

## MICROSOFT OFFICE SOFTWARE SKILLS

### LEARNING FORMATS: CLASSROOM (ONSITE ONLY)

Whether your organization has upgraded software or employees are now needing to use a software program more effectively, you may want to consider providing the tools and development so employees are using the software effectively to maximize their and organizational productivity.

Select from Access, Excel, Outlook, PowerPoint, and Word. Each course consists of Level 1 (beginner), Level 2 (intermediate), and Level 3 (advanced). Each level is typically a full day course. Choose from Microsoft Office 2010 or 2013 coursework.

### DO YOU FACE ANY OF THESE ISSUES?

- > Has your organization upgraded its software?
- > Are associates asking I.T. questions that they already should have the answers to?
- > Are business needs changing, requiring employees to have more advanced knowledge of software features?

### PERFORMANCE OBJECTIVES

#### Helps associates:

- > Utilize software effectively instead of relying on others.
- > Increase productivity.
- > Become more comfortable with using software for more complex tasks or to automate mundane tasks.

### PRIMARY COMPETENCY DEVELOPED

- > Computer Skills
- > Software Skills

### COURSES OFFERED

- > **Access:** Level 1 is a two day course providing an introduction to designing and creating new databases. Level 2 covers structuring data, writing advanced queries, simplifying tasks with macros, creating effective reports and maintaining an Access database. Level 3 covers intergrading access into your organizations utilizing export features, automating with VBA, managing switchboards, distributing/securing databases and sharing via SharePoint.
- > **Excel:** Each level is a full day course. Level 1 provides foundation-level knowledge, including performing calculations, modifying worksheets, managing workbooks and printing. Level 2 covers calculating with advanced formulas, organizing worksheet and table data, presenting using data charts, analyzing using pivot tables/slicers/pivotcharts, inserting graphics, and customizing the environment. Level 3 covers streamlining workflow, collaborating with others, auditing worksheets, analyzing data, working with multiple workbooks, importing/exporting, integrating data with the Web and structuring workbooks with XML.
- > **Outlook:** Delivered in just two levels of one day each. Level 1 covers the fundamentals like composing/sending emails, receiving email, email features, calendar functions and collaborating with others. Level 2 covers working with contacts, working with tasks, using the journal and notes, organizing/finding data, automating commands, managing data, customizing Outlook, and advanced topics.
- > **PowerPoint:** Delivered in just two levels of one day each. Level 1 covers the fundamentals like creating basic presentations, formatting text, adding graphics, modifying graphics, working with tables, working with charts, preparing presentation delivery. Level 2 covers customizing the environment, design templates, adding SmartArt, special effects, customizing slide shows, collaborating on a presentation, securing and distributing presentations.
- > **Word:** Level 1 cover the fundamentals, including editing text, modifying text appearance, inserting graphics and special characters, tables, proofing, appearance and printing. Level 2 covers lists, tables/charts, formats with styles/themes, modifying pictures, creating customized graphics, inserting content with Quick Parts, controlling text flow, using templates, automating mail merge, using macros. Level 3 includes collaborating on documents, managing document versions, adding reference marks, simplifying long documents, securing documents, and creating forms.

### COURSE DETAILS

- > **Target audience:** All populations.
- > **State-Fundable:** Yes (onsite).
- > **Course length:** 8 hours (onsite) for each level.
- > **Facilitator Certification:** Certified facilitator required.
- > **Prerequisites:** None; however, proficiency with the proficiency with the lower levels is required (trainee in Level 2 should know Level 1 content).
- > **Optimal group size:** 8 to 12. 15 maximum.
- > **Course Prep:** No.
- > **Notes:** This training is hands-on requiring the use of equipment. Employers Group will provide equipment should it be needed.

**INDIVIDUAL DESCRIPTIONS FOR EACH LEVEL OF EACH COURSE IS AVAILABLE. PLEASE CONTACT US.**