PAUL BROWN TRAINING LTD
Nationwide Microsoft Specialists

Microsoft Office Training Courses 2017

Onsite training delivered at your own offices anywhere in the UK

Training from just £55 per person

Software training manuals and course completion certificates included

Delivered by Microsoft qualified trainers with many years of industry experience

We can also provide laptops that you can use any convenient office

Call free and without obligation on 0800 2922842 to discuss your training needs

For more information please email charlotte@pbatraining.co.uk

PAUL BROWN TRAINING LTD
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Microsoft Excel

Foundation Microsoft Excel

1 day course includes:

- Introduction to spreadsheets
- Overview of Excel menus and toolbars
- Entering and editing data & text
- Adjusting column & rows
- Inserting and deleting columns & rows
- Selecting & formatting data
- Copy and pasting data & text
- Using Auto sum for quick calculations
- How to build formulas to perform calculations
- Introduction to Excel functions
- Printing Excel spreadsheets

Intermediate Microsoft Excel

1 day course includes:

- Understanding absolute cell addresses
- Linking data between workbooks
- Using advanced formulas & functions
- Highlighting values with conditional formatting
- Understanding Conditional Logic: Using IF statements
- Finding records using VLookup & HLookup functions
- Creating subtotals & working with levels
- Sorting data using advanced filters
- Sorting data using pivot tables and charts
- Protecting workbooks, worksheets & individual cells
- Consolidating data in multiple worksheets & workbooks
- Data validation: creating drop-down lists
- Embedding spreadsheets in Word & PowerPoint documents
- Using charts and graphs to display data

Advanced Microsoft Excel

1 day course includes:

- Advanced Conditional Logic: nested IF, AND, OR & NOT functions
- The Maths Functions: using SUMIF(S), COUNTIF(S) & AVERAGEIF(S)
- Working with Data: the TRIM, FIND, MID & VALUE functions
- Finding Data Records: using the MATCH & INDEX functions
- Advanced Database Functions: DSUM, DAVERAGE & DCOUNT
- Analysing data with PivotTables & PivotCharts
- Using Slicers to work with PivotTable data
- Working with Sparklines
- Analytical Tools: using Goal Seek & Scenarios

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Microsoft Project

Foundation Microsoft Project
1 day course includes:

- Introduction to the main MS Project Views
- Creating a new project
- Defining project working times
- Creating custom calendars
- Entering project tasks
- Setting up project phases
- Understanding task linkage types
- How to link tasks correctly
- Setting milestones & deadlines
- Setting lag and lead time
- Setting the baseline & interim plans
- Tracking and updating the project

Intermediate Microsoft Project
1 day course includes:

- Creating a resource sheet
- Allocating & assigning resources
- Resolving overallocation issues
- Setting up resource calendars
- Working with material resources
- Understanding the critical path in MS Project
- Correctly applying task constraints

Advanced Microsoft Project
1 day course includes:

- Creating individual task calendars
- Working with multiple pay rates
- Applying custom calendars & work times
- Entering material resource consumption rates
- Interrupting work & rescheduling tasks
- Setting up recurring tasks
- Working with resource availability
- Grouping data by custom selection
- Applying & working with a budget in MS Project
- Creating detailed visual reports in Excel

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Microsoft Word

Foundation Microsoft Word
1 day course includes:

- Creating a file and folder structure
- Overview of Word menus and toolbars
- Opening and saving Word documents
- Entering and formatting text
- Formatting paragraphs
- Proofing text
- Copying and pasting text
- Importing graphics & photos
- Creating page layouts using tables
- Printing Word documents

Advanced Microsoft Word
1 day course includes:

Advanced Formatting features
- Paragraph styles
- Character styles
- Reusing styles between documents
- Adding text columns

Working with longer documents
- Headers and footers
- Page numbers
- Indexes
- Tables of contents
- Footnotes
- Master documents
- Creating sections to break up documents
- Document outlines

Mail merges from database records
- Creating the template to receive merged data
- Creating placeholders for data
- Preparing and sorting data
- Merging data into letters
- Merging data into labels

Creating Form Documents
- Building tables
- Creating form fields
- Password protecting forms

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Microsoft PowerPoint

Foundation Microsoft PowerPoint

1 day course includes:

- Overview of PowerPoint capabilities
- Overview of menus and toolbars
- Introduction to the PowerPoint screens & views
- Using the Auto Content wizard for quick slideshows
- Creating slides using AutoLayout templates
- Customising slide colour schemes
- Adding graphics, photos and video
- Adding slide transitions
- Adding text animation effects
- Running the slideshow

Advanced Microsoft PowerPoint

1 day course includes:

- Powerpoint overview refresher
- Creating and using slide masters
- Creating and using slide templates
- Working with graphic objects
- Setting up slide tables
- Employing multimedia elements
- Inserting video clips
- Adding sound
- Advanced slide transitions and text animations
- Working with graphs and organisation charts
- Linking graphs & data dynamically to Excel spreadsheets

Presentation Skills

1 day course includes:

- The importance of good presentation skills
- Dealing with public speaking nerves
- Engaging the audience
- Understanding non-verbal communication
- Use of visual aids: flipchart, handouts etc
- Structuring the presentation
- Pre-presentation preparation
- Presenting effectively with Microsoft PowerPoint

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Microsoft Access

Foundation Microsoft Access
The course includes:

- Introduction to the main MS Project Views
- How MS Project creates the Gantt Chart
- Creating & defining a new project
- Defining project working times
- Creating custom calendars
- Entering and outlining project tasks
- Understanding task linkage types
- How to link tasks correctly
- Setting milestones & deadlines
- Setting lag and lead time
- Entering & assigning resources
- How to resolve over allocated resources
- Setting the baseline & interim plans
- Tracking and updating the project

Advanced Microsoft Access
The course includes:

- Querying with SQL
- Writing SQL statements
- Attaching SQL queries to controls
- Creating parameter queries
- Creating crosstab queries
- Using action queries
- Creating and editing macros
- Importing and exporting objects
- Linking Access objects
- Synchronising and replicating the database
- Encrypting and decrypting databases