



Learning Word 2007

Type of Course:	Self-paced online learning, including a pre-course assessment to focus your learning, video lessons, simulated exercises and a post-course test.
Course Duration:	9 hours (approximately)
Course Fee:	\$149 + GST

Session 1

Getting Familiar

Interface Tour
Getting Help

Document Navigation Tips

Navigating Within Documents
Navigating With the Keyboard
Browsing By Object
Selecting Text

Manipulating Text

Setting Up a Document
Cut, Copy, Paste, Move
Using the Clipboard
Find and Replace

Themes and Templates

Using Themes
Inserting Pages

Quick Parts

Overview
Modifying Building Blocks
Inserting Fields
Inserting Symbols
Inserting Logos

Preparing Documents for Printing

Inline Spelling Errors
Proofing Indicator
Spelling and Grammar Dialog
Proofing Options
Saving Documents
Naming Files
Print Preview
Print Options
More Print Options

Session 2

Formatting Characters

Changing Fonts
Formatting Text
Formatting Tools

Formatting Paragraphs

Spacing
Indentation
Using Styles
Customizing Styles

Organising Content

Creating Lists
Creating Tables
Formatting Tables
Table Styles
Converting Text to Tables
Modifying Tables

Tabs, Columns, and Charts

Setting Tabs
Charts
Columns
Previewing Documents

Links, Headers, and Footers

Hyperlinks
E-mail Links
Headers
Footers

References

Bookmarks
Captions
Footnotes
Citations
Reference Styles
Research Pane
Index Entries
Creating Indexes
Bibliographies
Table of Figures
Table of Contents

Session 3

Mail Merge

Inserting Symbols
Mail Merge Wizard
Choosing Recipients
Instant Merge Fields
Inserting Dates
Previewing Letters
Envelopes
Labels

Visual Content

Character Spacing
Inserting Shapes
Inserting Pictures
Picture Options
WordArt
Pull Quotes
Text Boxes
Sorting Text
SmartArt Graphics

Reviewing Documents

Document Window Views
Split Screen View
Tracking Changes
E-mail Collaboration
Tracking Options
Combining Documents
Accepting Changes
Comments
Reading View

Protecting and Sharing Documents

Previous Word Versions
Compatibility Checker
Document Inspector
Digital Signatures
Restricting Permissions
Document Properties
Word Options
Finalizing Documents
Personalizing Office





Learning Excel 2007

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Course Duration:	15 hours (approximately)
Course Fee:	\$249 + GST

Session 1

Introduction

Excel 2007 Interface
Ribbon and Tabs
Document Windows
Navigation Tips

Creating and Manipulating Data

Entering Data
AutoFill a Series
Fill Non-Adjacent Cells
AutoFill on Multiple Sheets
Creating Custom Lists
Series Formatting

Managing Worksheets

Copying Worksheets
Inserting and Deleting Worksheets
Hiding Worksheets

Data Integrity

Validation Criteria
Character Validation
Drop-Down Lists

Modifying Cell Content

Cut, Copy, Paste
Transposing Data
Copy Cell Format Only
Removing Duplicates
Data Validation

Changing Views

Zoom Features
Workbook Views
Page Layout View
Repeating Cell Content
Freeze Panes
Split Windows
Viewing Multiple Windows
Saving Hot Links
Hiding the Ribbon

Session 2

Formatting Data

Formatting Worksheets
Worksheet Backgrounds
Watermarks

Modifying Rows and Columns

Inserting Rows
Inserting Columns
Cutting and Inserting Columns
Modifying Cell Width/Height
Inserting Multiple Rows and Columns
Inserting and Deleting Cells
Formatting Rows and Columns
Hiding/Unhiding Rows and Columns

Formatting Numbers

Currency Format
Format Painter
Formatting Dates
Special Formats
Cell Styles

Formatting Text and Tables

Fonts, Fills, and Alignment
Comments
Merging and Splitting Cells
Inserting Hyperlinks
Formatting as a Table
Summary Function

Understanding Formulas

Using Operations
Creating Formulas
AutoSum
Common Functions
Searching for Functions
Copying Formulas
Absolute Cell References

Session 3

Referencing Formulas

Dependent References
Multiple Sheet References
Consolidating Data
Consolidating with Links

Ranges and Dates

AutoSum
Cell Names
Formulas with Cell Names
COUNT
COUNTA
Date Formulas

Subtotals

Overview
Subtotal Options
Selecting Visible Data

Lookups

Lookups Purpose
VLOOKUP
VLOOKUP Exact Match
HLOOKUP
HLOOKUP Exact Match

Conditional Logic

IF Syntax
IF Statement
Nested IF
Nested IF Syntax

More Conditional Logic

AND
OR
NOT
IFERROR
SUMIF
AVERAGEIF
COUNTIF
SUMIFS
AVERAGEIFS
COUNTIFS



Session 4

Financial Formulas

Future Value
Payment
Goal Seek
Changing Rate
Scenario Manager

Text Formulas

Case Formulas
Paste Column Widths
Operations in Paste Special
Skip Blanks
AutoCalculate
Fix Number Fields
Trim Spaces
Substitute Text

Introduction to Charts

Chart Types
Instant Chart
Update Chart
Column Chart
Picture Fill
Adjust Chart Size
Line Chart
Scatter Chart

Formatting Charts

Chart Styles
Chart Layouts
Add Labels
Axis Options
Chart Title
Legends
Data Labels

Conditional Formatting

Highlight Cells Rules
Top/Bottom Rules
Data Bars
Colour Scales
Custom Formatting Rule
Text Formatting

Adding Graphics to Spreadsheets

Insert Pictures
Modifying Pictures
Insert Shapes
Insert SmartArt
Apply Themes

Session 5

Outlining, Sorting, and Filtering

Group and Ungroup
Sort Data
Sort Multiple Levels
Filter Data
Advanced Filter
Conditional Sorting and Filtering
Sorting and Filtering Data Attributes

PivotTables

Overview
Creating PivotTables
Choosing Fields
Sub Fields
PivotTable Layout
Filtering PivotTables
Totals
Modifying PivotTable Data
PivotCharts

Protecting Data

Workbook Passwords
Protecting Workbooks
Hiding Worksheets
Unlocking Cells

Collaboration

Document Properties
Formatting Comments
Document Inspector
Sharing a Workbook
Track Changes
Accept/Reject Changes
Information Rights Management
Using IRM
Signature Line
Mark as Final

Saving a Workbook

Save As Previous Version
Templates
Save As PDF
Save As Web Page
Macro-Enabled Workbook

Printing

Page Orientation
Page Breaks
Print Area
Margins
Headers and Footers
Scaling





Learning PowerPoint 2007

Type of Course:	Self-paced online learning, including a pre-course assessment to focus your learning, video lessons, simulated exercises and a post-course test.
Course Duration:	9 hours (approximately)
Course Fee:	\$149 + GST

Session 1

Introduction to PowerPoint

How to Create Effective Presentations

Effective Presentations

Overview
Take AIM
Audience
Intent
Message
Presentation Structure
Visuals
Nonverbal Communication
Presentation Tips

Creating Presentations

Opening PowerPoint
New Presentations
Opening Templates
Interface Layout
Changing Views
Navigation
Saving a Presentation
File Extensions
PowerPoint Process

Creating Initial Content

Placeholders
Working with Text
Adding Slides
Changing Slide Layouts
Arranging Slides
Copying and Pasting

Themes

Live Preview
Theme Colours
Customizing Colours
Theme Fonts
Theme Effects
Saving Themes
Setting Default Themes

Customizing Slide Masters

Using Masters
Slide Master View
New Slide Master
New Layout
Headers and Footers
Renaming Layouts

Using New Layout
Preparing Templates

Saving Templates

Working with Text

Mini Toolbar
Paragraph Formatting
Font Formatting
Editing Master
Synonyms
Format Text Box
Turning Off Mini Toolbar

Working with Lists

Creating Bulleted Lists
Modifying Bulleted Lists
Customizing Bullets
Setting Tabs
Using the Ruler
Applying Indents

Session 2

Using Existing Content

Headings
Creating New Slides
Outline View
Bullets
Arranging Slides
Adding Slides
Saving as an RTF
Creating Word Handouts
Reusing Slides
Slide Libraries

Charts

Excel 2007
Inserting Charts
Excel Charts
Paste Special
Changing Chart Types
Selecting Data Sources
Layout Options
Chart Formatting
Chart Templates

Tables

Inserting Tables
Design Options
Merging Cells
Entering Text
Changing Table Settings
Copy and Paste

Shape Properties

Starting with Shapes
Fill Options
Texture Fill
Inserting Pictures
Shadows
3-D Effects
Modifying Text

Drawing Tools

Inserting Shapes
Arranging Shapes
Distributing Shapes
Selection Pane

SmartArt Diagrams

Converting Bulleted Lists
Working with the Text Pane
SmartArt Tools
Creating SmartArt
Adding Shapes

Pictures and Photo Albums

Creating Photo Albums
Album Layout
Captions
Inserting Pictures
Compressing Pictures

Backgrounds and Watermarks

Background Styles
Hiding Background Graphics
Inserting Watermarks



Session 3

Multimedia

Supported File Types
Inserting Sound Clips
Sound Tools
Modifying Sound Files
Sound Insert Options
Narration
Inserting Movies
Movie Tools

Animations

Creating Animations
Customizing Animations
Previewing Animation
Animating Text
Animation Settings
Animating SmartArt
Animating Charts
Motion Paths

Customising Slide Shows

Transitions
Individual Transitions
Hiding Slides
Custom Show

Save for Web Viewing

Hyperlinks
Action Buttons
Saving as a Web Page
Viewing as a Web Page

Delivery Formats

Page Setup
Saving as a Picture
PowerPoint Show
PDF/XPS
Package for CD
CD Options

Proofing and Reviewing

Visual Check
Spell Check
AutoCorrect
Research
Comments

Prepare and Protect

Document Properties
Document Inspector
Encryptions and Passwords
Information Rights Management
Digital Signature
Mark as Final
Compatibility Checker

Prepare for the Presentation

Printing Tips
Optimisation Tips
Running a Show
Speaker's Notes
Setting Up the Show
Rehearsing Timings
Using Presenters View
Print Options
Print Preview





Learning Outlook 2007

Type of Course:	Self-paced online learning, including a pre-course assessment to focus your learning, video lessons, simulated exercises and a post-course test.
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Session 1

Learning to be Efficient

What is Outlook Really?
New Features
Outlook Editions
Edition-Specific Features

Outlook Interface

Getting Started and Navigation Pane
Information and Reading Panes
To-Do Bar

Outlook Today

The Ideal Assistant
Customizing Outlook Today

Configuring E-mail Accounts

How E-mail Works
Account Settings
Manual Configuration
Changing E-mail Accounts

Creating E-mail

Creating Messages
Addressing the Message
E-mail Options

E-mail Extras

Formatting
Voting Buttons
Attachments
Importance and Sensitivity
Spell Check
Saving a Draft

Hyperlinks and Quick Parts

Using Hyperlinks
Using Quick Parts
Bookmark Hyperlinks

Setting E-mail Defaults

E-mail Settings and Mail Format
Themes and Fonts
Setting up E-mail Signatures
Creating Multiple Signatures

Securing E-mail

Digital Signatures
Encrypting Messages
IRM
The Trust Centre

Session 2

Receiving E-mail

Replying to Messages
Forwarding Messages
Voting
Receiving Attachments
Sent Items
Recall and Resent Messages
Vote Tally

Working Offline

Send/Receive Settings
Send/Receive Groups
Out of Office Assistant
Downloading the Address Book

Changing Views

Sorting
Customizing Views
Fields
Views Dialog Box

Organising Information

Organising with Categories
Quick Click
Organising with Flags
Custom Flags

Managing Junk Mail

Junk Mail Tactics
Junk Mail Folder
Junk Mail Settings

Customizing Folders

Folder Settings
Deleting Items
Creating Folders
Organising Folders
Recover Deleted Items
Saving in Different File Types

Managing Data Files

Creating a Personal Folder Set
Personal Folder Properties

Rules and Alerts

Automated Features
Rules
Alerts
Ordering Rules

Session 3

Archiving

Activating Archiving
AutoArchive and Manual Archiving

Searching

Search Options and Simple Searches
Query Searches
Using Search Folders
Category Searches
Custom Search Folders

Contact Basics

Creating and Modifying Contacts
Adding Contacts
Contact Views

Advanced Contacts

Business Card Options
Distribution Lists
Secondary Address Books

Calendars and Scheduling

Calendar Views and Entries
Creating Appointments
Creating Events
Recurring Events
Creating Events from E-mail

Calendar Defaults and Permissions

Calendar Settings
Assigning Delegate Permissions
Viewing People's Calendars

Collaboration

Group Calendars
Send a Calendar via E-mail
Publish Calendars Online

Meetings

Scheduling Meetings
Responding to Requests
Tracking Responses
Recurring Meetings
Proposing New Meeting Times

Tasks and Journal

Creating and Assigning Tasks
Recurring Tasks
Responding to Assigned Tasks
Task Views
Tracking with the Journal





Learning Access 2007

Type of Course:	Self-paced online learning, including a pre-course assessment to focus your learning, video lessons, simulated exercises and a post-course test.
Course Duration:	15 hours (approximately)
Course Fee:	\$249 + GST

Session 1

Understanding Access

What Is Access?
Access vs. Excel
Components, Objects, and Terms
Changes In 2007

Getting Started

Application Overview
Using Templates
Using the Ribbon
The Navigation Pane
Shortcut to Forms
Finding Help

Using the Navigation Pane Effectively

Group View Options
Item View Options

Organising Items
Navigation Options
Table Views
Query and Form Views
Report and Macro Views

Data Entry

Working with Records
Entering and Editing Records Data
Deleting Records
Sorting Data In Records
Finding Data in Records
Entering Data In Forms

Database Design

Design Steps
Purpose
Tables

Fields
Relationships
Primary Key
Making the Relationship
Naming Conventions
Design Cleanup
Example: Purpose and Tables
Example: Primary Key and Relationships

Creating Databases and Tables

Create Blank Database
Datasheet View
Saving Tables
Table Templates

Session 2

Working with Tables

Design View
Text and Memo Data Types
Number Data Types
AutoNumber Data Types
Yes/No Data Types
Data Beyond the Database
Creating Tables
Setting Primary Keys

Field Properties

Field Properties Overview
Modifying Fields
Text Field Properties
Number Field Properties
Validation Rules
Arranging and Deleting Fields
Viewing Changes
Validation Text
More Field Properties
Memo Fields

Attachment Fields
Input Masks

Lookup Fields

Creating Lookups
Design View Lookups
Lookup Properties

Relationship Theory

Relationship Basics
Beyond Relationship Basics
Relationship Types
Putting Relationship Theory Together

Creating Relationships

Viewing Relationships
Building and Modifying Relationships
Relationship Reports
Joining Table Properties

Analysing Design

Cleaning Up
Formatting Datasheets
Hiding Columns
Rearranging Fields
Performance Analyser

Subdatasheets and Filters

Adding Subdatasheets
Subdatasheet Display
Removing Subdatasheets
Filtering by Selection
Number Filtering
Filtering by Form
Advanced Filters
Total Row Summaries



Session 3

Query Basics

Query Wizard
Selecting Data Sources
Selecting Fields
Sorting Fields
Arranging Fields
Criteria
Comparison Criteria
Range Criteria

Intermediate Queries

Field Properties
Query Properties
Unique List
Outputting All Fields
Removing Tables
Multiple Table Queries
Query Relationships

Session 4

Importing/Exporting Data

Importing Data
Importing Objects
Importing from Excel
Making Changes
Exporting Data
Add-Ins
Save as PDF or XPS

Using Mail Merge

Introduction
Mail Merge Wizard
Creating a Merge Letter
Sharing Outlook Contacts
Importing Outlook Folders
Collaboration

Basic Forms

Lookup Tables
Form Wizard

Session 5

Controlling Display and Data Entry

Form Properties
Display Options
Data Entry Options
Lock Controls
Bang and Dot Operator
Query Aliases
Query Parameters
Dynamic Reports

Access Automation

Remove Grouping
Control Wizard
Switchboard Manager
Edit Switchboard Pages
Edit Main Switchboard
Customize Switchboards

Calculation in Queries

Adding Fields
Calculation Fields
Null Values
Totals
Expression Builder

Special Queries

Crosstab Queries
Modifying Crosstab Queries
Finding Duplicate Records
Finding Unmatched Records
Parameter Queries
Range Parameters
SQL View

Action Queries

Updating Queries
Creating Table Copies
Creating Table Queries
Saving Action Queries
Archiving Records
Deleting Queries
Deleting Tables

Concatenation

What is Concatenation?
Concatenating Data
Reviewing Concatenation
Concatenation Examples

Form Tools
Layout View

Form Controls

Design View
Controls
Move Controls
Selecting Multiple Controls
Arranging Controls

Form Design

Font Formatting
Conditional Formatting
Control Types
Query by Form
Check Boxes
Bind Controls
Properties

Special Forms

Split Forms
Subforms
Subform Relationships
Creating Subforms
PivotTable Forms
Calculations
Filtering PivotTables

Reports

AutoReports
Report Wizard
Grouping and Sorting
Adding Pictures
Page Breaks
Label Wizard
Charts

Custom Automation

Overview
Unbound Forms
Add Record
Message Box
Close Form
Close Database
Modal Dialog Form

Working with the File

Custom Navigation Pane
Arranging Objects
Database Properties
Access Options
Current Database Options
Compact and Repair
Back Up Database
Database Splitter
Linked Table Manager

Security

Security Types
Password Protection
User-Level Permissions
Creating User-Level Permissions
Security Tips

Sharing Information

Printing Tables
Printing Forms
Printing Reports
Output as File
Database Documenter
Save as Previous Version

