

The following are outlines for the courses provided by our associate Rosemary Gratton. For further details please see our profile page or contact Amanda on 01460 67480.

**Title:**        **An Introduction to Computers**

**Duration:**  1 day

**Level:**        The course is designed for delegates who have no prior knowledge of using a PC

**Objective:**  At the end of the course delegates will understand computer terminology, the basic elements needed to use a program, carry out file management tasks such as creating a new folder and copying or moving files between folders.

**Topics:**

- A basic understanding of computers and terminology
- Using the mouse and keyboard
- Starting and closing programs
- Understanding the parts of a window
- Changing the size of windows
- Moving and closing windows
- Using scroll bars
- Using command buttons and menus
- Using list boxes, option buttons, check boxes, tabs
- Switching between programs
- Organising files and folders using the Windows Explorer
- Backing up files
- Creating, saving and printing a simple document
- Selecting data
  
- Using cut, copy and paste

**Title:**        **Outlook - Overview**

**Duration:**  ½ day

**Level:**        The course is designed for delegates who have little, or no prior knowledge of Outlook but need a brief introduction to Email, using the Calendar, creating Contacts and setting Tasks.

**Objective:** At the end of the course delegates will understand how to send and receive emails, including dealing with attachments and organising emails. In addition, they will be able to create appointments and tasks, set reminders and save contact information.

- Topics:**
- Email - send and receive messages, including sending and receiving attachments; create folders and organise messages within folders
  - Calendar – create, move and delete appointments, set reminders; create recurring appointments
  - Contacts - create, edit and use contact information
  - Tasks - create tasks and set reminders
  - Print Items

Please note that this half-day course can be customised to include or exclude Outlook items of your choice.

**Title:** Outlook - Introduction

**Duration:** 1 day

**Level:** The course is designed for delegates who have little or no prior knowledge of Outlook but wish to have a more detailed understanding of Outlook's capabilities.

**Objective:** At the end of the course delegates will understand how to use the Inbox, Calendar, Contacts, Tasks, Notes and the Journal. In addition, they will have an understanding of archiving, organising, printing, and setting options for these items.

- Topics:**
- Inbox - send and receive messages, including attachments; create folders and organise messages within folders
  - Use different methods to find "lost" email
  - Use mail options such as setting the importance and sensitivity of messages; use different mail formats
  - Create rules for handling emails
  - Calendar - create appointments, meetings and events; set reminders; create recurring appointments; schedule and manage meetings
  - Contacts - create, edit and use contact information; assign and use

- categories to organise client information, and use with Word
- Tasks - create tasks and set reminders; assign tasks to others and keep track of time spent on tasks
  - Notes - create notes to remind yourself of things you have to do
  - Journal - record activities automatically and manually and keep track of time spent on activities
  - Create new folders to organise your Outlook items
  - Archive and backup folders
  - Use and customise views throughout Outlook
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- Print items

**Title:** Excel Introduction

**Duration:** 1 day

**Level:** The course is designed for delegates who have no prior knowledge of Excel.

**Objective:** At the end of the course delegates will be able to create, save and print a workbook containing simple calculations. In addition, they will be able to format the workbook to ensure a pleasing presentation, open, close and delete files.

- Topics:**
- Using Help
  - The excel screen - using menus, toolbars, and the status bar
  - Creating a workbook, entering and editing data
  - Moving and copying data
  - Using multiple worksheets and workbooks
  - Creating simple formulas
  - Formatting worksheets
  - Using page setup
  - Saving, printing, closing and opening workbooks
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- Basic file management

**Title:** Excel Intermediate

**Duration:** 1 day

**Level:** The course is designed for delegates who have attended the Introduction course or who are familiar with those topics and wish to extend their knowledge of Excel.

**Objective:** By the end of the course, delegates will be able to use multiple worksheets; use large workbooks efficiently; enter more complex formulas involving absolute cell references; use a range of functions, such as the IF function; work with lists of data and create charts.

**Topics:**

- Insert, name, move, copy, delete and group worksheets
- Use multiple worksheets and workbooks
- Use time-saving features to work with large worksheets
- Use Go To and paste special
- Enter formulas in a worksheet using various operators; use relative and absolute cell references
- Name cells and ranges and use these in formulas
- Use various functions
- Cell comments
- Use advanced formatting techniques to enhance a worksheet (format painter, auto format and conditional formatting)
- Sort data
- Filter data
  
- Create charts or graphs

**Title:** **Excel Advanced**

**Duration:** 1 day

**Level:** The course is designed for delegates who have attended the Intermediate course, or who have a very good knowledge of Excel, to include most of the features in that outline. They should be able to insert formulas and functions and understand the difference between a relative and absolute cell reference

**Objective:** At the end of the course, delegates will be able to use different ways to consolidate and link data, use Lookup Tables, Pivot Tables and other features which speed up and increase efficiency when working with Excel.

**Topics:**

- Customising and creating toolbars
- Custom views

- Advanced filtering
- Templates
- Sub-totaling
- Pivot table reports
- Data validation
- Lookup tables
- Methods of consolidating and linking (including using the data consolidate feature)
- Workspace file
  
- Hyperlinks

**Title: Further Excel Advanced**

Excel's powerful features cannot be covered in one day! Here are some more Advanced Features:

- An introduction to macros
- Database functions
- Financial functions
- What-if analysis
- Goal seek
- Scenario manager
- Data tables
- Grouping and outlining
- Drawing tools
- Auditing
  
- Custom lists

**Title: Word Introduction**

**Duration:** 1 day

**Level:** The course is designed for delegates who have no prior knowledge of Word.

**Objective:** At the end of the course delegates will be able to create, save and print a document or list containing basic formatting. They will be able to move and copy data and understand why Word makes automatic changes to a document.

- Topics:**
- Using help
  - Understanding the Word screen
  - Creating a document
  - Saving a new document; saving with a new file name
  - Using the spell checker
  - Printing, opening and closing documents
  - Editing documents
  - Selecting text
  - Character formatting (using bold, italics, underlining, point sizes)
  - Using cut, copy and paste; drag and drop
  - Alignment of text (centre, left, right and justified)
  - Understanding autocorrect and auto format as you type
  - Simple numbered and bulleted lists
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- File management

**Title:** **Word Intermediate**

**Duration:** 1 day

**Level:** The course is designed for delegates who have attended a one-day introduction course or are familiar with Word basics and wish to further their knowledge of the program.

**Objective:** At the end of the course, delegates will be able to create more complex Word documents containing paragraph and page formatting and use Word's powerful tables feature.

- Topics:**
- AutoText
  - Format painter
  - Format paragraphs (line spacing, alignment, indenting, tabs)
  - Bulleted and numbered lists
  - Outline numbering
  - Borders and shading
  - Format pages (margins, paper sizes, paper source)

- Tables
- Page numbering
- Headers and footers
- Find and replace
- Office clipboard
- Envelopes and labels

**Title: Word Advanced**

**Duration:** 1 day

**Level:** The course is designed for delegates who have attended an Intermediate course, or who are familiar with those topics. It is particularly suited to people using long documents or mail merge, or who want to be able to set up templates for themselves, or a workgroup.

**Objective:** By the end of the course, delegates will be able to use Word's powerful tools to create extremely professional, automated documents, which can be used to design a "corporate" image. In addition, they will be able to merge a standard type of document to envelopes or labels.

**Topics:**

- Section breaks
- Toolbars
- Templates, including filling fields to automate templates
- An overview of common field codes
- An introduction to macros
- Mail merge (merging letters, envelopes and labels)
- Styles
- Table of contents
- Text boxes and drawing tools

**Title: Further Word Advanced**

Here are some more Advanced features which can be substituted for the topics mentioned in the Word Advanced outline.

- Newspaper columns
- Bookmarks
- Outlining

- Index
- Footnotes and endnotes
- Cross referencing
- Hyperlinks
- WordArt
- On-line forms
- Tracking revisions and changes
- Automatically formatting documents
- Word's options
- Customise menus and keys

**Title:** Access Introduction

**Duration:** 1 day

**Level:** The course is designed for delegates who have no prior knowledge of Access. It is suitable for people who will be using an existing database to enter and edit data using tables and forms. It will also serve as a good basis for delegates who need to design their own small database and will be attending the Access Intermediate course.

**Objective:** At the end of the course, delegates will understand the purpose of a database. They will know how to use tables and forms for storing and editing data; they will be able to find and filter data; create simple queries and print simple reports.

- Topics:**
- What is a database?
  - Main tasks of an Access database
  - Use tables to store, edit and browse data
  - Use forms to store, edit and browse data
  - Find, filter and sort data
  - Create simple select queries
  - Create and print simple reports

**Title:** Access Intermediate

**Duration:** 1 day

**Level:** The course is designed for delegates who have attended the Access Introduction course, or are familiar with these topics.

**Objective:** At the end of the course, delegates will be able to create a simple relational database containing at least three tables. They will be able to design and use tables and forms, create various types of Queries and more advanced Reports.

- Topics:**
- Create and modify tables
  - Understand referential integrity
  - Create more advanced queries
  - Create, modify and use forms and sub-forms
  - Add combo boxes, check boxes and command buttons to forms
  - Work with form properties
  - Create mailing labels
  - Create reports containing totals
  - Import and link data
  
  - Database management

**Title:** PowerPoint Introduction

**Duration:** 1 day

**Level:** The course is designed for delegates who have a little knowledge, or no prior knowledge of PowerPoint.

**Objective:** At the end of the course delegates will be able to create, save and print a presentation containing Text, Tables, Charts, ClipArt and other objects. In addition, they will be able to present a Slide Show using special effects, create Audience Handouts and Speaker's Notes.

- Topics:**
- Getting started – creating a new presentation
  - Bulleted and numbered lists
  - Text objects
  - Adding tables to a slide
  - Drawing objects
  - Clipart and pictures

- Formatting and aligning objects
  - Add charts to a slide
  - Using the slide master
  - Adding transition and animation to slides
  - Speaker's notes and audience handouts
  - Editing, inserting, moving, copying and deleting slides
  - Presenting a slide show
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- Printing slides, speaker's notes and handouts

**Title:** PowerPoint Intermediate

**Duration:** 1 day

**Level:** The course is designed for delegates who have attended an Introductory course, or are familiar with these topics and need more advanced features of the program.

**Objective:** At the end of the course delegates will be able to create a powerful presentation containing pictures and sound from external sources, create links to other slides and files and use more advanced techniques when presenting the slide show.

- Topics:**
- Advanced slide master techniques
  - Headers and footers
  - Slide background and colour schemes
  - Creating and using templates
  - Organisation charts and special diagrams
  - Exporting, importing and linking
  - Advanced clipart and drawing techniques
  - Adding sound and video to a slide
  - Action buttons
  - Hyperlinks
  - Advanced presentation techniques
  - Slide timings
  - Creating custom slide shows
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- Design considerations