



## COMPUTER

### ACCESS 2007 – Level 1 (2 days)

You will learn to use relational database concepts, and design and build an Access database. **Who should attend:** This course will benefit those who use, build or maintain Microsoft Access databases. Basic Windows skills are required.

#### Course Content

- Exploring the Microsoft Office Access 2007 Environment
- Designing a Database
- Building a Database
- Managing Data in a Table
- Querying a Database
- Designing Forms
- Generating Reports
- Controlling Data Entry
- Joining Tables
- Creating Flexible Queries
- Improving Forms
- Customizing Reports
- Sharing Data Across Applications

### ACCESS 2007 – LEVEL 2 (2 days)

You will learn to structure data effectively; create more advanced queries, forms, and reports, use macros. **Who should attend:** Access users who have mastered the skill taught in Access 2007-Level 1

#### Course Content

- Structuring Existing Data
- Writing Advanced Queries
- Simplifying Tasks with Macros
- Making Effective Use of Forms
- Making Reports More Effective
- Maintaining an Access Database

### ACCESS 2007 - Level 3 (1 day)

You will learn to make data more accessible and useful.

Who should attend: Microsoft Access users who have mastered the skills taught in Access 2007 - Level 2.

#### Course Content

- Integrating Access into Your Business
- Automating a Business Process with VBA
- Managing Switchboards
- Distributing and Securing Databases
- Sharing a Database Using a SharePoint Site

## EXCEL 2007 - Level 1

You will learn to manage, edit, and print data using Microsoft Excel 2007.

**Who should attend:** New Excel users and experienced but self-taught Excel users will both benefit from this course. Basic Windows skills are required.

### Course Content

- Creating a Basic Worksheet
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbook Contents
- Managing Large Workbooks

## EXCEL 2007 – Level 2

You will learn to present data in charts, analyze data with advanced formulas and pivot tables.

**Who should attend:** Excel users already familiar with editing and formatting data in Excel.

### Course Content

- Calculating Data with Advanced Formulas
- Organizing Worksheet and Table Data
- Presenting Data Using Charts
- Analyzing Data Using PivotTables and Pivot Charts
- Inserting Graphic Objects
- Customizing and Enhancing Workbooks and the Excel Environment

## EXCEL 2007 – Level 3

You will learn to apply advanced data analysis and manipulation techniques, automate spreadsheets using macros.

**Who should attend:** Excel users already familiar with editing and formatting data in Excel.

### Course Content

- Streamlining Workflow
- Collaborating with Others
- Auditing Worksheets
- Analyzing Data
- Working with Multiple Workbooks
- Importing and Exporting Data
- Using Excel with the Web
- Structuring XML Workbooks

## GROUPWISE

This course is for the new user of GroupWise 7.0 and assumes no experience with Lotus Notes or any other email application. The topics covered are the critical skills you need to create, send and respond to email in GroupWise, maintain a list of contacts and schedule appointments and meetings.

Upon successful completion of this course, students will be able to:

- Explore the GroupWise 7.0 environment, the fundamental features of GroupWise, and its help system.
- Work with email and phone messages.

- Manage email and phone messages efficiently so that your system performance is enhanced.
- Work with address books, and manage your contacts using personal address books and mail groups.
- Use the Calendar to schedule appointments and create reminders in order to suitably allot your time to various tasks.
- Work with resources and Multi-User views.

### **POWERPOINT – Level 1**

You will learn to create effective PowerPoint presentations.

**Who should attend:** Presenters who are either new Microsoft PowerPoint users or experienced but self-taught PowerPoint users. Basic Windows skills are required.

#### **Course Content**

- Getting Started with PowerPoint
- Creating a Presentation
- Formatting Text on Slides
- Adding Graphical Objects to a Presentation
- Modifying Objects
- Adding Tables to a Presentation
- Inserting Charts in a Presentation
- Preparing to Deliver a Presentation

### **POWERPOINT – Level 2**

You will learn to enhance PowerPoint presentations.

**Who should attend:** Presenters who have mastered the skills taught in Level 1.

#### **Course Content**

- Customizing the PowerPoint Environment
- Customizing a Design Template
- Adding Diagrams to a Presentation
- Adding Special Effects to Presentations
- Customizing a Slide Show Presentation
- Collaborating on a Presentation
- Securing and Distributing a Presentation

### **WORD 2007 – Level 1**

You will learn to create and edit documents using Microsoft Word 2007.

**Who should attend:** New Microsoft Word users or experienced but self-taught Word users. Attendees should have basic Windows skills.

#### **Course Content**

- Creating a Basic Document
- Editing a Document
- Formatting Text
- Formatting Paragraphs
- Adding Tables
- Inserting Graphic Objects
- Controlling Page Appearance

- Proofing a Document

## **WORD 2007 – Level 2**

You will learn to create complex Word documents and personalized efficiency tools.

**Who should attend:** Microsoft Word users who have mastered the skills taught in Level 1.

### **Course Content**

- Managing Lists
- Customizing Tables and Charts
- Customizing Formatting with Styles and Themes
- Modifying Pictures
- Creating Customized Graphic Elements
- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates to Automate Document Creation
- Automating Mail Merges
- Using Macros to Automate Tasks

## **WORD 2007 – Level 3**

You will learn to create and manage long documents.

**Who should attend:** Microsoft Word users who have mastered the skills taught in Level 2.

### **Course Content**

- Using Microsoft Office Word 2007 with Other Programs
- Collaborating on Documents
- Managing Document Versions
- Adding Reference Marks and Notes
- Making Long Documents Easier to Use
- Securing a Document