

## Microsoft Office®: Streamlining Tasks for Improved Productivity - 3 Days

*Course 972 Overview*

- You Will Learn How To**
- Leverage the extensive features in Word, Excel and PowerPoint
  - Build professional documents in Word with enhanced functionality
  - Quickly present and summarize data with Excel using PivotTables and PivotCharts
  - Easily incorporate external data sources
  - Create visually dynamic and effective presentations in PowerPoint
  - Safeguard documents from viruses and unauthorized access with the Trust Center

**Course Benefits** Organizations depend on highly skilled employees to work effectively and efficiently to produce quality documents. This course is designed to improve productivity by leveraging the power of Microsoft Office applications. Throughout this course, you gain the skills to stand out in a competitive market by maximizing the innovative features and integration techniques required to streamline day-to-day tasks and enable better decision making in the workplace.

**Who Should Attend** Anyone interested in enhancing their Microsoft Office skills for improved productivity. Experience with Microsoft Office applications at an introductory level is assumed.

**Hands-On Training** Exercises provide you with practical experience using Microsoft Office. Exercises include:

- Customizing Microsoft Office
- Designing documents with styles, themes and sections
- Implementing the TOC, headers and footers in Word
- Analyzing data with PivotTables and PivotCharts
- Applying conditional formatting and SmartArt
- Refining the data with formulas in Excel
- Creating PowerPoint presentations with Master layouts and design masters
- Securing documents using visible and invisible digital signatures and the Trust Center

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## Course 972 Outline

### Introducing Microsoft Office

#### Discovering the User Interface

- Navigating the Ribbon and Dialog Launchers
- Setting defaults with Office options
- Customizing the Quick Access Toolbar

#### Exploring file formats

- Reviewing supported file extensions
- Discovering the Compatibility Pack

### Creating Professional Documents in Word

#### Establishing the document setup

- Configuring the status bar
- Working with sections
- Handling multiple headers and footers

#### Formatting the document

- Implementing styles
- Condensing the document to an outline and viewing the document map
- Discovering themes

#### Automating documents and text

- Exploring templates
- Inserting and modifying Quick Parts and Building Blocks

### Referencing and Navigating Documents

#### Streamlining document tasks

- Customizing document properties
- Inserting cover pages
- Creating the TOC
- Adding watermarks

#### Implementing revision control

- Creating comments
- Managing multiple versions of a document
- Reviewing and tracking changes

### Producing Rapid Results with Excel

#### Leveraging Excel functionality

- Taking advantage of the Function Wizard
- Absolute versus relative addressing

#### Optimizing graphical objects

- Graphing data with charts
- Visually enhancing data with conditional formatting

### Creating interactive PivotTables and PivotCharts

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- Generating, editing and formatting PivotTable fields
- Filtering, sorting and pivoting charts and tables

### Integrating Data Sources

#### Retrieving external data

- Connecting to MS Access using MS Query
- Extracting and correcting data types with formulas

#### Assembling mass mailings

- Connecting to Excel data
- Working with a template document
- Producing the result documents: letters, envelopes and labels

### Developing PowerPoint Presentations

#### Building a dynamic slide show

- Best practices for creating presentations
- Designing effective slides
- Discovering methods to incorporate animation and sound
- Exploring slide show options

#### Enhancing the slides

- Applying themes
- Setting up and refining master layouts

#### Enhancing documents with graphics

- Leveraging SmartArt graphics
- Employing text to create SmartArt graphics

#### Finalizing and adding special effects

- Adding slide transitions
- Customizing animation
- Publishing the presentation

### Document Security and Collaboration

#### Protecting documents

- Setting up document restriction using encryption
- Removing private and personal information
- Enabling digital signatures

#### Safeguarding documents with the Trust Center

- Manipulating the Document Inspector features
- Configuring Trust Center options