



IT Training Courses 2022

It may be a cliché, but you don't know what you don't know and most people only use a fraction of what is possible in Microsoft Office. Karen Roem is a local trainer and specialist in Microsoft Office and can help you to improve your Word, Excel, Outlook and PowerPoint skills to be more effective and save time during a busy work day.

Excel Intermediate

Working with formulas and functions, managing large workbooks.
5th Oct, Wednesday

Word and Outlook

Take editing and formatting beyond the basics, avoid email overload and develop faster ways of working with Outlook.
12th Oct, Wednesday

Excel Tables and PivotTables

Manage and summarise your data by working with a table, and using PivotTables plus additional Excel features.
26th Oct, Wednesday

Word Intermediate/Advanced (ideal for students)

Work with long documents, maintaining consistency using Styles, organise information using tables and columns.
2nd Nov, Wednesday

PowerPoint Further Use and Teams

Add visual interest to reach your audience, give your presentation a consistent look and create a 'flow', MS Teams tips and tricks.
9th Nov, Wednesday

**Half Day Course: £95+VAT (10% discount for students),
including handout booklet and one month free aftercare support.**



For further information, contact Anne Blyth, Sales & Events Manager
Corpus Christi College: conferences@corpus.cam.ac.uk | 01223 766534



IT Training Courses 2022

Excel Intermediate

Working with Formulas and Functions

- Save time and apply formulas and functions to your everyday tasks.
- Search for a value in one place and insert it in another using lookup functions.
- Avoid the "pitfalls" of relative cell references.
- Test certain conditions and return one of two entries.
- Work with named cells to work faster and smarter with your formulas.

Managing large workbooks

- Trace and audit formulas in a worksheet.
- Create a simple dashboard.
- Produce summary reports from different worksheets.
- Merge data from multiple users by linking workbooks.





IT Training Courses 2022

Excel Tables and PivotTables

Working with a Table

Dos and don'ts when working with tables.

Ensure accurate data entry using data validation.

Sort and filter the records of a table, specify a range of values as criteria for a filter.

Add totals to a table, preview and print tables.

Summarise data in a table using PivotTables

Produce summary reports using a PivotTables.

Reset the summary function, show totals as a percentage.

Insert a slicer to filter data interactively.

Present your information as a chart, preview and print reports and charts.

Additional features

Visually explore and analyse data using conditional formatting.

Create a dashboard using the DSUM and DAVERAGE functions.

Use a PivotTable to build a list of unique values.

Combine data from multiple worksheets using data consolidation.

Create conference labels, letters or emails using data in your table.





IT Training Courses 2022

Word and Outlook

Outlook

- Find a needle in a haystack.
- Overcome old habits and develop faster ways of working.
- Tips to prevent email overload upon your return from holiday.
- How to get people to open your email.
- Save time by learning numerous tips and shortcuts.

Word

- Take editing and formatting beyond the basics.
- Maintain consistency and save time using Styles.
- Identify the dos and don'ts of merging and comparing documents.
- Discover hidden features and functions that will save you time.

Collaborate with other Word users

- Track changes in a document.
- Add a note about a part in the document using comments.
- Respond to proposed changes and Comments.
- Compare and merge revised copies of a document.

Time-saving hints and tips

- Stop wondering "How did you do that?" and "What's that for?".
- Top ten time-saving shortcuts.





IT Training Courses 2022

Word Intermediate/Advanced (ideal for students)

Maintaining consistency using Styles

Save time by applying Styles to text.

Modify a Style for the current document.

Create your own custom Styles.

Protect your document by setting formatting and editing restrictions.

Navigate through a long document containing Styles.

Create a table of contents based on Styles.

Working with long documents

Specify different page layouts by inserting section breaks.

Create different headers and footers for sections.

Add page numbers and reset the number format.

Identify the status of a document by adding a watermark.

Refer to text such as headings and numbered lists using cross-references.

Create an index, listing keywords along with the page numbers.

Add visual interest using pictures, charts and SmartArt.

Create a list of cross-references to pictures, charts and SmartArt.

Take editing and formatting beyond the basics

Organise information using tables and columns.

Create and format columns using tables.

Save time formatting a table using predefined Styles.

Apply customized formatting to a table.

Learn different techniques to insert and delete rows/columns in a table.

Enhance the appearance of a table.

Convert ordinary text to a table.





IT Training Courses 2022

PowerPoint Further Use and MS Teams

Add visual interest to reach your audience

- Understanding and working with SmartArt.
- Setting up and reformatting an organisation chart.
- Converting existing presentations to create high impact slide shows.
- Working with shapes.
- Seven steps to prevent "Death by PowerPoint".

Give your presentation a consistent look

- Applying a custom background to slides.
- Applying approved branding to a non-branded presentation.

Create a "flow" that will hold your audience's attention

- Adding animation effects and timing to slides.
- Tailor your presentation to different audiences, using custom slide shows.
- Branching to specific slides in a slide show.

MS Teams Tips & Tricks

- Presenting online, keep your audience engaged when presenting.
- Tips and tricks for a successful meeting.





IT Training Courses 2022

Booking Form

Please select your chosen workshops.

Excel Intermediate

5th Oct, Wednesday

Word and Outlook:

12th Oct, Wednesday

Excel Tables and PivotTables

26th Oct, Wednesday

Word Intermediate/Advanced

2nd Nov, Wednesday

PowerPoint Further Use and MS Team

9th Nov, Wednesday

Please be aware that you will need to bring your own laptop, so you can learn on the software that you actually use.
Karen is up to date with the latest and previous versions.

Attendees:.....

Booker:.....

Organisation: Job Title:

Telephone: E-mail:

**Half Day Course: £95+VAT (10% discount for students)
including handout booklet and one month free aftercare support.**



For further information, contact Anne Blyth, Sales & Events Manager
Corpus Christi College: conferences@corpus.cam.ac.uk | 01223 766534