

## Customised Microsoft Office Training

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### Course Outline

Our flexible MS Office training courses produce measurable results for your team. We can refresh the existing skillset and we encourage people to send “mock copies” of their normal work to that we can review and identify if there are more effective or time saving ways to analysed the results.

We can also deliver training on the differences when you migrate from one version to another. It can be difficult to remember all the training, so we send on short videos to help apply the learning.

**We use a special pricing model for on-site training in your company.**

**Cost: €95 per person with a minimum of 5 trainees. Maximum cost €700.00, complete flexibility on number of sessions and trainees during the day.**

### Training Delivery Model

This training will be delivered on site. **We can deliver the traditional one day training or a series of short targeted sessions.** The trainer will deliver short sessions based on the areas your team need to cover. The session length or content can be customised to suit your needs. This ensures that your team can attend the short, focussed session without interrupting their entries day. It also allows them to focus on topics that interest them and to discuss any difficulties they may be experiencing.

We have found the targeted, short sessions give most value to people. There is often a variation in skill levels and it allows grouping for knowledge sharing or team development. Your team will receive the outline ahead of time and can decide which session is most beneficial.

### Sample delivery model (customised to suit your requirements)

Time	Activity
9:30-10:30	MS Excel
10:35-11:35	MS Outlook
11:40-12:40	MS OneNote
1:00-2:00	MS Word
2:05-3:05	MS Publisher
3:10- 4:10	MS Excel
4:15- 5:00	End of day wrap up. Trainer is available to answer any queries or questions from the team.

### Post training support

**We will send customised tip sheets and short training videos to support the trainees in applying the new learning.**

Sample training content- This will be customised to suit your needs.

MS Word	MS Excel	MS PowerPoint	MS Outlook	MS Publisher
<b>General overview</b>	<b>General overview</b>	<b>General overview</b>	<b>General overview</b>	<b>General overview</b>
Tips and shortcuts	Tips and shortcuts	Tips and shortcuts	Tips and shortcuts	Tips and shortcuts
Editing a document	Formulas	Create a presentation	Creating a professional email	Developing Publication Skills
Formatting a document	Functions, average, max min etc	Slide management	Managing the inbox	Enhance Publication Text
Bullets and numbered lists	Formatting data, currency, % date	Layout options	Adding attachments	Print, Send, and Publish
<b>Using graphics</b>	<b>Charts</b>	<b>Templates</b>	<b>Folders</b>	<b>Work with Drawing Objects</b>
Creating process diagrams	Creating a chart	Creating a template	Create & manage folders	Format Objects
<b>Writing Reports</b>	Formatting charts	Using a template	Create rules	Use Graphic Images
Designing a cover page	Exporting charts	<b>Charts</b>	<b>Searching</b>	Use Text Frames
Creating a Table of contents	<b>Presenting your data</b>	Inserting charts	Create search folders	Manage text overflow
Using footnotes & Endnotes	Conditional formatting	Animating chart entry	Search by name	<b>Templates</b>
<b>Creating charts</b>	Applying styles	Customising charts	<b>Calendar</b>	Create a poster template
Inserting charts	Using templates	<b>Graphics</b>	Meeting requests	Create a tri-fold template
<b>Using templates</b>	Highlighting trends and progress	Inserting graphics	Responding to requests	<b>Customise Publications</b>
Creating templates for reports and letters	<b>Advanced tasks</b>	Formatting graphics	Tracking appointments	Fonts, colours and styles
Using templates for letters	Advanced functions, If, VLookup	<b>Preparing to present</b>	<b>Contacts</b>	Layout options
<b>Mail merge</b>	Filter, Multi-level sort	Slide notes	Managing contacts	Proof reading
Creating & formatting tables	Text functions	Speaker notes	Key contact details	Sharing online
Creating labels	Linking data sheets	Rehearsing timings	Mail merge from contacts	Creating a Pdf.
Mail merge by email	Pivot Tables	Presenting your slides	Create distribution lists	Inserting hyperlinks