



Microsoft Office Excel & PowerPoint Combo Course Outline



Course aims:

This 1 day combo course has been designed to extend the delegates knowledge of Excel and PowerPoint hopefully fill in those missing bits and pieces. It is aimed primarily at the self taught user.

Pre-requisites:

Delegates should have a working knowledge of PowerPoint and Excel and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

Who should attend:

Anyone who is a self taught user wanting to refresh or enhance their knowledge of Excel and PowerPoint.

Duration: 1 day

Microsoft Excel Revision of Excel Basics Formulas Functions Grouping Analysing Data – if time permits* Printing Problems Charting – if time permits*	0.5 day Setting defaults, selecting data/text more effectively, moving around a worksheet, shortcuts Revision of formula creation, absolute and relative cell referencing Min, Max, Average, Count, CountA, Lower, Upper, Proper Input data into grouped worksheets and linking sheets Sorting, custom sorting, filtering and reporting on the data using the subtotal feature Using page setup, page break preview, row and column titles Charting concepts, formatting, adding or modifying data, legends, charting options, saving and printing, chart location
Microsoft PowerPoint Working with the master slide Adding text, bullet points & tabs Using slides/adding text from other programs Using Hyperlinks Working with objects / clipart	0.5 day Changing the default options, set up the master, using bullets, choosing and changing scheme colours. Adding a background/graphics to slides Adding text, text in shapes & formatting text, line/paragraph spacing, alignment, tabs, indents, bullet points Importing slides from other presentations, reapplying slide master to update slides, importing text from Word Creating, editing and removing a hyperlink. Creating a hyperlink to a slide, web page and excel Selecting objects, using the drawing tools, resizing, copying, moving, aligning, scaling, duplicating, enhancing objects/shapes using borders, fills & shading patterns, using format painter
Note	* optional and if time permits