



ACUITY TRAINING LTD

Acuity Office IT Skills Diploma Programme



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ACUITY OFFICE IT SKILLS DIPLOMA PROGRAMME

The Acuity Office IT Skills Diploma Programme is designed to introduce young people to the world of business through “business orientated” training courses. These training courses may also be attended by delegates from our corporate clients.

All courses are held at our training centre in The Surrey Technology Centre on The Surrey Research Park, Guildford. The training courses typically have up to six delegates, each with their own training PC. A full colour manual and a CD with all exercises used that training day are included. All of our trainers are highly qualified and very experienced in the topics they train.

Our training courses are designed for the business person and include all the Microsoft Office Specialist certification requirements.

The first day at Acuity will be an Introduction day comprising of an individual one-to-one training session introducing the attendee to the Diploma programme together with a skills assessment.

Each training course day commences at 9.30 am, course attendees/delegates arriving between 9.15 am and 9.25 am and finishes between 4.00 and 4.30 pm. Refreshments are available during day and lunch is provided. There is free parking at the Surrey Technology Centre.

In addition to attending the courses there will be plenty of opportunity to practice your skills at our training centre.

The option to learn to type is also available using an online typing skills practice package.

Microsoft Office Specialist examinations are taken online at our Training Centre. Should it be necessary to re-take any examination an additional charge will apply.

ACUITY OFFICE IT SKILLS DIPLOMA

This course covers all the IT topics to an Intermediate level: using the computer, word processing, spreadsheets, email, presentations and databases. Delegates will be guided through the process of taking the professionally recognised Microsoft Office Specialist (MOS) certification.



Diploma programme includes:

- ✧ 7 full days of intensive business oriented training, as follows:
 - ✦ Individual introduction, skills assessment and the concepts of IT
 - ✦ Windows and the Internet
 - ✦ Word Introduction
 - ✦ Word Intermediate
 - ✦ Excel Introduction
 - ✦ Excel Intermediate
 - ✦ PowerPoint Introduction/Intermediate
 - ✦ Outlook Introduction/Intermediate
- ✧ Full colour reference manuals with CD-ROM exercises for all courses
- ✧ Unlimited practice time (subject to availability) at our training centre
- ✧ The option to learn to touch type
- ✧ All 4 core Microsoft Office Specialist Exams

These courses are run using the Microsoft Office 2003 suite of programs (including: Word, Excel, PowerPoint, and Outlook).

Normal price: ~~£ 1,575(+VAT)~~

All this is available to Diploma students at more than 40% off - £ 995 (+VAT)

ACUITY ADVANCED IT OFFICE SKILLS DIPLOMA

This course covers all the IT topics to an Advanced level: using the computer, word processing, spreadsheets, email, presentations and databases. Supporting the delegate through the process of taking the professionally recognised Microsoft Office Specialist Master (MOS) certification.



There are seven Microsoft Office Specialist examinations in total. After passing them, delegates will be awarded the Microsoft Office Specialist Master certificate.

Advanced Diploma programme includes:

- ✧ 13 full days of intensive business oriented training, as follows:
 - ✦ Individual introduction, skills assessment and the concepts of IT
 - ✦ Windows and the Internet
 - ✦ Word Introduction, Intermediate and Advanced
 - ✦ Excel Introduction, Intermediate and Advanced
 - ✦ PowerPoint Introduction/Intermediate and Advanced
 - ✦ Outlook Introduction/Intermediate
- ✧ Full colour reference manuals with CD-ROM exercises for all courses
- ✧ Unlimited practice time (subject to availability) at our training centre
- ✧ The option to learn to touch type
- ✧ All 6 Microsoft Office Specialist exams leading to the “Microsoft Office Specialist Master” qualification

These courses use the Microsoft Office 2003 suite of programs (including: Word, Excel, PowerPoint, and Outlook).

Normal price: ~~£4,025 (+VAT)~~

All this is available to Diploma students at more than 50% off - £1,995 (+VAT)

Word Introduction – 1 day



Course Objectives

To learn the fundamentals of using Word. By the end of this course, students will be able to produce and store a document, access and retrieve data for editing and edit simple text to a required format and layout.

Prerequisites

It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the Word Introduction and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Word Core**.

The Advanced Word course topics need to be completed to take the **Word Expert** exam.

The Fundamentals

- Start and use Word
- Work with menus and toolbars
- Use the Task Pane
- Add text to your documents
- Save, close and open documents
- Create new documents
- Getting Help
- Printing and Previewing

Working with and Editing Text

- Move through documents
- Work with different views
- Working with Multiple documents
- Cut, Copy and Paste text
- Using Drag and Drop
- Find and Replace
- Work with the Clipboard
- Use the speller and grammar functions
- Smart Tags
- Thesaurus and Word Count
- Inserting Symbols and Special Characters
- Using Undo, Redo and Repeat
- Click and type
- File Management
- Advanced Printing Options

Formatting Characters and Paragraphs

- Using the Toolbar
- Format Painter
- Format Font Dialog Box
- Paragraph Alignment
- Indenting Paragraphs
- Special Indents
- Line Spacing
- Bullets and Numbering
- Borders
- Shading

Word Intermediate – 1 day



Course Objectives

To learn to create and manipulate tables plus use simple graphics to present documents to their best advantage using Word. By the end of this course, students will be able to improve document presentation and layout, create a standard document using an existing template, organise and maintain text in a table and insert and edit graphics and drawing objects.

Prerequisites

It is recommended that students have basic experience with the underlying operating system and the file management system. Additionally, students should have an understanding of concepts covered in the Word Introductory course. These include producing, saving and retrieving documents, the different views, and editing and formatting a document.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the Word Introduction and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Word Core**.

The Advanced Word course topics need to be completed to take the **Word Expert** exam.

Formatting Pages

- Adjusting Margins
- Headers and Footers
- Page size and Orientation
- Page Breaks
- Section Breaks
- Columns

Tables

- Creating a Table
- Adjusting Columns and Rows
- Inserting and Deleting Columns and Rows
- Adding Borders and Shading
- Using AutoFormat
- Totalling Numbers
- Sorting
- Draw Table Tools
- Formulas in Tables
- Merging and Splitting Cells
- Tables that Span Multiple Pages
- Aligning and Spacing Cell Contents
- Moving and Resizing and Positioning Tables

Templates and Styles

- Creating and Using a Document Template
- Creating Paragraph Styles
- Creating Character Styles
- Modifying Styles
- Copying Styles between Documents

Graphics

- Resize and Format Objects
- Insert ClipArt
- Format Pictures
- Positioning Objects
- Aligning and Grouping Objects
- Flipping and Rotating Objects
- Layering Objects
- Shadows
- 3D Effects

Word Advanced – 2 days



Course Objectives

Learn to use the advanced features of Word to their full extent. By the end of this course, students will be able to produce documents to a consistent layout, create complex publications, integrate data from external applications, use Mail Merge effectively and use Microsoft Word to work with the Web.

Prerequisites

It is recommended that students have basic experience with the fundamental uses and application of Microsoft Word i.e. the ability to:

- Produce and store a document.
- Edit text to a required format and layout i.e. include a variety of character and paragraph formats, amend page setup features and create basic headers and footers.
- Organise and maintain text in a table.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the Word Introduction and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Word Core**.

Following the Advanced Word course and with practise you will be able to take the **Word Expert** exam.

Mail Merge

- The Mail Merge Process
- Selecting the Starting Document
- Selecting the Recipients
- Adding Records to the Data Source
- Writing your Letter
- Previewing the Mail Merge
- Complete the Merge
- Working with Labels
- IF... THEN... ELSE Fields
- Using Existing Data Sources

Document Collaboration

- Using Revisions
- Accepting and Rejecting Revisions
- Inserting Comments
- Saving Versions of a Document
- Password Protecting a Document

Outlines and Long Documents

- Creating a Document in Outline View
- Viewing an Outline
- Modifying an Outline
- Bookmarks
- Footnotes and Endnotes
- Cross-References
- Table of Contents
- Creating an Index
- Master Documents

WordArt and Charts

- Inserting WordArt
- Formatting WordArt
- Creating a Chart
- Modifying a Chart
- Selecting a Chart Type

Working with Other Programs

- Embedding Excel Worksheets
- Linking Excel Worksheets
- Opening and Saving Files in Different Formats

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Word Advanced – 2 days



Forms

- Creating a New Form
- Using Text Fields
- Using Check Box Fields
- Using Drop Down Fields
- Assigning Help to Form Fields
- Performing Calculations in a Form Field
- Preparing and Filling out an Online Form
- Working with Multiple Sections in Forms

Creating Web Pages with Word

- Using the Web Page wizard
- Modifying a Web Page
- Converting a Word Document to a Web Page
- Hyperlinks
- Viewing a Web Page
- Applying Themes
- Working with Frames

Macros

- Recording a Macro
- Running a Macro
- Editing a Macro
- Adding a Macro Button to a Toolbar
- Deleting a Macro

Excel Essentials – 1 day



Course Objectives

Learn the essential skills of using the spreadsheet management program Excel. By the end of this course, students will be able to create Excel workbooks and worksheets, navigate around them, use time saving features such as AutoSum, AutoFill, and create formulae and format worksheets.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the Excel Introduction and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

The Advanced Excel course topics need to be completed to take the **Excel Expert** exam.

The Fundamentals

- Understand the Excel window
- Changing menu and toolbar options
- Create, Save and Close a workbook
- Entering text and numbers into cells
- Opening an existing workbook
- Using data entry shortcuts
- Editing cell entries
- Using Undo and Redo
- Renaming an existing workbook
- Selecting using the keyboard and mouse
- Using the AutoFill feature
- Previewing a worksheet
- Printing

Editing a Worksheet

- Using Autocomplete
- Copying/cutting and pasting data
- Collecting and Pasting Multiple Items
- Using Paste Special
- Inserting and deleting columns and rows
- Using drag-and-drop editing
- Spell Check
- Find and Replace
- Inserting Cell Comments

Creating Formulas

- Entering formulas
- BODMAS (order of operation)
- Using the AutoSum button
- Using the AutoCalculate feature
- Copying formulas
- Absolute and Relative Cell Referencing

Formatting a Worksheet

- Formatting Fonts with the Toolbar
- Formatting Numbers
- Adjusting row height
- Adjusting column width
- Changing cell alignment
- Merging cells
- Borders and shading
- Using the Format Painter button
- Using AutoFormat
- Rotating Text
- AutoFit

Excel Intermediate – 1 day



Course Objectives

Expand your knowledge and skills in Excel. By the end of this course, students will be able to create charts, work effectively with multiple sheets in workbooks, use formulae effectively, use productivity tools and work with the Excels list/database features.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. Additionally, students should have an understanding of concepts covered in the Excel Introductory course. These include creating workbooks, using AutoFill and AutoSum, constructing formulae and formatting worksheets.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the Excel Introduction and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

The Advanced Excel course topics need to be completed to take the **Excel Expert** exam.

Revision Exercise – Revising Formulas

Creating and Working with Charts

- Creating charts
- Moving and Resizing charts
- Formatting and Editing Objects in Charts
- Changing the Source Data
- Changing the Chart Type
- Working with Pie Charts
- Adding a data table
- Formatting chart objects
- 3D Charts
- Saving Custom Charts

Managing Your Workbooks

- Using multiple worksheets
- Inserting/Deleting worksheets
- Renaming worksheets
- Copying and moving worksheets
- Freezing/Unfreezing panes
- Linking between worksheets and workbooks
- Splitting a Window
- Headers and Footers
- Page Breaks
- Page Setup Options

Advanced Formatting

- Creating a Custom Number Format
- Styles
- Conditional Formatting

Basic Functions and More on Formulas

- Inserting a Function
- Using Min, Max, Count, Average
- AutoCalculate
- Displaying and Printing Formulas

Working with Lists

- Creating a List
- Data Form
- Finding Records
- Deleting Records
- Sorting a List
- Filtering with AutoFilter
- Creating Custom AutoFilters
- Advanced Filter
- Data Validation

Excel Advanced – 2 days



Course Objectives

Learn to use the advanced features of Excel to their full extent. By the end of this course, students will be able to report on data in a list using PivotTables, edit and analyse complex data using advanced features, incorporate built-in functions into a worksheet, work with the Web and record macros.

Prerequisites

It is recommended that students have experience with the fundamental use and features of Microsoft Excel including the ability to:

- Create formulae
- Edit data using formatting and layout techniques
- Incorporate simple built-in functions

We recommend that you attend or check that you are familiar with all the topics in the Introduction and Intermediate Excel course before attending this course.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exams

Following the Excel Introduction and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

Following the Advanced Excel course and with practise you will be able to take the **Excel Expert** exam.

Revision Exercise

Advanced Functions and Formulas

- Creating and using Range Names
- Using the IF Functions
- Using the PMT Function
- Using nested IF functions
- Using an AND and OR conditions
- Using the PMT function
- Using the VLOOKUP function
- Using the HLOOKUP function
- Fix Formula Errors

Data Analysis and PivotTables

- Creating a PivotTable
- Specifying the Data a PivotTable Analyses
- Changing a PivotTable's calculation
- Grouping Dates in a PivotTable
- Formatting a PivotTable
- Charting a PivotTable
- Creating Subtotals
- Using Database Functions
- Grouping and Outlining a Worksheet

Consolidating Workbooks

- Protecting a Worksheet
- Viewing a worksheet
- Saving a Custom View
- Working with Templates
- Consolidating Worksheets

Working with Other Programs

- Embedding Excel Worksheets
- Linking Excel Worksheets and Charts
- Inserting Graphics
- Opening and saving in different formats

Using Excel with the Internet

- Adding and working with Hyperlinks
- Using the Web Toolbar
- Save a workbook as a Static Web Page
- Save a workbook as an Interactive Web Page
- Import an External Data Source
- Create a Web Query

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Excel Advanced – 2 days



What-If Analysis

- Defining a Scenario
- Creating a Scenario Summary Report
- Using One Input Data Tables
- Using Two Input Data Tables
- Goal Seek
- Using Solver

Additional Features

- Customizing Excel's Toolbars
- Creating a Custom AutoFill List
- Changing Excel's Options
- Password Protecting a Workbook
- File Properties
- Sharing a Workbook
- Track Changes
- Merging a Shared Workbook
- Detect and Repair

Automating Tasks with Macros

- Recording a macro
- Assigning a shortcut key
- Running a macro
- Deleting a macro
- Assigning a Macro to a Button
- Using relative references
- Viewing Code in an Existing Macro

PowerPoint Introduction / Intermediate – 1 day



Course Objectives

Learn the fundamentals of creating PowerPoint Presentations. By the end of this course, students will be able to create, save and print presentations, create slides and modify slide setup, work with and format text, use the various editing views, use design templates and backgrounds, insert and work with clip art.

Prerequisites

This course assumes you have gained a basic understanding of Windows. This course assumes no knowledge of PowerPoint.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Topics

Understanding Powerpoint

- Using Menus & Toolbars
- Opening a Presentation
- Saving & Closing a Presentation
- Using the AutoContent Wizard
- Creating a Blank Presentation
- Creating a Presentation from a Template
- Viewing Your Presentation
- Navigating Presentations
- Printing Presentations
- Getting Help from the Office Assistant

Editing a Presentation

- Inserting Slides & Text in Slide View
- Adding Slides
- Viewing a Presentation in Outline View
- Rearranging a Presentation in Outline View
- Selecting, Replacing, & Deleting Text
- Cutting, Copying, & Pasting Text
- Using Undo, Redo & Repeat
- Checking Your Spelling
- Finding & Replacing Information
- Inserting Symbols & Special Characters
- Using Slide Sorter View
- Adding Notes to Your Slides
- Working with Multiple Presentations

Formatting a Presentation

- Using the Formatting Toolbar
- Advanced Formatting with Font Dialog Box
- Using the Format Painter
- Applying a Template's Formatting
- Using the Slide Master
- Choosing a Colour Scheme
- Changing the Background Scheme
- Working with Bulleted Lists
- Changing Alignment & Line Spacing
- Adding Headers & Footers
- Using the Style Checker
- Working with Tabs & Indents
- Changing the Page Setup

Drawing & Working with Graphics

- Drawing on Your Slides
- Adding, Arranging, & Formatting Text Boxes
- Selecting, Resizing, & Deleting Objects
- Formatting Objects
- Inserting Clip Art
- Inserting & Formatting Pictures
- Aligning & Grouping Objects
- Drawing AutoShapes
- Flipping & Rotating Objects
- Layering Objects
- Applying Shadows & 3-D Effects

PowerPoint Advanced – 1 day



Course Objectives

Learn the more advanced features of PowerPoint. By the end of this course, students will be able to create tables, graphs and organisation charts, present, build and animate slide shows, work with Multimedia within a presentation, use PowerPoint with the Internet, customise toolbars and create macros.

Prerequisites

This course assumes you have gained a basic understanding of Windows. This course assumes knowledge of PowerPoint to the level of our Introduction/Intermediate course.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the PowerPoint Introduction / Intermediate course and the PowerPoint Advanced course and with Practise you will be in a position to take the Microsoft Office Specialist Exam – PowerPoint Comprehensive. For more information on the Microsoft Office exams please call 01483 688488.

Revision

Working with Tables & WordArt

- Creating and Working with a Table
- Adjusting Column Width
- Adjusting Row Height
- Inserting & Deleting Rows & Columns
- Adding Borders to a Table
- Adding Shading & Patterns
- Inserting and Formatting a WordArt Object

Working with Graphs & Organization Charts

- Creating and Modifying a Chart
- Selecting a Chart Type
- Creating and Modifying Organisation Charts

Delivering Your Presentation

- Using Slide Transitions
- Animating Text & Objects
- Using Custom Animations
- Rehearsing Slide Show Timings
- Looping Presentations
- Creating a Custom Show
- Using the Pack & Go Wizard
- Using the Meeting Minder
- Using the Presentation Conferencing Wizard

Working with Multimedia

- Inserting Sounds
- Adding Voice Narration to Your Slides
- Inserting a Video Clip
- Creating a Custom Sound Track
- Automating the Multimedia in Your Presentation

Working with Other Programs & the Internet

- Inserting a Slide into a Microsoft Word Document
- Embedding a Microsoft Excel Worksheet into a Slide
- Modifying an Embedded Object
- Inserting a Linked Excel Chart
- Importing & Exporting an Outline
- Using Hyperlinks
- Using Action Buttons
- Using the AutoContent Wizard to Create a Web Page
- Converting a Presentation to a Web Page

Advanced Topics

- Adding, Positioning, & Removing Toolbars
- Customizing Toolbars
- Adding Comments to a Slide
- Customizing PowerPoint's Default Options
- File Properties & Finding a File
- Recording a Macro
- Playing & Editing a Macro

Outlook Introduction / Intermediate – 1 day



Course Objectives

Learn the essential skills of using Outlook for email, scheduling and important record keeping. By the end of this course, students will be able to use the mail facility of Outlook to send and receive email messages, access the features of Calendar to schedule appointments, invite attendees and modify dates and times, maintain the Address Book for mail contacts, create custom distribution lists, track your work in a journal and create electronic notes and reminders.

Prerequisites

It is recommended that students have experience with the underlying operating system, i.e., an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage. Knowledge of other MS applications would be beneficial.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Understanding the Environment

- The Outlook Bar, Menus & Toolbars
- Working with Outlook Today
- Printing

Using E-mail

- Composing & Sending E-mail
- Specifying Message Options
- Receiving & Sorting Messages
- Replying & Forwarding
- Checking Your Spelling
- Delivery and Read Receipts
- Message Priority
- Using the Message Flag
- Attaching a File
- Opening an Attachment
- Finding Messages
- Deleting Messages
- Exploring the Folder List
- Creating & Inserting a Signature

Using the Contacts List

- Adding, Editing & Deleting Contacts
- Adding an E-mail Sender to Contacts
- Using the Actions Menu

Using the Calendar

- Scheduling an Appointment
- Viewing the Calendar
- Editing & Rescheduling Appointments
- Scheduling an Event
- Setting Reminders
- Copying Appointments
- Configuring Calendar Options
- Working with Recurring Appointments

Using the Tasks List

- Using the Tasks List
- Creating a Recurring & Regenerating Task

Using the Notes

- Creating a Note
- Formatting a Note

Using the Journal

- Recording Items Automatically
- Viewing the Journal
- Manually Creating an Entry
- Opening, Modifying, & Deleting Entries
- Creating Journal Entries related to a Contact





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