Private Contact Groups
- Send Mail to Contact Groups

Cost: £15



Outlook 2019 - Level 4 - Calendar and Other Folders

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-731. You will learn how to create appointments, meetings, notes, and events. You will also use the Tasks List, Notes and the Journal.

Modules:

- Entering Basic Appointments - Other Types of Appointments - Adding Events - Setting Calendar Options - Creating and Managing Tasks - Using Notes - The Journal

You'll learn:

Appointments using the Calendar

- Open the Calendar
- Use Various Views
- Enter Appointments
- Use the Appointment Form
- Add Importance Tags
- Invite Attendees
- Track Meeting Responses
- Create Meeting Notes
- Create Meetings from Messages

Other Types of Appointments

- Create Recurring Appointments
- Attach Files to Appointments
- View Recurring Appointments
- Assign Categories
- Set Private Appointments
- Edit Appointments
- Change Appointment Status
- Set Tentative Appointments
- Close Appointment Forms

Adding Events

- Add Events to the Calendar
- Enter Start and End Dates
- Use Words to Enter Dates
- Use the Go to Date Feature
- View Events
- Forward Events
- Print Events
- Select Recurrence Options
- Edit and Delete Events

Setting Calendar Options

- Set Calendar Options
- Set Work Times
- Add Holiday Sets
- Modify Time Zones
- Create New Calendars
- Use Multiple Calendars

Other Folders Creating and Managing Tasks

- Add Tasks
- Assign Categories to Tasks
- Set Task Reminders
- Modify Reminders
- Recognise Task Status
- Change Tasks List Views
- Edit and Update Tasks
- Sort Tasks
- Copy and Move Tasks

Using Notes

- Create Notes
- Assign Categories
- Edit Notes
- Delete Notes
- Use Notes Views
- Display Notes Folders
- Create Folder Groups
- Create New Folders

The Journal

- Use the Journal
- Create Journal Entries
- Understand Entry Types
- Expand and Collapse Entry Types
- Record Phone Calls
- Copy Items to the Journal
- Edit Journal Entries

Cost: £15



Outlook 2019 - Level 5 - Auto Features and Searching

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-731. You will learn how to use rules, message recall and set up automated replies. You will also learn how to use the advanced Find features.

Modules:

- Rules - Recall and Automatic Replies - Quick Steps - Advanced Find

You'll learn:

Rules

- Understand Rules
- Create Rules
- Run Rules
- Rules for Sent Messages
- Delete Rules

Recall and Automatic Replies

- Understand Message Recall
- Recall Messages
- Create Automatic Replies
- Apply Rules to Automatic Replies

Quick Steps

- Understand Quick Steps
- Use Quick Steps
- Create Quick Steps
- Run Quick Steps

Advanced Find

- Understand Advanced Find
- Modify the QAT
- Find Contacts
- Find Appointments
- Find Messages

Cost: £15



Excel 2019 - Level 1 - Introduction and Basics

Seat time: 2 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn how to open workbooks, navigate directly to cells and between worksheets. You will also create new workbooks, use viewing tools, modify Excel options. Inspect Documents and check for Accessibility and Compatibility issues.

Modules:

- Screen Components - Navigating Workbooks - Viewing Tools and Excel Options - Creating Workbooks - Opening, Saving and Closing

You'll learn:

Screen Components

- Understand Screen Components
- Open Backstage View
- Identify Ribbon Commands
- Hide and Display the Ribbon
- Use the Quick Access Toolbar
- Show Context Sensitive Tools
- Identify Worksheet Components
- Use the Formula Bar
- Recognise Mouse Cursor Shapes

Navigating Workbooks

- Navigate with Scroll Bars
- Use Keyboard Shortcuts
- Use the Go To Command
- Navigate using the Name Box
- Work with Sheet Tabs
- Use Tab Scrolling Buttons

Viewing Tools and Excel Options

- Use the Zoom Feature
- Split Windows
- Freeze Panes and Unfreeze Panes
- Use General Options
- Use Save Options
- Use Proofing Options
- Inspect Documents
- Check for Accessibility Issues
- Check for Compatibility

Creating Workbooks

- Create New Workbooks
- Enter Values
- Enter Labels
- Enter Dates
- Enter Data into a Range
- Replace Cell Content
- Add Additional Cell Content
- Remove Cell Content

Opening, Saving and Closing

- Open Excel Workbooks
- Open Recent Workbooks
- Open Workbooks with Search
- Move Between Workbooks
- Save Workbooks
- Use Save As
- Close Workbooks
- Quit Excel

Cost: £15



Excel 2019 - Level 2 - Cells and Worksheets

Seat time: 2 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn cell selection techniques, how to move and copy data, add and remove cells. You will also search and sort data, format cells and work with multiple worksheets.

Modules:

- Cell Selection Techniques - Moving and Copying Data - Adding and Removing Cells - Searching and Sorting Data - Cell Formatting - Using Multiple Worksheets

You'll learn:

Cell Selection Techniques

- Select a Cell
- Select Ranges of Cells
- Select Columns
- Select Rows
- De-select Cells
- Select Data Ranges
- Select the Entire Worksheet

Moving and Copying Data

- Understand Cut and Copy
- Move Data in Worksheets
- Move Data Between Worksheets
- Move Data Between Workbooks
- Use the Paste Options Smart Tag
- Copy Data in Worksheets
- Copy Data Between Worksheets
- Copy Data Between Workbooks
- Use the Office Clipboard

Adding and Removing Cells

- Insert Columns and Rows
- Delete Columns and Rows
- Insert Cells
- Delete Cells
- Change Row Heights
- Use Undo
- Use Redo
- Delete Cell Content

Searching and Sorting Data

- Use Find and Replace
- Search for Words
- Identify Search Options
- Use Find Next
- Replace Single Occurrences
- Use Replace All
- Sort Data in Columns

Cell Formatting

- Change Numeric Formatting
- Modify Fonts and Sizes
- Centre Text Across Columns
- Align Data in Cells
- Wrap Cell Text
- Add Borders
- Apply Text Attributes
- Change Background Colours
- Use Format Painter
- Change Date Formatting
- Clear Data and Formatting

Using Multiple Worksheets

- Use Multiple Worksheets
- Delete Worksheets
- Insert Worksheets
- Move Worksheets
- Copy Worksheets
- Rename Worksheet Tabs
- Apply Colours to Tabs

Cost: £15



Excel 2019 - Level 3 - Views and Layout

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn how to use Excel views, and import and export files. You will also insert hyperlinks, add workbook properties, add headers, use Page Setup and the Print Place.

Modules:

- Excel Views - Custom Views - Importing, Forms and Exporting - Working with Hyperlinks - Workbook Properties - Headers, Previewing and Page Setup - Print Place

You'll learn:

Excel Views

- Hide the Ribbon
- Use Full Screen View
- Open Page Layout View
- Set Margins
- Add Headers and Footers
- Scale Worksheets
- Open Print Preview
- Use Page Break Preview
- Using Page Breaks

Custom Views

- Define Custom Views
- Add Custom Views
- Hide Rows for Custom View
- Set a Print Area
- Apply Custom Views

Workbook Properties

- Understand Workbook Properties
- View Workbook Properties
- View Advanced Properties
- Edit Workbook Properties
- Add Custom Properties
- Search Using Properties

Importing, Forms and Exporting

- Import Files into Excel
- Use the Text Import Wizard
- Save Imported Files in Excel Format
- Import Files Using Drag and Drop
- Use and Navigate Forms
- Delete Form Records
- Add New Records
- Search Form Records
- Export Files in Other Formats

Working with Hyperlinks

- Identify the Function of Hyperlinks
- Create Hyperlinks
- Activate Hyperlinks
- Edit Hyperlinks
- Create Web Hyperlinks
- Select Hyperlinked Cells
- Modify Hyperlink Text
- Modify Hyperlink Styles
- Remove Hyperlinks.

Headers, Previewing and Page Setup

- Use Built-in Headers and Footers
- Create Custom Headers and Footers
- Print Column and Row Titles
- Change Page Orientation
- Scale Worksheets for Printing
- Use Print Place
- Print Gridlines on Worksheets
- Adjust Page Margins
- Centre Worksheets on the Page

Print Place

- Open the Print Place
- Print Worksheets
- Set Print Areas in Worksheets
- Print Charts
- Apply Print Options
- Select Printers
- Change Printer Properties

Cost: £15



Excel 2019 - Level 4 - Formatting and Proofing

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will use AutoFill and Paste options, modify and group worksheets, insert rows and columns apply styles, and format worksheets. You will also use proofing tools, Flash Fill and record macros.

Modules:

- AutoFill and Paste Options - Modifying Worksheets - Cell and Table Styles - Formatting Worksheets - Applying Themes - Proofing Tools - Flash Fill and Macros

You'll learn:

Use AutoFill

- Use Paste Options
- Perform Operations with Paste Special
- Copy Formatting with Paste Special

Modifying Worksheets

- Hide and Unhide Columns and Rows
- Hide and Unhide Worksheets
- Group Worksheets
- Ungroup Worksheets
- Insert Multiple Rows and Columns
- Move Rows and Columns
- Open New Windows
- Arrange Multiple Windows
- Hide and Unhide Windows

Formatting Worksheets

- Apply and Remove Backgrounds
- Add Header and Footers
- Add Washout Images
- Resize Images
- Change Column Widths
- Change Row Heights
- Transpose Data

Cell and Table Styles

- Apply and Remove Cell Styles
- Create Custom Cell Styles
- Apply Custom Cell Styles
- Modify Cell Styles
- Apply Table Styles
- Use the Total Row Option
- Name Tables
- Insert Columns and Rows
- Use Quick Analysis Tools

Applying Themes

- Apply Themes
- Modify Themes
- Create and Save Custom Themes
- Change the Default Theme

Proofing Tools

- Modify Error Checking Settings
- Use the Error Checking Tool
- Spell Check Worksheets
- Use AutoComplete to Enter Data
- Use AutoCorrect
- Work with AutoCalculate

Flash Fill and Macros

- Use Flash Fill
- Understand Macros
- Record Macros
- Assign Shortcut Keys to Macros
- Run Macros
- Add QAT buttons
- Display Shortcut Keys
- Change Button Icons
- Modify Macro Security Settings

Cost: £15



Excel 2019 - Level 5 - Formulas and Functions

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn how to use formulas and functions in Excel including Informational, Logical, Financial, Text functions, data tables and using named ranges.

Modules:

- Formulas and Referencing - Working with Functions - Logical and Informational Functions - More Logical Functions - Named Ranges - Financial Functions and Data Tables - Text Functions

You'll learn:

Formulas and Referencing

- Identify Formula Operators
- Understand Operator Precedence
- Over-ride Operator Precedence
- Enter Formulas
- Copy Formulas
- Use AutoFill
- Update Formula Results
- Use Absolute References
- Apply Percentage Values

Working with Functions

- Identify Function Components
- Enter Functions
- AutoSum Numbers
- Use the AutoSum List
- Use the ROUND Function
- Apply the IF Function

Logical and Informational Functions

- Use the IF Function
- Use the OR Function
- Use the AND Function
- Use Help for Error Messages
- Use Nested IF Functions
- Understand IS Functions
- Use the ISERROR Function

More Logical Functions

- Use the SUMIF Function
- Use the COUNTIF Function
- Use the AVERAGEIF Function

Named Ranges

- Name Cells
- Name Cell Ranges
- Add to and Edit Named Ranges
- Change Range Names
- Use Go To
- Navigate using Cell Names
- Use Names in Formulas
- Display Cell Formulas
- Delete Named Ranges

Financial Functions and Data Tables

- Understand Financial Arguments
- Use the FV Function
- Use the PMT Function
- Use the NPV Function
- Use the Pv Argument
- Use the RATE Function
- Use NPV Function
- Use the Guess Argument
- Use Data Tables

Text Functions

- Understand Text Functions
- Use the CONCATENATE Function
- Use the LOWER Function
- Use the LEFT Function
- Add Function Arguments
- Use the PROPER Function
- Use the UPPER Function
- Understand TRIM Function

Cost: £15



Excel 2019 - Level 6 - Presenting Data Visually

Seat time: 2 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will create charts, move charts and add illustrations using Pictures, WordArt, SmartArt, and ClipArt. You will also learn how to add Alternative text, Shapes and Sparklines and use Outlining tools.

Modules:

- Creating and Modifying Charts - Adding Illustrations - Shapes, ClipArt and Sparklines - Outlining Worksheets

You'll learn:

Creating and Modifying Charts

- Create and Resize Charts
- Add Chart Elements
- Change Chart Layout and Styles
- Move and Copy Charts
- Move to a Chart Sheet
- Change Chart Types
- Edit Charts
- Modify Chart Parameters
- Create Pie Charts

Adding Illustrations

- Add WordArt
- Create SmartArt Graphics
- Create Multiple Text Levels
- Apply SmartArt Styles and Colours
- Format SmartArt
- Insert and Format Pictures
- Add Alternative Text
- Use Artistic Effects
- Modify Picture Borders

Shapes, ClipArt and Sparklines

- Add Shapes
- Add Clip Art
- Use Screenshots
- Create Text Boxes
- Convert Text to WordArt
- Delete Text Boxes
- Add Sparklines
- Clear Sparklines

Outlining Worksheets

- Understand Outlining
- Outline a Worksheet
- Hide Outline Details
- Show Outline Details
- Select Outline Data
- Remove Outline Levels
- Manually Group Data
- Remove a Group Outline

Cost: £15



Excel 2019 - Level 7 - Sharing and Validating Data

Seat time: 2 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn how to add comments and share workbooks. You will also sort data and apply filters, use custom and conditional formats as well as validate data.

Modules:

- Using Comments - Sharing Workbooks - Sorting and Filtering Data - Custom and Conditional Formats - Validating Data

You'll learn:

Using Comments

- Insert New Comments
- Read Comments
- Edit Comments
- Display Comments
- Hide Comments
- Navigate Comments
- Delete Comment

Sharing Workbooks

- Sharing Methods
- Share with people
- Uploading to OneDrive

Sorting and Filtering Data

- Filter Data
- Apply Multiple Search Criteria
- Customise Filters
- Sort with AutoFilters
- Remove Filters
- Sort on Multiple Columns
- Add and Remove Subtotals
- Display Unique Values
- Remove Duplicate Entries

Custom and Conditional Formats

- Apply Numeric Formats
- Apply Currency Formats
- Apply Accounting Formats
- Create Custom Formats
- Use Conditional Formatting
- Create Formatting Rules
- Display Icon Sets
- Clear Rules
- Use Data Bars

Validating Data

- Use the Data Validation feature
- Set Validation Criteria
- Create Input Messages
- Create Error Alert Messages
- Create Named Ranges
- Create Data Entry Lists
- Enter Data Using Lists

Cost: £15



Excel 2019 - Expert - Advanced Charting and Data Analysis

Seat time: 3 hours

About the course:

This course covers topics included in the MOS Expert exam 77-728. This includes using Advanced Chart features, PivotTables and PivotCharts. You will also learn how to create Scenarios, Data Tables and use Goal Seek.

Modules:

- Trendlines and Sparklines - Dual Axes and Chart Templates - PivotTables - Working with PivotTables - PivotCharts - Slicers - Data Analysis Tools

You'll learn:

Trendlines and Sparklines

- Trendlines
- Understanding Trendline
- Formatting Trendlines
- Removing Trendlines
- Forecasting Trendlines
- Other Trend Methods
- Adding Sparklines
- Removing Sparklines

Dual Axes and Chart Templates

- Adding Additional Axes
- Changing Marker Colours
- Saving a Chart Template
- Applying a Chart Template
- Apply to Existing Charts

PivotTables

- Creating PivotTables
- PivotTable Fields List
- Hide/Show the Field List
- Grouping PivotTable Data
- Arranging PivotTables
- Adding Calculated Fields
- Removing Calculated Fields
- Use GETPIVOTDATA

Working with PivotTables

- Update PivotTable Data
- Displaying PivotTable Records
- Showing Report Filter Pages
- Customising Fields
- Hiding Field Headers
- PivotTable Report Options
- Formatting PivotTables

PivotCharts

- Creating PivotCharts
- Filtering PivotCharts
- Removing Filters
- Switching Axes
- Using Quick Layout
- Applying Chart Styles
- Formatting PivotChart Objects
- Changing the Chart Type
- Drilling Down

Slicers

- What are Slicers?
- Adding Slicers
- Slicer Options
- Filtering Slicers
- Clearing Filters
- Selecting Multiple Slicers
- Sharing Slicers
- Connecting Slicers

Data Analysis Tools

- Naming Variable Cells
- Naming the Result Cell
- Creating Scenarios
- Adding Scenarios
- Scenario Manager Options
- Create Summary Reports
- Using Data Tables
- Using Goal Seek

Cost: £15



Excel 2019 - Expert - Advanced Formulas, Macros and External Data

Seat time: 3.5 hours

About the course:

This course covers topics included in the MOS Expert exam 77-728. This includes custom templates, data formats and Internationalizing workbooks. You will also get external data, use macros and form controls, evaluate formulas and use the MATCH and INDEX functions.

Modules:

- Languages and Accessibility - AutoSave and Templates - Custom Formatting
- External Data and Queries - Macros and Form Controls - Evaluating Formulas and Watch Window - MATCH and INDEX Function

You'll learn:

Languages and Accessibility

- Internationalization
- Language Options
- Adding Editing Languages
- Language Proofing Options
- Applying Currency Formats
- Applying Accounting Formats
- Applying Date Formats
- Creating Font Themes
- Checking for Accessibility

AutoSave and Templates

- AutoSave
- Restoring AutoSave Versions
- Restoring AutoRecover Files
- Creating New Templates
- Opening Custom Templates

MATCH and INDEX Functions

- MATCH and INDEX Functions
- Entering Validation Rules
- Using MATCH Functions
- Using INDEX Functions
- Nesting Functions.

Custom Formatting

- Creating Custom Formats
- Creating Number Formats
- Creating Date Formats
- Creating Time Formats
- Creating Conditional Formats
- Applying Conditional Formats
- Creating Custom Styles
- Applying Custom Styles

External Data and Queries

- Get External Data
- Refreshing External Data
- Importing Multiple Tables
- Creating Custom Queries
- Appending Queries
- Merging Queries
- Removing Fields
- Editing Steps
- Renaming Fields

Evaluating Formulas and Watch Window

- Working with Formulas
- Evaluating Formulas
- Dependents and Precedents
- Tracing Dependents
- Tracing Precedents
- Using the Watch Window

Macros and Form Control

- Macros
- Customize Ribbon Settings
- Viewing Macros
- Editing Macros
- Worksheet Controls
- Inserting Controls
- Adding Text Boxes
- Modifying VBA Code
- Using Structured References
- Using Flash Fill

Cost: £15



Excel 2019 - Expert - Advanced Functions, Consolidating and Auditing

Seat time: 3 hours

About the course:

This course covers topics included in the MOS Expert exam 77-728. This includes using Logical, Informational, Time, Mathematical and Lookup Functions. You will also learn how to Consolidate workbooks, Share and Protect workbooks and use Auditing tools.

Modules:

- Logical and Informational Functions - Time and Mathematical Functions - Lookup Functions - Consolidating Workbooks - Auditing Tools - Protecting Workbooks - Sharing Workbooks

You'll learn:

Logical and Informational Functions

- IF Function
- OR Function
- AND Function
- Help for Error Messages
- Nested IF Functions
- IS Functions
- ISERROR Function

Time and Mathematical Functions

- Using Functions
- Insert Function Box
- TODAY Function
- Displaying Dates as Numbers
- DAY Function
- MONTH Function
- YEAR Function
- COUNT Function
- COUNTA Function
- COUNTIF Function
- SUMIF Function
- AVERAGEIF Function
- ROUND Function
- Nesting Functions
- Circular Functions
- Iterative Calculations

Lookup Functions

- VLOOKUP Function
- Creating Lookup Tables
- Inserting Functions
- VLOOKUP Arguments
- LOOKUP Function
- Modify Lookup Data
- HLOOKUP Function

Consolidating Workbooks

- Consolidating Data
- What is Consolidation
- Selecting Destination Area
- Consolidating Workbooks
- Creating Links
- Updating Linked Data
- Outlining Features

Auditing Tools

- Using Auditing Tools
- Trace Precedents
- Trace Dependents
- Removing Tracer Arrows
- Tracing Errors in Formulas
- Correcting Formula Errors
- Viewing Formula Locations
- Show Formulas

Protecting and Sharing Workbooks

- Protecting Worksheets
- Removing Protection
- Protecting Workbooks
- Opening Protected Workbooks

Sharing Workbooks

- Sharing Methods
- Share with People
- Uploading to OneDrive

Cost: £15



PowerPoint 2019 - Level 1 - Introduction and Basics

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to navigate presentations, use views and modify Options. You will also create slides, import text and Word outlines, and apply themes and templates.

Modules:

- Screen Components - Presentation Views - Navigating Presentations - Creating Presentations - Using Themes and Templates - PowerPoint Options

You'll learn:

Introducing Screen Components

- Identify Screen Components
- Use Backstage View
- Use Ribbon Commands
- Use Dialog Box Launchers
- Use the Status Bar
- Modify the Status Bar
- Change Zoom Magnification
- Use the Quick Access Toolbar
- Use Smart Tags

Presentation Views

- Use Presentation Views
- Use Normal View
- Use Outline View
- Navigate Slides
- Use Slide Sorter View
- Run Slide Shows
- Use Reading View
- Use Notes Page View

Navigating Presentations

- Use Scroll Bars
- Navigate Normal View
- Use Slide Buttons
- Navigate using the Keyboard
- Use the Navigation Pane
- Navigate Outline View
- Navigate Reading View
- Change Zoom Magnification
- Navigate Notes Page View

Creating Presentations

- Create Blank Presentations
- Choose Slide Layouts
- Use Placeholders
- Add New Slides
- Modify Text Levels
- Use the New Slide List
- Insert On-line Pictures
- Import Text Files
- Import Word Outlines

Using Themes and Templates

- Understand Themes
- Preview Themes;
- Apply Themes
- Search for Templates
- Apply Filters
- Remove Filters
- Perform Custom Searches
- Pin Templates to List
- Apply Templates

Modifying PowerPoint Options

- Use General Options
- Set Proofing Options
- Modify Save Options
- Add Editing Languages
- Use Advanced Options
- Customise the Ribbon
- Customise the QAT
- Manage Add-ins
- Use Trust Centre Options

Cost: £15



PowerPoint 2019 - Level 2 - Creating Presentations

Seat time: 4 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to create and manage presentations, move and copy slides, and use Save As. You will also format text, alter slide backgrounds and use Slide Masters.

Modules:

- Slide Development - Opening, Saving and Closing - Moving and Copying - Formatting Text - Changing Slide Backgrounds - Using Slide Masters

You'll learn:

Slide Development

- Apply Themes
- Apply Variants
- Change Slide Layouts
- Use Placeholders
- Enter Basic Notes
- Add New Slides
- Add Charts and Images
- Add Media Clips
- Add Tables and SmartArt

Opening, Saving and Closing

- Open Presentations
- Navigate the Open Box
- Change File Views
- Open Recent Presentations
- Save New Presentations
- Use the Save As Command
- Save in Other File Formats
- Save as a Template
- Close Presentations

Moving, Copying and Formatting

- Use Cut and Copy
- Move Slides
- Use the Paste Options
- Copy and Duplicate Slides
- Display the Clipboard Task Pane
- Collect and Paste Multiple Items
- Clear the Clipboard
- Delete Text and Images
- Delete Slides

Formatting Text

- Change Fonts and Sizes
- Apply Text Alignment
- Change Text Colours
- Change Case
- Add and Remove Text Attributes
- Use the Format Painter
- Work with Bullets and Numbering
- Change Line Spacing
- Indent Bullet Points

Changing Slide Backgrounds

- Apply Themes
- Choose Colour Schemes
- Apply to Selected Slides
- Change Background Styles
- Hide Graphics in Backgrounds
- Use Gradient Fill Colours
- Use Pictures for Fill Colours
- Change Background Colours
- Create Custom Colours

Using Slide Masters

- Use Slide Masters
- Change Font Colours
- Insert Pictures
- Create New Slide Layouts
- Change Backgrounds
- Insert Text Boxes
- Rename Slide Layouts
- Save Custom Themes
- Apply New Slide Layouts

Cost: £15



PowerPoint 2019 - Level 3 - Slide Content

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to import slides, outlines, and create SmartArt, Hyperlinks, sections and headers. You will also create photo albums, text boxes and set print options.

Modules:

- Adding and Removing Slides - SmartArt and Hyperlinks - Headers/Footers and Sections - Formatting Text Boxes - Photo Albums - Printing Options

You'll learn:

Creating Slide Content

- Add Existing Slides
- Import Slides from Word
- Save Presentation Outlines
- Import Word Outlines
- Save Slides as Images
- View Exported Images
- Delete Multiple Slides

SmartArt and Hyperlinks

- Change Text Direction
- Convert Text to SmartArt
- Create Hyperlinks
- Link Ranges from Worksheets
- Use Paste Special

Headers/Footers and Sections

- Use Headers and Footers
- Add Footer Text
- Insert Slide Numbers
- Apply Headers and Footers-
- Add Date and Time Fields
- Add and Remove Sections
- Name Sections
- Expand and Collapse Sections
- Move Sections

Formatting Text Boxes

- Insert Text Boxes
- Create Columns
- Adjust Column Spacing
- Change the Background Colour
- Change Text Box Shapes
- Format Text
- Use AutoFit
- Adjust Margins
- Set a Default Text Box

Photo Albums

- Create Photo Albums
- Change Picture Order
- Modify Photos
- Add Text Boxes to Photos
- Modify Photo Album Text-
- Add Image Effects

Printing Options

- Print Presentations
- View in Black and White
- Use Grayscale View
- Change the Slide Size
- Apply Print Options
- Print Notes Pages
- Print Handouts
- Print in Outline View
- Use Print Preview

Cost: £15



PowerPoint 2019 - Level 4 - Graphics and Multimedia

Seat time: 4 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to add images and use advanced graphic features. You will also create organization charts, convert SmartArt and manipulate video and audio.

Modules:

- Adding Clip Art and Images - Formatting Shapes - Manipulating Shapes - Editing Images - Organization Charts - WordArt and SmartArt - Manipulating Video and Audio

You'll learn:

Shapes, Clip Art & Images

- Add Images
- Insert Clip Art
- Move Images
- Re-size Images
- Re-size Placeholders
- Apply Picture Styles
- Apply Picture Effects
- Add Picture Borders
- Add Hyperlinks to Images

Formatting Shapes

- Add Shapes
- Apply Fill Colours
- Modify Line Settings
- Add Arrows to Lines
- Use Shape Effects
- Create Custom Shapes
- Change Shape Styles
- Use Shape Fill Effects
- Insert Pictures

WordArt and SmartArt

- Create WordArt
- Modify WordArt
- Apply WordArt Effects
- Convert Text to SmartArt
- Modify SmartArt Layout
- Change SmartArt Styles

Manipulating Shapes

- Display Ruler and Gridlines
- Resize Shapes
- Scale and Position Shapes
- Rotate and Flip Shapes
- Add Text to Shapes
- Align Shapes
- Change the Stack Order
- Use the Selection Pane
- Group and Ungroup Shapes

Editing Images

- Correct Images
- Adjust Colour
- Reset Images
- Apply Artistic Effects
- Add Picture Styles
- Remove Backgrounds
- Crop Images
- Change Pictures
- Compress Images

Organization Charts and WordArt

- Create Organization Charts
- Enter Text into Shapes
- Add and Remove Shapes
- Change Layout Options
- Change SmartArt Styles
- Promote and Demote Shapes
- Format Individual SmartArt
- Convert SmartArt
- Change the Default Shape

Manipulating Video and Audio

- Insert Video Files
- Resize Video
- Modify Start Times
- Add Video Effects
- Use Playback Options
- Add Bookmarks
- Trim Video
- Apply Video Styles
- Insert Audio Files

Cost: £15



PowerPoint 2019 - Level 5 - Charts and Animations

Seat time: 3.5 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to create and modify tables and charts. You will also apply transition effects and create animations and set options.

Modules:

- Constructing Tables - Modifying and Importing Tables - Creating Charts - Markers and Legends - Axis Titles and Data Labels - Transition and Animation Effects - Modifying Animations

You'll learn:

Constructing Tables

- Add Table Layouts
- Insert Tables
- Split and Merge Cells
- Enter Data into Tables
- Edit and Delete Table Text
- Add and Delete Rows and Columns
- Select Rows, Columns and Tables
- Change Row Heights
- Modify Column Widths

Modifying and Importing Tables

- Modify Tables
- Apply Table Styles
- Use Table Style Options
- Modify Table Styles
- Add Borders
- Change Cell Alignment
- Add Effects
- Import Table Data
- Update Tables

Creating and Modifying Charts

- Add Charts to Slides
- Create Column Charts
- Enter and Edit Data
- Switch Row and Column Data
- Import Data from Excel
- Create Pie Charts
- Change Chart Types
- Modify Chart Layouts
- Select Chart Objects

Markers and Legends

- Format Chart Objects
- Add Chart Titles
- Position the Legend
- Change Marker Colours
- Change the Chart Type
- Modify the Chart Background
- Remove Chart Objects

Axis Titles and Data Labels

- Add Axis Titles
- Show Gridlines
- Change Data Series Spacing
- Position Charts
- Format Axis Titles
- Add Data Labels
- Modify Data Labels
- Add Hyperlinks

Animations and Transitions

- Apply Transition Effects
- Change Duration
- Add Transition Sounds
- Auto Advance Slides
- View Transition Effects
- Navigate Slide Shows
- Apply Animations
- Customise Animations
- Remove Animations

Modifying Animations

- Add Animations
- Add Sounds
- Set Animation Timing
- Use the Animation Painter
- Preview Animations
- Change the Animation Order
- Add Motion Paths
- Adjust Motion Paths

Cost: £15



PowerPoint 2019 - Level 6 - Reviewing and Presenting

Seat time: 3 hours

About the course:

This course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to review, proof presentations. You will also protect and share presentations, create custom shows, setup slide shows and use Presenter view.

Modules:

- Reviewing and Comparing - Proofing Presentations - Protection and Publishing - Presentation Tools - Custom Shows - Setting Up Slide Shows

You'll learn:

Reviewing and Proofing

- Share Presentations
- Insert Comments
- Edit Comments
- Delete Comments
- Navigate Comments
- Hide/Show Markup
- Edit Reviewed Presentations
- Compare Presentations
- Switch Between Presentations

Proofing Presentations

- Use the Spelling Checker
- Correct Mistakes
- Hide Spelling Errors
- Use the Spelling Task Pane
- Add Words to the Dictionary
- Understand Spelling Rules
- Use the Thesaurus
- Insert Words

Protection and Publishing

- Inspect Presentations
- Check for Compatibility
- Protect Presentations
- Remove Passwords
- Mark as Final
- Save as a PowerPoint Show
- Package for CD
- Create a Video
- Create Handouts

Presenting Slide Shows

- Set Slide Show Options
- Change Monitor Resolution
- Hide and Show Slides
- Preview Show Options
- Rehearse Slide Shows
- Use the Pen
- Use the Highlighter
- Use the Eraser
- Use the Laser Pointer

Custom Shows

- Create Custom Shows
- Define Custom Shows
- Run Custom Shows
- Edit Custom Shows

Setting Up Slide Shows

- Record Narrations
- Use the Laser Pointer
- Remove Narrations
- Preview Sound Files
- Hide/Show Media Controls
- Use Presenter View
- Broadcast Slide Shows

Cost: £15