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BASIC COMPUTER SKILLS MICROSOFT OFFICE WORD, EXCEL, OUTLOOK, POWERPOINT

2 DAYS
BOOK NOW



- Discover new and improved features in Excel 2016.
- How to effectively use Excel 2016.
- How create, save, and open a workbook.
- Learn how to personalize your use of Excel using Excel Options.
- How to use and how to customize the Quick Access Toolbar.
- Complete data entry, cell formatting, working with multiple worksheets and the "Ribbon" interface.

- The basics of entering and editing data in a workbook.
- Learn practical methods in which you can backup and recover your Excel spreadsheets.
- Effectively use auto-fill and flash-fill so you are more productive.
- Discover the essentials of using formulas and functions.
- How to rename, insert, move, and reference an Excel 2016 worksheet.
- Discover how to create charts and graphs

- Learn practical methods to sort and filter your data
- How to protect and secure your Excel data
- Discover new features in PowerPoint 2016
- Learn presentation tips for an effective presentation
- Discover how to format text on a PowerPoint slide
- Learn how to insert shapes, graphics and pictures to add some "zing" to your presentation

- Add charts, graphs and tables to present information in a non-text format
- Wow your audience by adding animations, audio and video
- Discover practical tips to present your presentation to your audience
- Learn time saving techniques including how to copy slides, and exporting your presentation

- Customize PowerPoint for greater productivity by customizing the Microsoft Office Ribbon
- Master the most common uses of Word
- How to controlling page appearance including using columns, indents, footers, borders and watermarks

- Learn to create many types of documents
- How to create a mail merge
- Printing envelopes and labels
- Discover different page setup options
- How to protect your document from changes
- Learn how to spell check your documents
- Insert pictures and graphics in your Word document

- Discover how to insert and edit tables
- Using "Go To, Find, and Replace"
- How to create, save and open documents
- Learn cool tips and tricks in the Ribbon
- Discover common Excel hotkeys
- How to use VLOOKUP and HLOOKUP
- Learn how to use popular functions

- Discover how to use named ranges
- Discover the power of Dynamic Formulas and how to use them
- Get advanced level tips for creating awesome charts and graphs
- How to work with and analyze your data using data slicers, PivotTables, Power Query and - PivotCharts
- Setting up email accounts
- Using Outlook on a touch device
- Creating and sending email messages
- Organizing email

- Calendar appointments and attachments
- Create and manage meetings
- Adding email signatures
- How to archive email
- Spam and junk mail removal
- Creating and managing tasks and reminders
- Using the mail merge feature to import contact information to Microsoft Word
- Adding, managing and searching contacts in the address book
- Creating filters to automate incoming messages

WHO SHOULD ATTEND?

ADMINISTRATIVE ASSISTANTS
 EXECUTIVE SECRETARIES
 PERSONAL ASSISTANTS
 SECRETARIES
 OFFICE MANAGERS
 DEPARTMENTAL ADMINISTRATORS
 PROTOCOL OFFICERS
 OFFICE ADMINISTRATORS
 PERSONAL SECRETARIES
 SUPPORT STAFF
 FRONT-LINE STAFF



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DAY ONE

08:00 - 08:30 | Registrations and Arrival Tea

08:30 - 10:15 | New and Improved Features in Excel 2016

- Creating and Saving Excel Workbooks
- Personalizing your use of Excel
- Basics of using Excel Ribbon
- Entering and Editing Data in an Excel Workbook
- Formatting Excel Dates
- Formatting Numbers in Excel
- Excel AutoSave, Recover Unsaved Workbook, and Create a Backup Copy
- Working with Fill and Series in Excel
- Excel Workbook Views, Zoom, and Freeze
- Printing
- Methods of Cutting, Copying, and Pasting in Excel
- Delete and Clear
- Insert, Hide, Column Width and Row Height, and Merge
- Alignment
- Basics of Formulas and Functions
- Managing Worksheets
- Working with Multiple Workbooks
- Excel Spell Checker
- Inserting Comments in Excel
- The VLOOKUP Function
- Date and Time Functions
- Creating Graphs and Charts in Excel
- Sorting and Filtering Excel Data
- Formatting Cells Based on Content
- Protection and Security

10:15 - 10:45 | Tea Break

10:45 - 12:30 | Excel Shapes and Pictures

- Workbook Protection and Security
- Naming Items
- Finding and Replacing Words
- Borders
- Workbook Inspection
- Excel Wrap Up

12:30 - 13:30 | Lunch

13:30 - 15:00 | PowerPoint Overview

- PowerPoint: Text and Bullet Editing Options
- PowerPoint: Adding Graphs to your Presentation
- PowerPoint: Working with Objects
- PowerPoint: Working with Pictures
- PowerPoint: Working with SmartArt
- PowerPoint: Working with Tables
- PowerPoint: Working with Charts
- PowerPoint: Working with Media
- PowerPoint: Transitions
- PowerPoint: Animation
- PowerPoint: Hyperlinks and Action Buttons
- Slideshow Options
- PowerPoint: Preparing a Presentation for Delivery
- Other PowerPoint Features

15:00 - Tea, More PowerPoint Discussions and end of Day ONE

DAY TWO

08:00 - 08:30 | Arrival Tea

08:30 - 10:15 | Introduction to Outlook 2016

- Outlook Basic Tasks
- Outlook Data Files and Account Management
- Outlook Contacts
- Outlook Email Management
- Outlook Archiving
- Outlook Calendar Management
- Viewing & Sharing Calendars
- Managing Meetings
- Calendar Events
- To-do Bar
- Printing Calendar Information
- Outlook Categories
- Managing Tasks in Outlook
- Viewing Tasks and Recording Progress in Outlook
- Outlook Rules and Quick Steps
- Creating & Managing Rules
- Quick Steps
- Outlook Proofing Features
- Formatting Themes and Styles
- Signatures and Stationery
- Outlook Search Features
- Searching Contacts and Other Items
- Outlook Mail Merge
- Checking Mailbox Size
- Send/Receive

10:15 - 10:45 | Tea Break

10:45 - 12:30 | Getting Started with MS Word

- Creating a New Blank MS Word Document
- Working with Non-Printing Characters and Line Spacing Basics in Word
- Go To, Find, and Replace
- Borders
- Editing a Document
- Character Formatting

12:30 - 13:30 | Lunch

13:30 - 15:00 | MS Word: Managing Lists

- MS Word: Tables
- MS Word: Styles
- MS Word: Controlling Page Appearance
- MS Word: Sectioning
- MS Word: Graphics
- MS Word: Envelopes and Labels
- MS Word: Mail Merge
- MS Word: Indexing and Table of Contents
- MS Word: Reviewing and Printing
- Other Word Features
- Wrap Up

15:00 - Tea and End of Training

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