

COURSE CATALOG

Office Instructor



Half Day Courses

2020 -V2



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MICROSOFT EXCEL

EXCEL 2013 - 2016 - 2019 - Office 365 BASIC COURSE –

ONE DAY

Prerequisites

Basic Computer knowledge- No excel experience needed

Course overview

Students will gain the knowledge the skills and the confidence to create, format, enhance and print simple spreadsheets.

Instruction will be personalized by version. Students have the option to progress through the course using Microsoft Excel 2010, Microsoft Excel 2013, or Microsoft Excel 2016.

Goal

Become Familiar & Friendly with Excel, enter and format data, create charts, print a worksheet **Excel Basic Topics**

1. What is Excel?
2. Open Excel Sample Files
3. Excel Interface
4. Adding Buttons to QAT
5. Customizing the Ribbon
6. Open Workbook (New-Existing- Temp)
7. Saving a workbook
8. Data Selection & Navigation
9. Dealing with Columns & Rows
10. Dealing with Worksheets
11. Split & Freeze
12. Enter, Edit & Delete (5 methods for entering data)
13. Find, Replace, Proofing
14. Copy, Cut & Paste (Perform calculations by pasting)
15. Formatting (4 different types of Formatting in Excel)

- 16.Styles & Themes
- 17.Conditional Formatting
- 18.Basic Formulas
- 19.Basic Charting
- 20.Printing: Page Layout - Header
- 21.Page Break Preview
- 22.Getting Help with Excel

EXCEL 2013 - 2016 - 2019 - Office 365 INTERMEDIATE COURSE – ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Basic Level.

Course overview

This course will teach you how to use formulas and advanced functions, create and format tables, sort and filter, add and format graphics, and protect and finalize a workbook.

Items marked with an asterisk* are taught for 2010 only.

Instruction will be personalized by version. Students have the option to progress through the course using Microsoft Excel- Level 2 2010, Microsoft Excel- Level 2 2013, or Microsoft Excel Level 2 2016.

Goal

Learning How to read a function tip (like a musical note) in order to deal with anyone of the 461 built-in functions.

Excel Intermediate Topics

1. What is a Formula?
2. Basic Formulas
3. Order of Operation
4. Moving Selection
5. Seven Methods to Add numbers

6. Relative & Absolute Reference
7. Basic & Intermediate Functions
8. Financial Functions
9. Text Functions
10. Date Functions
11. Logical Functions
12. Conditional Functions
13. Extraction Functions
14. Formula Auditing
15. Naming Cells & Ranges
16. Sort & Custom Lists
17. Filtering Data
18. Data Validation
19. Lists & Tables
20. Structured Reference

EXCEL 2013 - 2016 - 2019 - Office 365 ADVANCED COURSE – ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Intermediate Level.

Course overview

This course will teach you how to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes.

You will also learn how to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions that will put the full power of Excel right at your fingertips.

The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

Goal

Be able to extract information out Raw data and make a better-informed business decision.

Excel Advanced Topics

1. Summarizing data using Outline
2. Summarizing data using Subtotal
3. Combining data using Consolidation
4. Pivot Tables Basics
5. Pivot Charts Basics
6. Filtering Pivot Tables
7. Using Slicers
8. Creating Sparklines
9. Create Scenarios
10. Using Goal Seek
11. Variable Data Tables
12. Using the Solver
13. Linking & Embedding
14. Getting External Data
15. Sharing - Tracking Changes
16. Combining Worksheets
17. Creating Macros
18. Running Macros
19. Creating Forms
20. Assign a Macro to a Control

EXCEL 2013 - 2016 - 2019 - Office 365 SPREADSHEET ANALYSIS***Prerequisites:***

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Basic Level.

Course overview

Learn how to perform data analysis using Excel 2016's most popular features such as Goal Seek and Solver.

Excel Spreadsheet Analysis Topics

1. Using Functions
2. Function Concepts
3. Absolute and Mixed References
4. Financial Functions
5. Goal Seek
6. Data Tables
7. What-If Scenarios
8. Scenario Concepts
9. Creating Scenarios
10. Managing Scenarios
11. Scenario Reports
12. Solver Concepts
13. Defining the Problem
14. Solving the Problem
15. Solver Reports
16. Solver Options
17. Auditing Workbooks
18. Auditing Concepts
19. Tracing a Worksheet
20. Evaluating Formulas
21. Locating & Correcting Errors in Formulas
22. Tracking Cells in a Workbook

EXCEL 2013 - 2016 - 2019 - Office 365 DATA LIST MANAGEMENT

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Intermediate Level.

Course overview

After taking this course you will be able to organize your data in tables, use various methods to sort and filter your data, analyze your data with PivotTables as well as use database functions.

Instruction will be personalized by version. Students have the option to progress through the course using Microsoft Excel 2010 Level 3-Data List Management or Microsoft Excel 2013 Level 3- Data List Management. **Excel Data List Management**

Topics

1. Maintaining Data
2. Data List and Excel Table Concepts
3. Using Data Forms
4. Using Lookup Tables
5. Sorting Lists
6. Sorting Concepts
7. Sorting Lists
8. Custom Sort Orders
9. Filtering Lists
10. Filtering Concepts
11. Using AutoFilter
12. Using Advanced Filter
13. Working with Filtered Data
14. Summarizing Data
15. Automatic Subtotals
16. Working with Subtotaled Lists
17. Using Functions to Summarize Data PivotTables
18. PivotTable Concepts
19. Creating PivotTables
20. Modifying PivotTable Layouts
21. Working with PivotTables

- 22. Pivot Charts
- 23. Slicers
- 24. External Data
- 25. External Data Concepts
- 26. Importing Query Data from Access
- 27. Importing Query Data from Web Pages
- 28. Importing Query Data from Text Files

EXCEL PIVOT TABLES - ONE DAY WORKSHOP

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Intermediate Level.

Goal

Master everything related to Pivot Tables. Create Reports and deal with PT problems.

Excel Pivot Tables Topics

1. Understanding Pivot Tables
2. Source data for Pivot Table reports
3. Creating Worksheet Lists
4. Using a Name in a Formula
5. Creating Names for a Multiple Rows or Columns
6. Creating Names for a Value or Formula
7. Creating a Pivot Table
8. Pivot Table Field List
9. Pivot Table Tools
10. Rearranging the Pivot Table
11. Changing the Report Field Titles
12. Formatting Data Fields
13. Using the Report Filter
14. Displaying Filtered Fields on Separate Worksheets

15. Formatting the Pivot Table
16. Sorting Data
17. Using Formulas Functions
18. Create a Calculated Field
19. Add or remove subtotals in a Pivot Table report
20. Display or Hide Details
21. Working with Multiple Data Ranges
22. Setting up the source data
23. Creating Pivot Charts
24. Using Pivot Table Data Outside the Pivot Table Report
25. Create relationships between data from different sources,
26. Creating a Pivot Table from a Database

POWERPIVOT FOR EXCEL - ONE DAY WORKSHOP

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Advanced Level.

Goal

Combining data from multiple sources and files into one single data model. Create relationships, hierarchies and DAX functions.

Excel Power Pivot Topics

1. Explore the PowerPivot Application
2. Accessing the Power Pivot add-in
3. Navigating the interface
4. Working with Data
5. Import Data from Various Data Sources
6. Refresh Data from a Data Source
7. Manage Data Model
8. Create Relationships
9. Manipulating PowerPivot Data

- 10.Sort and Filter PowerPivot Data
- 11.Working with Tables
- 12.Create Linked Tables
- 13.Organize and Format Tables
- 14.Create Calculated Columns
- 15.Extract Data from Tables Using Functions
- 16.Create and Manage Table Relationships
- 17.Creating PowerPivot Reports
- 18.Using DAX Functions in PowerPivot
- 19.Manipulate PowerPivot Data Using DAX Function
- 20.Key Performance Indicators (KPI)

EXCEL POWER QUERY - ONE DAY WORKSHOP

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Intermediate Level.

Goal

Get data where ever it exists, clean it and transform it, combine it and analyze it all together.

Excel Power Query Topics

1. What is Power Query?
2. Data Sources
3. Connect to a web data source
4. Connect to a spreadsheet
5. Connect to a database
6. Add a Wikipedia page data source
7. Organizing Data
8. Build repeatable processes to filter, clean, aggregate, and transform.
9. Shape data in the subject table
- 10.Remove Other Columns to only display columns of interest

11. Replace Values to clean up values in a selected column
12. Filter values in a column
13. Queries
14. Name a query
15. Load the query to a worksheet
16. Share queries and their data with other users in your organization.
17. Common Problems Solved

MASTER ADVANCED FUNCTIONS - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Intermediate Level.

Goal

By the end of this course clients will be able to create multiple levels of nested functions. They will be able to select the proper functions in building and entire project.

Clients will learn over 150 examples of advanced uses of VLookup, SumIFs, Index, Match, Choose, Aggregate, Column, Row, CountIF, IF, IFError and more.

Clients learn about the “Road Map” for building advanced functions.

DASHBOARDS FOR ANALYSING DATA - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Advanced Level.

Goal

Learn how to get insights about your data by creating Dashboards based upon advanced functions, Pivot Tables and Pivot Charts.

You’ll learn how to switch between source data and Dashboard by creating a

Macro. Along the way we create dynamic drop lists for charts and advanced slicers. Clients create multiple dashboards from scratch using different techniques from simple to advanced: Using Lists, Using Pivot Tables and Using Advanced functions.

MICROSOFT ACCESS

ACCESS BASIC COURSE - TWO DAYS (COULD BE 1 DAY)

Prerequisites

Students should be familiar with Microsoft Windows and Office. No Access knowledge required.

Course Overview

A relational database application such as Microsoft® Office Access® 2013 can help you and your organization collect and manage large amounts of data. Access is a versatile tool, which means you can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization.

In this course, you will learn how to use Access 2013 to manage your data by creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.

Access Basic Topics

1. What is Access? What is a Database?
2. What are Related Tables?
3. Database Concept
4. Getting Started Screen
5. Opening a database & Exploring Environment (blank- Template- Existing)
6. Differences from Excel- Similarities with PowerPoint
7. Getting Help
8. How to plan a database?
9. Explore tables in datasheet & design views
10. Creating tables in Datasheet view
11. Creating tables in design View
12. Changing the Design of A Table
13. Effective & Ineffective field names
14. Deleting, inserting & Moving Fields
15. Attachment Data Type
16. Add a Total row.

17. Finding and Editing Records
18. Sorting records
19. Filtering a table
20. Setting Field Properties
21. Working with Input Masks 22. Setting Validation Rules
23. What is a query?
24. Create Queries using a Wizard
25. Creating and Using in Design view
26. Modifying Query Results And Queries
27. Performing Operations In Queries
28. What is a form
29. Form Views
30. Creating Forms by using form Button
31. Creating Forms by using the Wizard
32. Using Design View to create a form 33. Sorting and Filtering Records in a form
34. What is a Report?
35. Different views of a Report
36. Change default view
37. How to create a report by using the wizard
38. Create a Report in Design view
39. 7 Sections of a report- Properties
40. Grouping feature in Reports
41. Modifying and printing reports

ACCESS INTERMEDIATE COURSE - TWO DAYS (COULD BE 1 DAY)

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Access Basic Level.

COURSE OVERVIEW

This course builds on basic Microsoft Access skills acquired in Level 1 to help students become power users. In this Microsoft Access course, students will delve deeper into the program by studying different topics such as how to manage data and data entry, creating forms and dialog boxes, splitting databases, and much more.

Access Intermediate Topics

1. What is a well-structured table (Normalized)? Table Analyzer
2. Object Dependency (Condition)
3. Importance of Table Relationships- Types - How To- Printing Relationships
4. Enforcing Referential Integrity- Cascading Deletes & Updates.
5. Database Normalization
6. How to Relate Tables
7. Implementing Referential Integrity
8. What is lookup field? Types
9. How to add a Multivalued field
10. How to create a Lookup Field
11. Modify lookup field properties (Value list Combo box- Edit list column)
12. Use a Subdatasheet
13. Create outer join, inner join, and self-join queries
14. Types of Queries- Unmatched Q- Find Duplicates Q
15. Create calculated fields in a query - Rule - Expression Builder
16. View summarized and grouped data from tables by using queries
17. Joining Fields Using the Expression Builder
18. Joining Tables in Queries
19. How to create a Form? Types of controls
20. Use controls to add graphics
21. Arranging, Aligning & Formatting Controls
22. Bind a control to a calculated field
23. Create a Calculated Control
24. Add a combo box (= lookup field)

25. Conditional Formatting in a form
26. Create advanced form types (Multiple Value- Split-Datasheet- Subform)
27. Adding Unbound Controls & Topic B: Adding Graphics
28. Adding Calculated Values
29. Adding Combo Boxes
30. Creating Advanced Form Types
31. Customize headers and footers in a report
32. Show report sections.
33. Set properties for grouping data, and modify the appearance of a report
34. Add calculated values in a report by using functions
35. Print database objects and a report of database design
36. Create labels report
37. Create and modify a chart in a form
38. Create and modify a chart in a report

ACCESS ADVANCED COURSE - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Access Intermediate Level.

Course Overview

Learn advanced topics in Access 2013 such as how to manage data and data entry, creating forms and dialog boxes, advanced queries, splitting databases, and much more. This course builds on basic Microsoft Access skills acquired in Level 1 to help students become power users. In this Microsoft Access course, students will delve deeper into the program by studying different topics such as how to manage data and data entry, creating forms and dialog boxes, splitting databases, and much more.

Access Advanced Topics

1. What is Querying with SQL
2. Writing SQL statement

3. Adding Field Aliases
4. Displaying Matching data from related tables
5. Displaying Unmatched Records
6. Create SQL Query in SQL view
7. Context Sensitive Help
8. Attaching SQL queries to control
9. Creating Advanced queries
10. Creating Crosstab queries
11. The Crosstab query wizard
12. Create Parameter Queries
13. Wild Cards in Parameter queries
14. Using Action Queries
15. Creating an Append Queries:
16. Creating a Delete Queries:
17. Creating an Update query
18. Creating a Make Table queries
19. Create and run macros to automate tasks.
20. What is a Macro?
21. Modifying macros
22. Attach macros to events of database objects.
23. Creating Advanced Macros
24. Create Data Validation & Data entry Macro
25. Create Macros that run a parameter query.
26. Create AutoKeys and AutoExec macros.
27. Create macros to import and export database objects.
28. Importing, Exporting & Linking
29. Importing Objects
30. Exporting Objects
31. Exporting & Importing XML documents
32. Save an Access Object as an XPS file
33. Linking Access Objects
34. Linking to an Access table
35. Using the Linked Table Manager
36. Creating Links to Excel

- 37.Using Hyperlinks Fields
- 38.Database Management
- 39.Optimizing Resources
- 40.Converting databases to earlier version
- 41.Analyzing database performance
- 42.Splitting databases
- 43.Compacting & repairing databases:
- 44.Backing up the database
- 45.Protecting Databases
- 46.Setting Options and properties

MICROSOFT OUTLOOK (2013 - 2016 - 2019)

OUTLOOK BASIC COURSE - - ONE DAY

Course Overview

Microsoft Outlook is integrated information management software. Students will learn how to use Outlook 2016 to manage their email communications, contact information, calendar events, tasks, and notes. **Basic Outlook Topics**

1. Getting Started
2. Outlook Interface: Panes & Folders
3. Outlook Today: Keep track of your schedule &Tasks for today- Customize
4. Getting Help
5. Reading mail Messages: Inbox Preview & read messages- E-mail Icons
6. Creating and Sending E-mail messages- Automation Features
7. Working with messages: Reply, forward, delete & restore messages
8. Attachments: open, read, forward, save
9. E-mail Management
- 10.Message options: Sensitivity, Imp., delivery, receipt & Flagging
- 11.Junk e-mail: blocked & Safe senders
- 12.Search Folders: Create & Use
- 13.Printing Messages: Set Up options
- 14.Contact Management
- 15.Working with contacts: Add, modify, attach items & organize

16. Electronic business cards
17. Contact Groups: create & modify groups- Contact Views
18. The People Pane: To view contact details - OSC
19. Working with tasks: create, edit, delete- Single & Recurring
20. Categorize & view tasks – Convert mail to task
21. Managing Tasks: assign, accept & decline, send Status report
22. Appointment and Events
23. Creating and sending Appointments: single & recurrent
24. Modifying appointments: modify, delete & restore
25. Events: one time & recurring
26. Calendar Views: Add Holidays & time zones

OUTLOOK INTERMEDIATE COURSE - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Outlook Basic Level.

Course overview

In this course, students will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files as well as share and delegate access to your workspaces. **Outlook Intermediate**

Topics

1. Meeting Requests and responses
2. Meetings: create and send meeting requests- accept, decline & propose
3. Managing meetings; reserve resources, update & cancel meetings.
4. Customizing Outlook
5. Customize the Ribbon & QAT
6. Quick Steps
7. The Navigation Pane
8. Address Books
9. Customizing Messages

10. Message Appearance
11. Creating & using signatures
12. Voting Buttons
13. Out of Office Messages
14. Organizing Items
15. Searching
16. Using Filters
17. Categorizing Items
18. Working with Folders
19. Automating Tasks
20. Managing Stationery
21. Organizing Mail
22. Organizing the Inbox folder
23. Setting Rules

OUTLOOK ADVANCED COURSE - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Outlook Intermediate Level.

Course Overview

Clients work with a wide range of features and options and in so doing, understand why Outlook is a leading personal management system. **Advanced Outlook Topics**

1. Explore the User Interface
2. Backstage View
3. Ribbon Overview
4. Mini Toolbar
5. Status Bar
6. Shortcut Key Tips
7. Contextual Tabs

8. Advanced Organizational Tools
9. Create, Delete, Rename and Manage Outlook Folders
10. Move Messages to Folders
11. Use and Create Quick Steps
12. Use the Rules and Alerts Wizard
13. Create an Out of Office Message
14. Configure Junk Email Options
15. Create, Customize and Use Search Folders
16. Use Instant Search
17. Advanced Email Features
18. Use the Format Text Ribbon
19. Use the Insert Ribbon
20. Set Mail Advanced Mail Options
21. Create and Use a Signature
22. Recall and Delay Messages
23. Use Voting Buttons
24. Conversation View
25. Clean Up Conversations
26. Advanced Contact Features
27. Use People Pane
28. Set-up and Use the Social Connector
29. Customize Business Cards
30. Assign a Task to a Contact
31. Map the Geographical Location of a Contact
32. Forward a Contact
33. Sort and Filter Contacts
34. Set Contact Options
35. Use Contacts for a Mail Merge
36. Link Items to a Contact
37. Advanced Calendar Options
38. Customize the Calendar Screen
39. Add Holidays and Time Zones

40. Use and Customize Categories
41. Create a Recurring Appointment
42. Use the Schedule View
43. Schedule and Request Meetings
44. Use Calendar Overlay
45. Create Calendar Groups
46. Share a Calendar
47. Advanced Task Options
48. Assign Tasks
49. Track Assigned Tasks
50. Request a Status Report for Tasks
51. Data Management
52. Use Archive Folders
53. Manual and Auto Archive
54. Import and Export Information
55. Set Outlook Options
56. Use RSS Feeds
57. Use Outlook Forms
58. Create a User Template / Stationery
59. Create a Custom Form
60. Track Journal Entries and Contact Activities

MICROSOFT POWERPOINT

BASIC LEVEL - ONE DAY

Prerequisites

Basic Computer knowledge- No PowerPoint experience needed

COURSE OVERVIEW

Learn how to use the vast array of features and functionality contained within PowerPoint 2016 to create engaging, dynamic, multimedia presentations. Gain the skills you need to organize your content, enhance it with high-impact tables, charts and graphics, and deliver it with a punch.

Microsoft PowerPoint Topics

1. What is PowerPoint?
2. Open Sample Files
3. PowerPoint Interface
4. Adding Buttons to QAT
5. Customizing the Ribbon
6. Open (New-Ex- Temp)
7. Saving a Presentation
8. Viewing a Slide Show
9. Add and delete Slides
10. Slides Layout
11. Using the Views buttons
12. Dividing a presentation into Sections.
13. Create Presentation from Outline
14. Reuse Slides.
15. Adding text to Placeholders
16. Using Text Boxes.
17. Cut, Copy & Paste
18. AutoCorrect & AutoFit features
19. Using the Find feature
20. Replace text
21. Replace Fonts

- 22. Spell check and Proofing
- 23. Using Themes
- 24. Adding Backgrounds
- 25. Text Alignment
- 26. Bullets and Numbering
- 27. Bullet Format
- 28. Using Pictures and Clipart
- 29. Dealing with Shapes
- 30. Inserting a WordArt
- 31. Create a Diagram
- 32. Smart Art from Bullets
- 33. Add Pictures to Smart Art
- 34. Using simple Animations
- 35. Customize Animations
- 36. Using Slide Transition.
- 37. Printing slides
- 38. Printing Options

POWERPOINT ADVANCED COURSE - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): PowerPoint Basic Level.

COURSE OVERVIEW

This course will teach you how to modify the PowerPoint environment, customize design templates, add SmartArt and math equations to a presentation, work with media and animations, collaborate on a presentation, customize a slide show, and how to secure and distribute a presentation. **Microsoft PowerPoint Topics**

1. Insert Photo Album
2. Insert & Modify Tables
3. Drawing Tables
4. Inserting Excel Worksheet

5. Creating Charts
6. Create & Edit Hyperlinks
7. Using Action Buttons
8. Using Multiple Animations
9. Create a Motion Path
10. Synchronize Animations
11. Insert Movies
12. Editing movies
13. Adding Bookmark to a video file
14. Insert Sounds
15. Editing Audio files
16. Record Narration
17. Modify Slide Master
18. Create Custom Layout
19. Create a Custom Show
20. Setup Show Options
21. Rehearse Slide Timings
22. Broadcast a Slide Show
23. Insert & Edit Comments
24. Accept & Reject changes
25. Compare & Combine Shows
26. PowerPoint Options
27. Speaker Notes & Handouts
28. Finalizing Presentations
29. Delivering Presentations
30. Preparing for Travel
31. Saving as Video
32. Inserting Symbols & Equations
33. Saving in other Formats
34. Sending Directly from PPT

MICROSOFT WORD (2013 - 2016 - 2019)

WORD BASIC COURSE - ONE DAY

Prerequisites

Basic Computer knowledge- No Word experience needed

Course overview

After taking this course, you will be able to create, format and edit basic documents, and do basic functions like printing and spell checking. Instruction will be personalized by version. **Word Basic Topics**

1. Introduction to Microsoft office applications
2. Explore the user interface
3. What is word? (family)
4. Backstage view / office button (2007)
5. Ribbon overview
6. Mini toolbar
7. Status bar
8. Shortcut key tips
9. Contextual tabs
10. Create, open and save documents
11. What is word? (function)
12. How to create your first word document?
13. Create a new blank document
14. Create a document from a template
15. Open word files
16. Getting help
17. Save documents
18. Add, select, navigate and delete text
19. Viewing documents in different ways
20. Format text and paragraphs
21. Use the home ribbon to format font and paragraphs
22. Format with the mini-toolbar

23. Font and paragraph dialog boxes
24. Use the format painter
25. Use the quick style gallery
26. Use basic bullets and numbering
27. Add borders and shading
28. Using cut, copy, paste
29. Use the office clipboard
30. Set tabs and use the ruler
31. Undo/redo
32. Find, replace and go to
33. Check spelling and grammar:
34. Proofing, thesaurus and translate
35. Navigate a long document (part 2)
36. Printing and viewing your document
37. Use the page set-up group and dialog box
38. Print preview and print options (2007)
39. Customize
40. Customize the quick access toolbar
41. Show/hide the ribbon

WORD INTERMEDIATE COURSE

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Word Basic Level.

Course Overview

Students will learn how to use advanced formatting tools, research tools, use graphics, create tables, charts, headers and footers, use the research tools and do a mail merge. Instruction will be personalized by version. **Word Intermediate**

Topics

1. Explore the user interface
2. Working with styles

3. Create a style from text
4. Use the styles pane
5. Modify and delete styles
6. Use the style inspector
7. Use reveal formatting
8. Manage styles
9. Use and modify themes
10. Create a template
11. Modify a template
12. Attach a template to a document
13. Bullets and numbering
14. Custom bullets and numbering
15. Create a multi-level list
16. Restart or continue numbering
17. Advanced page formatting
18. Use columns
19. Insert page breaks, column breaks, section breaks and line breaks
20. Set break options
21. Add quick parts and use building blocks
22. Create a blank page and a cover page
23. Add page colours, watermarks, borders and horizontal lines
24. Add headers and footers
25. Add hyperlinks
26. Edit/ Remove hyperlinks
27. Use hyphenation and word count
28. Use research, language and translation tools
29. Use and customize autocorrect
30. Insert the date and time
31. Insert symbols and special characters
32. Use the mail merge wizard
33. Use the mailings ribbon
34. Create envelopes and labels
35. Email a document

36. Working with graphics
37. Add pictures and clipart
38. Format and modify images
39. Add and format word art
40. Add and format AutoShapes
41. Add and format text boxes
42. Align, distribute, group and order graphics
43. Add and format SmartArt
44. Insert a table
45. Table selection options
46. Format a table
47. Modify table structure
48. Draw a table
49. Use table options dialog boxes
50. Convert text to table
51. Sort a table
52. Use and insert equations
53. Insert a chart
54. Format a chart
55. Modify chart options
56. Embed and link excel tables and charts

WORD ADVANCED COURSE

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Word Intermediate Level.

Course overview

Student will learn how to create interactive forms, webpages, and macros, use reviewing tools, and create document references like Table of Contents, Indices and Footnotes. Instruction will be personalized by version. **Advanced Word Topics**

1. Work with forms
2. Work with webpages
3. What is a Macro
4. Set macro security
5. Record a macro
6. Assign a macro to a keystroke or quick access toolbar
7. Reviewing documents
8. Add, edit, navigate and delete comments
9. Track and review changes
10. Track changes options
11. Inspect the document
12. Prepare for sharing
13. Compare and combine documents
14. Protect documents
15. Create and modify outlines
16. Create a table of contents from heading styles
17. Create a table of contents from an outline
18. format, modify and update a TOC
19. Add footnotes and endnotes
20. Use bookmarks - use cross references
21. Create a bibliography
22. Manage bibliography sources and choose styles
23. Add captions and create a table of figures
24. Mark entries and create an index
25. Update and modify an index
26. Create and update a table of authorities
27. Create a master document 28. Create and work with sub documents
29. What is XML and why is it used?
30. Use the XML structure pane
31. Tag a document

VISUAL BASIC FOR APPLICATIONS - 3 DAYS (CAN BE SHORTENED)

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Excel Intermediate Level.

Course overview

This course will teach you how to automate repetitive tasks in Excel by recording macros. You will learn how to edit and string macros.

You will then learn how to write a code in the Visual Basic Editor. Controls worksheets, workbooks and create message boxes. You will also learn about creating User Forms, custom functions, conditional statements, events and looping over instructions. **VBA course topics**

1. Record A Simple Macro
2. Record a Macro
3. Run a Macro
4. Understand the VB Editor
5. Use the Menu Bar
6. Use the Standard Toolbar
7. Use the Project Explorer
8. Use the Properties Window
9. Understand the Code Window
10. Understand Code Window Options
11. Edit Code
12. Get Help
13. Use .CHM or .HLP Files
14. Close the Visual Basic Editor
15. Work with Objects
16. Understand the Object Browser
17. Understand Objects
18. Understand the Objects Hierarchy
19. Reference Objects
20. Understand Collections
21. Use the Editing Features
22. Use the Immediate Window

23. Use the Auto List
24. Use Auto Quick Info
25. Work with Variables
26. Understand Variables
27. Declare Variables
28. Understand Data Types
29. Store Values in Variables
30. Store Objects in Variables
31. Create Procedures and Functions
32. Understand Procedures
33. Use the Macro Recorder to Create Sub Procedures
34. Call Procedures from Procedures
35. Use Intrinsic Functions
36. Use Message Boxes
37. Use Input Boxes
38. Create Functions
39. Pass Arguments to a Function
40. Work with Conditional Statements
41. Understand Conditional Statements
42. Work with Decision Structures
43. Work with Loop Structures
44. Work with Forms and Controls
45. Understand Userform
46. Use the Toolbox
47. Work with Userform Properties
48. Events and Methods
49. Use the Properties Window
50. Understand Controls
51. Work with the Label Control
52. Work with the Text Box Control
53. Work with the Command Button Control
54. Work with the Combo Box Control

- 55. Work with the Frame Control
- 56. Work with the Option Button Controls
- 57. Add Functionality to Forms
- 58. Work with Control Appearance
- 59. Set the Tab Order
- 60. Populate a Control
- 61. Add Code to Controls
- 62. Launch Forms from Procedures
- 63. Use Pivot Tables
- 64. Understand PivotTables
- 65. Create PivotTables
- 66. PivotTable Arguments
- 67. Add Fields to PivotTables
- 68. Control Forms
- 69. Control PivotTables from a Form
- 70. Control a Form from a Custom Toolbar
- 71. Understand Debugging
- 72. Understand Errors
- 73. Debug Code
- 74. Debug Tools
- 75. Use the Locals Window
- 76. Use the Watch Window
- 77. Use Breakpoints
- 78. Create Add-in

MICROSOFT PROJECT TOPICS

PROJECT BASIC COURSE - ONE DAY

Prerequisites

Students enrolling in this class should have the following:

1. A general introductory-level understanding of project management concepts
2. End-user skills with the current Windows operating system

3. Proficient skills using Microsoft Office products

Course overview

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016, so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project.

Project Basic Topics

1. Quick & Easy Overview of Managing with Project
2. Understanding Project Management Concepts
3. Application and Project Windows
4. Creating and Saving Project
5. Opening and Closing Projects
6. Creating a New Project & prepare it for data entry
7. Enter project tasks
8. Sequence the tasks
9. Define Resources
10. Estimate task duration and assign resources
11. Baseline the project
12. Track the project
13. Creating a Project Plan
14. Project Information
15. Creating Task Lists
16. Editing Task Lists
17. Outlining Task Lists
18. Task Dependencies
19. Modifying Task Dependencies
20. Task Information
21. Project Resources
22. Resource Assignment Concepts
23. Assigning Resources

24. Working with Project Calendars
25. Working with Resource Calendars
26. Working with Task Calendars
27. Entering Project Costs
28. Page Setup Options
29. Previewing Views and Reports
30. Printing Project Information

PROJECT INTERMEDIATE COURSE - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Project Basic Level.

Course Overview

Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan. You will:

- Update a project plan to reflect progress as you execute the project Monitor project progress in the project plan
- Adjust the project plan to control constraints
- Create project reports to share a project's status
- Customize project settings and share customizations with other projects

Intermediate Project Topics

1. Changing Scheduling Methods
2. Resource Assignment Concepts
3. Task Type Settings
4. Changing Task Types
5. Task Constraints
6. Identifying Factors Affecting Tasks
7. Defining the Critical Path
8. Formatting the Critical Path

9. Resolving Resource Conflicts
10. Preset Contours
11. Applying Preset Contours
12. Editing Resource Assignments
13. Resource Overallocations
14. Locating Resource Overallocations
15. Resolving Resource Overallocations
16. Saving the Baseline
17. Tracking Project Progress
18. Tracking Task Progress
19. Updating Tasks
20. Updating the Remaining Schedule
21. Comparing Baseline and Actual Data
22. Sorting, Filtering and Grouping
23. Sorting Views
24. Filtering Views
25. Grouping Tasks and Resources
26. Formatting the Project Environment
27. Formatting Views
28. Formatting the Gantt Chart

PROJECT ADVANCED COURSE - ONE DAY

Prerequisites:

To ensure your success, we recommend you first take the following course (or have equivalent knowledge): Project Intermediate Level.

Basic project management knowledge and skills are required to be successful in this course. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks and resources in a project plan.

Course overview

Create and manage a project schedule using Microsoft® Project 2013 - 2016. This course is designed for a person who has an understanding of project management concepts, is responsible for creating and modifying project plans, and needs a tool to manage those project plans. **Advanced Project Topics**

1. Tracking and Analyzing Project Data
2. Progress Lines
3. Earned Value Analysis
4. Custom Visual Reports
5. Managing Task Structures
6. Change a Task List
7. Create a Network Diagram
8. Manage the Critical Path
9. Use Lag and Lead
10. Analyze Earned Value
11. Generating Project Views
12. Use View Commands
13. Use Existing Views
14. Create Custom Views
15. Format and Share the Timeline View
16. Importing and Exporting Data
17. Importing and Exporting Files
18. Using Import/Export Maps
19. Working with Multiple Projects
20. Master Projects and Subprojects
21. Working with Multiple Projects
22. Linking Tasks Across Projects
23. Resource Pools
24. Resource Pools
25. Working with Resource Pools
26. Additional Features

- 27. Rollup Task Bars
- 28. Hyperlinks
- 29. Custom WBS Codes
- 30. Macros
- 31. Customizing Tables, Views, and Reports
- 32. Customizing Project Elements
- 33. Custom Tables
- 34. Custom Views
- 35. Customizing Reports
- 36. Working with Templates
- 37. Sample Templates
- 38. Custom Templates
- 39. The Organizer

MICROSOFT PUBLISHER (2013 - 2016) - ONE DAY

PUBLISHER BASIC - ADVANCED (ONE DAY)

Prerequisites

To ensure your success in this course, you should have experience with basic Microsoft Word tasks and be comfortable in the Windows environment.

Course Overview

Microsoft Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher offers a large selection of "building blocks" that can be dragged into your documents to help you create page elements such as calendars, newsletter sidebars, and borders.

Publisher integrates mail merge features, which is handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Microsoft Publisher makes it easy to create and edit publications. **Publisher Course Topics**

1. Getting Started with Microsoft Publisher 2013
 - a. Topic A: Explore the Interface
 - b. Topic B: Customize the Publisher Interface
 - c. Topic C: Create a Publication
 2. Adding Content to a Publication
 - a. Topic A: Add Text to a Publication
 - b. Topic B: Organize Text Boxes and Picture Placeholders in a Layout
 - c. Topic C: Control the Display of Content in Text Boxes
 - d. Topic D: Apply Building Blocks
 3. Formatting Text in a Publication
 - a. Topic A: Format Text and Paragraphs
 - b. Topic B: Apply Paragraph Styles
 - c. Topic C: Apply Schemes
 4. Editing Text in a Publication
 - a. Topic A: Edit Text in a Publication
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- b. Topic B: Present Content in Tables
 - c. Topic C: Insert Symbols and Special Characters
- 5. Adding and Formatting Graphics in a Publication
 - a. Topic A: Add Graphical Objects to a Publication
 - b. Topic B: Manipulate the Appearance of Pictures
- 6. Preparing a Publication for Sharing and Printing
 - a. Topic A: Save a Publication
 - b. Topic B: Run Design Checker
 - c. Topic C: Preview and Print a Publication
 - d. Topic D: Share a Publication

MICROSOFT ONENOTE COMPLETE - ONE DAY

Prerequisites

Participants should have a basic knowledge of Windows and word processing prior to attending this class.

Course Overview

In our fast-paced digital world, the need to capture ideas, meeting notes, and todo items is ever present. Microsoft Office OneNote 2016 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office more generally.

OneNote Course Topics

1. Exploring Notebook Structure
2. Navigate the OneNote 2013 Environment
3. Use Predesigned Templates for OneNote Notebooks
4. Customize the User Interface within OneNote
5. Adding Content and Formats to a OneNote Notebook
6. Modify Formatting in a Notebook
7. Add Audio and Video to a Notebook
8. Add Quick Notes and Links
9. Use Tags, Symbols, Drawing Tools, and Pen Options
10. Managing OneNote Notebooks, History, and Backups
11. Save and Export Content and Use Alternate File Types
12. Manage Notebook Recycle Bins and Backups
13. Working with Excel Spreadsheets and Embedded Files
14. Work with Excel Spreadsheets
15. Work with Embedded Files
16. Sharing and Collaborating with Notebooks
17. Send a Notebook and Use Outlook Integration

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- 18. Share and Collaborate on Notebooks
- 19. Finalizing a Notebook
- 20. Finalize a Notebook Using Proofing and Print Settings
- 21. Configure Notebook Settings, Properties, and Security
- 22. Organize and Search Notebooks

MICROSOFT OFFICE 365 - ONE DAY

OFFICE 365 END USER

Prerequisites

The prerequisites for this course are an introductory course to Windows or a solid working knowledge of Windows and basic knowledge of Microsoft Office and Microsoft Outlook.

Course Overview

This course is an introduction to the Microsoft® Office 365™ for Office 2016 in a cloud-based environment. Using Office 365, users can easily communicate with each other through Microsoft® Outlook® mail, Teams, Groups, and Skype for Business instant messaging and online meetings.

Additionally, the Microsoft® SharePoint® Team Site provides a central location for accessing and modifying shared documents if your organization does not use a secure centrally built SharePoint environment. Office Web Apps enable users to perform basic tasks such as opening, editing, printing, and saving documents without requiring an installation of the full desktop version of Microsoft® Office 2016 on the local computer.

Office 365 Topics

1. What is office 365?
2. Services provided in office 365
3. Connecting to the services
4. Office 365 integration
5. Connecting to office 365
6. Logging in
7. Office 365 portal overview
8. Lync options
9. Work with the outlook web app
- 10.OWA interface overview
- 11.Email
- 12.Calendar

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13. Themes and rules
14. Contacts and public groups
15. Other options
16. Office 365 and outlook 2010/2013
17. Outlook 2010 new features
18. Use the gal
19. Share calendars
20. Schedule meetings
21. Using Lync
22. Set options
23. Instant messaging and contacts
24. Online meetings and meeting requests
25. Application and information sharing
26. Outlook integration
27. Using SharePoint
28. Team site overview
29. Explore and navigate a site
30. Use document libraries
31. Collaboration tools
32. Outlook and Microsoft office integration
33. Use the calendar
34. Publishing tools
35. Working offline
36. Searching
37. Work with office web apps
38. Create, view and change files

POWER BI DESKTOP - FUNDAMENTALS

POWER BI END USERS - ONE DAY

Prerequisites

Participants should have a strong knowledge of Excel 2010, 2013 or 2016 and have an understanding of data analysis.

Course Overview

This course is designed to provide participants with a fundamental understanding of the capabilities of Power BI. Students will discover how to quickly gather, cleanse and transform data with just a few clicks. They will also learn that to enhance results by integrating disparate data sources and add simple calculations using DAX functions and queries. Participants will create visualizations and incorporate them into dashboards that can provide up to the minute reporting. At the end of this course, participants will have a solid understanding of the skills required to use Power BI.

Power BI desktop Topics

1. Getting Started
2. Explore Power BI interface:
3. Get Data
4. Power BI data Sources
5. Connecting to Excel Data
6. Connecting to CSV file
7. Connecting to an Access database
8. Connecting to Facebook
9. Importing Excel Data Model
10. Shaping Combining and Merging Data
11. Reducing Data with Query Editor
12. Transforming Data
13. Inserting Custom Columns
14. Appending Data to a Query
15. Adding an Index Column

16. Cleaning up Data
17. Creating Relationships between tables
18. Merging data
19. Using Lookup tables in a dataset
20. Create Visualizations & Reports
21. Creating and arranging Visualizations
22. Creating text visuals, Cards, table, matrix
23. Creating and formatting chart visuals
24. Using a slicer to filter visuals
25. Creating a map visualization
26. Share your work
27. Publish to Power BI services
28. Republishing a dataset to Power BI services
29. Refreshing and removing datasets and reports
30. Sharing and unsharing reports

MICROSOFT VISIO 2016

VISIO BASIC LEVEL - ONE DAY

Prerequisites

To ensure your success, you will need to be familiar with using personal computers and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

Course overview

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend. **Visio Basic Topics**

1. Get Started with Visio 2016
2. What is Visio 2016?
3. Get started and tour the UI
4. Open files and adjust the UI
5. Modify the Ribbon and Quick Access toolbar
6. Select view options
7. Create Connected Diagrams
8. Use SmartShapes from a stencil
9. Arrange the top four SmartShapes on a stencil
10. Connect shapes manually
11. Insert and delete connected SmartShapes
12. Organize SmartShapes with Auto Align & Space

- 13.Rearrange connected diagrams with Re-Layout
- 14.Add Additional Objects to Diagrams
- 15.Insert text-related objects
- 16.Insert foreground and background
- 17.Insert graphics
- 18.Insert containers and callouts
- 19.Insert hyperlinks
- 20.Format Objects and Text
- 21.Using Themes
- 22.Format Text
- 23.Format Shape Fills
- 24.Format Shape Lines
- 25.Show and Hide Visual Elements
- 26.Show Hide Ruler, Grids, Guides and Page Breaks
- 27.Use visual aids and snap & glue settings
- 28.Show and Hide Task Panes
- 29.Work with windows in Visio 2016
- 30.Publish Diagrams to Various Outputs
- 31.Print Diagrams
- 32.Publish a diagram to PDF
- 33.Save diagrams to JPG or GIF files
- 34.Save diagrams to the web using HTML
- 35.Working with Layers
- 36.How adding smart shapes can create layers
- 37.Create, Remove and Assign to layers
- 38.Manage Layer settings
- 39.Work with Themes
- 40.The difference between themes and styles
- 41.Apply themes, colors, and effects
- 42.Block themes from SmartShapes
- 43.Create custom theme colors
- 44.Create Organizational Charts

45. Insert a top-level exec SmartShape
 46. Add manager sub-shapes
 47. Add other sub-shapes
 48. Define alternate layouts for subordinates
 49. Reorder team members
 50. Add team frames to a diagram
 51. Create dotted line report indicators
 52. Use multiple and three-position SmartShapes
 53. Add employee pictures
 54. Use synchronized copies to break down structure
 55. Expand and collapse reporting structure views
 56. Import data with the Org Chart Wizard
 57. Publish organizational charts
 58. Create Brainstorming Diagrams
 59. Understanding Brainstorming diagram structure
 60. Add Sub-topics
 61. Edit topic text and placement
 62. Edit topics in the outline window
 63. Customize topic shape design
 64. Change the diagram Style and Layout
 65. Send data to Microsoft Word
 66. Send data to Microsoft Excel
 67. Create Timelines
 68. Add and configure a timeline shape
 69. Add milestones to a timeline
 70. Deal with text collisions
 71. Add intervals to a timeline
 72. Add markers and indicators to a timeline
 73. Create and adjust the expanded timeline
 74. Format timelines
 75. Share your timeline in the cloud
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- 76.Create Calendars
- 77.Create a monthly calendar
- 78.Add appointments and events
- 79.Customize the calendar
- 80.Add additional months
- 81.Create other calendars
- 82.Import calendar data from Microsoft Outlook
- 83.Add a Title and other information

VISIO 2016 LEVEL 2 & 3 - ONE DAY

Prerequisites

To ensure your success in this course, you should have the ability to create basic workflows and other common diagram types in Visio.

Course overview

Microsoft Visio stands out among similar applications because of its unique ability to draw a wide variety of diagrams, flowcharts, workflows, and organization structures—anything that can be represented by shapes connected by lines. Most importantly, these shapes can be rearranged and with corresponding lines remaining intact. Visio has improved over the years as features common among Microsoft® Office applications have been added. Today, Visio is well integrated with other members of the Office family as well as Microsoft's cloud-based services. This greatly enriches the sharing and publishing of Visio drawings. **Visio**

Level 2-3 Topics

1. Designing Advanced Plans and Diagrams
2. Create a Microsoft Account and Log in to Visio
3. Build Advanced Plans
4. Build Advanced Diagrams
5. Enhancing the Look of Drawings
6. Use 3-D Shapes
7. Work with Shape Styles
8. Define Shape Styles

9. Apply Backgrounds, Borders, and Titles
10. Working with Custom Shapes, Stencils, and Templates
11. Create Simple Custom Shapes
12. Create Custom Stencils
13. Create Custom Templates
14. Connecting Drawings to External Data
15. Make an Organization Chart from an Excel Spreadsheet
16. Generate a Pivot Diagram from an Excel Spreadsheet
17. Create a Gantt Chart from a Project File
18. Create a Timeline from a Project File
19. Connect a Map to an Access Database
20. Leveraging Development Tools
21. Create Macros
22. Work with Floorplan Diagrams
23. Create a floorplan diagram
24. Set the drawing scale
25. Create the floorplan shell
26. Add other structural elements
27. Add dimensions
28. Add furniture
29. Modify Shape Sheets
30. Build Advanced Shapes
31. Use Wireframes to Create Prototype Diagrams
32. Explore wireframe diagram stencils
33. Add dialog elements and other controls
34. List shapes used in a diagram
35. Sharing Drawings
36. Save and Share Drawings with OneDrive
37. Review Drawings
38. Insert Drawings into Other Office Files
39. Export Drawings

40. Print Drawings

TABLEAU TWO DAYS

Tableau Course Topics

1. Getting Started
2. Connecting to Data
3. Joins & Data Preparation
4. Connecting Live versus Extracting
5. Dimensions and Measures
6. Building Views
7. Quick Table Calculations
8. Crosstab and Exporting Data
9. Show Me
10. Custom Territories
11. Filters
12. Bar Chart
13. Hierarchies
14. Sorting
15. Grouping
16. Working with Marks
17. Trend Lines
18. Dashboards
19. Story Points
20. Collaboration
21. The Tableau Interface
22. Menus & Toolbar
23. Data Pane
24. Analytics Pane
25. Sheet Tabs
26. Shelves and Cards
27. Marks Card
28. Legends

- 29. Layout for Dashboards & Stories
- 30. Distributing and Publishing
- 31. Ways to Distribute
- 32. Exporting Images and PDFs
- 33. Workbook File Types
- 34. Opening Workbook Files
- 35. Publishing Securely
- 36. Connecting to Data
- 37. Getting Started with Data
- 38. Connecting to an Excel file
- 39. The Data Source Page
- 40. Adding another data source
- 41. Live versus extract
- 42. Managing Metadata
- 43. Editing Metadata
- 44. Editing Data Connections
- 45. Managing Extract
- 46. Creating Extracts
- 47. Using Extracts
- 48. Refreshing Extracts
- 49. Managing Data Sources
- 50. Data Prep with Text and Excel Files
- 51. Data Interpreter
- 52. Pivot
- 53. Metadata Grid
- 54. Split
- 55. Custom Split
- 56. Saving and Publishing Data Source
- 57. Saving Data Sources
- 58. Why publish data sources?
- 59. Publishing a Data Source
- 60. Editing a Published Data Source

61. Publishing Extracts to Tableau Online
 62. A note on file types
 63. Join Types and Union
 64. Join Types
 65. Inner Joins 66. Left Joins 67. Right Joins
 68. Outer Joins
 69. Union
 70. Cross Database Join
 71. Data from different sources
 72. Cross-database joins
 73. Using Integrated Data Sources
 74. Data Blending
 75. What is Data Blending?
 76. The Blend Relationships
 77. How to Blend
 78. Swapping Primary and Secondary Data Sources
 79. Additional Data Blending Topics
 80. Data Blending and Calculations
 81. Working with Aggregated Data in Calculations
 82. Working with Null Values
 83. Asterisks When Blending
 84. Asterisks Solution: Swap Primary and Secondary Data Sources (Sheet 3)
 85. Visual Analytics
 86. Getting Started with Visual Analytics
 87. Working with Marks
 88. Changing Mark Types
 89. Aggregation & Number of Marks
 90. Building the View
 91. Level of Detail
 92. Highlighting
 93. Show Me
 94. Drill Down and Hierarchies
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95. Hierarchy Drill Down
96. Building Hierarchies
97. Working with Hierarchies
98. Date Hierarchies
99. Sorting
100. Ways to Sort
101. Sorting from the Pill
102. Sorting Across Panes
103. Clearing Sorts
104. Pill Type and Sorting Options
105. Grouping
106. Grouping
107. Grouping from the Header
108. Grouping from the Data Window
109. Using a Grouped Field
110. Grouping Marks – Visual Grouping
111. Additional Ways to group
112. Using Calculations to Define Groups
113. Creating and Using Bins
114. Creating Sets
115. Sets (Sets Sheet)
116. Creating Sets from Marks
117. Creating Sets from a Computation
118. Combining Sets
119. Working with Sets
120. Editing Sets
121. IN/OUT versus Members
122. Sets and Filters
123. Sets in Hierarchies and Calculations
124. Ways to Filter
125. Ways to Filter

- 126. Removing Filters
 - 127. More Information
 - 128. Using the Filter Shelf
 - 129. Pill Types and Filtering
 - 130. Filtering Discrete Dimensions
 - 131. Filtering Measures or Continuous Dimensions
 - 132. Filtering Continuous Dates
 - 133. Interactive Filters
 - 134. Basic Interactive Filters 135. Layout Mode for Interactive F.
 - 136. Cascading Interactive Filters
 - 137. Where Tableau Filters
 - 138. Summary/Aggregate Filtering
 - 139. Record Level Filtering
 - 140. Data Source Filtering
 - 141. Additional Filtering Topics
 - 142. Context Filters
 - 143. Apply to Worksheets
 - 144. Which Field to Filter On
 - 145. Filter Order of Operations
 - 146. Performance and Filter Queries
 - 147. Parameters
 - 148. What is a Parameter
 - 149. Using Parameters
 - 150. Parameters with Filters
 - 151. Parameters with Sets
 - 152. Parameters with Calculated Fields
 - 153. Parameters with Reference Lines
 - 154. Parameter Types
 - 155. Formatting
 - 156. Marks Card Options
 - 157. Labels
 - 158. Annotations
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159. Tooltips
160. Formatting Specific Parts of View
161. Editing and Formatting Axes
162. Map Layers
163. The Formatting Pane
164. Formatting Menu
165. Format Pane Settings
166. Font
167. Alignment
168. Shading 169. Borders
170. Lines
171. Copy & Paste Formatting
172. Workbook Level Formatting
173. Trendlines
174. Adding Trend Lines 175. Trend Line Options
176. Trend Line Significance
177. Trend Line Residuals
178. Reference Lines
179. Adding Reference Lines (Go to Add Reference Lines Sheet)
180. Reference Line Options
181. Formatting Reference Lines
182. Lines, Bands, Distributions, and Boxes (Go to Sheet)
183. Reference Bands
184. Reference Distributions
185. Box Plots (Go to Sheet)
186. Drop Lines (Go to Sheet)
187. Forecasting
188. Creating a Forecast (Go to sheet: Creating a Forecast)
189. Forecast Options (Go to sheet: Options)
190. Describing the Forecast (Go to sheet: Describe)
191. Constraints on Forecasting in Tableau

- 192. How to Enhance your Forecast with Forecast Fields
- 193. Clustering
- 194. k-means Cluster Analysis
- 195. Using Clustering in Tableau
- 196. Working with Clusters
- 197. Conditions for Clustering

SHAREPOINT END USER - ONE DAY

SHAREPOINT 2013 END USER

Prerequisites

To ensure your success in this course you should have the following:

- Basic skills with Microsoft windows
- Basic skills with Microsoft office
- Knowledge of internet browsing

COURSE OVERVIEW

In many professional environments, people work collaboratively. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® 2013 is a platform specifically designed to facilitate collaboration by allowing people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. In this course, you will to use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities allow you to identify, track, and advance issues and topics most important to you and collaborate with colleagues more productively. **SharePoint 2013 End User Topics**

1. Accessing and Navigating SharePoint Team Sites
 - a. Access SharePoint Sites
 - b. Navigate SharePoint Sites
2. Working with Documents, Content, and Libraries

- a. Upload Documents
 - b. Search for Documents and Files
3. Working with Lists
 - a. Add List Items
 - b. Modify List Items
 - c. Configure List Views
 - d. Filter and Group with List Views
4. Configuring Your SharePoint Profile
 - a. Update and Share Your Profile Information
 - b. Share and Follow SharePoint Content
 - c. Create a Blog
5. Integrating with Microsoft Office
 - a. Access and Save SharePoint Documents with Microsoft Office
 - b. Manage Document Versions through Office 2013
 - c. Access SharePoint Data from Outlook 2013
6. Working Offline and Remotely with SharePoint
 - a. Synchronize Libraries, Sites, MySite, and Working Offline
 - b. Work from a Mobile Device

SHAREPOINT 2016 SITE MEMBERS - ONE DAY

Prerequisites

To ensure your success in this course, you should have:

- Basic end-user skills with Microsoft windows 8 or later
- Experience with any or all of the Microsoft office 2013 or 2016 suite Components
- Basic competence with internet browsing

COURSE OVERVIEW

In many professional environments today, people work collaboratively. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® 2016 is a

platform specifically designed to facilitate collaboration, allowing people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. In this course, you will learn to use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you as well as collaborate with colleagues more effectively.

SharePoint Site Members Topics

1. Interacting with SharePoint Team Sites
 - a. Fundamentals of SharePoint Team Site Structure, Versions, and Permissions
 - b. Access SharePoint Sites
 - c. Navigate SharePoint Sites
2. Working with Documents, Content, and Libraries
 - a. Upload Documents
 - b. Search for Documents and Content
3. Configuring Your SharePoint Profile
 - a. Update and Share Your Profile
 - b. Follow and Share Content
 - c. Create a Blog
 - d. Manage Blog Categories, Posts, and Comments
4. Working with Lists
 - a. Add List Items
 - b. Modify List Items
 - c. Create and Modify List Views
 - d. Filter and Group Data with List Views
5. Integrating with Microsoft Office
 - a. Access and Save Microsoft Office Documents with SharePoint
 - b. Manage Document Versions

- c. Work with SharePoint Data from Outlook

SKYPE FOR BUSINESS

Course Overview

Microsoft Skype for Business is an instant messaging tool, but it is also much, much more. This application facilitates voice and video calling and recording but also powerful collaborative features, such as screen and program sharing. Topics covered will be the basics, presence and location, contacts, alerts, instant messages, audio and video calls, Skype for Business meetings, presenting with Skype for Business, advanced settings, and using Skype for Business on the notification area. **Skype For Business Topics**

1. The Basics
 - a. Opening Skype for Business
 - b. Signing In
 - c. Signing Out
 - d. Closing Skype for Business
2. Setting Your Presence and Location
 - a. About Presence Statuses
 - b. Setting Your Presence Status on Login
 - c. Setting Your Presence While Logged In
 - d. Adding a Personal Note
 - e. Setting Your Location
3. Managing Contacts
 - a. Adding Internal Contacts
 - b. Adding External Contacts
 - c. Creating Contact Groups
 - d. Moving Contacts to Groups
 - e. Adding Contacts to Your Favorites
 - f. Deleting Contacts and Contact Groups
 - g. Blocking Contacts
 - h. Using the Status View
 - i. Using the Relationships View

- j. Using the New View
 - 4. Alerts and Alert Sounds
 - a. About Alerts
 - b. Disabling Alert Sounds
 - c. Changing Alert Sounds
 - d. Setting Status Change Alerts
 - e. Configuring Do Not Disturb
 - 5. Sending and Receiving Instant Messages (IM)
 - a. Sending an IM to a Contact
 - b. Responding to an Incoming IM
 - c. Using Spellcheck
 - d. Using Emoticons
 - e. Changing the Font
 - f. Viewing Conversation History
 - 6. Audio & Video Calls
 - a. Making an Audio Call
 - b. Making a Video Call
 - c. Recording a Video or Audio Call
 - d. Changing Audio Device Settings
 - e. Changing Video Device Settings
 - 7. Skype Meetings
 - a. Setting Up a Skype Meeting in Outlook
 - b. Joining a Skype Meeting
 - c. Setting Up an Impromptu Conference Call in Skype for Business
 - d. Setting Up an Impromptu Group IM Conversation
 - e. Taking Notes with OneNote
 - f. Displaying a PowerPoint Presentation
 - g. Displaying a Whiteboard
 - h. Sharing Your Screen
 - i. Sharing Programs
 - j. Posting a Poll
 - k. Posting a Q&A
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WINDOWS 10 FUNDAMENTALS - ONE DAY

Prerequisites

This course is intended for new computer users who want to use the basic tools and features of windows 10. No particular prerequisite skills are required, but any previous exposure to personal computers and the internet is helpful.

Course Overview

Welcome to Using Microsoft® Windows® 10. Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This new version of Windows incorporates hundreds of new features as well as improvements to existing ones.

Windows 10 Topics

1. Getting to Know PCs and the Windows 10 User Interface
 - a. Identify Components of a Personal Computer
 - b. Sign into Windows 10
 - c. The Boot Process
 - d. The Lock Screen
 - e. The Sign in Screen
 - f. Ease of Access Menu
 - g. Shut Down Options Menu
 - h. Password Sign In
 - i. Navigate the Desktop
2. Explore the Start Menu
 - a. Using the Start Button
 - b. Anatomy of the Start Menu
 - c. Tiles
 - d. Live Tiles
 - e. Resizing the Start Menu
 - f. Viewing All Apps
 - g. Using Windows Store Apps and Navigation Features
 - h. Multitask with Apps
 - i. Switching Between Apps

- j. The Snap Feature
 - k. Using Snap Assist
 - l. Closing an App
 - 3. Search Your Computer
 - a. Getting to Know Cortana
 - b. Setting Up Cortana
 - c. Using Cortana Voice Commands
 - d. Using the Search Field
 - e. Using the Cortana Menu
 - f. Using the Cortana Notebook
 - g. View Notifications
 - h. About Windows 10 Notifications
 - i. About the Action Center
 - j. Opening and Closing the Action Center
 - k. Clearing Notifications
 - l. Customizing Notification Settings
 - 4. Windows Store Apps
 - a. About the Windows Store
 - b. Opening the Windows Store
 - c. Common Windows Store App Navigation Features
 - d. Downloading and Installing Windows Store Apps
 - e. Uninstalling Apps
 - 5. Windows 10 Navigation Summary
 - a. Moving Between Apps
 - b. Basic Actions
 - c. Modifying Window Layout
 - d. Working with Desktop Applications
 - 6. Work with Desktop Windows
 - a. About Desktop Windows
 - b. Resizing Windows
 - c. Using Minimize, Maximize/Restore, and Close
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- d. Using Cascade, Stack, and Side by Side Functions
 - e. Using Shake and Peek Functions
 - 7. Manage Files and Folders with File Explorer
 - a. Files and Folders
 - b. Libraries
 - c. Getting to Know File Explorer
 - d. Tabs and the Ribbon Interface
 - e. The Quick Access Toolbar
 - f. Pinning Locations for Quick Access
 - g. The Recycle Bin
 - 8. Create and Modify Files with Desktop Applications
 - a. Creating New Documents
 - b. Opening Existing Documents
 - c. Saving Documents
 - d. The Clipboard
 - e. Undo and Redo
 - f. Printing Documents
 - 9. Using Microsoft Edge
 - a. Navigate Microsoft Edge
 - b. Web Browsers and Search Engines
 - 10. Microsoft Edge and Internet Explorer
 - a. Elements of the Microsoft Edge Window
 - b. URLs
 - c. Bing
 - d. Use Microsoft Edge
 - e. The Address Bar
 - f. Viewing Frequently Visited Websites
 - g. Viewing Your Favorites
 - h. Viewing Your Reading List
 - i. Viewing Your History
 - j. Using Reading View
 - k. Creating Web Notes
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- l. Sharing with Microsoft Edge
- m. Using Cortana in Microsoft Edge

11. Manage Tabs

- a. About Tabs
- b. Creating New Tabs
- c. Switching Between Tabs
- d. Managing Tabs
- e. Closing a Tab

12. Modify Microsoft Edge Options

- a. About the More Actions Menu
- b. Customizing Browser Settings
- c. Customizing Advanced Settings
- d. Customizing the Windows 10 Environment

13. Change Basic Windows Settings

- a. Accessing the Settings Window
- b. Overview of the Settings Window
- c. Accessing the Control Panel
- d. Overview of the Control Panel
- e. Changing the Control Panel View

14. Customize the Lock Screen

- a. Using the Lock Screen
- b. Changing the Background
- c. Changing Apps
- d. Changing the Screen Saver

15. Customize the Desktop

- a. Changing the Desktop Background
- b. Changing the Accent Color
- c. Applying a Theme

16. Configure Passwords

- a. Managing Passwords
- b. Adding a PIN Password

- c. Adding a Picture Password

17. Use Windows Defender

- a. What is Windows Defender?
- b. Opening Windows Defender
- c. Overview of Windows Defender
- d. Changing Windows Defender Settings

18. Store and Share Files with OneDrive

- a. What is OneDrive?
- b. Using the OneDrive Notification Icon
- c. Viewing Your Local OneDrive Folder
- d. Viewing Your Online OneDrive Folder
- e. Uploading Files and Folders
- f. Changing OneDrive Settings

MS OFFICE 2016 – TRANSITION FROM 2007/2010 - ONE DAY

Prerequisites

To ensure your success in this course, you will need to have familiarity with either the office 2007 or office 2010 suite of products, including word, excel, PowerPoint, access, and outlook. Additionally, you need to be familiar with how windows® 10 operates.

Course overview

This course builds upon your existing Microsoft Office 2007/2010 knowledge and skills by focusing on the enhanced features in Outlook you can use to improve the way you manage, organize, present, and distribute your company's data and information. You'll explore a variety of enhancements, including Word's ability to edit PDF files, the Flash Fill feature in Excel, and improved collaboration. This course helps bridge the gap from the version you already know and love to this latest release of Microsoft's flagship productivity suite.

Transition to 2016 Topics

1. Getting Started with Microsoft Office 2016
 - a. Common Features
 - b. Office 2016 and the Cloud
2. Working with Microsoft Word 2016

- a. Edit a PDF
 - b. Work with Tables
 - c. Embed Videos
 - d. Edit Documents
 - e. Read Documents
3. Working with Microsoft Excel 2016
 - a. Streamline Workflow in Excel Using Templates
 - b. Accelerate Data Entry with Flash Fill
 - c. Incorporate Charts
 - d. Analyze Data
4. Working with Microsoft PowerPoint 2016
 - a. Apply a Theme
 - b. Incorporate Objects
 - c. Leverage the Enhanced Presenter View
 - d. Collaborate with Others on a Single Presentation
5. Working with Microsoft Access 2016
 - a. Explore Web Apps
 - b. Utilize Templates in Access
6. Working with Microsoft Outlook 2016
 - a. Navigate Through Mail, Calendars, People, and Tasks
 - b. Manage Your Mailbox

CAMTASIA 9 - ONE DAY

Course Overview

As a digital storyteller and educator, I use a variety of tools to capture and share my story. Camtasia has been one of my go-to tools for years. If you're familiar with earlier versions of Camtasia, you already know about its amazing screen capture, editing and sharing capabilities. Camtasia nine takes that to a whole new level. If you're new to Camtasia, you're about to discover the storytelling power packed in this user-friendly program.

During this course, we'll look at getting ready to create your presentation, capturing your screen to visually illustrate your story, enhancing and spotlighting key points, adding voiceover or video to enhance your message, polishing your presentation for maximum viewer engagement and the many sharing options for getting your story out to the world. Let's get creating with Camtasia nine. **Camtasia 9 Topics**

1. Getting Ready
 - a. Exploring the interface
 - b. Exploring microphone options
 - c. Creating a dedicated recording account
2. Capturing Your Story
 - a. Exploring recorder options
 - b. Choosing a capture area
 - c. Creating your first recording
 - d. Recording your webcam
 - e. Handling bad takes and mistakes
 - f. Recording tips
3. Editing Your Story
 - a. Making a basic edit
 - b. Exploring the editing process
 - c. Exploring timeline tools
 - d. Exploring canvas tools
 - e. Exploring stitching
 - f. Creating groups

- g. Removing distractions
 - h. Using markers
 - 4. Enhancing Your Story
 - a. Importing additional media
 - b. Adding media to the timeline
 - c. Exploring webcam video options
 - d. Adding annotations
 - e. Adding music to your project
 - f. Making music work
 - g. Exploring library assets
 - 5. Going Mobile
 - a. Going mobile with Fuse
 - 6. Polishing Your Story
 - a. Adjusting clip speed
 - b. Adding animations
 - c. Adding behaviors
 - d. Adding cursor effects
 - e. Adding transitions
 - f. Cropping a clip
 - g. Understanding keyframes
 - h. Adding zoom and pan
 - i. Exploring visual effects
 - j. Exploring easing
 - 7. Improving Audio
 - k. Leveling volume
 - l. Removing background noise
 - 8. Troubleshoot Common Problems
 - m. Understanding file types
 - n. Finding missing files
 - 9. Sharing Your Story
 - o. Sharing your story online
-

- p. Creating a video file

ARTICULATE STORYLINE - ONE DAY

Course Overview

This course is designed to get you acquainted with Storyline, Articulate's interactive e-learning authoring software. We will start by creating a project from scratch and also from existing PowerPoint slides you may already have on a subject. We'll look at ways to bring life to your project through the use of images, animations, and characters. And then we'll explore ways to assess learning with Storyline through review questions and full-blown quizzes. Of course, getting your content out to the masses is a huge part of any e-learning project, so we'll examine the many publishing options you have in Storyline. **Articulate Storyline Topics**

1. Getting Started
 - a. What is Articulate Storyline?
 - b. Understanding eLearning basics
 - c. Touring the Articulate Storyline interface
 - d. Setting up global preferences
 2. Building a Presentation
 - a. Starting a new project
 - b. Creating a project from PowerPoint
 - c. Inserting new scenes and slides
 - d. Rearranging slides and scenes
 - e. Adding text
 - f. Adding animation
 - g. Using triggers and timings
 - h. Previewing, working the player, and adding transitions
 3. Using Assets and Elements
 - a. Adding images
 - b. Cropping and arranging images
 - c. Using built-in characters
 - d. Adding text balloons
 - e. Working with states
-

- f. Creating and editing buttons
- 4. Working with Media
 - a. Adding background audio
 - b. Recording narration
 - c. Syncing audio with cue points
 - d. Inserting video
 - e. Ensuring accessibility
 - f. Adding hotspots
 - g. Creating a screen recording
- 5. Assessing eLearning
 - a. eLearning assessment basics
 - b. Creating intermittent review questions
 - c. Using different question types
 - d. Creating a results slide
 - e. Saving time with question banks
- 6. Publishing Your Project
 - a. Preparing to publish your project
 - b. Publishing your project for web and mobile
 - c. Publishing a project to disk
 - d. Publishing to Articulate Online or a learning management system (LMS)
 - e. Publishing handouts to Microsoft Word format

CANVA - ONE DAY

Course Overview

So exactly what is Canva? Well in short, Canva is an online graphic design tool. And with this tool you're able to quickly and easily create things like, wedding invitations, restaurant brochures and even info-graphics. All from an online unique interface that's very user friendly. You also have access to your designs on the go with Canva's new iPad application as well. In short, Canva makes design accessible to the masses.

It's a really cool online tool and we're excited to share it with you. **Canva**

Topics

1. Getting Started
 - a. Creating your Canva account
 - b. Filling out your Canva profile
 - c. Completing the Canva beginner's challenge
2. Creating Projects in Canva
 - a. Starting your first project
 - b. Understanding layouts
 - c. Working with graphics
 - d. Working with text elements
 - e. Modifying background elements
 - f. Uploading your own graphics
 - g. Challenge: Creating social media artwork
 - h. Solution: Creating social media artwork
3. Publishing Your Work
 - a. Downloading projects to your computer
 - b. Sharing your projects via social media
 - c. Inviting colleagues to join Canva
 - d. Challenge: Uploading your artwork to the web
 - e. Solution: Uploading your artwork to the web

ADOBE SPARK - ONE DAY

Course Overview

Adobe Spark is three separate applications that let anyone create visual content. In this course, you'll see the difference between Spark page, video, and post. You will learn how to get started working with images, text, and multimedia.

And we'll go beyond the basics as I share my own tips and tricks along the way. Whether you're a designer, business owner, teacher, or just want to share a personal story, you'll find the Spark program's very easy and fun to use. So, let's do it.

Adobe Spark Topics

1. Getting Started with Adobe Spark
 - a. Creating an Adobe ID

- b. Understanding Adobe Spark
 - c. Using Spark on an iPad
 - d. Search tips for images and icons
 - e. Understanding themes
2. Spark Post
- a. Creating a base Post project
 - b. Adding and formatting text
 - c. Opacity and masking
 - d. Working with images
 - e. Multiimage post
 - f. Animating text and backgrounds
3. Spark Video
- a. Creating a base video project
 - b. Spark video layouts
 - c. Using and customizing music
 - d. Adding slide narrations
 - e. Importing pre-recorded narrations with music
 - f. Importing an animated opening from Spark Post
 - g. Inserting videos
 - h. Transition techniques
 - i. Customizing themes
4. Spark Page
- a. Creating a base Page project
 - b. Importing and formatting long text
 - c. Working with photos
 - d. Glideshow
 - e. Photogrid and spacing trick
 - f. Inserting buttons, links, and videos

WORDPRESS - ONE DAY

Course Overview

This course is a comprehensive breakdown of WordPress and how to use it to build Web sites and blogs and publish your content on the web. Whether this is the first time you're using WordPress or you're brushing up on everyone's favorite content management system, this course has everything you need and more.

To simplify the learning process, I've structured the chapters based on common tasks. We'll start by setting up WordPress and getting familiar with the admin interface. Then, we'll create posts and pages and add media items like images and videos to them. We'll look at how to customize the appearance of your site with themes and how to extend the functionality of WordPress with plugins. And, to wrap things up, we'll talk about user management, advanced settings, security, and getting readers to your site.

More than anything, this course is built to get you up and on your way with your own WordPress site. You'll learn how to master common tasks and I'm here to help you get it right the first time. So, I've crammed the course full of tips and information learned from years of working with the application. We have a lot of ground to cover, so let's get cracking with WordPress Essential Training.

Wordpress Topics

1. Getting to Know WordPress
 - a. What is WordPress?
 - b. WordPress, WordPress.org, and WordPress.com: What is the difference?
2. Getting Started
 - a. How WordPress works
 - b. Installing and running WordPress
 - c. Accessing your WordPress site
 - d. Using the WordPress admin panel
 - e. Using the WordPress toolbar
3. Creating Posts
 - a. Understanding posts
 - b. Posts vs. pages in WordPress

- c. Creating a new post
 - d. Introducing the post editor view
 - e. Creating and formatting your first post with the content editor toolbar
 - f. Using quick shortcuts to format text
 - g. Creating and editing links
 - h. What is the difference between categories and tags?
 - i. Using categories and tags
 - j. Using revisions
 - k. Publishing and scheduling posts
 - l. Truncating posts and using excerpts
 - m. Using post formats
 - 4. Adding Images and Media
 - a. How WordPress handles media elements
 - b. Adding images to posts and pages
 - c. Moving an image to a new location
 - d. Creating image galleries
 - e. Using featured images
 - f. Adding images from other sites
 - g. Adding content from YouTube and similar sites
 - h. Working with audio and video
 - 5. Creating Pages
 - a. When to use pages
 - b. Creating a page
 - c. Using page templates
 - d. Creating page hierarchies
 - 6. Managing Content
 - a. WordPress is a content management system
 - b. Navigating the admin panel
 - c. Quick/Bulk Edit posts and pages
 - d. Using the Media Grid
 - e. Using attachment pages
-

7. Changing the Appearance of Your Site
 - a. Separation of style and content
 - b. What are themes and how do they work?
 - c. Introducing the Customizer
 - d. Previewing, installing, and changing themes
 - e. Customizing your theme
 - f. Understanding how to make user-friendly navigation
 - g. Creating and customizing menus
 - h. Using widgets
 - i. Combining custom menus and widgets
 - j. Changing what the home page displays
 - k. Getting and installing third-party themes
 8. Extending WordPress with Plugins
 - a. What are plugins and how do they work?
 - b. Finding, vetting, and selecting plugins
 - c. Installing, activating, and upgrading plugins
 - d. Some useful plugin types to start with
 - e. A sample set of plugins on the demo site
 - f. Sidebar: Addressing the myth of the must-have plugin
 9. Users and User Profiles
 - a. How WordPress handles users
 - b. Editing your user profile
 - c. Creating your gravatar profile
 - d. Understanding WordPress's user roles and capabilities
 - e. Adding and managing users
 10. Configuring Settings
 - a. Plug and play and beyond
 - b. Configuring general settings
 - c. Changing the language of your site
 - d. Configuring writing and reading settings
 - e. Changing the default category
 - f. Configuring media and permalinks settings
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11. Getting, and Interacting with, Readers
 - a. Setting up your site for discussions (comments) s
 - b. Managing comments and spam
 - c. Getting new readers through social sharing
12. WordPress: Behind the Curtain
 - a. Managing WordPress on the back end
13. Maintenance and Security
 - a. Is WordPress safe and secure?
 - b. Keeping up to date
 - c. Security through hosting, plugins, and third-party services
 - d. What to do when something goes wrong, aka resolving the white screen of death
14. Diving Further into the World of WordPress
 - a. Moving content from one WordPress site to another

New half day Courses

We developed **6 New Half Day courses** that are in great demand, employees will be able to perform their regular work tasks and spend only 3 hours on their professional development. These courses are:

1- **Data Validation is a Game Changer**

In this course clients learn that data validation can do a lot more than just creating drop lists. We also learn how to create multiple dependent drop lists, Searchable Drop lists and Reducing Drop Lists. How to deal with errors in Drop lists and allow editing. We'll be also creating a Chart Drop list, Functions drop list and Slicer Drop list.

2- **Conditional Formatting with Formulas:**

- a. Format the Highest/Lowest Value in a Row/Column
- b. Highlight the Amount when Transactional Date meets Criteria
- c. Highlight a record based on Sales Criteria
- d. Create alternating colors in rows or columns in a range
- e. Highlight the record containing Sample Text
- f. Highlight the cell containing Intersecting values
- g. Display only Values with "No" or "Yes"
- h. Conditional Formatting with Date Math.

3- **Mastering Date Math in Excel**

In this course you learn how to use and combine over 20 different date functions in Excel. Extremely useful for any Excel user specially Administrative, Accountants, Payroll, HR. In this course we create a project from ground up using Date functions combined with other functionalities.

4- **Index and Match in Depth**

These are very popular and powerful functions in Excel, working together they create a dream team. Let's explore what these amazing functions can do and how they serve as utility functions to charting and dashboards.

5- **New Dynamic Array Functions**

If you are using Office 365, then you have access to the new calculation engine of Excel and the amazing dynamic array functions.

in this course we explore some of them:

Filter, Unique, Sort, Sequence, Randarray, Xlookup, Let functions ... and more

6- **Charting ...Deep Dive**

In this course we learn about the advanced charting techniques. We create and format different types of charts. We switch charts using functions , drop lists and slicers.