



# TRAINING CATALOG

Office Doc

The logo for Office Doc, featuring a large blue letter 'O' containing four smaller icons: a blue 'W', an orange 'P', a green 'X', and a yellow 'O'.



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# 1 MIGRATION AND UPDATE

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### Target skills

Use and practice the main new features for mainly Word, Excel, Outlook and also PowerPoint if required.

### Target users

Any user who feels a little bit lost in the new environment and who wishes to quickly get back to efficiency and productivity.

### Prerequisites

To be a regular Office user in any of the previous versions.

**Workshop duration ▶▶ 0.5 day**

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## CONTENT

**The new features will be different according to which Office version you are migrating from and to :**

- **Office 365 and the cloud ?**
- **Office 2019 with no subscription and continuous updating ?**

The content of the training will be prepared accordingly.  
Please contact us.





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**2 WORD**

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### Target skills

Create a simple document from A to Z, using the main Word functionalities. This document can be a letter, a fax, a memorandum, a standard table ...

### Target users

Word users who need to create and format standard documents.

### Prerequisites

Be familiar with computer-related work (mouse and keyboard) and basic Windows skills.

Workshop duration ► 2 days

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## CONTENT

**Reminder on the main characteristics of the Office environment**

**Introduction to themes**

### CORRESPONDENCE

#### Typing

- Auto-correct features
- Spelling and other language tools
- Special characters and symbols
- How to insert the current date
- Multiple canceling

#### Moving and Selecting

#### Formatting

- Characters: font, size, color, bold ...
- Paragraphs: indents and alignment, tabs, bulleted/numbered lists, borders ...

**Clipboard: copy-paste, clipboard pane, format painter ...**

#### Searching and Replacing

#### Page Setup

- Margins, orientation ...
- Page break
- Header and Footer

#### Print Preview - Printing

- Print settings
- Print a label or an envelope

#### Managing files

- The File menu
- Save, close, open ... a file
- Arrange several documents on the screen
- Send a document via Outlook
- Convert a document to PDF format

## TABLES

### Creating a table

- Using the grid
- Using a dialog box
- Using table drawing tools
- Using text conversion
- Using one of the preset templates

### Working with the mouse

- Select
- Column width and row height
- Size the table like a picture
- A new button to quickly add a row / column

### DESIGN Tab: formatting commands

- Apply one of the preset table styles

Clear the table style

Modify the format (fill, borders and so on)

Modify or create a table style

### LAYOUT Tab: working the table in depth

Selection and Gridlines

Merge and split cells

Distribute rows / columns

Align text, set the cell margins

Sort

Set a header row

The paragraph settings when inside a cell

### Target skills

Refresh and update Word basic skills. Add useful tips and tricks to create standard documents.

### Target users

Word users who need to improve their word-processing skills.

### Prerequisites

Master Windows's basics. Master basic file commands (open, save ...).  
Regular use of Word.

Workshop duration ► 1 day

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## CONTENT

### Improving your typing

- Auto-correct features to turn on or off
- Nonbreaking space and hyphen
- Date and time: frozen or automatically updated
- Spell and grammar check

### Hints and tips on formatting

- Tabs
- Indents
- A special indent: the hanging indent
- Bulleted / numbered lists
- Borders
- Multilevel list (hierarchy)

### Hints on copy-paste

- Using drag & drop
- Paste options
- Office Clipboard

### Global setup

- Margins, orientation, header and footer
- Page break
- Page Border
- Page Cover

### Managing files

- Create a new document on an existing one
- Manage the file inside the FILE – OPEN / SAVE dialog box

### Creating and managing a table

- Create and position the table on the page
- Table format : horizontal alignment, borders ...
- Manage text : vertical alignment, tabs ...

### « Magical » keyboard shortcuts

### Target skills

Create a merge document such as a letter to inform, confirm, remind ... a business offer, greeting cards and so on. The merged document can be a letter, a label or an envelope, a mail. Create or use a Word or an Excel file for the recipient list.

### Target users

Word users who need to efficiently master mail merge.

### Prerequisites

Good knowledge of the Word basics are needed to successfully attend this workshop.

Workshop duration ► 0.5 day

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## CONTENT

### Field codes

Nature

Update a field

### Reminder : creating a label or an envelope outside mail merge process

### Various types of mail merge

Letter

Label

Envelope

Mail message

Directory

### Simple Mail Merge (with or without the Wizard)

Create the « main document »

Create the data source (recipient list):  
.mdb file by default, Word or Excel files

Sort and filter recipients

Merge

### Labels or envelopes as parts of a mail merge

### Customizing

Preset fields: if ... then ... else, fill-in, ask

### Target skills

Use styles (apply and modify) to create a hierarchy in the document. Use the outline mode to number the titles. Insert a table of contents. Master sections to apply a special setup to a portion of the document. Long documents can be a report, a business offer, a user guide ...

### Target users

Good users who need to create more complex documents

### Prerequisites

Master the commands explained in the workshop « Word – The Basics ».

Workshop duration ► 1 day

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## CONTENT

### Reminder on Word good practices

#### Managing styles

- Create, apply and modify a style
- The Styles Pane
- Styles and themes
- Styles sets

#### Numbering the titles

- Apply one of the preset numbering types
- Customize the numbering type

#### Outline Mode

#### Table of contents

#### Useful navigating and viewing tools

- Document map
- View side by side
- Split the document window
- New reading mode

### Section

Create a section (column format, margins, orientation, header and footer ...)

### Page setup

- Keep the title and its text together
- Section titles placed vertically in the middle of the page
- Insert a page cover

### Notes

### Cross-references

- Cross-reference to a Word item such as a heading, a table
- Cross-reference to a bookmark
- Hyperlink

**Reminder: what is a field code (table of contents, cross-references)**

### Target skills

Create an advertising brochure, a user guide ... that includes text set in newspaper style columns, pictures (logo and other various illustrations), screen captures, drawings, a text or picture watermark ...

### Target users

Good users who need to create more complex documents

### Prerequisites

Master the commands explained in the workshop « Word – The Basics ».

Workshop duration ►► 1 day

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## CONTENT

### Text setup

- Reminder: what is a section
- Columns format and hyphenation
- Add a page border to the document or only a portion of it
- Insert a cover page
- Insert a watermark
- Insert a drop-cap
- Insert the full content of a file
- Use the special « bar » tab

### Graphic and office generalities

- Images can be of different types
- Floating mode or how to position the text around a picture

### Pictures and cliparts

- Insert standard and online pictures
- Manage (format pane)
- Position and alignment guides

### Tables set as floating objects

### SmartArt (flow charts)

### Drawn shapes

### Text box

### Text graphic objects

- WordArt
- Pre-filled and pre-formatted text boxes
- Equation (standard and ink equation)

### Objects created by a copy-paste from another Office program: as a link or embedded

- Create an Excel chart in Word
- Import an Excel table
- Import a PowerPoint slide

### Table of figures

### Target skills

Create templates that can contain: preset texts, a preset page setup, fill-in message boxes. Use these templates or share them with your colleagues.

Create forms that can contain form fields or content controls: text, drop-down list, check box ...

### Target users

Good users who need to automate their documents, either for their own use or for their department.

### Prerequisites

Master the commands explained in the workshop « Word – The Basics ».

Workshop duration ►► 1 day

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## CONTENT

### Templates

Create a new document based on an existing one

.dotx or .dotm templates

### Normal.dotm – the global default Word template

What can be customized

### Managing templates

Import / Export styles / macros

Attach one or more specific templates to the current document

### Customizations other than those saved in Normal.dotm

Building Blocks.dotx and its items

Theme specific to the company

Styles sets

### Customizing the interface

Ribbon and Quick Access toolbar

### Forms

Content controls

Fields [click here]

Message boxes: the FILLIN field code

Form controls called « legacy »

### Protection

### Word and Outlook: the NormalEmail.dotm template

### Introduction to macros

VBA: not covered in this workshop



### Target skills

Everything you have always wanted to know and master and never had the time ...

### Target users

Good users wanting tips and tricks to « boost » their Word skills

### Prerequisites

Master the commands explained in the workshop « Word – The Basics ».

**Workshop duration ▶ 0.5 day**

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## CONTENT

### « Magical » keyboard shortcuts

- Nonbreaking space and hyphen
- Select all the document
- Select in column
- Clear the format of the selected text
- Clear the format of the current paragraph
- Back to NORMAL style
- Etc ...

### The Basics: options often ignored or not really mastered

- Bars to create a vertical esthetical line
- Leader attached to a tab
- Multilevel list applied to a portion of text

### Searching and Replacing

### Auto-text entries

### Header and Footer

- Insert the file name and its path

### Copy-paste

- Texts (tips)
- Objects from other Office programs: with a link or embedded

### Functionalities absent from the workshops

### Track Changes

### On request : Index

The content of this workshop can be fully adapted to the needs and professional requirements of the participants





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### 3 EXCEL

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### Target skills

Create tables using basic commands and simple calculations or formulas. Manage the table structure. Master efficient screen reading. Prepare the table page setup for printing purposes. Sort and filter data. Present the table data as a chart.

Examples of standard tables: invoice, order follow-up, planning ...

### Target users

Excel users who need to create and format standard workbooks.

### Prerequisites

Be familiar with computer-related work (mouse and keyboard) and basic Windows skills.

**Workshop duration** ► 2 days

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## CONTENT

### SIMPLE TABLES

#### Reminder on the main characteristics of the Office environment

#### First commands

- View modes
- Moving and selecting
- Typing rules (text and number)
- Edit / delete the cell format
- Creating a serie

Flash Fill

#### Structure

- Rows and columns: height / width – insert / delete

#### Cell formatting

- Copy / Cut / Paste
- Search and Replace

### Formulas and basic functions

- Create, modify, recopy a formula
- Introduction to simple functions such as SUM – AVERAGE – MIN – MAX – COUNT

### Page setup and Printing

- Margins, orientation, header and footer ...
- Print preview and Print

### Managing files

- Manage worksheets
- File menu: save as and save, close, open ...
- Send the workbook via Outlook
- Convert the workbook to PDF format

## **MORE COMPLEX TABLES**

### **Large tables**

- Freeze panes and split
- Page break preview mode
- Page breaks
- Print titles
- Adjust / Enlarge / Print the selection / Print area

### **Copy-paste with a link**

### **Working with comments**

### **Conditional formats**

### **Special number formats**

### **Sorting and filtering (simple)**

### **Table formats**

### **Formulas and functions**

Absolute and relative references

Name cells

### **Navigation – Arrange – Compare**

- Arrange several workbooks
- Arrange windows of active workbook
- Hide a worksheet
- Compare side by side
- Create a workgroup to make data managing easier

### **Introduction to charts**

- Create a column chart
- Create a Sparkline chart

### **Quick Analysis button (on a selection)**

- Conditional formats
- Charts
- Totals
- Tables

### Target skills

Refresh and update Excel basic skills. Add useful tips and tricks to create and format standard tables.

### Target users

Excel users who need to improve their skills when creating standard tables.

### Prerequisites

Master Windows's basics. Master basic file commands (open, save ...).  
Regular use of Excel.

**Workshop duration ► 1 day**

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## CONTENT

### The essentials

- Frozen or automatic date
- Series (auto-fill handle and custom series)
- Serial numbers behind dates
- Line break inside a cell
- Number stored as text (apostrophe)
- Clear the cell format
- Global search and replace

### Structure

- Keyboard shortcuts to insert / delete rows and columns
- Auto-adjust

### Copy-paste

- Use the = sign to link two cells
- Paste as values or with a link
- Transpose a table

### Formatting tips

- Text wrap

- Cell merge and center across selection
- Indent
- Number formats
- Conditional formats
- Table formats

### Managing comments

### Managing worksheets

- Rename
- Move or copy a sheet into another workbook
- Group sheets into a workgroup

### Page setup

- Freeze and split
- Header and footer
- Page break
- Page break preview
- Adjust, print area etc ...

### Sorting and filtering

## **Formulas and functions**

Absolute and relative references

Simple formulas and functions

Other functions such as: COUNTIF -  
SUMIF

## **Charts**

Create a chart using the F11 key

Create a Sparkline chart

## **Viewing tools**

Compare side by side

Group or hide a row / a column / a  
worksheet

## **Protection**

Lock cells

Protect the worksheet

## **Quick Analysis button (on a selection)**

Conditional formats

Charts

Totals

Tables

## **« Magical » keyboard shortcuts**



### Target skills

Create simple mathematical calculations (formulas or functions) and recopy them using absolute references if necessary.

### Target users

Excel users who need to make their work more dynamic by using simple formulas and functions.

### Prerequisites

Good knowledge of the Excel basics is needed to successfully attend this workshop.

Workshop duration ► 0.5 day

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## CONTENT

### Calculations

Add, subtract, multiply, calculate a percentage ...

Edit the formula

Check for errors

### Relative and absolute references

Secure the formula when you recopy it by using the \$ sign when necessary

### Simple functions

TODAY

NOW

SUM

MIN

MAX

AVERAGE

COUNT

COUNTA

COUNTBLANK

COUNTIF

COUNTIFS

### Other functions

SUMIF

SUMIFS

ROUND

IF (simple)

# EXCEL – ADVANCED FUNCTIONS

## Workshop 3.4

### Target skills

Use Excel library of functions to create tables where advanced functions such as if, rounding or lookup ... need to be used. Use dates and date-related functions. Use conditional formats when related to functions. Protect formulas and functions.

### Target users

Good Excel users who use various functions into their workbooks and need to become more efficient.

### Prerequisites

Good knowledge of the Excel basics is needed to successfully attend this workshop.

**Workshop duration** ► 1 day

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## CONTENT

### Logical functions

IF

If combined with AND / OR

Nested IFS

### Rounding functions

ROUND

ROUNDDOWN

ROUNDUP

MROUND (to round to 5 centimes inf / sup)

FLOOR

CEILING

### Search function (usually related to lists)

VLOOKUP

HLOOKUP

LOOKUP

### Text functions

CONCATENATE

LEFT - RIGHT

LEN - FIND

LOWER

UPPER

PROPER

VALUE - FIXED

Etc ...

### Functions used to manage errors

ISERROR and the others

### Dates

Reminder: formats and simple calculations

Multiply a total of hours by an hourly rate

### **Date related functions**

TODAY  
NOW  
DAY - MONTH  
YEAR  
WEEKDAY  
WEEKNUM  
EOMONTH  
Etc ...

### **Conditional formats**

Simple  
With functions

### **Protection**

Protect cells using their status  
Protect the worksheet but leave free ranges of cells  
Protect the worksheet but give access to specific commands

In fact the above listed functions are only for indication. They correspond to some of the most-used functions. The training can well include some specific function you would like to cover.

It can also include the new functions such as :

CONCAT  
TEXTJOIN  
IFS  
SWITCH  
MAXIFS  
MINIFS  
FILTER  
SORT  
SORTBY  
UNIQUE  
SEQUENCE  
RANDARRAY  
XLOOKUP

# EXCEL – LISTS OF DATA AND PIVOT TABLES

## Workshop 3.5

### Target skills

Organize and manage data. Sort and Filter lists. Generate subtotals and pivot tables.

### Target users

Good Excel users who need to analyze their lists of data.

### Prerequisites

Good knowledge of the Excel basics is needed to successfully attend this workshop.

Workshop duration ►► 1 day

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## CONTENT

### MANAGING DATA

Definition of what is a « list »

Converting data

Transposing data

Concatenating data

Removing duplicates

Deleting extra spaces (TRIM function)

Outline Mode

Data validation

Drop-down lists, cells with entry restrictions

Set information and warning messages

### DATA MANAGING TOOLS

List

Form to add new records

Sorting and filtering

Simple sort

Custom sort (more than one key, according to cell color, icon or custom lists ...)

Simple filter (contextual menu and search box)

Advanced filter (criteria zone – unique records only).

Filter using slicers

Data table

Structure of a data table

Remove duplicates

Insert a calculated column

Total row

Convert as range

## **Sub-totals**

Create and remove

## **Pivot table**

Create

Dates and times are automatically grouped

FIELD LIST tools: report filter, change the default function

DESIGN Tab : modifying the table disposition and the format

Sort and filter

ANALYSIS Tab : working more deeply : slicer, timeline, refresh, calculated item etc ...

Create a sheet to display calculation details

## **Pivot chart**

Create: from the list mode / from the pivot table

## **SPÉCIAL**

### **Power Query**

Run a request to create a table

### **Use more than one list to create a pivot Table**

### **Data base functions**

DSUM

DAVERAGE

DCOUNTA

Etc. ...

### Target skills

Create synthesized results for a list of data by generating sub-totals and pivot tables. Extract specific information from the list by using the famous VLOOKUP function

### Target users

Good Excel users who need to efficiently analyze their lists of data.

### Prerequisites

Good knowledge of the Excel basics is needed to successfully attend this workshop but also a fair knowledge of the common Excel functions.

**Workshop duration** ► 0.5 day

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## CONTENT

### Pivot tables

- Create
  - FIELD LIST tools: report filter, change the default function
  - DESIGN Tab: modify the layout and format
  - Sort and filter the table
  - OPTIONS Tab: working the table in depth (slice, update, calculated field ...)
- Create a worksheet to display the calculations details

### Functions related to lists

- Check of your skills with functions
- SUBTOTAL
- DB functions
- VLOOKUP using exact match
- VLOOKUP using approximate match
- HLOOKUP
  
- If time:
  - INDEX
  - MATCH

### Target skills

Express data as a chart. Enhance tables by using graphic items.

### Target users

Excel user who regularly work with charts.

### Prerequisites

Good knowledge of the Excel basics is needed to successfully attend this workshop.

Workshop duration ► 0.5 day

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## CONTENT

### Create

- With the Quick Analysis button
- With the recommended charts
- Custom choice
- Standard charts
- The 6 new charts  
(Treemap – Sunburst – Histogram – Pareto  
– Box and Whisker – Waterfall)

### Manage

- General : colors, styles, source data, type etc ...
- Buttons added to the chart top right corner to add items and filter
- Work on each item: title, legend, data label, axis etc. ...
- Secondary axis – Error bars – Trendline

### Print

### Save as a template

### Gallery of less common charts

- Bar – Area – Scatter – Radar – Stock - Bubble

### Sparkline chart

### Drawn shapes

- Create
- Arrange: alignment, stack, group ...
- Properties: links to underlying cells, print or not

### SmartArt

- Types and styles
- Manage shapes
- Manage bulleted texts

### Data and Maps

- Bing and People Graph
- 3D Maps

With the new 365 & 2019 release, new types are now available

### **365 Version**

Treemap  
Sunburst  
Histogram  
Pareto  
Box and Whisker  
Waterfall  
Funnel  
Map

### **2019 Version**

The same types except :  
Funnel  
Map



### Target skills

Master the what-if-tools to analyze how the result of a function varies if you change one or more of its precedents.

### Target users

Good Excel users who need to create complex mathematical workbooks

### Prerequisites

Very good knowledge of the Excel basics is needed to successfully attend this workshop.

**Workshop duration** ► 0.5 day

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## CONTENT

**Custom views:** prepare and save one or more views of the current worksheet. Then you simple switch from one view to another. The settings that can be saved are for instance a split screen, hidden rows or columns, a filtered list etc ...

**Scenarios:** change one or more precedents of a formula and analyze how the result vary

**Tables:** create a table that will display all the possible results when one or two precedents of a formula are modified.

**Goal seek:** simple "rule of three". Ask Excel to set how a precedent should be modified to obtain a given result for a formula/function.

**Solver:** Excel modifies one or more constant values used in a formula/function in order to obtain a given result. Caution: the solver function is not a "marketing" tool, it is rather a mathematical tool used to optimize equations.

### Target skills

Create templates that can include: texts, preset formats, layouts, formulas, comments, drop-down lists using data validation or form controls (linked or not).

### Target users

Good Excel users who wants to automate their documents, either for their own use or for their department.

### Prerequisites

Master the commands explained in the workshop « Excel – The Basics ».

**Workshop duration ►► 1 day**

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## CONTENT

### Workbooks default location

### Templates

Create a new workbook based on an existing one

The .xltx or .xltm templates

### Templates with a simple content

Prepare the required formulas and functions

Add comments

Help data entry with data validation

### Templates with form controls

Brief presentation of Word, Excel and PDF forms

Choose carefully the program

Form controls: check box, option button, combo or list box, spin button ...

Link controls to specific cells

### Protection

Protect cells using their status

Protect the sheet but leave free ranges of cells

Protect the worksheet but give access to specific commands

### Template with simple macros

Macro recorder

Macro buttons

Global macros stored in the the *Personal Macro Workbook*

VBA: not covered in this workshop

### Target skills

Manage a small project using standard Excel tools. This workshop does not have the ambition to replace MS-Project or any equivalent program.

### Target users

Good Excel users who needs to manage a project such as a dashboard, a list of tasks and their follow-up, a planning ...but who cannot or does not want to use MS-Project.

### Prerequisites

Good knowledge of Excel advanced functionalities is required to successfully attend this workshop.

**Workshop duration ►► 1 day**

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## CONTENT

### What Excel does not do

Excel cannot be a rival to MS-Project: no Gantt chart, no automatic report of task in case of delays, no automatic costs calculation when a deadline is over and so on.

Consequently, the project must be a simple one.

### What Excel can do

Simple cell filling to create the visual « time-line »

Manage dates (advanced)

Use of EOMONTH function

Conditional formats using date-related functions

Simulate a Gantt chart but using drawn shapes

Tips and tricks when drawing shapes

List of tasks (Dashboard)

Filter

Simple macros

Conditional format to make *late* / *running* tasks stand out

RPT function to express visually the percentage of the task completion

Use hyperlinks to point to external workbooks

*Note : the above three methods can be used together or separately*

### Target skills

Everything you have always wanted to know and master and never had the time ...

### Target users

Good users wanting tips and tricks to « boost » their Excel skills.

### Prerequisites

Master the commands explained in the workshop « Excel – The Basics ».

Workshop duration ► 0.5 day

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## CONTENT

### Typing

Flash Fill

### « Magical » keyboard shortcuts

Navigation across worksheets

Date and time

Edit the cell content

Insert and delete rows / columns

Etc. ...

### Number formats

Use the custom codes: # \* \_ ?

### Conditional formats

### Viewing tools

Compare side by side

Group sheets into a workgroup

Hide a row / a column / a sheet

### Link between cells or workbooks

### « Table of contents » using hyperlinks

### Protection

Lock cells

Protect the worksheet

### SUBTOTAL function

Create manually

Automatically available with *table formats*

### Functionalities absent from the workshops

### Consolidations

3D references (sum, average ... working across worksheets)

Consolidate using DATA – CONSOLIDATE

**INDEX function**

Retrieve the value located at the intersection of a table. Often combined with form controls (drop-down lists)

**Sharing a workbook using Track Changes**

The content of this workshop can be fully adapted to the needs and professional requirements of the participants





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## 4 POWERPOINT

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### Target skills

Create a simple presentation and either run a slide show or print the slides to efficiently communicate with an audience. You may need to communicate over ideas, projects, products, data ...

### Target users

Any user who needs to create and manage standard presentations

### Prerequisites

Be familiar with computer-related work (mouse and keyboard) and basic Windows skills.

Workshop duration ► 1 day

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## CONTENT

### Reminder on the main characteristics of the Office environment

### Creating the presentation

- Basic concepts with presentations
- Themes
- Create a new presentation: standard or based onto a template
- Change the background
- Orientation and page setup
- Footer on all slides

### Viewing tools – Navigation – Cut/copy/paste

### Creating slides – Creating objects

- Create a new slide
- Re-use existing slides
- Objects: text, table, chart, SmartArt, picture, clipart and video
- Change the layout or reset to source layout

### Managing objects

- Select and selection pane
- Copy-move-delete
- Gridlines and guides
- Arrange: foreground, align ...
- Format

### Slide Master

- The main master and its layouts
- Create and manage new layouts

### Transitions

### Slide Showing

- Buttons and various options
- Presenter view

### Printing

### Managing files

- Save, close, open a presentation
- Send the presentation via Outlook

### Target skills

Refresh and update PowerPoint basic skills. Add useful tips and tricks to create and format standard presentations.

### Target users

PowerPoint users who need to improve their skills when creating standard presentations.

### Prerequisites

Master Windows's basics. Master basic file commands (open, save ...).  
Regular use of PowerPoint.

Workshop duration ► 0.5 day

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## CONTENT

### Best PowerPoint practices

Homogeneity through the theme, the background and the Slide Master

Rules to efficiently communicate with the audience

### Creating slides

Create objects: text, table, chart, SmartArt, picture, clipart and video

Re-use existing slides

Change or reset source layout

### Managing objects

Gridlines and guides

### Slide Master

The main master and its layouts

Create and manage new layouts

### Transitions

### Slide Show

Slide show buttons

Custom slide show

Presenter view

### Printing

### Target skills

Apply and customize animations. Create and manage various graphic objects. Import data from Word or Excel. Customize the presentation masters. Create templates.

### Target users

Users who need to create attractive but more complex presentations.

### Prerequisites

Master the commands explained in the workshop « PowerPoint – The Basics ».

Workshop duration ► 0.5 day

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## CONTENT

### Structure the presentation in sections

Difference between a section slide and a section

### Animations

Apply and customize an animation effect

Special effects: on exit – with motion paths

Manage the animation trigger

Add a sound

Use the animation painter

### Special objects

Create an object through a copy-paste from Word or Excel: weight and link implications

Insert a drawn shape

A special shape: the text box

Insert a WordArt object

Insert a media such as a sound / a video

Assign an action to an object

Create a hyperlink

Embedded objects (called OLE)

Screen recording

### Photo album

**Theme: you need to create it for your company**

### Masters other than the Slide master

Document master

Notes master

**Applying more than one theme to the presentation**

**Create a new Slide master**

**Create a template**

**Special: protection – exportation – PDF**





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**5 TRANSVERSE FUNCTIONS**  
**Word - Excel - PowerPoint**

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### Target skills

Create tables in Word, Excel and PowerPoint by using tips and tricks linked to typing and formatting tables. Discover specific and often ignored command related to tables.

### Target users

Regular Word, Excel and PowerPoint user who needs to create professional tables in any of these Office programs.

### Prerequisites

CAUTION: the participants must be comfortable with creating Word or Excel table and should have a fair knowledge of PowerPoint.

Workshop duration ► 0.5 day

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## CONTENT

### Tables in Word

- Draw a table
- Create with a text conversion
- Split the table with a keyboard shortcut
- Split / Merge with the pencil and the eraser tools
- Set one or more rows as table header
- Set a tab in a cell
- Use an addition field code
  
- The table: a page setup tool
- The table: a floating object
- Insert a table inside a cell
  
- Insert an Excel sheet

### Tables in Excel

- View modes
- Use an apostrophe when typing data
- Line break in a cell

- Clear content, format, comment ...
- Indent the text in the cell
- Copy-paste a range of cell: as values or with a link
- Add comments
- Header and footer: different first page
- Print: view sheet margins and column width
- Prepare page setup for large tables
- Setting a print area too often is not a great idea
- Conditional format to set min / max value in a range of cells
- Simple formulas and functions
- « Magical » keyboard shortcuts
- Copy-paste as a DDE or OLE link

### Excel tables in PowerPoint

- Create a table object on the slide
- Copy-paste as an object: dangers

### Target skills

Create graphic objects in Word, Excel and PowerPoint. Discover tips and tricks or often ignored commands related to these objects and their format.

### Target users

Regular Word, Excel and PowerPoint user who needs to create documents containing pictures, SmartArt and other graphic objects from the Office suite.

### Prerequisites

CAUTION: the participants must be comfortable with creating Word or Excel table and should have a fair knowledge of PowerPoint.

Workshop duration ► 0.5 day

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## CONTENT

### Pictures files created by cameras

The number of pixels of your camera:  
what does it mean?

The types of picture files created by the  
camera

Size and weight of the file

Compress the picture file

### GIF and PNG formats

#### Vector pictures

### Links between the object and the text or the underlying cells

Word: the floating mode and its rules

Excel: the underlying cells

### Pictures and cliparts

Insert an online picture and save it in  
the Picture Library

Screen captures

FORMAT Tab: background, artistic  
effects, styles, arrange ...

### SmartArt

Create and modify (DESIGN and  
FORMAT Tabs)

### Drawn shapes and the text box shape

Draw a perfect shape, draw from the  
center

Hand-drawn shapes

Modify the shape points

Add text

Styles

Arrange: align, group, bring forward,  
send backward, rotate ...

### WordArt object

### Word: graphic objects specific to Word

Pre-filled and preset text box

Drop cap / Watermark / Equation

### Objects created by copy-paste

With as link (DDE) / Embedded (OLE)





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## 6 OUTLOOK

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### Target skills

Refresh and update Outlook basic skills.

### Target users

Outlook users who need to improve their skills and become more efficient.

### Prerequisites

Master Windows's basics. Master basic file commands (open, save ...).

Workshop duration ► 1 day

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## CONTENT

### Reminder on the main characteristics of the Office environment

#### Workspace

Access to the different components and arrange using the panes

#### Transverse functionalities

Search

View

Contact card

Categories

Taskbar

### The FILE menu and its commands specific to Outlook

#### Mail

View and arrange

Symbols

Create

Text format

Adding: importance, follow-up, attachment

Signatures

Send or keep as draft

Reply

Forward

View as conversations

Quick steps

#### Contacts

View and arrange

Create from blank or create from a received message

Manage: edit, update, send

Create a distribution list (from the contacts)

**Calendar**

View and arrange

Setup

Simple or recurring appointment and event

Plan a meeting

**Tasks**

Create and modify

Create a task, send it and manage its follow-up

**Notes**

Create and modify

**Printing items**

Set up selected items to print them

Print Preview and Print

# OUTLOOK – ADVANCED FUNCTIONS: MAIL AND CONTACTS (Optimizing your Mailbox)

## Workshop 6.2

### Target skills

Save time through an efficient mail and contacts management.

### Target users

Users who wants to make the most out of Outlook mail features to get more efficient

### Prerequisites

Master Windows's basics. Master basic file commands (open, save ...).

**Workshop duration** ▶ 0.5 day

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## CONTENT

### Mail

Mail options: delay delivery, direct replies to

Voting buttons

Follow-up options

Edit a message

Recall or resend a message

Save a message on the hard disk

Quick steps

Pictures and messages (compress pictures)

Conditional formatting

### Messages templates

.oft template

Quick step working as a template

### Distribution list (Contact group)

### Manage mail

View as conversations

Rules and alerts

Automatic replies (Out of Office)

Search and search folders

Sorting out using sub-folders

### Contacts

View modes

Export contacts to generate a Word mail merge

### Archiving (according to the company policy)

Check the size of the folder. Manual cleanup

Auto archiving

.pst file

Third-party archiving program

### Target skills

Share the calendar or any other folder with other users. Use tasks and notes.

### Target users

Users who want to make the most out of their calendar and Outlook sharing features to get more efficient.

### Prerequisites

Master Windows's basics. Master basic file commands (open, save ...).

**Workshop duration** ▶ 0.5 day

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## CONTENT

### The role of the Calendar, the Tasks and the Notes in your mailbox

#### Calendar

- Specific view modes
- Categories
- Insert holidays (by country)
- Recurring items
- Additional calendar (not synchronized with Exchange)
- Plan a meeting

#### Tasks and Notes

### Sharing the Calendar

- Share as Read-Only
- Grant more access rights
- Open shared calendars
- Calendar overlay
- Group of calendars

### Sharing the Inbox

- Delegate access
- Share a folder  
(the mailbox is displayed in the Outlook tree)
- Public Folders

### Target skills

Everything you have always wanted to know and master and never had the time ...

### Target users

Good users wanting tips and tricks to « boost » their Outlook skills.

### Prerequisites

Master the commands explained in the workshop « Outlook – The Basics ».

Workshop duration ► 0.5 day

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## CONTENT

### All components: views and arrange

#### Mail

- Pictures and messages (compress pictures)
- Mail options: delay delivery, direct replies to
- Voting buttons
- Create a post
- Edit / Recall / Resend a message
- Distribution list (Contact Group)
- Rules and alerts
- Seach and search folders
- Conditional formatting
- Messages templates : as an .oft file or as a quick step

#### Contacts

- Outlook format and business card format
- Export contact to generate a Word mail merge

### The role of the Calendar, the Tasks and the Notes in your mailbox

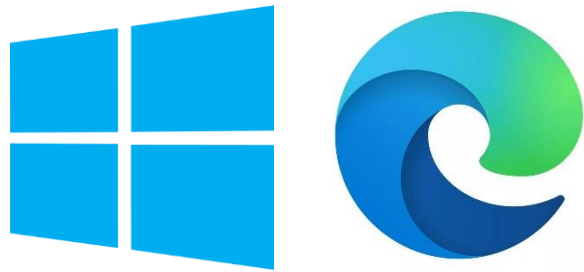
#### Calendar

- Recurrent items
- Task List versus Task Bar
- Set the time slots and add an additional time zone
- Create an appointment in a different time zone
- Insert holiday (by country)
- Additional calendar (not synchronized with Exchange)

#### Sharing mode

- Share / Publish a calendar
- Delegate access
- Share a folder  
(the mailbox is displayed in the Outlook tree)

#### Archiving (according to the company policy)



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## **7 OPERATING SYSTEM AND SECURITY**

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# WINDOWS – THE BASICS

## Workshop 7.1

### Target skills

Master the main Windows tools. Master the Explorer (structure and access to your files).

### Target users

Any user working with Windows 7 and wishing to improve how his / her files are organized.

### Prerequisites

Be familiar with computer-related work (mouse and keyboard).

Workshop duration ►► 1 day

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## CONTENT

### Windows 7 Aero interface

Desktop: background, color for windows borders ...

Add or change system icons

Add gadgets

Taskbar

Jumps list

### Start menu

Recent, pinned programs, exhaustive list of programs, search box

Identity, libraries and general settings

### Managing windows

Minimize, full screen, close, tile, display side by side

Aero Peek

Aero Shake

Switch between programs: ALT + Tab / 3D Aero Flip

### Shortcuts and pinned programs

### Windows Explorer

Add a folder to the Favorites

Set up the tree of files

Create and organize folders

Copy, move, delete files or folders

Search for a given file

### Using the Control Panel to setup your environment

Date and time

Regional options: keyboard layout and currency settings

### Target skills

Everything you have always wanted to know and master and never had the time ...

### Target users

Any user working with Windows 7 and wishing to improve his knowledge of this operating system.

### Prerequisites

Be familiar with computer-related work (mouse and keyboard).

Workshop duration ► 0.5 day

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## CONTENT

### Some key notions in the computer world

- What is a Kb, Mb, Gb et Tb?
- Hard disk, external disk, processor, memory, graphic card ...
- What is a partitioned disk?

### Desktop

- Add system icons
- Shortcuts

### Control Panel

- Set up the background and the screen saver
- Set up the mouse

### Explorer

- View or hide file extensions
- Selection check boxes
- Set a *list*, *detail* ... view by default
- A well-thought tree

### Office

- Saving on the Desktop: danger
- Default folder to save / open files
- Default folder for pictures
- Default folder for templates (personal or corporate)

### Short history of Internet Internet best practices

### Target skills

Be more sensitive to the various threats linked to the use of Internet. Understand the hows and whys and adopt sensible practices.

### Target users

Any user who feels concerned about security in his daily work

### Prerequisites

Master the commands explained in the workshop « Windows – The Basics ».

Workshop duration ▶ 0.5 day

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## CONTENT

### Security

- Who so important?
- Commons symptoms of an attack
- Personal responsibility
- Cookies, temporary files and history
- Fake windows
- Secure connection (https:// ...)

### Possible attacks

- Malware or virus
- Phishing
- Hacking
- Hoax
- Spyware

### Counter attack

- Regular updates
- Anti-virus

### Other types

- Spams
- Social engineering

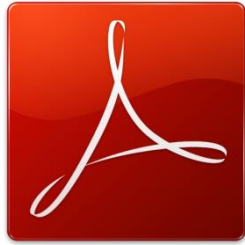
### Security on the professional social networks

- Good practices

### Macros security in Office

- Files with the « m » extension
- Choose the strategy in the Trust Center Settings





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## 8 ACROBAT

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# ADOBE ACROBAT STANDARD / PRO : CONVERTING – PROTECTING – MODIFYING (TOUCH UP TOOLS)

## Workshop 8.1

### Target skills

Use Acrobat to convert Office files (Word, Excel and PowerPoint). Add a password to the PDF file. Navigate in the Acrobat environment and use simple touchup tools.

### Target users

Office users who need to regularly convert Office files to PDF format.

### Prerequisites

Be familiar with Office and particularly with Word.

**Workshop duration** ►► 1 day

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## CONTENT

### OFFICE

#### CONVERSION AND PROTECTION

What is the PDF format and what is a « conversion »

Natives Office commands to convert

Additional commands in Office after having installed Acrobat (PDFMaker)

Convert from the Windows Explorer

### ACROBAT

#### CONVERSION AND BASIC COMMANDS

Convert from Acrobat: a file or more than one file at a time, concept of portfolio

Convert picture files: graphic quality, screen size

After the conversion: navigation, viewing tools

Document properties

Default options

Bookmarks

Print

#### SELECTION – COPY/PASTE – MODIFY THE CONTENT – PAGE SETUP

Select

Export the selection

Modify the content (touchup tools)

Work with pages

Create destinations

Header and footer

Watermark

Simple electronic signature

### Target skills

Use Acrobat to create simple forms – that can be sent by mail or published on the company web site.

### Target users

Office user who wants to create forms to fill-in.

### Prerequisites

Be familiar with Office and particularly with Word. You must have attended the general training on Acrobat (Convert – Protect – Touchup).

**Workshop duration** ▶ 0.5 day

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## CONTENT

**FormsCentral or Acrobat ?**

**Prepare the source document**

**Convert to PDF format**

**Create the form and automatically detect fields**

**Form mode**

**Create the form fields**

**Manage the form fields**

**Finalize the form : fill the form as a test**

**Modify the source document and update the PDF form**

**Send the form and manage its follow-up**