

MICROSOFT EXCEL LEVEL 1

TWO HALF DAY SESSIONS

This course provides a practical introduction to spreadsheets using Microsoft Excel. You will learn how to create and use a spreadsheet to improve the analysis and presentation of your data. This course provides a solid basis on which to develop to the next level of training.

Who will benefit from attending this course?

This course is designed for people with little or no experience of Microsoft Excel who need to understand the basics of spreadsheet creation and the use of formulas and calculations. Keyboard and mouse skills are a prerequisite for this course.

Course Content

A broad outline of the course topics are as follows:

- What is a spreadsheet?
- Screen layout
- Creating new workbooks
- Entering & editing data
- Clearing & deleting data
- Navigation and selection techniques
- Inserting and deleting rows & columns
- File procedures - saving, closing and opening workbooks
- Creating & editing formulae
- AutoSum & basic Functions
- Formatting the workbook to improve its appearance
- Altering the width of columns and the height or rows
- Printing worksheets
- Freezing headings on a spreadsheet

MICROSOFT EXCEL LEVEL 2

TWO HALF DAY SESSIONS

This course allows you to further develop your Excel skills by providing a more practical experience of this product. You will learn more about working with multiple worksheets and how to link them together, along with how to present spreadsheets visually with the use of charts and graphs. You will also cover some of the database features in Excel which are essential when working with lists of data.

Who will benefit from attending this course?

This course is designed for existing users of Excel who want to learn new skills and apply them effectively. Keyboard and mouse skills are a prerequisite for this course along with a previous basic knowledge of Excel (or similar spreadsheet software).

Course Content

A broad outline of the course topics are as follows:

- Speed up your processes using tips and techniques
- Further formatting features for improving the appearance of spreadsheets
- Using Outlining to collapse and expand details on your spreadsheets
- Working with multiple worksheets and workbooks
- Linking worksheets with the use of formulas
- Using Excel as a database to analyse lists of information
- Sorting lists into alphabetical or numerical order
- Using filtering to extract information
- Adding Subtotals calculate various statistics
- Protecting your spreadsheets with password protection
- Creating charts to graphically display numerical data

MICROSOFT EXCEL LEVEL 3

TWO HALF DAY SESSIONS

This course provides further practical experience on the use of functions in Excel, such as VLOOKUP and IF functions. You will also learn how to summarise and analyse lists of information by using Pivot Tables and Pivot Charts. Macros will also be covered which allow you to work more efficiently, saving you time and effort.

Who will benefit from attending this course?

This course is suitable for users who wish to develop their existing spreadsheet skills. Attendees should have a good working knowledge of Excel. This course is designed for experienced users who wish to explore other features that are available to them, therefore an understanding of basic formulas is also helpful.

Course Content

A broad outline of the course topics are as follows:

- Assigning a name to a range of cells
- Further functions including date, text and mathematical functions
- IF and Lookup functions
- Creating validation rules to ensure valid data is entered into your spreadsheets
- Using pivot tables to summarise and analyse your lists of data
- Creating pivot charts to display a visual representation of summarised data
- What-If analysis tools for forecasting information
- Using the Excel auditing features to trace the source of errors
- Creating and using Macros to automate repetitive tasks

This course provides a practical introduction to word processing using Microsoft Word. You will learn how to quickly and easily create and print well structured and eye-catching documents. This course provides a solid basis on which to develop to the next level of training.

Who will benefit from attending this course?

This course is designed for people with little or no experience of Microsoft Word who need to understand the essential features within this product. It is aimed at those who wish to begin working with this product to produce standard letters and correspondence. Keyboard and mouse skills are a prerequisite for this course.

Course Content

A broad outline of the course topics are as follows:

- What is a Microsoft Word?
- Screen layout
- Using the mouse and keyboard to navigate within a document
- Selecting and editing text and undoing mistakes
- File procedures - saving, opening and closing files
- Previewing and printing documents
- Using the spell checker to correct mis-spelt words
- Making use of the thesaurus
- Moving text from one location to another using cut, copy and paste
- Copying text either within a document or between documents
- Improving the appearance of your documents using character and paragraph formatting
- Using the Format Painter tool to copy formatting
- The find and replace feature
- Using the Automatic Features – AutoCorrect and AutoFormat
- Using Quick Parts to create documents quickly

MICROSOFT WORD LEVEL 2

TWO HALF DAY SESSIONS

This course provides a practical experience of using Microsoft Word. You will learn how to use tabs as well as tables to help you align text within your documents. Inserting pictures into documents will also be covered, showing you how effectively position images and wrap text around these images. This course is ideal to build on a basic knowledge of Microsoft Word and to discover some of the more advanced features.

Who will benefit from attending this course?

This course is suitable for users with a working knowledge of using Microsoft Word, or those who have attended the Word Level 1 course, who want to learn quicker and more effective ways of producing professional documents. Keyboard and mouse skills are a prerequisite for this course along with a previous basic knowledge of Word (or similar word processing software).

Course Content

A broad outline of the course topics are as follows:

- Speed up your processes using tips and techniques
- Further formatting techniques
- Multi-level numbering
- Using different types of tabs to align information
- Creating and editing tables
- The basics of creating a mail shot with the use of Mail Merge
- Inserting page breaks
- Adding simple headers and footers to a document
- Inserting pictures into a document or newsletter

MICROSOFT WORD LEVEL 3

TWO HALF DAY SESSIONS

This course offers further practical experience of using Microsoft Word. You will learn how to use templates to form the basis of new documents, how to develop and run Macros to automate repetitive tasks and how to use styles to standardise formatting within documents. You will also look at some of the features that are particularly useful when working with large documents.

Who will benefit from attending this course?

This course is designed for experienced users of Word who want to learn new skills and apply them effectively. It will be aimed at those wishing to develop more efficient ways of working with the use of advanced techniques.

Course Content

A broad outline of the course topics are as follows:

- Creating templates and using field codes
- Creating, applying and modifying Styles
- Inserting a table of contents at the beginning of a document
- Further table techniques
- Working with and using Section Breaks
- Inserting and editing headers and footers
- Newspaper columns for newsletters
- Creating and using Macros to automate repetitive tasks

MICROSOFT MAIL MERGE

HALF DAY SESSION

This course will demonstrate the use of the Mail Merge feature in Microsoft Word. It will show you how to generate a mail shot from standard letters and lists of addressees. You will also look at some of the ways of manipulating and controlling those that will be included in a mail shot.

Who will benefit from attending this course?

This course is suitable for users with a good working knowledge of Microsoft Word, who want to send mail shots to multiple recipients. Keyboard and mouse skills are a prerequisite for this course.

Course Content

A broad outline of the course topics are as follows:

- Getting started with Mail Merge
- Creating a data source which contains a list of names & addresses
- Creating standard letters for use in a Mail Merge
- Sorting and filtering a data source
- Using “If... Then... Else...” conditions in a Mail Merge
- Using data sources from other applications
- Generating mailing labels

MICROSOFT POWERPOINT

TWO HALF DAY SESSIONS

This course will provide you with a working knowledge of PowerPoint. You will feel more confident using the product and be able to create a presentation with added depth and consistency. You will learn how to improve the appearance of your presentation by using the pre-set Slide Designs and also how to make your presentation much more visually stimulating by manipulating graphical images and adding animated content.

Who will benefit from attending this course?

This course is designed for people with little or no experience of Microsoft PowerPoint who need to understand how to create professional looking presentations. Keyboard and mouse skills are a prerequisite for this course.

Course Content

A broad outline of the course topics are as follows:

- What is a Microsoft PowerPoint?
- Screen layout
- Working with PowerPoint views
- File procedures - saving, closing and opening presentations
- Adding slides into a presentation
- Creating bulleted list slides
- Making your slides more visual with the use of charts & graphs
- Inserting pictures and shapes
- Applying a pre-existing design theme to your presentation
- Printing a presentation
- Running a slide show with animation effects

Due to COVID-19 training courses will be run remotely using Microsoft Teams

TEL No 0141-332-8081: FAX No 0141-332-6798

If you would like any further information or would like to register for any of the courses advertised, please contact Elaine McLaren on any of the above numbers, or alternatively email: elaine.mclaren@glasgow-lmc.co.uk

Booking Forms are enclosed, but can also be found in the training section on our LMC webpage: www.glasgow-lmc.co.uk