

# Half-day Workshops

## Suggested Contents - Bespoke sessions by arrangement

### Word Essentials

- Opening and saving documents
  - Entering, editing & formatting text
  - Cut, copy and paste
  - Paragraph formatting
  - Page layout
  - Using the Spellchecker
  - Find and replace
  - Using ClipArt
- 

### Word Enhanced Skills

- Documents and text layout
  - Shortcuts
  - Tabs and tables
  - Headers and footers
  - Styles
  - AutoCorrect and AutoText
  - Manipulating objects
  - Macros
  - Customising toolbars
  - Templates
- 

### Excel Essentials

- Opening and saving workbooks
  - Entering text and numbers
  - Navigating & printing worksheets
  - Editing & formatting text / numbers
  - Cut, copy and paste
  - Creating formulae
  - Using basic functions
  - Using the Chart Wizard
- 

### Excel Enhanced Skills

- Sorting and filtering
  - Charts and graphs
  - Named ranges
  - Enhanced cell formatting
  - Using functions
  - Pivot tables
  - Importing and exporting data
  - Creating and using macros
  - Sub totals
  - Customising
- 

### Access Essentials

- What is a database
  - Creating a database
  - Entering and editing data
  - Viewing & sorting data
  - Filters
  - Queries
  - Simple input forms
  - The Report Wizard
- 

### PowerPoint Essentials

- Creating presentations
  - Views
  - Slide layouts
  - Entering, editing & formatting text
  - Using design templates
  - Using ClipArt
  - Proofing a presentation
  - Notes pages and printing
  - Transitions and animations
  - Running a presentation
- 

### Outlook Essentials

- Overview and netiquette
- Sending and receiving e-mail
- Forwarding and replying
- Attachments
- Signatures
- Using folders
- Managing items and folders
- Using the Address book
- Contacts
- Calendars