

ABC has partnered with New Horizons Computer Learning Centers (NH) to offer ABC members computer training, professional development courses, and leadership and management courses. Take advantage of the Central Florida Chapter ABC member discount by signing up through ABC. ABC is offering a savings of \$100 on most classes, up to \$250 for some multiple day courses.

New Horizons courses are taught by experienced, vendor-certified instructors. This means you are getting the most up to date information to apply to real situations. Classes are online with the live interaction of an instructor and fellow students.

New Horizons Orlando was named as one of the top 20 IT training companies on [TrainingIndustry.com's](https://www.trainingindustry.com) annual Top 20 IT Training Companies List. They have received this honor for 13 years in a row!



On the following pages there is a partial list of courses offered along with course outlines. For additional course outlines and content go to New Horizons website at [nhorlando.com](https://www.nhorlando.com).

For class dates and pricing, visit abccentralflorida.com/store.

Adobe

Acrobat Pro DC Intro
Acrobat Pro DC Advanced
Captivate 2019 – The Essentials
Captivate 2019 – Beyond the Essentials
Dreamweaver CC Part 1
Dreamweaver CC Part 2
Illustrator CC Part 1
Illustrator CC Part 2
InDesign CC Part 1
InDesign CC Part 2
Photoshop CC Part 1
Photoshop CC Part 2

Application Courses

Get Going with QuickBooks
Keep Going with QuickBooks

Microsoft Office 2016

Access Part 1
Access Part 2
Excel Part 1
Excel Part 2
Excel Part 3
Excel 2016/2019 Data Analysis with
PivotTables
Excel 2016/2019 Data Analysis with
PowerPivot
Visio Part 1
Visio Part 2
OneNote
Outlook Part 1
Outlook Part 2
PowerPoint Part 1
PowerPoint Part 2
Project Part 1
Project Part 2
Mastering Project
Publisher 2016/2019
Word Part 1
Word Part 2
Word Part 3

Professional Development

Business Writing
Business Etiquette
Customer Service
Organizational Skills
Presentation Skills
Time Management

Communication Skills

Communication Strategies
Conflict Resolution
Creative Problem Solving
Interpersonal Skills
Negotiation Skills

Leadership and Management

Change Management
Coaching and Mentoring
Employee Motivation
Leadership and Influence
Performance Management

Microsoft Office 2019

Access Part 1
Access Part 2
Excel Part 1
Excel Part 2
Excel Part 3
Excel 2016/2019 Data Analysis
with PivotTables
Excel 2016/2019 Data Analysis
with PowerPivot
Visio Part 1
Visio Part 2
Outlook Part 1
Outlook Part 2
PowerPoint Part 1
PowerPoint Part 2
Project Part 1
Project Part 2
Publisher 2016/2019
Word Part 1
Word Part 2
Word Part 3

Customer Service

Excellence in Customer Service (Basic)
Providing Outstanding Customer Service

Center for Leadership and Development

Business Analysis
Human Resource Management
IT Service Management
Leadership and Professional Development
Project Management

Six Sigma

Six Sigma Knowledge Center
Lean Six Sigma Green Belt
Lean Six Sigma Black Belt

Microsoft Office for 365

Access Part 1
Access Part 2
Excel Part 1
Excel Part 2
Excel Part 3
Outlook Part 1
Outlook Part 2
PowerPoint Part 1
PowerPoint Part 2
Word Part 1
Word Part 2
Word Part 3

Access 2016 – Part 1

Overview

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Course Objectives

In this course, you will create and manage an Access 2016 database. Students will:

- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Use forms to make it easier to view, access, and input data.
- Create and format custom reports.

Course Outline

GETTING STARTED WITH ACCESS

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access

WORKING WITH TABLE DATA

- Modify Table Data
- Sort and Filter Records

QUERYING A DATABASE

- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query

USING FORMS

- Create Basic Access Forms
- Work with Data on Access Forms

GENERATING REPORTS

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports

DESIGNING A RELATIONAL DATABASE

- Relational Database Design
- Create a Table
- Create Table Relationships

JOINING TABLES

- Create Query Joins
- Relate Data Within a Table
- Work with Subdatasheets

USING DATA VALIDATION

- Use Field Validation
- Use Form and Record Validation

CREATING ADVANCED QUERIES

- Create Parameter Queries
- Summarize Data
- Create Subqueries
- Create Action Queries
- Create Unmatched and Duplicate Queries

ORGANIZING A DATABASE FOR EFFICIENCY

- Data Normalization
- Create a Junction Table
- Improve Table Structure

USING ADVANCED REPORTING TECHNIQUES

- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Sub report to an Existing Report

Access 2016 - Part 2

Overview

You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

Course Objectives

In this course, you will learn to create and manage a fundamental Access 2016 database. Students will:

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Course Outline

IMPLEMENTING ADVANCED FORM DESIGN

- Add Controls to Forms
 - Enhance Navigation and Organization of Forms
 - Apply Conditional Formatting
- #### SHARING DATA ACROSS APPLICATIONS
- Import Data into Access
 - Export Access Data
 - Link Tables to External Data Sources
 - Create a Mail Merge

USING MACROS TO IMPROVE USER INTERFACE DESIGN

- Create a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

USING VBA

- Getting Started with VBA
- Enhance Access Using VBA

USING ADVANCED DATABASE MANAGEMENT

- Manage a Database
- Determine Object Dependency

DOCUMENT A DATABASE

- Document a Database

DISTRIBUTING AND SECURING A DATABASE

- Splitting a Database for Multiple User Access
- Implement Security

CONVERT AN ACCESS DATABASE TO AN ACCDE FILE

- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

MANAGING SWITCHBOARDS

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Startup Options

Adobe Acrobat Pro DC - Intro

Overview

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regardless of who views them.

Course Objectives

In this course, you will create and work with PDF documents. Students will:

- Access information in a PDF document
- Create and save PDF documents
- Navigate content in a PDF document
- Modify PDF documents
- Review PDF documents
- Convert PDF documents

Course Outline

ACCESSING PDF DOCUMENTS

- Open a PDF Document
- Browse a PDF Document

CREATING AND SAVING PDF DOCUMENTS

- Create and Save a PDF Document from an Existing Document
- Create a PDF Document from a Web Page
- Combine Multiple PDF Documents

NAVIGATING CONTENT IN A PDF DOCUMENT

- Perform a Search in a PDF Document
- Search Multiple PDF Documents
- Work with Bookmarks
- Create Links and Buttons

MODIFYING PDF DOCUMENTS

- Manipulate PDF Document Pages
- Edit Content in a PDF Document
- Add Page Elements

REVIEWING PDF DOCUMENTS

- Add Comments and Markup
- Compare PDF Documents
- Initiate and Manage a Review
- Digitally Sign PDF Documents

CONVERTING PDF FILES

- Reduce the File Size of a PDF Document
- Optimize PDF Files
- Convert and Reuse PDF Document Content

Adobe Acrobat Pro DC - Advanced

Overview

In this course, students will use Adobe Acrobat Pro DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

Course Objectives

In this course you will create and manage PDF documents. Students will:

- Customize the Acrobat Pro DC workspace.
- Create PDFs from technical documents.
- Enhance PDF documents.
- Create interactive PDF forms.
- Finalize PDF files for commercial printing.

Course Outline

CUSTOMIZING THE ADOBE ACROBAT PRO DC WORKSPACE

- Customize the Toolbars
- Create Custom Tool Sets

CREATING PDFs FROM TECHNICAL DOCUMENTS

- Create PDF Documents by Using Autodesk AutoCAD
- Measure Technical Drawings

CREATE PDF DOCUMENTS BY USING AUTODESK AUTOCAD

- Embed Multimedia
- Enhance PDF Document Accessibility
- Use Actions
- Manage the Security of PDF Documents

CREATING INTERACTIVE PDF FORMS

- Create a PDF Form
- Compile and Manage PDF Form Data

FINALIZING PDF FILES FOR COMMERCIAL PRINTING

- Apply Color Management Settings
- Preview Printed Effects
- Perform Preflight on a PDF Document
- Create PDF/X, PDF/A, and PDF/E Compliant Files
- Create a Composite and Color Separations
- Export a PDF Document to Other Formats

Adobe InDesign CC - Part 1

Overview

This course has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

Course Objectives

In this course, you will use Adobe InDesign CC to create and deliver professional looking printed and interactive documents. Students will:

- Navigate the InDesign interface.
- Create a new document.
- Customize a document using color, swatches, gradients, and styles.
- Manage page elements.
- Add tables.
- Prepare documents for deployment.

Course Outline

GETTING STARTED WITH INDESIGN

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

DESIGNING A DOCUMENT

- Establish Project Requirements
- Apply Design Principles
- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

CUSTOMIZING A DOCUMENT

- Format Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Create and Apply Styles

WORKING WITH PAGE ELEMENTS

- Arrange and Align Objects
- Apply Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

BUILDING TABLES

- Create and Modify a New Table
- Format a Table

PREPARING A DOCUMENT FOR DELIVERY

- Resolve Errors in a Document
- Export Files for Printing and for the Web

Adobe InDesign CC - Part 2

Overview

In this course students will learn advanced InDesign techniques to enhance the look and functionality of your documents.

Course Objectives

Upon successful completion of this course, students will be able to use Adobe InDesign CC to create and deliver professional looking printed and interactive documents. Students will:

- Prepare documents for multiple formats.
- Manage advanced page layouts.
- Manage styles.
- Build complex paths.
- Manage external files and create dynamic documents.
- Manage long documents.
- Publish InDesign files for other formats and customize print settings.

Course Outline

PREPARING DOCUMENTS FOR MULTIPLE FORMATS

- Build Layout Versions
- Link Content

MANAGING ADVANCED PAGE ELEMENTS

- Create Repeating Content
- Change Text Layouts
- Create Transparency
- Anchor Objects and Manage a Library

MANAGING STYLES

- Import Styles from Microsoft Word Documents
- Manage Styles

BUILDING COMPLEX PATHS

- Create Bezier Paths
- Create Clipping Paths
- Create Compound Paths

MANAGING EXTERNAL FILES AND CREATING DYNAMIC DOCUMENTS

- Import External Files
- Create Document Sections
- Insert Text Variables
- Create Interactive Documents

MANAGING LONG DOCUMENTS

- Create a Book
- Build a Table of Contents
- Create Hyperlinks and Cross-References
- Generate an Index and Insert Footnotes

PUBLISHING INDESIGN FILES FOR OTHER FORMATS AND CUSTOMIZING PRINT SETTINGS

- Export PDF Files for Print-Export Interactive PDF Files and Files for Animation
- Export Files for the Web
- Manage Colors
- Preview the Print Output>Create Print Presets

Business Etiquette

Overview

This course examines the basics, most importantly to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and “the handshake”, conversation skills/small talk, and much more.

Course Objectives

- Define etiquette and provide an example of how etiquette can be of value to a company or organization
- Understand the guidelines on how to make effective introductions
- Identify the 3 C's of a good impression
- Understand how to use a business card effectively
- Identify and practice at least one way to remember names
- Identify the 2 steps in giving a handshake
- Enumerate the four levels of conversation and provide an example for each
- Understand place settings, napkins, etiquette, and basic table manners
- Understand the meaning of colors in dressing for success
- Differentiate among the dress casual, semi-formal, formal, and black-tie dress codes.

Course Outline

- **Understanding Etiquette**
 - Etiquette defined
 - The importance of business etiquette
- **Networking for Success**
 - Creating an effective introduction
 - Making a great first impression
 - Minimizing nervousness
 - Using business cards effectively
 - Remembering names
- **The Meet and Greet**
 - The three-step process
 - The four levels of conversation
- **The Dining in Style**
 - Understanding your place setting
 - Using your napkin
 - Eating your meal
 - Sticky situations and possible solutions
- **Eating Out**
 - Ordering in a restaurant
 - About alcoholic beverages
 - Paying the bill and tipping
- **Business Email Etiquette**
 - Addressing your message
 - Grammar and acronyms
 - Top 5 technology tips
- **Phone Etiquette**
 - Developing an appropriate greeting
 - Dealing with voicemail
 - Cell phone do's and don'ts

Business Writing

Overview

This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments

Course Objectives

Writing is a key method of communication for most people, it is also one that many people struggle with. This workshop will give participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

Course Outline

- **Working with Words**
 - Spelling and grammar
 - Creating a cheat sheet
- **Constructing Sentences**
 - Parts of a sentence
 - Punctuation
 - Types of sentences
- **Creating Paragraphs**
 - The basic parts
 - Organization methods
- **Writing Meeting Agendas**
 - The basic structure
 - Choosing a format
 - Writing the agenda
- **Writing E-mails**
 - Addressing your message
 - Grammar and acronyms
- **Writing Business Letters and Proposals**
 - The basic structure
 - Choosing a format
 - Writing the letter
- **Writing Reports**
 - The basic structure
 - Choosing a format
 - Be guided by the: The purpose of the report
 - The seniority of your readers
 - Writing the report
- **Other Types of Documents**
 - Requests for proposals
 - Projections
 - Executive summaries
 - Business cases
- **Proofreading and Finishing**
 - A proofreading primer
 - How peer review can help
 - Printing and publishing

Excel 2016 – Part 1

Overview

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

Course Objectives

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks to work with and analyze the data that is critical to the success of your organization. Students will:

- | | |
|-----------------------|--------------------|
| Perform calculations. | Modify a worksheet |
| Format a worksheet | Print workbooks |
| Manage workbooks | |

Course Outline

GETTING STARTED WITH EXCEL 2019

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

PERFORMING CALCULATIONS

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

MODIFYING A WORKSHEET

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

FORMATTING A WORKSHEET

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

PRINTING WORKBOOKS

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

MANAGING WORKBOOKS

- Manage Worksheets, Manage Workbook and Worksheet Views
- Manage Workbook Properties

Excel 2016 – Part 2

Overview

You have mastered the basics of Excel. In Excel 2016 - Part 2 training, you'll build upon your data manipulation skills and unlock more capabilities within the platform.

Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. With Part 2 training from New Horizons under your belt, you'll be ready to create custom formulas, apply built-in Excel functions and manipulate data to extract the insights you need.

Course Objectives

Once you complete Excel 2016 - Part 2, you will be able to apply custom formulas and present data to make informed business decisions. This course empowers you to:

- Perform calculations using functions and formulas
- Sort, filter, and query data
- Create and format tables
- Visualize data with charts
- Create advanced formulas
- Analyze data with PivotTables and PivotCharts

Course Outline

WORKING WITH FUNCTIONS

- Define Cell Ranges and Reference Them in Formulas
- Perform Conditional Calculations
- Carry Out Logical and Specialized Functions
- Work with Date and Time Functions
- Understand and Execute Text Functions

WORKING WITH LISTS

- Sort and Filter Data
- Learn the Capabilities of Database Functions
- Query Data with Database Functions
- Outline and Subtotal Data

ANALYZING DATA

- Build and Modify Tables
- Create Formatting Rules
- Apply Conditional Formatting to Alter Groups of Cells

VISUALIZING DATA WITH CHARTS

- Organize and Represent Data with Charts
- Format Charts & Implement Adv. Chart Features

ANALYZING DATA WITH PIVOTTABLES AND PIVOTCHARTS

- Create a PivotTable & Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data Using Timelines and Slicers

Excel 2016 – Part 3

Overview

Excel is a powerhouse spreadsheet software used by companies small and large. Master this popular platform by completing the Excel 2016 – Part 3 course from New Horizons.

This advanced Excel course builds off learning from Excel 2016 – Parts 1 & 2 and prepares you to complete difficult Excel tasks such as LOOKUPS, macros and more. The course also covers Microsoft Office Specialists exam objectives to help you prep for the certification exam.

Course Objectives

Once you complete Excel 2016 – Part 3, you'll be able to perform advanced data analysis, collaborate on workbooks and automate workbook functionality.

- Refer to internal and external worksheets
- Perform LOOKUPS and audit formulas
- Share and protect workbooks
- Automate workbook functionality using validation rules and macros
- Create sparklines and map data
- Forecast data

Course Outline

WORKING WITH MULTIPLE WORKSHEETS & WORKBOOKS

- Reference Cells and Groups of Cells Across Worksheets
- Link Cells to External Worksheets

- Consolidate Data Across Worksheets

USING LOOKUP FORMULAS AND FORMULA AUDITING

- Search Rows or Columns Using LOOKUP Functions
- Display Relationships Between Cells and Formulas with the Trace Command
- Watch Cells and Formulas from the Watch Tool

SHARING AND PROTECTING WORKBOOKS

- Collaborate on Workbooks
- Apply Varying Levels of Workbook Access and Protections

AUTOMATING WORKBOOK FUNCTIONALITY

- Create and Manage Validation Rules and Lists
- Search for Invalid Data and Formulas with Errors
- Record Macros to Automate Tasks

CREATING SPARKLINES AND MAPPING DATA

- Create Sparklines to Show Trends
- Map Data

FORECASTING DATA

- Determine Potential Outcomes Using Data Tables and Scenarios
- Solve for Desired Outputs with the Goal Seek Feature
- Forecast Data Trends

Excel 2016/2019 - Data Analysis & Pivot Tables

Overview

Being able to harness the power of PivotTable features & create PivotCharts will help students gain an edge. Not only will students be able to summarize data to analyze, but they can organize the data in a way that can be meaningfully presented to others.

Course Objectives

Upon successful completion of this course, you will be able to use Excel 2016 advanced PivotTable functionality to analyze your raw data. Students will:

- Prepare data for PivotTable reporting and create PivotTables from various data sources.
- Analyze Data Using PivotTables.
- Work with PivotCharts.

Course Outline

GETTING STARTED WITH EXCEL 2019

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

PERFORMING CALCULATIONS

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

MODIFYING A WORKSHEET

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

FORMATTING A WORKSHEET

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

PRINTING WORKBOOKS

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

MANAGING WORKBOOKS

- Manage Worksheets, Manage Workbook and Worksheet Views
- Manage Workbook Properties

Excel 2016/2019 - Formulas & Charts

Overview

In This Course, students will analyze Excel data, create Formulas, Charts and Data to Support Excel Spreadsheets and Workbooks.

Course Objectives

Upon successful completion of this course, students will be able to create Intermediate Formulas and Charts using Microsoft Office Excel 2016.

Course Outline

PERFORMING CALCULATIONS

- Formulas
- Functions: SUM, AVERAGE, MAX, & MIN
- Absolute Reference

WORKING WITH FUNCTIONS

- Named Ranges
- Logical Functions: IF, SUMIF, \$ COUNTIF

USING LOOKUP FUNCTIONS

- Lookup Functions: MATCH, INDEX, & VLOOKUP
- HLOOKUP

VISUALIZING DATA WITH CHARTS

- Creating Charts
- Modifying Charts

Excel 2016/2019 - Tables, Pivot Tables, & Conditional Formatting

Overview

In This Course, students will analyze Excel data, create PivotTables, Pivot Charts as well as Analyzing Pivot Tables.

Course Objectives

Once you complete Excel 2016 – Part 3, you'll be able to perform advanced data analysis, collaborate on workbooks and automate workbook functionality.

Course Outline

ANALYZING DATA

- Tables
- Conditional Formatting

CREATE A PIVOTTABLE

- Pivot Tables
- Pivot Charts

PREPARING DATA AND CREATING PIVOTTABLES

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a PivotTable
- Refresh and Change a PivotTable

OneNote 2016

Overview

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organized way, access the content from anywhere, and share it.

Course Objectives

In this course, you will develop digital note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft Office programs. Students will:

- Navigate and customize the OneNote interface and environment.
- Add and format text, images, audio, links, and drawing objects to a notebook.
- Embed Excel spreadsheets and attach other files to a notebook.
- Categorize, organize, and search notebook content.
- Check spelling in, print, and password-protect notebooks.
- Use Outlook and OneDrive to send and share notebook content.
- Export notebook content and manage notebook history and backups.

Course Outline

GETTING STARTED WITH ONENOTE

- Navigate the OneNote 2016 Environment
- Use Templates
- Customize the OneNote User Interface

ADDING & FORMATTING NOTEBOOK CONTENT

- Apply Formatting to Notebook Content
- Insert Images and Audio into a Notebook
- Add Quick Notes and Links
- Use Drawing Tools

EMBEDDING & ATTACHING FILES

- Embed Excel Spreadsheets
- Attach Other File Types

ORGANIZING & SEARCHING NOTEBOOKS

- Use Tags
- Organize and Search Notebooks

FINALIZING A NOTEBOOK

- Proof and Print a Notebook
- Configure Password Protection and Notebook Properties

MANAGING NOTEBOOK FILES

- Export Content from OneNote Notebooks
- Back Up and Restore Notebook Content

SENDING & SHARING ONENOTE CONTENT

- Send OneNote Content in Other Formats
- Share OneNote Content by Using OneDrive

Outlook 2016 – Part 1

Overview

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create Tasks and Notes for yourself, and customize the Outlook interface to suite your working style.

Course Objectives

In this course you will use Outlook to manage your email communications; manage contact information; schedule tasks and create notes; customize message response options and organize your mail. Students will:

- Navigate Outlook 2016 to read and respond to email
- Use the address book, format and spell check new messages
- Attach files and insert illustrations to messages
- Customize read and response options
- Use flags, categories, and folders to organize messages
- Create and work with contacts
- Create appointments and schedule meetings in calendar
- Create and work with tasks and notes

Course Outline

GETTING STARTED WITH OUTLOOK 2016

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help

FORMATTING MESSAGES

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

WORKING WITH ATTACHMENTS AND ILLUSTRATIONS

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

CUSTOMIZING MESSAGE OPTIONS

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

ORGANIZING MESSAGES

- Mark Messages
- Organize Messages Using Folders

MANAGING YOUR CONTACTS

- Create and Edit Contacts
- View and Print Contacts

WORKING WITH THE CALENDAR

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

WORKING WITH TASKS AND NOTES

- Create Tasks & Notes

Outlook 2016 – Part 2

Overview

This course builds upon the foundational knowledge presented in the Outlook® 2016: Part 1 course and will help students customize a communication system well-sited to your work styles.

Course Objectives

In this course, you will use Outlook's advanced features to customize and manage your email communications, calendar settings and options, etc. Students will:

- Modify messages and set global options
- Organize, search, and manage messages
- Manage your mailbox
- Automate message management
- Work with calendar settings
- Manage contacts, groups, and tasks
- Share workspaces with others
- Manage Outlook data files

Course Outline

MODIFYING MESSAGES AND SETTING GLOBAL OPTIONS

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

ORGANIZING, SEARCHING, AND MANAGING MESSAGES

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

MANAGING YOUR MAILBOX

- Topic A: Use the Junk E-Mail Filter to Manage Messages
- Topic B: Manage Your Mailbox

AUTOMATING MESSAGE MANAGEMENT

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

WORKING WITH CALENDAR SETTINGS

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

MANAGING CONTACTS

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

MANAGING ACTIVITIES BY USING TASKS

- Assign and Manage Tasks

SHARING WORKSPACES WITH OTHERS

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

MANAGING OUTLOOK DATA FILES

- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings

PowerPoint 2016 – Part 1

Overview

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

Course Objectives

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message using text, graphics, and animations. Students will:

- Identify the basic features and functions of PowerPoint 2016
- Develop a PowerPoint presentation
- Perform advanced text editing operations
- Add graphical elements to your presentation
- Modify objects in your presentation.
- Add tables to your presentation
- Add charts to your presentation
- Prepare to deliver your presentation

Course Outline

GETTING STARTED WITH POWERPOINT

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Create and Save a PowerPoint Presentation
- Use PowerPoint Help

DEVELOPING A POWERPOINT PRESENTATION

- Select a Presentation Type
- Edit Text
- Build a Presentation

PERFORMING ADVANCED TEXT EDITING OPERATIONS

- Format Characters
- Format Paragraphs
- Format Text Boxes

ADDING GRAPHICAL ELEMENTS TO YOUR PRESENTATION

- Insert Images
- Insert Shapes

MODIFYING OBJECTS IN YOUR PRESENTATION

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

ADDING TABLES TO YOUR PRESENTATION

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

ADDING CHARTS TO YOUR PRESENTATION

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

PREPARING TO DELIVER YOUR PRESENTATION

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

PowerPoint 2016 – Part 2

Overview

In this course, students learn different tools & features within PowerPoint that will help them delivery content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all their time.

Course Objectives

Upon completing this course, you will be able to customize the PowerPoint 2016 application and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations

You will:

- Modify the PowerPoint environment
- Customize design templates
- Add SmartArt and math equations to a presentation
- Work with media and animations
- Collaborate on a presentation
- Customize a slide show
- Secure and distribute a presentation

Course Outline

MODIFYING THE POWERPOINT ENVIRONMENT

- Customize the User Interface
- Set PowerPoint 2016 Options

CUSTOMIZING DESIGN TEMPLATES

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

ADDING SMARTART AND MATH EQUATIONS TO A PRESENTATION

- Create SmartArt
- Modify SmartArt
- Write Math Equations

WORKING WITH MEDIA AND ANIMATIONS

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

COLLABORATING ON A PRESENTATION

- Review a Presentation
- Store and Share Presentations on the Web

CUSTOMIZING A SLIDE SHOW

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

SECURING AND DISTRIBUTING A PRESENTATION

- Secure a Presentation
- Broadcast a Slide Show
- Topic C: Create a Video or a CD

Project 2016 – Part 1

Overview

This course is designed to familiarize students with the basic features and functions of Microsoft Professional 2016 so they can use it effectively and efficiently in a real-world environment.

Course Objectives

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016. Students will:

- Identify project management concepts and navigate the Project 2016 environment
- Create and define a new project plan
- Create and organize tasks
- Manage resources in a project plan
- Finalize a project plan

Course Outline

GETTING STARTED WITH MICROSOFT PROJECT

- Identify Project Management Concepts
- Navigate the Microsoft Project 2016 Environment

DEFINING A PROJECT

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

CREATING AND ORGANIZING TASKS

- Add Tasks to a Project Plan
- Import Tasks from Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

MANAGING PROJECT PLAN RESOURCES

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

FINALIZING A PROJECT PLAN

- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan

Project 2016 – Part 2

Overview

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time and within budget.

Course Objectives

Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan. Students will:

- Update a project plan to reflect progress as you execute the project
- Monitor project progress in the project plan
- Adjust the project plan to control constraints
- Create project reports to share a project's status
- Customize project settings and share customizations with other projects

Course Outline

EXECUTING A PROJECT

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

MONITORING PROJECT PROGRESS

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

CONTROLLING A PROJECT PLAN

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

REPORTING ON PROGRESS

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

CUSTOMIZING THE APPLICATION

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans

Project Management Fundamentals

Overview

In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

Course Objectives

Upon successful completion of this course, students will be able to:

- Identify the key processes and requirements of project management
- Initiate a project
- Plan for time and costs
- Plan for project risks, communication, and change control
- Manage a project
- Execute the project close out phase

Course Outline

GETTING STARTED WITH PROJECT MANAGEMENT

- Describe a project
- Describe the project management life cycle
- Identify the role of the project manager

INITIATING A PROJECT

- Determine the scope of a project
- Identify the skills for a project team
- Identify the risks to a project

PLANNING FOR TIME AND COST

- Create a work breakdown structure
- Sequence the activities
- Create a project schedule
- Determine project costs

PLANNING FOR THE PROJECT RISKS, COMMUNICATIONS, AND CHANGE CONTROL

- Analyze the risks to a project
- Create a communication plan
- Plan for change control

MANAGING A PROJECT

- Begin with project work
- Execute the project plan
- Track project progress
- Report performance
- Implement change control

EXECUTING THE PROJECT CLOSEOUT PHASE

- Close a project
- Create a final report

Publisher 2016/2019

Overview

Microsoft® Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a large selection of building blocks that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it is possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.

Course Objectives

In this course, you will create, format, edit, and share publications. Students will:

- Perform basic tasks in the Microsoft Publisher interface
- Add content to a publication
- Format text and paragraphs in a publication
- Manage text in a publication
- Work with graphics in a publication
- Prepare a publication for printing and sharing

Course Outline

GETTING STARTED WITH MICROSOFT PUBLISHER 2016

- Navigate the Interface
- Customize the Publisher Interface
- Create a Publication

ADDING CONTENT TO A PUBLICATION

- Add Text to a Publication
- Add Pages and Picture Placeholders to a Publication
- Control the Display of Content in Text Boxes
- Apply Building Blocks to a Publication

FORMATTING TEXTS & PARAGRAPHS IN A PUBLICATION

- Format Text
- Format Paragraphs
- Apply Schemes

MANAGING TEXT IN A PUBLICATION

- Edit Text in a Publication
- Work with Tables
- Insert Symbols and Special Characters

WORKING WITH GRAPHICS IN A PUBLICATION

- Insert Graphics in a Publication
- Customize the Appearance of Pictures

PREPARING A PUBLICATION FOR SHARING AND PRINTING

- Check the Design of a Publication
- Save a Publication in Different Formats
- Print a Publication
- Share a Publication

Visio 2016 – Part 1

Overview

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Course Objectives

In this course, you will design, modify, and manage basic diagrams. Students will:

- Identify the basic elements of Visio and their use.
- Create a workflow diagram.
- Build organization chart
- Design a floor plan
- Build a cross-functional flowchart
- Design a network diagram
- Style a diagram

Course Outline

GETTING STARTED WITH VISIO 2016

- Perform Basic Tasks in the Visio Environment
- Use Backstage Commands
- Save a File

WORKING WITH WORKFLOW DIAGRAM TOOLS

- Use Drawing Components
- Modify a Drawing
- Insert Callouts and Groups

BUILDING ORGANIZATION CHARTS

- Create an Organization Chart Manually
- Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Modify an Organization Chart

DESIGNING A FLOOR PLAN

- Make a Basic Floor Plan
- Model a Room Layout

BUILDING A CROSS-FUNCTIONAL FLOWCHART

- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

DESIGNING A NETWORK DIAGRAM

- Create Network Diagrams
- Use Shape Data
- Use Layers

STYLING A DIAGRAM

- Modify Shape and Connector Styles
- Apply Themes and Variants
- Use Containers

Visio 2016 – Part 2

Overview

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

Course Objectives

In this course, you will examine advanced features to make you more efficient and effective. Students will:

- Design advanced plans and diagrams.
- Enhance the look of drawings.
- Create shapes, stencils, and templates.
- Connect drawings to external data.
- Leverage development tools.
- Share drawings.
- Use diagram standards (optional).

Course Outline

DESIGNING ADVANCED PLANS & DIAGRAMS

- Create a Microsoft Account and Log into Visio
- Build Advanced Plans
- Build Advanced Diagrams

ENHANCING THE LOOK OF DRAWINGS

- Use 3-D Shapes
- Work with Shape Styles
- Define Shape Styles
- Apply Backgrounds, Borders, and Titles

WORKING WITH CUSTOM SHAPES, STENCILS, & TEMPLATES

- Create Simple Custom Shapes
- Create Custom Stencils
- Create Custom Templates

CONNECTING DRAWINGS TO EXTERNAL DATA

- Make an Organization Chart from an Excel Spreadsheet
- Generate a Pivot Diagram from an Excel Spreadsheet
- Create a Gantt Chart from a Project File
- Create a Timeline from a Project File
- Connect a Map to an Access Database

LEVERAGING DEVELOPMENT TOOLS

- Create Macros
- Modify Shape-Sheets
- Build Advanced Shapes

SHARING DRAWINGS

- Save and Share Drawings with OneDrive
- Review Drawings
- Insert Drawings into Other Office Files
- Export Drawings
- Print Drawings

Word 2016 – Part 1

Overview

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Course Objectives

In this course, you will learn fundamental Word 2016 skills. Students will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Outline

GETTING STARTED WITH WORD

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

FORMATTING TEXT AND PARAGRAPHS

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists

WORKING MORE EFFICIENTLY

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

MANAGING LISTS

- Sort a List
- Format a List

ADDING TABLES

- Insert a Table
- Modify a Table
- Format a Table

INSERTING GRAPHIC OBJECTS

- Insert Symbols and Special Characters
- Add Images to a Document

CONTROLLING PAGE APPEARANCE

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout

PREPARING TO PUBLISH A DOCUMENT

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats
- Merge envelopes and labels

Word 2016 – Part 2

Overview

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send out every customer of your organization.

Course Objectives

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents. Students will:

- Organize content using tables and charts
- Customize formats using styles and themes
- Insert content using quick parts
- Use templates to automate document formatting
- Control the flow of a document
- Simplify and manage long documents
- Use mail merge to create letters, envelopes, and labels

Course Outline

ORGANIZING CONTENT USING TABLES AND CHARTS

- Sort table data
- Control cell layout
- Perform calculations in a table
- Create a chart
- Add and Excel table to a Word document

CUSTOMIZING FORMATS USING STYLES AND THEMES

- Create and modify text styles
- Create custom list or table styles
- Apply document themes

INSERTING CONTENT USING QUICK PARTS

- Inset building blocks
- Create and modify building blocks
- Inset fields using quick parts

USING TEMPLATES TO AUTOMATE DOCUMENT FORMATTING

- Create a document using a template
- Create a template
- Manage templates with the Template Organizer

CONTROLLING THE FLOW OF A DOCUMENT

- Control paragraph flow
- Insert section breaks
- Insert columns
- Link text boxes to control text flow

SIMPLIFYING AND MANAGING LONG DOCUMENTS

- Inset blank and cover pages
- Insert an index and table of contents
- Manage outlines
- Create a master document

USING MAIL MERGE FEATURE

- The mail merge feature
- Merge envelopes and labels

Word 2016 – Part 3

Overview

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

Course Objectives

In this course students will:

- Use images in a document
- Create custom graphic elements
- Collaborate on documents
- Add reference marks and notes
- Secure a document
- Create and manipulate forms
- Create macros to automate tasks

Course Outline

MANIPULATING IMAGES

- Integrate pictures and text
- Adjust image appearance
- Insert over media elements

USING CUSTOM GRAPHIC ELEMENTS

- Create text boxes and pull quotes
- Add WordArt and other text effects
- Draw shapes
- Create complex illustrations with SmartArt

COLLABORATING ON DOCUMENTS

- Prepare a document for collaboration
- Mark up a document
- Review markups
- Merge changes from other documents

ADDING DOCUMENT REFERENCES & LINKS

- Add captions
- Add cross-references
- Add bookmarks
- Add hyperlinks
- Insert footnotes and endnotes
- Add citations and a bibliography

SECURING A DOCUMENT

- Suppress information
- Set formatting and editing restrictions
- Restrict document access
- Add a digital signature to a document

USING FORMS TO MANAGE CONTENT

- Create Forms
- Modify Forms

AUTOMATING REPETITIVE TASKS WITH MACROS

- Automate tasks by using Macros
- Create a Macro

Time Management

Overview

The Time Management workshop will cover strategies to help participants learn crucial strategies that include personal motivation, delegation skills, organization tools, and crisis management.

Course Objectives

Time management training most often begins with setting goals. These goals are recorded and may be broken down into a project, an action plan, or a simple task list. Activities are then rated based on urgency and importance, priorities assigned, and deadlines set. This process results in a plan with a task list or calendar of activities. Routine and recurring tasks are often given less focus to free time to work on tasks that contribute to important goals. This entire process is supported by a skill set that should include personal motivation, delegation skills, organization tools, and crisis management.

Course Outline

GETTING STARTED

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

SETTING SMART GOALS

- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Visualization

PRIORITIZING YOUR TIME

- The 80/20 Rule
- The Urgent/Important Matrix
- Being Assertive

PLANNING WISELY

- Creating Your Productivity Journal
- Maximizing the Power of Your Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand, and Water
- Chunk, Block, and Tackle
- Ready, Fire, Aim!

TACKLING PROCRASTINATION

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

CRISIS MANAGEMENT

- When the Storm Hits
- Creating a Plan
- Executing the Plan
- Lessons Learned

ORGANIZING YOUR WORKSPACE

- De-Clutter
- Managing Workflow
- Dealing with E-mail
- Using Calendars

DELEGATING MADE EASY

- When to Delegate
- To Whom Should You Delegate?
- How Should You Delegate?
- Keeping Control
- The Importance of Full Acceptance

SETTING A RITUAL

- What is a Ritual?
- Ritualizing Sleep, Meals, and Exercise
- Example Rituals
- Using Rituals to Maximize Time

MEETING MANAGEMENT

- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Building the Agenda
- Keeping Things in Track
- Making Sure the Meeting Was Worthwhile

ALTERNATIVES TO MEETINGS

- Instant Messaging and Chat Rooms
- Teleconferencing
- E-mail Lists and Online Groups
- Collaboration Applications

WRAPPING UP

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations