



Software Skills

4 hours

English

Mid-to-Senior

Leadership

Team Member

Mid-to-Senior | Leadership | Team Member Courses

Software skills is a core competency for most organizations. Naturally, as software and applications are upgraded and/or updated as part of business operations, employees are left feeling inadequately prepared to navigate the changes. To alleviate some of the frustrations, providing helpful training and quick tips so they may effectively maximize the new programs and tools would optimize their productivity and minimize any undue stress. Select from Level 1 (beginner), Level 2 (intermediate), and Level 3 (advanced): **Microsoft Access, Excel, Outlook, PowerPoint, and Word**. Course Length: Each level is typically a full day course (6-8 hours); however, each course can be customized to meet the needs of the group.

Access

Level 1: Introductory beginner course on the basics of how to design and create new databases.

Level 2: Intermediate course covering how to perform data structuring, write advanced queries, simplify tasks with macros, create effective reports, and maintain an Access database.

Level 3: Advanced course covering how to integrate access into your organization utilizing export features, automate with VBA, manage switchboards, secure databases, and file sharing via SharePoint.

Excel

Level 1: Introductory beginner course that provides basic of excel, how to perform calculations, modify worksheets, manage workbooks and print.

Level 2: Intermediate course covering how to perform advanced formula calculations, organize worksheet and table data, present using data charts, analyze using pivot tables/slicers/pivot charts, insert graphics, and customize the environment.

Level 3: Advanced course covering how to streamline workflow, collaborate with others, audit worksheets, analyze data, work with multiple workbooks, import/export, integrate data with the Web and structure workbooks with XML.

Outlook

Level 1: Introductory beginner course that covers the basics of how to compose/send emails, receive emails, email features, calendar functions and how to collaborate with others.

Level 2: Intermediate course covering how to work with contacts, use tasks function, how to use journal and notes, organize/find data, automate commands, manage data, customize Outlook, and other topics.

PowerPoint

Level 1: Introductory beginner course that covers the basics of how to create a presentation, how to format text, add and modify graphics, work with tables and charts, and prepare presentation delivery.

Level 2: Intermediate course covering how to customize the environment, design templates, add SmartArt, special effects, customize slide shows, collaborate on a presentation, secure and distribute presentations.

Word

Level 1: Introductory beginner course that cover the basics of how to edit and modify text appearance, insert graphics and special characters, tables, proofing, appearance and printing.

Level 2: Intermediate course covering how to create lists, tables/charts, format with styles/themes, modify pictures, create customized graphics, insert content with Quick Parts, control text flow, use templates, automate mail merge, and use macros.

Level 3: Advanced course that covers how to collaborate on documents, manage document versions, add reference marks, simplify long documents, secure documents, and create forms.