Global Horizon
TRAINING CENTER

Training Course:
Microsoft Office Tools

21 - 25 October 2024
Singapore

Training Course:
Microsoft Office Tools

Training Course code: IT234687 From: 21 - 25 October 2024 Venue: Singapore - Training Course Fees: 6545 Euro

Introduction

This course provides overall training for Microsoft Office. Upon completion of this course, the delegate will be able to create and use Outlook, Microsoft Word, PowerPoint, Excel, and Power BI. The material covered in this course provides a foundation for all levels of Microsoft Office.

Course Objectives of Microsoft Office

By the end of this program you will be able to:

- How to set up and manage email, calendars, and contacts in the Microsoft 365 version of Outlook.
- Create scientific and technical documents incorporating equations.
- Create images, tables, and bibliographies.
- Develop technical and scientific presentations
- use charts and visual aids to share data.
- Build spreadsheets to perform calculations, and display data.
- conduct analysis, and explore what-if scenarios.
- Design and construct databases to store, extract, and analyze scientific and real-world data.
- Identify, access, and evaluate information to solve real-world problems.
- Distinguish between different data types in Power BI.
- Correlate the similarities between visualizations in Power BI.
- Identify the outcomes when changes are made within Power BI and Power BI Desktop.
- Differentiate between dashboards and reports within Power BI.
- Determine user roles within a workspace in Power BI.

Training Methodology

Computer Science 101 is organized into three units: Excel & Data Analysis, Word & PowerPoint. Each unit focuses on one or two of the Microsoft Office applications taught in the course. Units are further broken down into chapters corresponding with those used in the textbook and Supplemental Content.

Course Outlines of Microsoft Office

Day 1

Outlook Essentials

- Get Started and Connect Accounts
- Read Mail
- Organize Mail
- Create and Send Mail
- Create Contacts and Work with People
- Use Outlook's Accessibility Features

- Work with Delegates
- Work with the Calendar
- Work with Tasks and Settings

Day 2

Introduction to Microsoft Word

- Document Views
- Entering and Editing Text
- Saving and Opening Documents
- Navigating and Selecting Text
- Editing, Copying, and Moving Text
- Formatting Documents
- Using Bulleted and Numbered Lists
- Using Tabs
- Introduction to Tables
- Inserting Pictures
- Page Layout and Printing
- Introduction to Styles, Themes, and Templates
- Managing Bulleted and Numbered Lists
- Customizing Tables and using Formulas
- Inserting Text Objects
- Inserting Graphic Objects
- Using Quick Parts
- Multi-Section Documents
- Headers and Footers in large documents
- Proofing Tools

Day 3

Introduction to Microsoft PowerPoint

- Creating a Presentation
- Entering and Editing Text
- Managing Text
- Text Boxes and Tables
- Pictures and Drawings
- SmartArt and Charts
- Presentation Designs and Formatting
- Printing PowerPoint Presentations
- Simple Animations
- Running Slide Shows
- Integrating with Word and Excel
- Managing Slide Masters
- Multimedia Objects
- Custom Animations
- Collaborating with Colleagues
- Publishing a Presentation
- Preparing and Presenting a Show

Day 4

Introduction to Microsoft Excel

- Entering and Amending Data
- Saving and Opening Workbooks
- Navigating and Selecting Ranges
- Entering Formulas
- Inserting/Deleting Rows and Columns
- Formatting Worksheets
- Using Simple Functions
- Copying, Moving and AutoFill
- Relative vs. Absolute References
- Previewing and Printing
- Find and Replace
- Introduction to Range Names
- Using Multiple Worksheets
- Cell Styles and Conditional Formatting
- Paste Special
- Text and Date Formulas
- IF Function
- Using Charts
- Sorting and Filtering Lists
- Using Tables
- SmartArt and Drawings
- Comments and Hyperlinks
- Importing and Exporting Data
- Managing Range Names
- Date and Time Formulas
- Custom Formats
- IF and Related Functions
- VLOOKUP and Related Functions
- Advanced Filter / Subtotals
- Database Functions
- Multiple Workbooks / Consolidation
- Data Validation
- Auditing
- Pivot Tables
- Shared Workbooks / Tracking
- Protecting Worksheets
- Using Templates

Day 5

Power BI Essential

- Get started with Power BI
- Get Data
- Create a report with Visualizations
- Modify and print a report
- Create a dashboard
- Ask questions about your data
- share data with colleagues and others
- Using Power BI mobile apps

- Using Power BI desktop

Registration form on the Training Course: Microsoft Office Tools

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

Company Name: .....
Address: .....
City / Country: .....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

☐ Please invoice me

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Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.