

MICROSOFT OFFICE - 5-DAY BOOT CAMP

This 5-day workshop prepares you for a Microsoft Office User Master (MOUS) certificate in Word – certifying that you are a Master of the Microsoft Office Suite. Once you are MOUS certified, you have an industry recognized stamp of approval that you are proficient with Word.

Getting your MOUS master certificate has many benefits. It is proof to yourself and others that you are trained and competent in word processing, and it ensures that you have the skills to get more out of the software so that you can reduce wasted time. Included with this 1-day workshop is:

- self study material to prepare for the MOUS certification program,
- two-hours of free telephone help with a certified Office Master
- and 3 opportunities to take the MOUS examinations at our testing centre.

Basic Skills Checklist

We suggest that you are comfortable using at least one Microsoft office program. Before attending this workshop, you should be able to size and move windows, make menu choices, use cut and paste, and manage documents with Windows Explorer. It is recommended but not required to complete the included level 1 and level 2 self-study courseware prior to taking the MOUS certification test.

LENGTH: 5 DAYS | TIME DAILY: 9:00AM-4:00PM | WORKSHOP ID: 36 | FEE: \$1500 + GST

Day 1 - Word Core MOUS Certification Preparation

INTRODUCTION

- The word screen
- Use menus & toolbars
- Enter and edit text
- Create/save a document
- Open and close documents
- Switch documents

FORMAT TEXT

- Select and edit text
- Use undo and redo
- Use cut, copy and paste
- Use drag-and-drop
- Format fonts

FORMAT PARAGRAPHS

- Format & align paragraphs
- Set and align tabs
- Add bullets and numbering
- Create outlines

FORMAT THE PAGE

- Change the paper size
- Change margins
- Insert page numbering
- Insert page breaks
- Add borders and shading

PROOF YOUR DOCUMENTS

- Use autocorrect
- Check spelling/grammar
- Using the thesaurus
- Insert the date and time
- Use Autotext
- Find and replace items

GET READY TO PUBLISH

- Print documents
- Preview the document
- Create envelopes labels
- Create and view web ready documents

WORK WITH TABLES

- Work with tables
- Format tables
- Using Autoformat
- Convert text to a table
- Add formulas to tables

FORMAT DOCUMENTS

- Create headers/footers
- Format with styles
- Control the text flow
- Work with columns

WORK WITH OBJECTS

- Insert pictures
- Manipulate pictures
- Working with charts
- Draw diagrams

COLLABORATE

- Compare documents
- Send a document for review
- Work with versions
- Protect documents

MERGE DOCUMENTS

- Create a mail merge
- Use an old merge file
- Merge to envelopes or labels

CUSTOMIZE WORD

- Customize Word
- Customize the toolbars
- Customize menus
- Create a new menu
- Customize the view

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1800-654-3251
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Day 2 - Excel Core MOUS Certification Preparation

INTRODUCTION

- The excel window
- Enter data in the worksheet
- Move around the worksheet

USE THE WORKSHEET

- Edit cells
- Copy and move data
- Manipulate rows and columns
- Manage worksheets

FORMULAS & FUNCTIONS

- Create simple formulas
- Use common functions
- Use absolute & relative addresses

FORMAT WORKSHEETS

- Format a worksheet
- Format cells
- AutofORMAT

WORK WITH FUNCTIONS

- Define names for ranges
- What are functions?

LAYOUT AND PRINT

- Preview the worksheet
- Customize the printout
- Print the worksheet

WORK WITH CHARTS

- Understand charts
- Select chart types
- Print charts

CUSTOM CELL FORMATS

- Use custom formats
- Change the row height
- Align the cell contents

MISCELLANEOUS TOOLS

- Fill data
- Special format tools
- Clear cell contents and formats
- Use styles

INSERT FUNCTIONS

- Use Excel's 8 function types: math, text, statistical, logical, financial, lookup and database

WORK WITH DATABASES

- Understand database concepts and terminology
- Create a database
- Sort, find and filter data
- Outline and summarize data

INTERNET & DRAW TOOLS

- Use internet tools
- Publish worksheets to the internet
- Use comments
- Draw objects

CUSTOMIZE CHARTS

- Customize a chart
- Modify chart options
- Add new data
- Change chart type
- Work with pie charts

Day 3 - Outlook Core MOUS Certification Preparation

INTRODUCTION

- What is Microsoft outlook?
- The Outlook window

WORK WITH E-MAIL

- Compose messages
- Address a new message
- Format message text
- Use send options
- Check for messages
- Read and preview messages
- Print messages

WORK WITH CONTACTS

- Create and delete a contact
- Create a contact from the same company
- Organize contacts
- Edit a contact
- Remove duplicate contacts
- Sort contacts
- Organize contacts
- Change contact views
- Print contacts

ADVANCED E-MAIL

- Use additional mail features
- Respond to messages
- Save your messages
- Save messages in other formats
- Work with attachments
- Work with signatures

ORGANIZE E-MAIL

- Sort and find messages
- Manage email folders
- Move and copy messages
- Archive messages
- Assign categories

USE THE CALENDAR

- Navigate the calendar
- View consecutive and non-consecutive days
- Change the calendar view
- Create meetings & events
- Print the calendar

CREATE AN APPOINTMENT

- Edit/Delete appointments
- Work with reminders
- Create a recurring appointment
- Plan a meeting
- Update meeting attendees
- Customize print options

VIEW CONTACT ACTIVITIES

- Manually record an activity
- Link activities to contacts

USE NOTES

- Create notes
- Edit notes
- Organize notes
- Print notes

USE TASKS

- Manage tasks
- Create one-time and recurring tasks
- Assign tasks
- Send status reports
- Print tasks

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Day 4 - Access Core MOUS Certification Preparation

INTRODUCTION

- The Access window
- Create a database with a wizard
- Create a database manually

CREATE TABLES

- Create tables with a wizard or manually
- Define data types and properties
- Change views
- Set a primary key
- Use the navigation buttons

MOVE AROUND TABLES

- Modify fields and restructure tables
- Format columns
- Format cells

DATA MANIPULATION

- Add and delete records
- Change data & undo changes

- Import & export data
- Find data
- Replace data in multiple records
- Sort records

FILTER DATA

- Filter by selection
- Filter excluding selection
- Filter for
- Filter by form
- Advanced filter/sort

BUILD QUERIES

- What is a query? Create a simple query
- Create a query with a wizard
- Work with a dynaset
- Use criteria, operators, wildcards, and functions
- Calculated fields

DATABASE MAINTENANCE

- Back up and restore
- Compact and repair

ADVANCED TABLE DESIGN

- Advanced field properties
- Use input masks
- Use the input mask wizard
- Create lookup fields
- Create table relationships
- Enforce referential integrity

FORMS AND PAGES

- What is a form or report?
- Create a form
- Move within records
- Modify records
- Modify a form
- Move and resize controls
- Use drawing tools
- Create a data access page

CREATING A REPORT

- Create an autoreport
- Use the report wizard
- Modify reports
- Print forms and reports

Day 5 - PowerPoint MOUS Certification Preparation

INTRODUCTION

- What is a presentation manager?
- Create a presentation
- Look at the PowerPoint window
- Change a presentation
- Moving around in the presentation

CREATE A MASTER SLIDE

- Insert headers and footers
- Change the slide design and layout
- Apply a template from another presentation

WORKING WITH TEXT

- Select text objects
- Manipulate text
- Format text
- Proof the slides
- Use find and replace

CHANGE SLIDE ORDER

- Use the slide sorter

WORK WITH GRAPHICS

- Add graphics
- Create graphic objects
- Edit and adjust graphic objects
- Arrange graphics

CREATE AND USE TABLES

- Inserting a table
- Format tables

MANIPULATE THE SLIDES

- Customize your slides
- Change slide background
- Change color scheme
- Import outlines from Word
- Copy slides from another presentation
- Export a presentation to an outline

ANIMATE SLIDES

- Customize the animation
- Apply slide transitions

CREATE NOTES AND HANDOUTS

- Create notes in notes view
- Adjusting layout of handouts

SET UP THE SLIDE SHOW

- View the slide show
- Rehearse the presentation
- Use the annotation options
- Run the slide show
- Hide slides

PRINT A PRESENTATION

- Print the presentation
- Special printing options
- Print notes and handouts

PRESENTATION DELIVERY

- Using pack and go
- Send presentations for review
- Publish presentations on the web
- Broadcast online
- Use the meeting minder

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