



TRAINING CATALOG

Office in general

Office Doc

The logo for Office Doc, consisting of a blue circular icon with a white mouse cursor arrow pointing towards the center, followed by the text 'Office Doc' in a blue, sans-serif font.

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1 MIGRATION AND UPDATE

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

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.

2 WORD

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

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

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

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

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

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

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

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



3 EXCEL

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

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

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

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

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

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

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

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

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

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 want 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

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 need 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

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

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



4 POWERPOINT

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

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

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

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



5 TRANSVERSE FUNCTIONS
Word - Excel - PowerPoint

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

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

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)



6 OUTLOOK

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

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

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

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

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
- Search 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

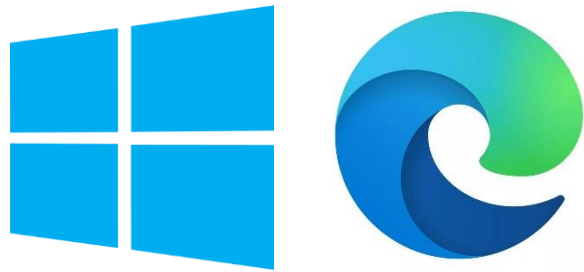
Calendar

- 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)



7 OPERATING SYSTEM AND SECURITY

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

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

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

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

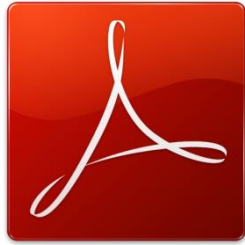
- Spams
- Social engineering

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



8 ACROBAT

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

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

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