

Build Your Course: Modules

Build your own training from the topics shown below.

You can mix and match from any skill level or application, to build your customised training.

4 topics will usually make up a full day dependant on the level of topics you choose. You will be advised if there is scope for an extra topic to be included.

Foundation Level Modules		
<p>F01 Getting started with your computer</p> <ul style="list-style-type: none"> a. Switching On b. Starting Up c. Logging On d. Logging Off e. Switching Off 	<p>F02 Introduction to Internet</p> <ul style="list-style-type: none"> a. Internet Connections b. Opening Internet Browser c. Navigating using Hyperlinks d. Navigating using web page addresses e. Searching the Internet 	<p>F03 Introduction to Email (Outlook/Outlook Express/Web Mail)</p> <ul style="list-style-type: none"> a. Email basics b. Opening email application c. Reading received Emails d. Replying to emails e. Managing received emails f. Sending emails
<p>F04 Managing Your Files</p> <ul style="list-style-type: none"> a. Creating and saving files b. Opening files c. Moving files d. Deleting files e. Copying files f. Network vs. local files 	<p>F05 Successful Printing</p> <ul style="list-style-type: none"> a. What printers are available b. What will print c. Printing using defaults d. Choosing what to print e. Setting and choosing printers 	<p>F06 Introduction to Word Processing (using MS Word)</p> <ul style="list-style-type: none"> a. Opening Word b. Creating simple word documents c. Saving, Opening and Closing Files d. Printing e. Emailing Word files
<p>F07 Introduction to Spreadsheets (using MS Excel)</p> <ul style="list-style-type: none"> a. Opening Excel b. Creating simple worksheets c. Saving, Opening and Closing Files d. Printing e. Emailing Excel files 	<p>F08 Introduction to Presentations (using MS PowerPoint)</p> <ul style="list-style-type: none"> a. Opening PowerPoint b. Creating simple presentations c. Saving, Opening and Closing Files d. Printing e. Emailing presentations 	<p>F09 Introduction to Databases (using MS Access)</p> <ul style="list-style-type: none"> a. What is a database b. Using Access as a database c. Sorting and filtering in Access d. Data form in Access e. Relational Databases – Why MS Access
<p>F10 Reading PDF Documents/Intro to Acrobat Reader</p> <ul style="list-style-type: none"> a. What are PDF documents? b. Opening a PDF document c. Navigating the document d. Printing the document e. Making a copy 	<p>F11 What is MS Project?</p> <ul style="list-style-type: none"> a. What is Project Management? b. Which Project Management software? c. MS Project in the project lifecycle d. Create a task list 	<p>F12 PowerPoint - Adding Visual Interest</p> <ul style="list-style-type: none"> a. Formatting Slides b. Pictures c. Clip Art d. Videos e. Slide master
<p>F13 Formulas and Functions in Excel</p> <ul style="list-style-type: none"> a. Cell References - Relative, Absolute and Mixed b. Functions - Sum, Count, CountA, Average, Max, Min c. Function Expert d. Conditional If function 	<p>F14 Using the Windows Desktop</p> <ul style="list-style-type: none"> a. Organising, adding and removing shortcuts b. The recycle bin c. Adding a printer d. Changing the default printer e. Screensavers and wallpaper 	<p>F15 Introduction to Databases – MS Access</p> <ul style="list-style-type: none"> a. What is a relational database? b. Tables in Access c. Creating a table d. Sorting in the datasheet view e. Filtering in the datasheet view

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Intermediate Level Modules		
<p>I01 Getting more from the Internet - RSS and Blogs</p> <ul style="list-style-type: none"> a. What is RSS? b. Subscribing to RSS Feeds c. What are Blogs? d. Reading Blogs e. Contributing to Blogs 	<p>I02 Getting more from the Internet - Webmail</p> <ul style="list-style-type: none"> a. What is webmail? b. Using webmail instead of an email client (e.g. Outlook) c. Using webmail AND an email client 	<p>I03 Getting more from the Internet - Web Calendars</p> <ul style="list-style-type: none"> a. What is a web calendar? b. The options - Google/Office Live c. Outlook Online Calendars d. Importing and exporting to/from Outlook
<p>I04 Keeping your Contacts up to date</p> <ul style="list-style-type: none"> a. Creating Contacts b. Updating Contacts c. Deleting or Archiving d. Using an on-line address book service 	<p>I05 Getting Consistent Document Formatting</p> <ul style="list-style-type: none"> a. Using Styles in Word b. Modify and Create Styles c. Using Templates in Office d. Creating Templates in Office 	<p>I06 Tables in Word</p> <ul style="list-style-type: none"> a. Creating Tables in Word b. Formatting Word Tables c. Table Styles d. Calculating in Word Tables
<p>I07 Creating Forms in Word</p> <ul style="list-style-type: none"> a. Form Toolbar b. Creating forms for on-line completion c. Creating forms for printing 	<p>I08 Creating PDF Documents from Office</p> <ul style="list-style-type: none"> a. From Word Documents b. From Excel Spreadsheets c. From Presentations d. From Outlook e. From Project 	<p>I09 Graphs and Charts in Excel</p> <ul style="list-style-type: none"> a. Creating Graphs and Charts b. Customising Graphs and Charts c. Adding and Removing Chart Components d. Changing Colour Schemes
<p>I10 Cell Formatting in Excel</p> <ul style="list-style-type: none"> a. Number and Text Formats b. Border and Colours c. Protection d. Text Orientation 	<p>I11 Printing Useful information from Outlook</p> <ul style="list-style-type: none"> a. Calendar b. Phone Lists c. Task Lists d. Emails e. Attachments 	<p>I12 Customer Relationship Management with Outlook</p> <ul style="list-style-type: none"> a. Linking to Contacts b. Viewing Activity Information for Contacts c. Using Journal d. Using the Business Contact Manager
<p>I13 Creating WebPages from Office</p> <ul style="list-style-type: none"> a. From Word Documents b. From Excel Spreadsheets c. From Presentations d. From Outlook e. From Project 	<p>I14 PowerPoint - Sharing Your Presentation</p> <ul style="list-style-type: none"> a. Pack n Go b. PowerPoint Shows c. Web based presentations d. PowerPoint Viewer e. Kiosk Shows 	<p>I15 MS PowerPoint - Slide Show Set Up</p> <ul style="list-style-type: none"> a. Transitions b. Animations c. Timings d. Narration e. Custom Show
<p>I16 Drawing and Pictures in Excel</p> <ul style="list-style-type: none"> a. Using the Drawing Toolbar b. Drawing objects c. Formatting drawing objects d. WordArt e. Pictures and Clip Art 	<p>I17 Drawing and Pictures in PowerPoint</p> <ul style="list-style-type: none"> a. Using the Drawing Toolbar b. Drawing objects c. Formatting drawing objects d. WordArt e. Pictures and Clip Art 	<p>I18 Drawing and Pictures in Word</p> <ul style="list-style-type: none"> a. Using the Drawing Toolbar b. Drawing objects c. Formatting drawing objects d. WordArt e. Pictures and Clip Art

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<p>I19 Customising Your Email in Outlook</p> <ul style="list-style-type: none"> a. Format Options b. Signatures c. Wallpaper d. Formatting 	<p>I20 MS Project - Getting Started</p> <ul style="list-style-type: none"> a. Creating a project b. Defining a project c. Creating a Work Breakdown Structure d. Linking Tasks 	<p>I21 MS Project - Resources</p> <ul style="list-style-type: none"> a. Add resources b. Assign resources to tasks c. Inform resource of their allocations d. Managing Conflicts
<p>I22 MS Project - Calendars</p> <ul style="list-style-type: none"> a. Task Calendars b. Resource Calendars c. Project Calendar 	<p>I23 MS Project - Updating a Live Project</p> <ul style="list-style-type: none"> a. Tracking Gantt b. Update Tasks with actual progress c. Reports d. Network Diagram e. Rescheduling 	<p>I24 Working With Workbooks – MS Excel</p> <ul style="list-style-type: none"> a. Organising worksheets b. Writing formulae across worksheets c. Data consolidate d. Lookup functions
<p>I25 Form Design in MS Access</p> <ul style="list-style-type: none"> a. Using the Form Wizard b. Form Design View c. Form objects d. Sub-forms e. Linking sub-forms 	<p>I26 Querying with MS Access</p> <ul style="list-style-type: none"> a. Why use queries? b. Using the Query wizard c. Query Design View d. Linking tables in queries e. Record selection f. Calculated fields – Expression builder 	

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Expert Level Modules		
<p>X01 Pivot Tables in Excel</p> <ul style="list-style-type: none"> a. Creating Pivot Tables to analyse data b. Creating Pivot Charts c. Customising Pivot Charts and Tables d. Printing Pivot Charts and Tables 	<p>X02 Advanced Internet Search Techniques</p> <ul style="list-style-type: none"> a. Match Any/All b. URL Search c. Exclude d. Title Search e. Wildcards 	<p>X03 Integrating MS Office Applications</p> <ul style="list-style-type: none"> a. Using your word documents to build presentations b. Including graphs in word and presentations c. Turning word tables into spreadsheets and vice versa d. Including PowerPoint slides in word documents
<p>X04 Making the most of your Personal Information Management - Integrating and organising Outlook</p> <ul style="list-style-type: none"> a. Creating objects from others b. Linking Objects 	<p>X05 MS PowerPoint - Create a Slide Show from Word Outline</p> <ul style="list-style-type: none"> a. Import from Outline b. Export to Outline 	<p>X06 MS PowerPoint - Paper Based Presentation</p> <ul style="list-style-type: none"> a. Handouts b. Notes Pages c. Slides d. Custom Shows
<p>X07 Multiple Projects in MS Project</p> <ul style="list-style-type: none"> a. Shared Resources b. Display Projects Together c. Linking Projects 	<p>X08 Advanced File Management Techniques</p> <ul style="list-style-type: none"> a. Briefcase b. Off-line files c. Associating programmes with file types d. Finding Files 	<p>X09 Mail Merge</p> <ul style="list-style-type: none"> a. Using only Word b. Using Word and Excel c. Using Word and Access d. Using Word and Outlook e. Emails
<p>X10 Creating References in Word</p> <ul style="list-style-type: none"> a. Using Styles for Referencing Purposes b. Tables of Contents c. Indexes d. Tables of Figures e. Citations and Bibliographies f. Table of Authorities 	<p>X11 Relational Database Concepts using MS Access</p> <ul style="list-style-type: none"> a. What is a relational database? b. The Relationships View c. Linking tables d. Linking options e. Referential Integrity 	<p>X12 Report Writing with MS Access</p> <ul style="list-style-type: none"> a. Using the Report Wizard b. Report Design View c. Modifying the report layout d. Grouping Records e. Aggregate functions f. Calculated fields – Expression builder
<p>X13 Using MS Access as the Front End to SQL databases</p> <ul style="list-style-type: none"> a. Access Project v. Database b. Connection to datasources c. Creating input form d. Reporting e. Data access pages 		

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Modules Coming Soon		
<p>C01 Getting to know Microsoft® Office 2007</p> <ul style="list-style-type: none"> a. The New User Interface - Ribbon b. The New User Interface - Logo Menu c. Galleries d. Customising your working environment e. File Formats 	<p>C02 Getting to know Microsoft® Access 2007</p> <ul style="list-style-type: none"> a. What's New in Access® 2007 b. Exploring the New Interface c. How to Work with Tables and Relationships d. How to Import Contacts from Outlook e. Analyzing Data f. Report Design 	<p>C03 Getting to know Microsoft® Excel 2007</p> <ul style="list-style-type: none"> a. What's new in Excel 2007 b. Exploring the New Interface c. Create & Format Tables d. Business Information e. Conditional Formatting f. User Permissions g. Snapshots
<p>C04 Getting to know Microsoft® Outlook 2007</p> <ul style="list-style-type: none"> a. What's new in Outlook 2007 b. The New User Interface c. Account manager d. Organise & search your E-Mail & Information e. RSS Subscriptions f. Internet Calendars 	<p>C05 Getting to know Microsoft® Word 2007</p> <ul style="list-style-type: none"> a. What's new in Word 2007 b. The New Interface c. Formatting Document, Text and Using Styles d. Building Blocks e. References f. Compare multiple versions 	<p>C06 Getting to know Microsoft® PowerPoint 2007</p> <ul style="list-style-type: none"> a. What's new in PowerPoint 2007 b. The New Interface c. Creating Presentations d. New Presentation Options e. Smart Art Graphics f. Themes and Effects
<p>C07 Getting to know what Microsoft® Office 2007 Can Offer</p> <ul style="list-style-type: none"> a. One Note b. Groove c. Office Live d. Business Contact Manager e. Info Path f. Communicator 	<p>Modules for new Office 2007 features: Calendar Printing Assistant Save as PDF and XPS</p>	<p>Synchronising with Windows Mobile 5</p>
<p>Getting to Knows Windows Vista</p>	<p>A full range of courses based on Windows Vista and Internet Explorer 7</p>	<p>A full range of Office 2007 Courses through Foundation, Intermediate and Expert levels</p>