

MICROSOFT OFFICE ADVANCED (REF:OTSMOA001)

Duration: 5 DAYS

Course Introduction:

MS Office application is the most used application in the world. This course is designed to provide the participants with the advanced features in each application in Office, and help them to handle data and transferred it between these applications

Who should attend?

- Executive Office Managers
- Executive Secretaries
- Administrative Employees

Course Outline:

Day 1 & 2

MS Word Advanced

- Customizing Word Options
- Customizing The Quick Access Toolbar
- Creating And Modifying Templates
- Password Protection
- Formulas In Tables
- Columns
- Auto text (automated text, logos)
- Building Blocks
- Envelopes And Labels
- Mail Merge
 - Performing A Mail Merge For Letters
 - Performing A Mail Merge For Envelopes
 - Performing A Mail Merge For Labels
 - Send email to a group of people by using Mail Merge
- Advanced Paragraph And Character Formatting
 - Widow/Orphan Control
 - Keep Lines Together
 - Keep With Next
 - Page Break Before
 - Use Organizer To Copy Styles To the Normal template or another document
- Outline View
 - Promoting And Demoting Headings
 - Expanding And Collapsing Outline Headings
 - Moving Headings Within An Outline
- Heading Numbering
- Section Breaks
 - Different headers and footers in a document



- Different page numbering in different sections
- Advanced Page Border Options
- Table Of Contents
- Indexing
- Cross-References
- Master Documents and sub documents
- Bookmarks (these can also be used when writing macros)
- Captions (labeling diagrams, tables or pictures)
- Hyperlinks
- Macros
- Track Changes

Day 3

MS PowerPoint Advanced

- Review for presentation features
- Using Outline Pane
- Export Outline to Word
- Import Text from Word
- Import Chart from Excel
- Adding Movies & Sounds
- Customizing and Animating Presentations
- Inserting Slides from Other Presentations
- Customize Movies & Sounds
- Working with Templates
- Create Custom Slide Show
- Create Custom Background
- Create Custom Color Scheme
- Linking Slides (Hyperlink – Action Setting – Action Buttons)
- Rehearsing Time
- Record Narration
- Saving with Password
- Saving as web page
- Compare & Reviews Presentations
- Slide Master
- Preparing Presentations for Delivery
- Using Comments in Presentations
- Exporting Presentations to Microsoft Word
- Preparing Presentations to Run Continually

Day 4 & 5

MS Excel

Working with Advanced Functions

Working with Functions

Using the IF Function

Nesting Functions

Using Multiple Conditions with the IF Function

Using Table Lookup Functions (HLookup and VLookup)

Using Text Functions



Working with Data

- Importing Data from a Text File
- Exporting Data
- Converting Text to Columns
- Using Flash Fill
- Connecting to Data in an Access Database
- Creating a Web Query
- Importing Web Data using a Saved Query
- Working with Hypertext Links

Creating and Working with PivotTables

- Understanding PivotTables
- Working with Recommended PivotTables
- Creating a PivotTable using Worksheet Data
- Creating a PivotTable using an External Data Connections
- Laying out a PivotTable on a Worksheet
- Modifying PivotTable Fields
- Using a Report Filter
- Refreshing a PivotTable
- Formatting a PivotTable

Working with Macros

- Recording a Macro
- Saving a Macro-Enabled Workbook
- Executing a Macro
- Creating a Macro Button
- Working with Macro Buttons

Working with Data Analysis Tools

- Creating Scenarios
- Working with Scenarios
- Using Goal Seek
- Using One-Input Data Tables
- Using Two-Input Data Tables
- Understanding Solver
- Defining a Problem
- Solving a Problem
- Generating a Report of Results and Alternate Solutions

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