

Office 2010 Mini

Boot Camp



5 Days of Intensive Training, Years of Knowledge, 3 Optional Certification Exams, Lunch every day, Training Manuals for each course attended, Revision Exercise Files provided, Free All Day Parking, Certificates for each course attended and a HUGE Discount!



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Windows 7

Computer Essentials



Duration: 1 Day Course Code: Win7F

Students will learn the required fundamentals of using a computer, how to create and manage their files, access and save data to and from digital media and learn practical uses for the Internet and the resources it has to offer.

Learning Outcomes

By the end of this course students will be able to work confidently with a variety of programs and access information from Hard drives, network drives, DVD's and USB sticks, understand directory structure and be able to create, save and access files from required locations, designed as a perfect starting point for someone starting out with computers or finally learning how to use them properly.

Prerequisites

This course is designed for students with little or no knowledge of windows. Basic computer awareness, keyboard and mouse skills are preferred.

Welcome to Windows

- What's new in Windows 7
- Starting up Windows 7
- Logging into the system
- Exploring the Windows Environment
- Standard Windows Features
- Windows Aero Tricks and Tips
- 3D Window Flipping
- Handy Navigation Shortcuts

Computer Terminology

- Understanding Hardware vs. Software
- Megabytes to Terabytes explained
- Megahertz and speed ratings
- USB and Storage Options
- Resolution and screen sizes

Modifying the look & feel

- Customising your computer
- Adjusting Date and Time
- Mouse and Keyboard Settings
- Creating Cycling Desktop Backgrounds
- Creating Shortcuts
- Pinning Items the Taskbar and Start Menu
- Adding Desktop Gadgets

Working with Applications

- Standard Windows Programs
- Creating a Document in WordPad
- Editing/Creating Images in Paint
- Using the Calculator
- Exploring the Snipping Tool
- Using Media Player and Media Tools

File Management

- Understanding Files and Folders
- Using Windows Explorer
- Accessing drives and resources
- Understanding directory paths
- Saving/Opening files from chosen locations
- Where do I save my files and why?
- Accessing files from digital media like digital cameras
- Cut, Copy and Paste

Understanding the Internet

- Using the Internet
- Useful Internet Resources
- Using Search Engines
- Useful Websites
- Working with Email
- Downloading Applications
- Windows Updates

Business Applications

- Useful Programs
- Adobe Acrobat
- Installing Flash
- Microsoft Office components and their usage
- Other Applications (Real Alternative, iTunes...)

Computer Maintenance

- What must I know to keep my computer running smoothly
- Disk Cleanup
- Scandisk
- Disk Defragmentation
- Cleaning up un-needed programs

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- Glossary of Terms
- Useful Keyboard Shortcuts



Outlook 2010 Essentials



Duration: 1 Day Course Code: Out10E

This course introduces the essential skills required for working with Outlook 2010. Students will learn how to work effectively with their contacts, calendar, task lists and email.

Learning Outcomes

By the end of this course students will be able to effectively manage their appointments and meetings, contacts, tasks and organise their email correspondence more efficiently.

Prerequisites

This course is designed for students who are mostly self-taught on Outlook. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Navigating the Outlook Interface
- Using the Outlook Bar
- Configuring Outlook Today
- Using the Folder List
- Accessing Help

Working with Email

- Creating/Sending Messages
- Using the Address Book
- Changing Mail Folder Views
- Opening, Sending & Receiving Email Messages
- Replying/Forwarding Messages
- Printing Emails

Managing Messages

- Saving a Draft
- Flagging Messages
- Finding Specific Messages
- Changing Read Status
- Sorting Mail Messages
- Deleting Messages
- Folder Management
- Emptying Deleted Items Folder
- Archiving your messages

Creating an AutoSignature

- Building an AutoSignature
- Setting a Default Signature
- Inserting a Signature

Working with Attachments

- Inserting a file into a message
- Saving as file attachment
- Opening an attachment
- The attachment viewer
- Creating Hyperlinks
- Creating/Using Office Documents

Setting Message Options

- Changing Message Tracking Options
- Viewing Message Delivery Status

Using the Calendar

- Working with the Calendar
- Creating Meetings/Appointments
- Responding to a Meeting Request
- Tracking Meeting Responses
- Adding a Task
- Editing Calendar Entries
- Recurring Appointments
- Changing Calendar Views
- Moving/Rescheduling Calendar Items
- Printing Calendar Items
- Saving a Calendar as a Web Page
- Deleting Calendar Items

Working with Contacts

- Opening the Contacts Folder
- Creating a new Contact
- Adding Same Company Details
- Changing Contact Views
- Editing Contacts
- Flagging a Contact for Follow Up
- Sending a message to a Contact

- Organising Contact Meetings
- Exploring a Contacts Web Page
- Assigning a Task to a Contact
- Printing Contact Information
- Deleting a Contact

Journal & Notes

- Adding a Journal Entry
- Viewing Journal Entries
- Changing the Journal View
- Opening, Printing and Deleting Journal Entries
- Using Notes
- Editing, Printing and Deleting Notes

Organising Outlook Items

- Outlook Item Categories
- Modifying the Master Category Lists
- Creating/Deleting Folders
- Searching for items
- Using the Ways to Organise Pane



Microsoft Word 2010

Essentials



Duration: 1 Day Course Code: WRD10E

This course is focuses on all the specific word processing techniques required for day-to-day business using Microsoft Word. By the end of the day students should be able to format a document using character and paragraph formatting techniques.

Learning Outcomes

By the end of this course students will be able to create, edit, format and modify work documents with ease.

Prerequisites

This course is designed for students with little or no knowledge of Word. Basic computer awareness, keyboard and mouse skills are essential.

The Fundamentals

- Opening Word 2010
- Creating a basic document
- Typing and Deleting Text
- Using Basic Formatting
- Using Undo and Redo
- Removing/Resetting Formatting
- Working with your Document
- Saving and Opening Documents
- The Recent File List
- Switching between Open Documents
- File Management
- Using Online Help

The Word Interface

- The New Interface
- Using the Ribbon
- Navigating between Tabs
- Using Option Buttons
- Using the Status Bar and Mini Toolbar
- Right Click Options
- Keyboard Shortcuts
- The Quick Access Toolbar
- Ribbons and Task Groups

Creating New Documents

- Creating a New Document
- Working with Templates
- Navigating around your Document
- Text Selection Techniques
- Moving Text
- Cut, Copy and Paste
- Dragging and Dropping Text
- Finding and Replacing Text

Formatting Techniques

- Font Face and Font Size
- Applying Colour and Highlighting
- Changing Case
- Setting your Default Font
- Using Format Painter
- Adding Drop Caps
- Applying a Quick Style
- Aligning Text
- Working with Tabs
- Types of Tabs
- Inserting/Clearing Tabs
- Paragraph Options
- Paragraph Alignment
- Working with Indents
- Paragraph Spacing
- Borders and Shading

Viewing and Printing

- Working with Layouts
- Web, Print, Reading Layouts
- Working with Views
- Outline Mode, Full Screen
- Basic Viewing Tools
- Zoom and View Controls
- Using Thumbnails
- Advanced Viewing Tools
- Showing Special Characters
- Using the Show/Hide Tools
- Using Print Preview

- Opening Print Preview
- Navigating Print Preview
- Print Preview v's Print Layout

Document Layout Options

- Using Page Setup
- Setting Margins
- Changing Paper Size
- Changing Orientation
- Printing a Document
- Using Basic Print Options
- Advanced Print Options
- Modifying Printer Settings



Microsoft Excel 2010

Essentials



Duration: 1 Day Course Code: XL10E

This course is designed as a perfect start for students new to Excel 2010 and covers topics required for day-to-day use of spreadsheets including creating, formatting and charting.

Learning Outcomes

By the end of this course students will be able to create, edit and format a basic spreadsheet to a required layout including essential printing and charting tips.

Prerequisites

This course is designed for students with little or no knowledge of Excel 2010. Basic computer awareness, keyboard and mouse skills are essential.

Excel 2010 Basics

- An Overview of the 2010 Screen
- The Title Bar
- The Ribbon and Ribbon Tabs
- The Naming Box and Formula Bar
- Workbooks v's Worksheets
- Cell Selection Techniques
- Working with Ranges
- Entering Data into your Worksheet
- Data Entry Methods
- Building a Formula
- Using AutoSum
- Managing your Workbooks

Modifying your Data

- Editing the Contents of a Cell
- Using Find & Replace
- Editing a Formula
- Inserting Columns, Rows and Cells
- Copying and Moving Data
- Drag and Drop Editing
- Copying Formatting
- Clearing Cell Formats

Formulas and Functions

- Using Relative Formulas
- Creating Absolute Cell References and Formulas
- Using Basic Functions
- Status Bar Calculations
- Using the Function Wizard

Printing Effectively

- Fine Tuning for Print
- Using Page Layout View
- Page Setup Options
- Checking Using Print Preview
- Controlling Page Breaks
- Using Page Break Preview
- Printing a Worksheet
- Printing Column/Row Headings on every page

Creating Charts

- Understanding Different Types of Charts
- Choosing the Source Data
- Category and Value Axis
- Modifying Charts
- Using Chart Tools
- Moving and Resizing Charts
- Creating a Pie Chart
- Charting Non-Consecutive Data
- Changing the Axis Plot Order
- Using Layout Tools
- Printing a Chart with/without Source data

Applying Themes and Graphics

- Using Themes and Images
- Using Themes with Styles
- Adding an Image or Picture
- Formatting your Graphics

Spreadsheet Design Tips

- Using Good Design Techniques
- Analysing a Spreadsheet
- Design Principles
- A Planning Checklist for Spreadsheets
- Microsoft Tips for Optimising Speed
- Final Design Project



Microsoft PowerPoint 2010 Essentials



Duration: 1 Day Course Code: PPT10E

This course is designed to provide an overview of the key elements required for using PowerPoint for screen and printed presentations right through to adding Animations and slide Transitions.

Learning Outcomes

By the end of this course students will be able to create and edit presentations, add/edit slide layouts, insert graphics and clip art images, enhance presentations with themes, drawing objects and set PowerPoint Default setting with Slide Masters, add Animation and Effects, Print and Present.

Prerequisites

This course is designed for students with little or no knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Creating a Blank Presentation
- Selecting an Auto Layout
- PowerPoint Panels
- Using the Quick Access Toolbar
- Working with the Ribbon

Building a Presentation

- Creating a New Presentation
- Entering Text in a Presentation
- Saving a New Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Adding new Slides
- Using Different Slide Layouts
- Working with Bulleted Lists
- Inserting Clipart and Graphics
- Using WordArt
- Applying Artistic Effects
- Charts and Organisational Charts
- Applying a Design Template
- Removing a Design Template
- Renaming an Existing Presentation

Navigating and Views

- Navigating Between Slides
- Switching Views
- Using Normal View
- Changing Magnification Levels
- Converting Slide Layouts

Using Outline Mode

- Creating a Bulleted List
- Collapsing/Expanding Slides
- Demoting/Promoting Text Items
- Reordering Text Items
- Adding Slides from Outline Pane
- Deleting Slides from Outline
- Rearranging Slides from Outline Mode

Proofing your Document

- Checking Spelling as you Type
- Running the Spell Checker
- Finding and Replacing Text

Enhancing a Presentation

- Changing the Font and Size
- Changing the Font Style and Effect
- Adjusting Text Alignment
- Adding and Removing Bullets
- Creating a Numbered List
- Modifying Bullets and Numbers
- Modifying Paragraph Spacing
- Adding WordArt
- Creating/Modifying Charts

Drawing Objects

- Inserting Drawing Objects
- Working with Lines
- Using AutoShapes
- Formatting Objects
- Duplicating Drawing Objects
- Rotating/Flipping Objects
- Adding Text to Drawing Objects

Working with Slide Masters

- The Importance of the Slide Master
- Slide Master Types
- Editing Slide Master Settings
- Adding Headers and Footers

Designing and Running a Show

- Using Slide Show View
- Transitions and Animations
- Setting Transition Options
- Adding Pre-set Animations
- Adjusting Sliding Timings
- Rehearsing Slide Presentation Timings
- Running a Slide Show

Printing Presentation

- Setting Page Setup Options
- Printing Slides
- Printing Handouts, Speaker Notes and Outline View
- Emailing Presentations
- Publishing a Presentation for the Web

