

“Full Suites of Office 2010, 2013 and 365”

MS Office Apps Courses

Professional Development Training has a specialised division of MS Office Apps experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs

MS Office Apps Courses

- InfoPath 2010 Essentials
- Access 2010 Advanced
- Outlook 2010 Introduction
- Office 365 Excel Essentials
- Excel 2010 Intermediate
- Word 2010 Introduction
- Excel 2010 Advanced
- Publisher 2010 Advanced
- Office Upgrade 2010
- Office 365 OneNote Essentials
- Excel 2013 Advanced Training
- Outlook 2013 Advanced Training
- PowerPoint 2013 Essentials Training
- Microsoft Project 2013 Introduction
- OneNote 2010 Essentials
- Access 2010 Introduction
- Outlook 2010 Intermediate
- PowerPoint 2010 Introduction
- Publisher 2010 Introduction
- Visio 2010 Advanced
- PowerPoint 2010 Advanced
- Word 2010 Advanced
- Office 365 Sharepoint Essentials
- Office 365 Lync Essentials
- Word 2013 Essentials Training
- Outlook 2013 Essentials Training
- Word 2013 Advanced Training
- Microsoft Project 2013 Intermediate
- InfoPath 2010 Advanced
- Access 2010 Intermediate
- Office 365 Word Essentials
- Project 2010 Introduction
- Word 2010 Intermediate
- Visio 2010 Introduction
- Project 2010 Advanced
- Outlook 2010 Advanced
- Office 365 Outlook Essentials
- Excel 2013 Essentials Training
- Effective Time Management Using Outlook Training
- PowerPoint 2013 Advanced Training
- Microsoft OneNote 2013 Essentials
- Microsoft Project 2013 Advanced

Our trainer Kirsty was excellent, she listened to how our business operates & made the content more relevant to us. Also listened to what we hoped to achieve & added extra content to suit. Excellent, fun, stimulating and entirely appropriate for my needs. Thank You

Public Class Participant - Time Management



Master the Essential Skills on Today's Essential Software

Professional Development Training has a specialised division of MS Office Apps experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs. Our extensive curriculum in MS Office Apps, outstanding depth of trainers across the country and diverse range of industry experience means that pd training is the best choice for MS Office Apps courses. pd training will exceed your expectations and help you achieve the results you are seeking.

In-House Training

In-House Training Benefits:

- Tailored to your needs and goals
- Cost-effective - from \$140 per person (full-day)
- You choose the day, place and time
- Greatest impact in the shortest time
- Great team building opportunity
- Convenient - Employees do not need to go off-site

Tailored Delivery – Standard

We will always tailor the delivery of your In-House Training course to ensure it is relevant to your team and targeted at your learning goals. We can incorporate your company's examples and terminology to ensure that the training can be directly related back to your workplace. This is standard and included in the price.

The "1-hour Motivator" Training Sessions

These 60-90 minute sessions are highly motivating and thought-provoking - ideal for those people who need to fit training in around a busy work schedule - great as an early morning kick-start or lunchtime boost!

Full-day Short Courses

1-day and 2-day short courses are delivered with a unique focus on 80% activities 20% content - just the way learning should be!

The "3-hour Power" Sessions

3-hour power sessions are a great solution when you have very specific outcomes you are targeting, or if scheduling the team to be off the job for a whole day is proving to be a challenge!

Conferences and Workshops

Do you want your conference to be memorable, fun, interactive and be a real highlight? pd training's dynamic trainers can add that flair, excitement and much more!

Expert Trainers

"While you are training with us, you receive experiential training from an expert in their field which ensures you can apply what you have learned directly back to your workplace. When you are training with us, you are there to learn from the trainer, not the manual!"

Public Courses

Training Style:

Your course will be activity-based learning. You receive some background theory, and then spend most of the time working together and with the trainer to apply the concepts to workplace situations that are applicable to your specific situation.

Class Size:

Classes are an average of 6 people, max of 12. We keep classes small to ensure the trainer can work with each participant to tailor each activity to be relevant to each person's workplace/common scenarios.

Where:

Sydney, Melbourne, Brisbane, Canberra, Adelaide, Perth, Parramatta.

Scheduling & Times:

Classes run from 9:00am - 4:30pm each day

Quality Lunch (tell us your dietary requirements)

Comprehensive up-to-date courseware

Practical & Real - Activities tailored to you...

Training is much more effective and enjoyable if you can apply the concepts you learn directly to your own circumstances. So the trainer will change textbook activities to be relevant to you.

For example:

If the example activity is based in a retail setting, but you work in a customer service call-centre, we will adapt activities to reflect the culture of a call-centre environment, so your team will be learning relational tools and techniques that really make sense to their world. Helping you learn today, and

Fun & Relaxed - Laugh while you learn...

Our relaxed and practical approach with experienced trainers that like to 'have a laugh' will ensure you enjoy the experience of learning as much as you enjoy acquiring new skills that help you perform better.

Yes, lunch is free - and we all like a free lunch. However, the highlight of your course will be the learning experience - not the break!



Customised, Interactive
and Practical

Each course involves about 20 activities each day to assist practical skill development and understanding of concepts. Training is customised according to the requirements of the participants for maximum benefit.

Considering your needs, pd training has made Administration available at your place, online and at various locations across Australia. The courses are designed to be of short-duration, lively, informal and highly valuable.



Making Training
Accessible



Reinforcement Package

- Training Booster Reinforcement System
- Free Re-sit
- eHelpDesk Support
- Bonus Supplementary eLearning
- Quick Reference Job Aid
- Hours of Business Video content



It is important to build a strong base in InfoPath 2010, so that later, advanced skills may easily be added to the foundation. MS InfoPath 2010 Essentials Training Course provides quick and quality learning of all the basic features of InfoPath 2010. The course includes skill building in using Filler, creating a view, working with data sources, adding labels and controls, and more.

This significant and practical course in InfoPath 2010 is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

InfoPath 2010 Essentials Outline

Foreword:

In this workshop, you will learn how to create, manage, and fill out interactive forms. Microsoft InfoPath 2010 has new great features such as, the Office Fluent UI and the ability to customize SharePoint list forms in just one click. Are you ready to take your organization to the next level with Microsoft InfoPath 2010?

Outcomes:

By the end of this training course, participants will:

- Understand InfoPath's Interface
- Use the InfoPath Filler
- Design a Forms Framework
- Add Labels
- Add Controls
- Format Controls
- Work with Different Data Sources
- Manage Data Connections
- Create a View
- Add Final Touches to a Form
- Distribute a Form

| | |
|---|--|
| <p>InfoPath 2010 Essentials Training Course - Lesson 1</p> <p>Getting Started</p> <ul style="list-style-type: none"> ● Icebreaker ● Pre-Assignment Review ● Workshop Objectives | <p>InfoPath 2010 Essentials Training Course - Lesson 7</p> <p>Formatting Controls</p> <ul style="list-style-type: none"> ● Changing the Visual Properties of a Control ● Using the Control Properties Dialog ● Adding Data Validation Rules ● Applying Conditional Formatting ● Running the Logic (Rule) Inspector |
| <p>InfoPath 2010 Essentials Training Course - Lesson 2</p> <p>Opening and Closing InfoPath</p> <ul style="list-style-type: none"> ● Opening InfoPath ● Using the Available Form Templates Window ● Exploring the InfoPath Interface ● An XML Primer ● Closing InfoPath | <p>InfoPath 2010 Essentials Training Course - Lesson 8</p> <p>Working with Data Sources</p> <ul style="list-style-type: none"> ● Viewing Data Source Information ● Managing Fields and Groups ● Adding a Data Connection ● Manually Binding Controls |
| <p>InfoPath 2010 Essentials Training Course - Lesson 3</p> <p>Using the InfoPath Filler 2010</p> <ul style="list-style-type: none"> ● Launching Microsoft InfoPath Filler 2010 ● Entering Data ● Checking Your Spelling ● Printing the Form ● Saving the Form | <p>InfoPath 2010 Essentials Training Course - Lesson 9</p> <p>Creating a View</p> <ul style="list-style-type: none"> ● Creating a Custom View ● Creating a Print View ● Setting a View as Default ● Deleting Views |
| <p>InfoPath 2010 Essentials Training Course - Lesson 4</p> <p>Designing a Form Framework</p> <ul style="list-style-type: none"> ● Creating a Blank Form ● Adding a Table ● Adding and Removing Rows or Columns ● Merging and Splitting Cells ● Formatting Tables ● Changing Table Properties | <p>InfoPath 2010 Essentials Training Course - Lesson 10</p> <p>Finishing the Form</p> <ul style="list-style-type: none"> ● Changing the Color Scheme ● Checking Your Spelling ● Using the Design Checker ● Protecting Your Form ● Previewing the Form |
| <p>InfoPath 2010 Essentials Training Course - Lesson 5</p> <p>Adding Labels</p> <ul style="list-style-type: none"> ● Adding Labels ● Changing the Font Face and Size ● Changing the Font Color ● Adding Effects ● Using the Font Task Pane ● Aligning Text | <p>InfoPath 2010 Essentials Training Course - Lesson 11</p> <p>Distributing Your Form</p> <ul style="list-style-type: none"> ● Understanding Saving vs. Publishing ● Using the Publishing Wizard ● Printing the Form Objects |
| <p>InfoPath 2010 Essentials Training Course - Lesson 6</p> <p>Adding Controls</p> <ul style="list-style-type: none"> ● Adding a Standard Control ● Adding Repeating and Optional Controls ● Adding File Controls ● Adding Picture Controls ● Advanced Types of Controls | <p>InfoPath 2010 Essentials Training Course - Lesson 12</p> <p>Wrapping Up</p> <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/infopath-2010-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=77>



OneNote 2010 allows you to draw shapes, insert audios and videos, create notebooks, take meeting notes, perform research, and more. MS OneNote 2010 Essentials Training Course provides skill building in every basic feature of the application so that you can track appointments, record information, research and search, and do more easily. This exciting and intensive course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

OneNote 2010 Essentials Outline

Foreword:

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2010! In this course, we'll show you how.

Outcomes:

By the end of this training course, participants will:

- Open and close OneNote
- Dock OneNote to Desktop Mode
- Understand the OneNote 2010 interface and the OneNote icon
- Use the backstage view to create a new notebook
- Use the backstage view to save, print, or share notebooks
- Understand notebooks Open, close, save, and search a notebook
- Add pages and sub-pages and move, rename, and delete them
- Insert a variety of notes, including typewritten, handwritten, linked files, audio, and video
- Use cut, copy, and paste Format text and use styles
- Add extra writing space
- Undo and redo tasks
- Check spelling
- Insert lists, tables, pictures, and screen clippings
- Search your notes
- Use OneNote to perform calculations
- Link to Outlook Meetings and Tasks
- Draw, format, and rotate shapes
- Use Tags
- Understanding the Unfiled Section
- Understanding the History
- Use links to make finding information easy
- Add, move, rename, or delete sections or section groups
- Use time stamps
- Understand different views
- Use Password protection
- Backup, e-mail, or print your notes

| | |
|---|--|
| OneNote 2010 Essentials Training Course - Lesson 1 Getting Started <ul style="list-style-type: none"> ● Icebreaker ● Pre-Assignment Review ● Workshop Objectives | OneNote 2010 Essentials Training Course - Lesson 7 Basic Editing Tasks <ul style="list-style-type: none"> ● Using the Page Setup Group ● Resizing Objects ● Moving Objects ● Using Undo and Redo ● Checking Your Spelling |
| OneNote 2010 Essentials Training Course - Lesson 2 Opening and Closing OneNote <ul style="list-style-type: none"> ● Opening OneNote ● Understanding the Interface ● Using the Backstage View ● About the OneNote Icon ● Docking OneNote ● Closing OneNote | OneNote 2010 Essentials Training Course - Lesson 8 Advanced OneNote Objects <ul style="list-style-type: none"> ● Using the Calculator ● Using OneNote with Outlook Tasks and Meetings ● Inserting Audio ● Inserting Video ● Attaching Files |
| OneNote 2010 Essentials Training Course - Lesson 3 Working with Notebooks <ul style="list-style-type: none"> ● Understanding Your Notebook ● Creating a New Notebook ● Saving Notebooks ● Searching Notebooks ● Closing Notebooks ● Opening Notebooks | OneNote 2010 Essentials Training Course - Lesson 9 Drawing in OneNote <ul style="list-style-type: none"> ● Drawing Shapes ● Selecting Shapes ● Formatting Shapes ● Rotating Shapes ● Using the Eraser |
| OneNote 2010 Essentials Training Course - Lesson 4 Working with Pages and Sections <ul style="list-style-type: none"> ● Adding Pages ● Adding Sub-Pages ● Moving, Renaming, and Deleting Pages ● Using the Templates Pane ● Adding Sections ● Adding Section Groups ● Working with Sections and Section Groups | OneNote 2010 Essentials Training Course - Lesson 10 Managing Notes <ul style="list-style-type: none"> ● Tagging Notes ● Using the Unfiled Section ● Using History ● Linking Like a Wiki |
| OneNote 2010 Essentials Training Course - Lesson 5 Your First Notebook <ul style="list-style-type: none"> ● Typing Text ● Handwriting Text ● Using Copy and Paste ● Adding Extra Writing Space ● Using the Formatting Toolbar ● Applying Styles ● Using the Font Task Pane ● Aligning Text | OneNote 2010 Essentials Training Course - Lesson 11 Adding the Finishing Touches <ul style="list-style-type: none"> ● Time Stamping Items ● Using OneNote Views ● Password Protecting Your Notebook ● Using OneNote Backups ● E-Mailing Your Notes ● Printing Your Notes |
| OneNote 2010 Essentials Training Course - Lesson 6 Adding Objects to Your Notebook <ul style="list-style-type: none"> ● Creating Lists ● Creating Tables ● Inserting Pictures ● Inserting Screen Clippings ● Researching in OneNote | OneNote 2010 Essentials Training Course - Lesson 12 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/onenote-2010-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=78>



Developing advanced skills in InfoPath 2010 requires deep knowledge and use of every feature of InfoPath 2010. MS InfoPath 2010 Advanced Training Course provides skill building in each advanced feature of InfoPath 2010, including controls, code, publishing forms, SharePoint integration, and calculating fields.

This significant and engaging course is conducted across the U.S., including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

InfoPath 2010 Advanced Outline

Foreword:

This course extends on InfoPath's Office Fluent UI and SharePoint's customization features. In addition, it looks at other useful topics such as importing designs from other Office products, managing data connections and much more.

Outcomes:

By the end of this training course, participants will:

- Understand various types of controls
- Validate form data
- Import designs from Word or Excel
- Create cascading drop down lists
- Work with forms that can be merged
- Add resource files to form templates
- Understand InfoPath Form Events
- Manage data connections
- Publish in various types of forms

| | |
|--|---|
| <p>InfoPath 2010 Advanced Training Course - Lesson 1</p> <p>Getting Started</p> <ul style="list-style-type: none"> ● Icebreaker ● Pre-Assignment Review ● Workshop Objectives | <p>InfoPath 2010 Advanced Training Course - Lesson 7</p> <p>Advanced Topics</p> <ul style="list-style-type: none"> ● Cascading List Box ● Merging Forms ● Adding Resource Files to Your Form Template |
| <p>InfoPath 2010 Advanced Training Course - Lesson 2</p> <p>Types of Controls</p> <ul style="list-style-type: none"> ● Insert Controls on a Form Template ● Understanding Controls and the Data Source ● Input Controls ● Object Controls ● Container Controls ● Custom Controls ● Remove a Control from a Form Template | <p>InfoPath 2010 Advanced Training Course - Lesson 8</p> <p>Understanding Code</p> <ul style="list-style-type: none"> ● How InfoPath uses XML Technologies ● InfoPath Form Events ● Working with Data Connections ● Using an Add-In ● The Developer Tab |
| <p>InfoPath 2010 Advanced Training Course - Lesson 3</p> <p>Repeating and Optional Controls</p> <ul style="list-style-type: none"> ● Using Repeat Tables ● Using Repeating Sections ● Creating an Optional Section | <p>InfoPath 2010 Advanced Training Course - Lesson 9</p> <p>Publishing Forms</p> <ul style="list-style-type: none"> ● Understanding Form Security ● Setting Form Template Security Level ● Network Location ● Hosting InfoPath Forms |
| <p>InfoPath 2010 Advanced Training Course - Lesson 4</p> <p>Control Tool Properties & Table Tools Tabs</p> <ul style="list-style-type: none"> ● Control Tool Properties Tabs ● Using the Control Properties Dialog Box ● Table Tools Tab | <p>InfoPath 2010 Advanced Training Course - Lesson 10</p> <p>SharePoint Integration</p> <ul style="list-style-type: none"> ● Form Libraries ● Promoting Field Properties ● Email Enabling Document Libraries ● SharePoint Workflow |
| <p>InfoPath 2010 Advanced Training Course - Lesson 5</p> <p>Actions</p> <ul style="list-style-type: none"> ● Creating an Action Based on User Input ● Using Buttons to Switch Views ● Applying Conditional Formatting ● Calculating Fields ● Validating Form Input Data | <p>InfoPath 2010 Advanced Training Course - Lesson 11</p> <p>Publishing Forms for Use with SharePoint</p> <ul style="list-style-type: none"> ● Publishing To a SharePoint Form Library ● Publishing To a SharePoint Site as a Content Type ● Browser Capable Forms ● Installable Form Template |
| <p>InfoPath 2010 Advanced Training Course - Lesson 6</p> <p>Importing Form Designs</p> <ul style="list-style-type: none"> ● Importing Designs from Other Applications ● Importing Word Forms ● Importing Excel Forms | <p>InfoPath 2010 Advanced Training Course - Lesson 12</p> <p>Wrapping Up</p> <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/infopath-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=127>



Developing advanced skills in MS Access 2010 is essential if you're working with large sets of data. Access is a powerful tool in the right hands so take your current skills to the next level with this in-depth course.

The pdtraining MS Access 2010 Advanced Training Course provides understanding and skill development in SQL and Access, advanced macros, database management, data validation, crosstab queries, and more. This course allows participants to develop expertise in Access 2010 in a short period of time.

The intensive and engaging course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia and Seattle.

Please click on the Public Class tab below to view our MS Access 2010 Advanced Training course schedule by city or click the Client Site Training tab to receive a free quote for courses delivered at your preferred location.

Access 2010 Advanced Outline

Foreword:

This Access 2010 Advanced training course running in Atlanta, Baltimore, Birmingham, Charlotte, Chicago, Columbia, Jackson, Los Angeles, Manhattan, Memphis, Orlando, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Access 2010: Intermediate](#).

Participants will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

Prerequisites:

[Access 2010: Intermediate](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Write SQL statements
- Create aliases for fields
- Attach a SQL query to a control in a form
- View a crosstab query and use the Crosstab Query Wizard
- Create single-criterion & multiple-criteria parameter queries
- Use action queries to append, delete & modify records
- Create and run macros
- Attach macros to events and command buttons in forms
- Create data validation, data entry, & user-input macros
- Use the Query Wizard & Design view to create joins
- Export & import XML documents
- Link database objects
- Analyze database performance
- Split a database
- Compact, repair & backup a database
- Assign & remove passwords & encryption
- Open a database in exclusive mode
- Configure Access options
- Populate database file properties

Access 2010 Advanced Training Course - Lesson 1

Querying with SQL

- SQL and Access
- Writing SQL statements
- Attaching SQL queries to controls

Access 2010 Advanced Training Course - Lesson 2

Advanced queries

- Creating crosstab queries
- Creating parameter queries
- Using action queries

Access 2010 Advanced Training Course - Lesson 3

Macros

- Creating, running, and modifying macros
- Attaching macros to the events of database objects

Access 2010 Advanced Training Course - Lesson 4

Advanced macros

- Creating macros to provide user input
- Creating macros that require user input
- Creating the AutoKeys and AutoExec macros
- Creating macros for data transfer

Access 2010 Advanced Training Course - Lesson 5

Importing, exporting, and linking objects

- Importing objects
- Exporting objects
- Working with the XML documents
- Linking Access objects
- Using hyperlink fields

Access 2010 Advanced Training Course - Lesson 6

Database management

- Optimizing resources
- Protecting databases
- Setting options and properties

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/access-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=219>



Having the basic skills required to interact with an MS Access 2010 database is essential for many roles in today's business world. Knowing how to use this powerful software can improve your job opportunities and income potential. The pdtraining MS Access 2010 Introduction Training Course provides you with an understanding of the basic features of Access 2010, including database tables and joins, forms, data entry, SQL queries and generating reports. The course is designed to empower users to use Access 2010 to fulfill basic tasks.

The lively and comprehensive course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia and Seattle.

Please click on the Public Class tab below to view our MS Access 2010 Introduction Training course schedule by city or click the Client Site Training tab to receive a free quote for courses delivered at your preferred location.

Access 2010 Introduction Outline

Foreword:

This Access 2010 Introduction training course running in Atlanta, Baltimore, Birmingham, Charlotte, Chicago, Columbia, Jackson, Los Angeles, Manhattan, Memphis, Orlando, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Access 2010.

After an introduction to database concepts and the Access environment and Help systems, participants will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Participants will then learn to create queries, forms, and reports.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

Outcomes:

By the end of this training course, participants will:

- Identify database components
- Start and examine Access
- Open a database
- Examine the database window, including using Help
- Plan and create a database
- Examine a table in Datasheet & Design views
- Add a field to a table and set the primary key
- Sort & filter records
- Set field properties
- Create queries using the Query Wizard & Design view
- Sort & filter query results
- Use comparison operators & calculations in queries
- Create & modify forms
- Create reports
- Group & summarize data in a report
- Print a report

| | |
|--|---|
| Access 2010 Introduction Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Workshop Objectives | Access 2010 Introduction Training Course - Lesson 5 Data entry rules <ul style="list-style-type: none"> ● Setting field properties ● Working with input masks ● Setting validation rules |
| Access 2010 Introduction Training Course - Lesson 2 Getting Started <ul style="list-style-type: none"> ● Database concepts ● Exploring the Access environment ● Getting help | Access 2010 Introduction Training Course - Lesson 6 Basic queries <ul style="list-style-type: none"> ● Creating and using queries ● Modifying query results and queries ● Performing operations in queries |
| Access 2010 Introduction Training Course - Lesson 3 Databases and tables <ul style="list-style-type: none"> ● Planning and designing databases ● Exploring tables ● Creating tables | Access 2010 Introduction Training Course - Lesson 7 Using forms <ul style="list-style-type: none"> ● Creating forms ● Using Design view ● Sorting and filtering records |
| Access 2010 Introduction Training Course - Lesson 4 Fields and records <ul style="list-style-type: none"> ● Changing the design of a table ● Finding and editing records ● Organizing records | Access 2010 Introduction Training Course - Lesson 8 Working with reports <ul style="list-style-type: none"> ● Creating reports ● Modifying and printing reports |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/access-2010-introduction-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=220>



So you're ready to take your MS Access 2010 skills to the next level beyond simple database queries. This intermediate level course is designed to give you a deeper understanding of the powerful data mining tools available in this software. The pdtraining MS Access 2010 Intermediate Training Course provides training in setting table relationships, customizing reports, create pivot tables and pivot charts, conducting self-join queries, work with orphan records and much more. The powerful and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle. Please click on the Public Class tab below to view our MS Access 2010 Intermediate Training course schedule by city or click the Client Site Training tab to receive a free quote for courses delivered at your preferred location.

Access 2010 Intermediate Outline

Foreword:

This Access 2010 Intermediate training course running in Columbia, Atlanta, Orlando, Jackson, Birmingham, Charlotte and Memphis, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Access 2010: Introduction](#).

Participants will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and sub datasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use Pivot Tables and Pivot Charts. This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

Prerequisites:

[Access 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Normalize tables, use the Table Analyzer, & identify object dependencies
- Set relationships between tables
- Implement referential integrity
- Plan & print table relationships
- Work with orphan records
- Set and test cascading deletes & updates
- Create & modify lookup fields
- Work with controls
- Enter data in a related table
- Use the Query Wizard & Design view to create joins
- Master inner & outer joins
- Create self-join queries
- Find records that do not match between tables
- Create calculated fields
- Use the Expression Builder in queries
- Create a query to display summary values
- Master forms
- Create Pivot Tables
- Create Pivot Charts

| | |
|---|--|
| Access 2010 Intermediate Training Course - Lesson 1 Getting Started <ul style="list-style-type: none"> ● Workshop Objectives | Access 2010 Intermediate Training Course - Lesson 5 Advanced form design <ul style="list-style-type: none"> ● Adding unbound controls ● Adding graphics ● Adding calculated values ● Adding combo boxes ● Advanced form types |
| Access 2010 Intermediate Training Course - Lesson 2 Relational Databases <ul style="list-style-type: none"> ● Database normalization ● Table relationships ● Referential integrity | Access 2010 Intermediate Training Course - Lesson 6 Reports and printing <ul style="list-style-type: none"> ● Customized headers and footers ● Calculated values ● Printing ● Labels |
| Access 2010 Intermediate Training Course - Lesson 3 Related tables <ul style="list-style-type: none"> ● Creating lookup fields ● Modifying lookup fields ● Subdatasheets | Access 2010 Intermediate Training Course - Lesson 7 Charts <ul style="list-style-type: none"> ● Charts in forms ● Charts in reports |
| Access 2010 Intermediate Training Course - Lesson 4 Complex queries <ul style="list-style-type: none"> ● Joining tables in queries ● Using calculated fields ● Summarizing and grouping values | Access 2010 Intermediate Training Course - Lesson 8 Pivot Tables and Pivot Charts <ul style="list-style-type: none"> ● Pivot Tables ● Modifying Pivot Tables ● Pivot Charts ● Pivot Table forms |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/access-2010-intermediate-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=221>



MS Outlook 2010 Introduction Training Course provides basic understanding and skill development in each of the primary functions of Outlook 2010. It includes using email, appointments, meeting requests, managing emails, adding senders to the blocked list, setting up search folders, and more.

This exciting and intensive course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Outlook 2010 Introduction Outline

Foreword:

This Outlook 2010 Introduction training course running in - Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Outlook 2010. Participants will learn how to read, create, send, and forward e-mail messages.

Participants will then learn how to manage messages and attachments, configure message options, and use search folders. Participants will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

Outcomes:

By the end of this training course, participants will:

- Identify elements of the Outlook window
- Use the Navigation pane, Reading pane, and To-Do Bar
- Access folders from Outlook Today
- Customize Outlook Today
- Create, format and send messages
- Check a message's spelling
- Reply to and forward messages
- Delete and restore messages
- Send and forward attachments
- Compress large attachments
- Preview and save attachments
- Define delivery options
- Flag an email message
- Use delivery and read receipts
- Add senders to Blocked Senders or Safe Senders lists
- Mark a message as not junk
- Set up and use a Search folder
- Add and modify Contacts
- Create, edit and delete Tasks
- Add, delete, modify and restore Appointments
- Add, delete and modify Meetings

| | |
|---|---|
| Outlook 2010 Introduction Training Course - Lesson 1 Getting started <ul style="list-style-type: none"> ● The program window ● Outlook Today ● Getting help | Outlook 2010 Introduction Training Course - Lesson 5 Tasks <ul style="list-style-type: none"> ● Working with tasks ● Managing tasks |
| Outlook 2010 Introduction Training Course - Lesson 2 E-mail <ul style="list-style-type: none"> ● Reading messages ● Creating and sending messages ● Working with messages ● Handling attachments | Outlook 2010 Introduction Training Course - Lesson 6 Appointments and events <ul style="list-style-type: none"> ● Creating and sending appointments ● Modifying appointments ● Working with events ● Using Calendar views |
| Outlook 2010 Introduction Training Course - Lesson 3 E-mail management <ul style="list-style-type: none"> ● Setting message options ● Managing junk e-mail ● Using Search folders ● Printing messages and attachments | Outlook 2010 Introduction Training Course - Lesson 7 Meeting requests and responses <ul style="list-style-type: none"> ● Scheduling meetings ● Managing meetings |
| Outlook 2010 Introduction Training Course - Lesson 4 Contacts <ul style="list-style-type: none"> ● Working with contacts ● Using contact groups ● Using the People Pane | Outlook 2010 Introduction Training Course - Lesson 8 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/outlook-2010-introduction-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=222>



The intermediate course builds on the skills built in the Outlook 2010 Introduction Training Course. In MS Outlook 2010 Intermediate Training Course, skills in customization of Outlook, organization, and managing contacts and folders are developed. The course allows participants to use the advanced features of Outlook fluently to complete various complex tasks.

This significant and exciting course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Outlook 2010 Intermediate Outline

Foreword:

Building on the skills and concepts taught in [Outlook 2010: Introduction](#), this Outlook 2010 Intermediate training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches participants how to work more efficiently in Outlook.

Participants will learn how to customize Outlook, use Quick Steps, create Navigation-pane shortcuts, work with contacts and contact groups, manage address books, customize their messages and signatures, and set up automatic replies. In addition, participants will learn how to search various folders, use filters, apply categories, create custom views, and set rules for organizing messages.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

Prerequisites:

[Outlook 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Customize the ribbon
- Customize the Quick Access bar
- Change user interface options
- Add a language
- Remove keyboard layouts
- Use & configure Quick Steps
- Change the startup folder
- Create shortcuts in the Navigation pane
- Use address books
- Create a Contacts folder
- Work with contact groups
- Apply themes to messages
- Use instant search
- Specify a message format
- Use an electronic business card as a signature
- Create, assign and group messages with categories
- Use views to organize messages
- Create mail rules manually & using the Rules Wizard

| | |
|--|---|
| Outlook 2010 Intermediate Training Course - Lesson 1 Customizing Outlook <ul style="list-style-type: none"> ● The Outlook environment ● General options ● Language & keyboard options ● Quick Steps ● The Navigation pane | Outlook 2010 Intermediate Training Course - Lesson 4 Organizing items <ul style="list-style-type: none"> ● Folders ● Searching ● Filters ● Categories |
| Outlook 2010 Intermediate Training Course - Lesson 2 Working with contacts <ul style="list-style-type: none"> ● Address books ● Contact groups | Outlook 2010 Intermediate Training Course - Lesson 5 Organizing mail <ul style="list-style-type: none"> ● Organizing the Inbox folder ● Setting rules |
| Outlook 2010 Intermediate Training Course - Lesson 3 Customizing messages <ul style="list-style-type: none"> ● Message appearance ● Signatures ● Voting buttons ● Out-of-office messages | Outlook 2010 Intermediate Training Course - Lesson 6 Working with folders <ul style="list-style-type: none"> ● Public folders ● Offline folders |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/outlook-2010-intermediate-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=223>



Office 365 Word is a popular word processor used all around the world to create, edit and store documents. MS Office 365 Word Essentials Training Course provides skill building in using styles, formatting, viewing documents, editing, working with insert tools, and more. This comprehensive training course for beginners help build a solid foundation in Word.

This exciting and intensive course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Office 365 Word Essentials Outline

Foreword:

In this Office 365 Word Essentials training course running in Atlanta, Baltimore, Birmingham, Charlotte, Chicago, Columbia, Jackson, Los Angeles, Manhattan, Memphis, Orlando, and Seattle, participants will learn how to share and upload documents, open and close documents and print documents.

Participants will also learn how to edit the document in the browser, open the document in Word, edit the document in the browser, format fonts and much more.

Outcomes:

By the end of this training course, participants will:

- Open and close documents in reading or editing view
- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Understand the Word 365 browser interface
- Upload a document to the Shared Documents library
- Open a document in Reading View or Editing View
- Page through documents
- Print from the reading view
- Find text
- Close a document
- Zoom to a different view
- Open the pop out
- Open in Editing View
- Understand document conversion
- Open a selected document in the Word desktop application
- Create a new file
- Save documents
- Type, select, and edit text
- Understand the Word web app interface
- Use cut, copy, and paste
- Undo and redo tasks
- Check spelling
- Print from the Editing View
- Access the Reading View
- Format fonts and paragraphs with a variety of features
- Use bullets and numbering
- Understand and use styles
- Insert and work with tables
- Insert links
- Insert and work with pictures
- Insert clip art
- Insert and work with Charts
- Insert links

| | |
|---|---|
| Office 365 Word Essentials Training Course - Lesson 1 Getting Started <ul style="list-style-type: none"> ● Icebreaker ● Housekeeping Items ● The Parking Lot ● Workshop Objectives | Office 365 Word Essentials Training Course - Lesson 7 Font Formatting <ul style="list-style-type: none"> ● Understanding Levels of Formatting ● Changing Font Face and Size ● Changing the Font Color ● Adding Font Enhancements ● Highlighting Text |
| Office 365 Word Essentials Training Course - Lesson 2 Welcome to Office 365 Web Apps <ul style="list-style-type: none"> ● The Home Page ● The Team Site ● Shared Documents ● Uploading a Document | Office 365 Word Essentials Training Course - Lesson 8 Formatting Paragraphs <ul style="list-style-type: none"> ● Setting the Alignment ● Using Indents and Tabs ● Adding Bullets and Numbering ● Text Direction |
| Office 365 Word Essentials Training Course - Lesson 3 Viewing Web App Documents - Part 1 <ul style="list-style-type: none"> ● Opening a Document ● Overview of the Reading View ● Paging Through Documents ● Printing From the Reading View ● Finding Text in Your Document ● Closing Documents | Office 365 Word Essentials Training Course - Lesson 9 Working with Styles <ul style="list-style-type: none"> ● About Styles ● Quick Styles versus the Style Gallery ● Applying a Style ● Clearing Formatting |
| Office 365 Word Essentials Training Course - Lesson 4 Viewing Web App Documents - Part 2 <ul style="list-style-type: none"> ● Zooming in your Document ● Using the Pop Out ● Editing in Browser ● About Converting Documents ● Opening in Word | Office 365 Word Essentials Training Course - Lesson 10 The Insert Tools - Part 1 <ul style="list-style-type: none"> ● Inserting a Table ● Adding Text to a Table ● Inserting Links |
| Office 365 Word Essentials Training Course - Lesson 5 Editing in the Browser <ul style="list-style-type: none"> ● A New File ● Saving Files ● The Word Web App Interface ● Typing Text ● Selecting Text with the Mouse or Keyboard ● Editing and Deleting Text | Office 365 Word Essentials Training Course - Lesson 11 The Insert Tools - Part 2 <ul style="list-style-type: none"> ● Inserting Pictures ● Inserting Clip Art ● Working with Pictures |
| Office 365 Word Essentials Training Course - Lesson 6 Basic Editing Tasks <ul style="list-style-type: none"> ● Using Cut, Copy, and Paste ● Using Undo and Redo ● Checking Your Spelling ● Setting the Proofing Language ● Printing from the Editing View ● Accessing the Reading View | Office 365 Word Essentials Training Course - Lesson 12 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Review of the Parking Lot ● Lessons Learned ● Completion of Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/office-365-word-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=224>



It is simple to develop basic skills in Office 365 Excel through precise training. MS Office 365 Excel Training Course provides skill building in each basic feature of the application, including formulas, worksheets, formatting data, editing, and working with Excel files. The course is designed for easy understanding and building a solid foundation in Office 365 Excel.

This significant and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Office 365 Excel Essentials Outline

Foreword:

In this Office 365 Excel Essentials training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, participants will learn how to share and upload spreadsheets, open and close spreadsheets and print them.

Participants will also learn how to edit the spreadsheet in the browser, open the spreadsheet in Excel, edit the spreadsheet in the browser, format fonts and much more.

Outcomes:

By the end of this training course, participants will:

- Open and close spreadsheets
- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Understand the Excel 365 browser interface
- Upload a spreadsheet to the Shared Documents library
- Differentiate between worksheets, workbooks, rows, columns, and cells
- Download and reload workbooks
- Use the Find Command
- Save a Copy
- Open in Editing View
- Open the spreadsheet in the Excel desktop application for more advanced features
- Understand saving and collaborating
- Create a new file
- Enter labels and values
- Edit data
- Use the Wrap Command
- Use cut, copy, and paste
- Use Undo and redo
- Add rows and columns
- Delete cells
- Understand shortcuts
- Build, copy and edit formulas
- Use absolute referencing appropriately
- Understand the difference between Formulas and Functions
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Understand Autocomplete
- Sort and filter data
- Collaborate with others on a spreadsheet
- Refresh and recalculate data
- Format text and numbers
- Use alignment options
- Apply borders and fill color
- Insert and work with Tables
- Insert and work with Charts
- Insert links

| | |
|--|--|
| Office 365 Excel Essentials Training Course - Lesson 1 Getting Started <ul style="list-style-type: none"> ● Icebreaker ● Housekeeping Items ● The Parking Lot ● Workshop Objectives | Office 365 Excel Essentials Training Course - Lesson 7 Building Formulas <ul style="list-style-type: none"> ● The Math Basics of Excel ● Building a Formula ● Editing a Formula ● Copying a Formula ● Relative vs. Absolute References |
| Office 365 Excel Essentials Training Course - Lesson 2 Welcome to Office 365 Excel <ul style="list-style-type: none"> ● The Home Page ● The Team Site ● Shared Documents ● Uploading a Spreadsheet | Office 365 Excel Essentials Training Course - Lesson 8 Understanding Functions <ul style="list-style-type: none"> ● Formulas vs. Functions ● Using the SUM Function ● Using Other Basic Excel Functions ● Using AutoComplete |
| Office 365 Excel Essentials Training Course - Lesson 3 Worksheets and Workbooks <ul style="list-style-type: none"> ● Opening a Spreadsheet ● Overview of the Reading View ● Understanding Worksheets vs. Workbooks ● Downloading and Reloading ● Closing Spreadsheets | Office 365 Excel Essentials Training Course - Lesson 9 Working with Data <ul style="list-style-type: none"> ● Sorting Data ● Filtering Data ● About Collaborating ● About Refreshing External Data |
| Office 365 Excel Essentials Training Course - Lesson 4 Working with Excel Files <ul style="list-style-type: none"> ● Using the Find Command ● Saving a Copy ● Editing in Browser ● The Excel Web App Interface ● Opening in Excel | Office 365 Excel Essentials Training Course - Lesson 10 Formatting Your Data <ul style="list-style-type: none"> ● Changing the Appearance of Text ● Changing the Appearance of Numbers ● Setting Alignment Options ● Adding Borders ● Adding Fill Color |
| Office 365 Excel Essentials Training Course - Lesson 5 Editing in the Browser - Part 1 <ul style="list-style-type: none"> ● About Saving and Save As ● A New File and Autosaving ● Entering Data ● Editing Data ● Using the Wrap Command | Office 365 Excel Essentials Training Course - Lesson 11 The Insert Tools <ul style="list-style-type: none"> ● Inserting Tables ● Inserting Charts ● Working with Charts ● Inserting Links |
| Office 365 Excel Essentials Training Course - Lesson 6 Editing in the Browser - Part 2 <ul style="list-style-type: none"> ● Using Undo and Redo ● Adding Rows and Columns ● Deleting Cells ● Using Timesaving Shortcuts | Office 365 Excel Essentials Training Course - Lesson 12 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Review of the Parking Lot ● Lessons Learned ● Completion of Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/office-365-excel-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=225>



PowerPoint 2010 is a presentation tool using which you can create professional presentations. MS PowerPoint 2010 Introduction Training Course provides skill development to beginners in PowerPoint features such as using templates, formatting slides, proofing, using graphics and text, using clips and charts, and more. The course is designed to help beginners create professional presentations effortlessly using PowerPoint.

The intensive and highly practical training course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

PowerPoint 2010 Introduction Outline

Foreword:

This PowerPoint 2010 Introduction training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, participants will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects.

Finally, participants will learn to proof, run, and print presentations.

This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883).

For comprehensive certification training, students should complete the [Introduction](#) and [Advanced](#) courses for PowerPoint 2010.

Outcomes:

By the end of this training course, participants will:

- Open & close presentations
- Create a presentation
- Add, rearrange & delete slides
- Add, edit & format slide text
- Insert slides from other presentations
- Apply character & paragraph formatting
- Find & replace text
- Copy & paste text
- Draw & format shapes
- Duplicate, delete and move objects
- Resize, rotate and align objects
- Add text to objects & use text boxes
- Add & modify WordArt
- Insert & modify pictures
- Create & format charts & diagrams
- Apply design themes
- Specify slide transitions & timings
- Add & format speaker notes
- Set up a slide show
- Preview, print & run presentations

| | |
|--|--|
| PowerPoint 2010 Introduction Training Course - Lesson 1 Getting Started <ul style="list-style-type: none"> ● Icebreaker ● Pre-Assignment Review ● Workshop Objectives | PowerPoint 2010 Introduction Training Course - Lesson 6 Working with graphics <ul style="list-style-type: none"> ● WordArt ● Pictures ● Clip art |
| PowerPoint 2010 Introduction Training Course - Lesson 2 Getting started <ul style="list-style-type: none"> ● The PowerPoint window ● Getting help | PowerPoint 2010 Introduction Training Course - Lesson 7 Using tables and charts <ul style="list-style-type: none"> ● Tables ● Charts ● Diagrams |
| PowerPoint 2010 Introduction Training Course - Lesson 3 New presentations <ul style="list-style-type: none"> ● Creating presentations ● Saving presentations ● Rearranging and deleting slides ● Using slides from other presentations | PowerPoint 2010 Introduction Training Course - Lesson 8 Modifying presentations <ul style="list-style-type: none"> ● Templates and themes ● Slide masters ● Transitions and timings ● Speaker notes ● Slide shows |
| PowerPoint 2010 Introduction Training Course - Lesson 4 Formatting slides <ul style="list-style-type: none"> ● Formatting text ● Modifying text ● Formatting paragraphs | PowerPoint 2010 Introduction Training Course - Lesson 9 Proofing and delivering presentations <ul style="list-style-type: none"> ● Proofing presentations ● Running presentations ● Printing presentations |
| PowerPoint 2010 Introduction Training Course - Lesson 5 Using drawing objects <ul style="list-style-type: none"> ● Adding shapes ● Modifying objects ● Using text in objects | PowerPoint 2010 Introduction Training Course - Lesson 10 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/powerpoint-2010-introduction-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=226>



Microsoft Project 2010 is used to track and manage projects. Building a foundation in Project 2010 requires an understanding and use of the many features of Project 2010 such as resource management, using task list, sorting, grouping, scheduling, handling conflicts, and more. MS Project 2010 Introduction Training Course provides professional training in the development of basic skills in Project 2010 to allow seamless use of the application to manage and monitor projects.

The extensive and exciting course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Project 2010 Introduction Outline

Foreword:

This Project 2010 Introduction training course running in - Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, teaches the basic commands and features of Microsoft Project 2010. Participants will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables.

Participants will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Outcomes:

By the end of this training course, participants will:

- Become familiar with project management concepts & principles
- Learn to identify Project 2010 interface components
- Identify Gantt chart elements
- Create projects
- Set the project start date
- Create a task list
- Work in manual scheduling mode
- Work in automatic scheduling mode
- Change the default scheduling mode
- Set task durations
- Modify & rearrange tasks
- Format a Gantt chart
- Link & unlink tasks
- Change task predecessors
- Apply lead & lag time
- Modify task relationships
- Set task constraints
- Create resource pools
- Use the Cost table
- Format the Timeline
- Apply filter & Auto Filters
- Highlight information
- Group & sort tasks & resources
- Display critical tasks
- Display free slack
- Apply automatic resource leveling
- Level resources manually

| | |
|--|--|
| Project 2010 Introduction Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Project 2010 Introduction Training Course - Lesson 5 Resource management <ul style="list-style-type: none"> ● The base calendar ● Resources and calendars ● Project costs |
| Project 2010 Introduction Training Course - Lesson 2 Getting started <ul style="list-style-type: none"> ● Project management concepts ● The Project window ● Project files ● The Help window | Project 2010 Introduction Training Course - Lesson 6 Views and tables <ul style="list-style-type: none"> ● Working with views ● Working with tables |
| Project 2010 Introduction Training Course - Lesson 3 Tasks <ul style="list-style-type: none"> ● Creating a task list ● Modifying a task list ● The Work Breakdown Structure | Project 2010 Introduction Training Course - Lesson 7 Filters, groups and sorting <ul style="list-style-type: none"> ● Filters ● Groups ● Sorting tasks and resources |
| Project 2010 Introduction Training Course - Lesson 4 Task scheduling <ul style="list-style-type: none"> ● Task links ● Task relationships ● Task options | Project 2010 Introduction Training Course - Lesson 8 Finalizing the task plan <ul style="list-style-type: none"> ● Finalizing schedules ● Handling resource conflicts |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/ms-project-2010-introduction-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=228>



Adding on basic Excel 2010 can be done easily through professional training. MS Excel 2010 Intermediate Training Course provides skill building in advanced Excel features such as advanced formatting, documenting, auditing, advanced charting, templates and settings, tables, and more. This intermediate course is the second course in a series of three, and polishes and adds basic skills in Excel 2010.

This powerful and energizing course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Excel 2010 Intermediate Outline

Foreword:

This Excel 2010 Intermediate training course running in Atlanta, Baltimore, Birmingham, Charlotte, Chicago, Columbia, Jackson, Los Angeles, Manhattan, Memphis, Orlando, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Excel 2010: Introduction](#). Participants will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables.

Participants will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, participants will learn to work with Pivot Tables and Pivot Charts.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Excel 2010.

Prerequisites:

[Excel 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Switch between workbooks
- Create 3-D formulas linking worksheets & workbooks
- Add a Watch window
- Create a workspace
- Use functions to format text
- Transpose data
- Add backgrounds & watermarks
- Name cells & ranges
- Sort & filter data
- Create, format and modify tables
- Use structured references in table formulas
- Calculate SUM, AVERAGE and COUNT values in filtered tables
- Insert, edit and delete hyperlinks
- Send worksheets via e-mail
- Create combination charts & trendlines
- Insert sparklines
- Use audit features
- Protect a worksheet
- Customize the Ribbon
- Download templates
- Create PivotCharts

| | |
|--|--|
| Excel 2010 Intermediate Training Course - Lesson 1 Using multiple worksheets and workbooks <ul style="list-style-type: none"> ● Using multiple workbooks ● Linking worksheets with 3-D formulas ● Linking workbooks ● Managing workbooks | Excel 2010 Intermediate Training Course - Lesson 6 Web and sharing features <ul style="list-style-type: none"> ● Saving workbooks as Web pages ● Using hyperlinks ● Sharing workbooks |
| Excel 2010 Intermediate Training Course - Lesson 2 Advanced formatting <ul style="list-style-type: none"> ● Using special number formats ● Using functions to format text ● Working with styles ● Working with themes ● Other advanced formatting | Excel 2010 Intermediate Training Course - Lesson 7 Advanced charting <ul style="list-style-type: none"> ● Chart formatting options ● Combination charts ● Graphical elements |
| Excel 2010 Intermediate Training Course - Lesson 3 Outlining and subtotals <ul style="list-style-type: none"> ● Outlining and consolidating data ● Creating subtotals | Excel 2010 Intermediate Training Course - Lesson 8 Documenting and auditing <ul style="list-style-type: none"> ● Auditing features ● Comments in cells and workbooks ● Protection ● Workgroup collaboration |
| Excel 2010 Intermediate Training Course - Lesson 4 Cell and range names <ul style="list-style-type: none"> ● Creating and using names ● Managing names | Excel 2010 Intermediate Training Course - Lesson 9 Templates and settings <ul style="list-style-type: none"> ● Changing application settings ● Using built-in templates ● Creating and managing templates |
| Excel 2010 Intermediate Training Course - Lesson 5 Tables <ul style="list-style-type: none"> ● Sorting and filtering data ● Advanced filtering ● Working with tables | Excel 2010 Intermediate Training Course - Lesson 10 PivotTables and PivotCharts <ul style="list-style-type: none"> ● Working with PivotTables ● Rearranging PivotTables ● Formatting PivotTables ● Using PivotCharts |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/excel-2010-intermediate-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=229>



Publisher 2010 is used to create customized, high-quality publications such as newsletters, brochures and pamphlets. MS Publisher 2010 Introduction Training Course is designed to empower beginners to use all the basic functions of Publisher 2010 to effortlessly complete projects. The training course covers how to use text, understanding the interface, using various layout and design techniques, and more.

The extensive and exciting course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Publisher 2010 Introduction Outline

Foreword:

This Publisher 2010 Introduction training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, teaches the core features and functions of Publisher 2010. Participants will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables.

They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

Outcomes:

By the end of this training course, participants will:

- Identify & use interface components
- Add a command to the Quick Access toolbar
- View and edit publication properties
- Navigate pages
- Use the mouse to select text
- Use help
- Create a new publication
- Create and insert text in a publication
- Insert pictures
- Define custom colors
- Position, align and distribute objects
- Edit the default master page
- Create and apply master pages
- Add continuation notices
- Set tab stops and leaders
- Create indents and bulleted lists
- Adjust vertical spacing
- Create a drop cap
- Create a table
- Import & modify an Excel document
- Modify table cells & apply formats
- Shade table cells
- Format cell borders
- Position text within a text box
- Control text wrap
- Adjust picture brightness
- Apply styles & recolor pictures
- Group & stack objects
- Print a publication
- Save a publication as PDF
- Check design and spelling for errors
- Prepare a publication for commercial printing

| | |
|---|---|
| Publisher 2010 Introduction Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Publisher 2010 Introduction Training Course - Lesson 5 Working with text <ul style="list-style-type: none"> ● Text box linking ● Paragraph formatting |
| Publisher 2010 Introduction Training Course - Lesson 2 Getting started <ul style="list-style-type: none"> ● The Publisher interface ● Navigation and selection techniques ● Publisher Help | Publisher 2010 Introduction Training Course - Lesson 6 Tables <ul style="list-style-type: none"> ● Table basics ● Table structure ● Table formatting |
| Publisher 2010 Introduction Training Course - Lesson 3 Basic publication <ul style="list-style-type: none"> ● Publication basics ● Object positioning | Publisher 2010 Introduction Training Course - Lesson 7 Layout and design techniques <ul style="list-style-type: none"> ● Text boxes ● Graphics adjustments ● Stacking and grouping objects |
| Publisher 2010 Introduction Training Course - Lesson 4 Multi-page publications <ul style="list-style-type: none"> ● Multi-page layouts ● Master pages | Publisher 2010 Introduction Training Course - Lesson 8 Finalizing publications <ul style="list-style-type: none"> ● Publication output ● Print preparation |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/publisher-2010-introduction-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=231>



Word 2010 is a word processor used world over to create professional documents and for writing purposes. MS Word 2010 Intermediate Training Course provides skill building in the advanced features of Word such as applying styles, formatting tables, using drawing tools, formatting sections, printing labels and envelopes, and more. This is the second course in the series of three: Introduction, Intermediate and Advanced Training Course in Word 2010. The intensive and exciting course is conducted across America, including - Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Word 2010 Intermediate Outline

Foreword:

This Word 2010 Intermediate training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Word 2010: Introduction](#).

Participants will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

Prerequisites:

[Word 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Use the Reveal Formatting pane
- Apply, modify, override & export styles
- Create styles by example
- Base one style on another
- Create, organize & format section breaks
- Format sections
- Insert section headers & footers
- Format section page numbers
- Align text in a table cell
- Merge & split table cells
- Change row height
- Change table borders & shading
- Sort table data
- Split a table
- Repeat a table's header row
- Enter formulas in tables
- Apply & modify table styles
- Print labels & envelopes
- Use templates
- Use building blocks
- Protect a document
- View & edit document properties
- Create & format organizational charts
- Draw & modify shapes
- Insert & format text boxes
- Change a shape into another
- Use WordArt
- Insert & modify drop caps
- Insert pull quotes
- Track changes while editing
- Review & accept revisions
- Insert & modify comments
- Preview & save documents as Web pages
- Insert hyperlinks

| | |
|--|---|
| Word 2010 Intermediate Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Word 2010 Intermediate Training Course - Lesson 6 Templates and building blocks <ul style="list-style-type: none"> ● Template basics ● Building blocks ● Document properties |
| Word 2010 Intermediate Training Course - Lesson 2 Styles and outlines <ul style="list-style-type: none"> ● Examining formatting ● Creating styles ● Modifying styles ● Working with outlines | Word 2010 Intermediate Training Course - Lesson 7 Graphics <ul style="list-style-type: none"> ● Creating diagrams ● Using the Drawing tools ● Formatting text graphically |
| Word 2010 Intermediate Training Course - Lesson 3 Sections and columns <ul style="list-style-type: none"> ● Creating and formatting sections ● Working with columns | Word 2010 Intermediate Training Course - Lesson 8 Managing document revisions <ul style="list-style-type: none"> ● Tracking changes ● Working with comments |
| Word 2010 Intermediate Training Course - Lesson 4 Formatting tables <ul style="list-style-type: none"> ● Table formatting basics ● Borders and shading ● Table data ● Table styles | Word 2010 Intermediate Training Course - Lesson 9 Web features <ul style="list-style-type: none"> ● Web pages ● Hyperlinks |
| Word 2010 Intermediate Training Course - Lesson 5 Printing labels and envelopes <ul style="list-style-type: none"> ● Labels ● Envelopes | Word 2010 Intermediate Training Course - Lesson 10 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/word-2010-intermediate-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=233>



Microsoft Word 2010 is widely used to create professional documents and text documents. MS Word 2010 Introduction Training Course provides comprehensive skill building in each of the basic features of Word 2010 such as navigation, page layout, editing, using graphics, adding and formatting text, and more. This introductory training course helps beginners to use Word 2010 effortlessly to complete projects.

The intensive and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Word 2010 Introduction Outline

Foreword:

This Word 2010 Introduction training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Word 2010. After an introduction to Word's window components, participants will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

Outcomes:

By the end of this training course, participants will:

- Create a document
- Enter text & display nonprinting characters
- Save a document
- Save a document in a new folder
- Set an AutoRecover interval
- Rename a folder
- Use Word Help
- Open a document
- Navigate throughout a document
- Use the mouse & keyboard to select text
- Insert the date & time
- Insert symbols
- Use the Undo and Redo commands
- Cut, copy & paste text
- Apply character formatting
- Use the Font dialog box
- Set & clear tab stops
- Format paragraphs
- Add & edit bulleted & numbered lists
- Set paragraph spacing & indents
- Use AutoFormat
- Create a table
- Convert text to a table
- Format text in a table
- Add & delete rows and columns in a table
- Align a table
- Create & edit headers & footers
- Change page margins and orientation
- Add & delete page breaks
- Check spelling and grammar
- Find synonyms & antonyms
- Create PDF and XPS documents
- Control text flow around graphics
- Resize & rotate graphics
- Adjust contrast, brightness & compressions on graphics

| | |
|---|---|
| Word 2010 Introduction Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Word 2010 Introduction Training Course - Lesson 6 Tables <ul style="list-style-type: none"> ● Creating tables ● Working with table content ● Changing the table structure |
| Word 2010 Introduction Training Course - Lesson 2 Getting started <ul style="list-style-type: none"> ● The Word window ● New documents ● Word Help | Word 2010 Introduction Training Course - Lesson 7 Page layout <ul style="list-style-type: none"> ● Headers and footers ● Margins ● Page breaks |
| Word 2010 Introduction Training Course - Lesson 3 Navigation and selection techniques <ul style="list-style-type: none"> ● Document navigation ● Selection techniques | Word 2010 Introduction Training Course - Lesson 8 Proofing and printing documents <ul style="list-style-type: none"> ● Checking spelling and grammar ● Using AutoCorrect ● Finding and replacing text ● Printing documents ● PDF and XPS documents |
| Word 2010 Introduction Training Course - Lesson 4 Editing text <ul style="list-style-type: none"> ● Working with text ● Using Undo and Redo ● Cutting, copying and pasting text | Word 2010 Introduction Training Course - Lesson 9 Graphics <ul style="list-style-type: none"> ● Adding graphics and clip art ● Working with graphics |
| Word 2010 Introduction Training Course - Lesson 5 Formatting text <ul style="list-style-type: none"> ● Character formatting ● Tab settings ● Paragraph formatting ● Paragraph spacing and indents ● Automatic formatting | Word 2010 Introduction Training Course - Lesson 10 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/word-2010-introduction-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=234>



This advanced course in Visio 2010 is designed to help achieve expertise in using the various advanced features of the application such as website mapping, integrating Visio, building technical layouts, performing special drawing operations, and more. MS Visio 2010 Advanced Training Course provides a deep understanding and solid skill building in Visio 2010 in a short time.

The highly significant and exciting course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Visio 2010 Advanced Outline

Foreword:

This Visio 2010 Advanced training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, builds on the concepts and skills taught in [Visio 2010: Introduction](#). Participants will learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams.

They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

Prerequisites:

[Visio 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Create and assign layers
- Customize layers
- Add custom shapes to a layer
- Manually add and adjust shapes to scale
- Duplicate shapes
- Add and adjust dimension lines
- Set display units
- Calculate and display the area of a room
- Create custom themes
- Create and apply custom templates
- Enable developer mode
- Create complex shapes
- Apply shape behaviors
- Protect a shape
- Create custom master shapes
- Work with ShapeSheets
- Set master shape properties
- Create and save custom stencils
- Create block diagrams
- Create workflow diagrams
- Create cross-functional flowcharts
- Compare organizational charts
- Create an organizational chart by importing data
- Create timelines
- Create PERT charts
- Create Gantt charts
- Generate Web site maps
- Embed a Visio drawing in a Word document
- Insert drawings in PowerPoint
- Create calendars
- Convert drawings to Web pages
- Draw system diagrams
- Create database model diagrams
- Use the Reverse Engineer Wizard

| | |
|--|---|
| Visio 2010 Advanced Training Course - Lesson 1 Getting Started <ul style="list-style-type: none"> ● Icebreaker ● Pre-Assignment Review ● Workshop Objectives | Visio 2010 Advanced Training Course - Lesson 5 Business diagrams and Web site mapping <ul style="list-style-type: none"> ● Block, tree, and onion diagrams ● Flowcharts ● Organization charts ● Project management diagrams ● Web site maps |
| Visio 2010 Advanced Training Course - Lesson 2 Creating technical layouts <ul style="list-style-type: none"> ● Layers ● Drawing scales ● Displaying shape dimensions | Visio 2010 Advanced Training Course - Lesson 6 Integrating Visio with other programs <ul style="list-style-type: none"> ● Integration with Microsoft Word ● Integration with PowerPoint ● Integration with Microsoft Outlook ● Working with Web-enabling features |
| Visio 2010 Advanced Training Course - Lesson 3 Custom themes and templates <ul style="list-style-type: none"> ● Custom themes ● Custom templates | Visio 2010 Advanced Training Course - Lesson 7 Software and database diagrams <ul style="list-style-type: none"> ● Documenting software systems ● Database model diagrams |
| Visio 2010 Advanced Training Course - Lesson 4 Custom shapes and stencils <ul style="list-style-type: none"> ● Special drawing operations ● Shape behaviors ● Custom stencils | Visio 2010 Advanced Training Course - Lesson 8 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/visio-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=235>



Creating a solid foundation in Visio 2010 requires a deep understanding and use of its various basic functions. MS Visio 2010 Introduction Training Course covers every basic function of Visio 2010, including using drawing tools and diagrams, working with pages, customizing, reporting and formatting. By using the basic functions of Visio 2010, you can create diagram networks, flowcharts, databases, and more easily.

The powerful and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Visio 2010 Introduction Outline

Foreword:

This Visio 2010 Introduction training course running in - Atlanta, Baltimore, Birmingham, Charlotte, Chicago, Columbia, Jackson, Los Angeles, Manhattan, Memphis, Orlando, and Seattle, teaches the basic functions and features of Visio Professional 2010.

Participants will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties.

Finally, participants will create network and brainstorming diagrams, set shape properties, and create reports.

Outcomes:

By the end of this training course, participants will:

- Identify & use interface components
- Use Visio Help
- Navigate a Visio drawing
- Change View settings
- Modify stencils
- Select, scale and resize objects
- Draw objects and change their size
- Work with compound lines
- Plan a flowchart
- Use master shapes
- Connect shapes in a diagram
- Work with text
- Create an organizational chart
- Format shapes and lines
- Apply style themes and effects
- Set file properties
- Create and apply background pages
- Create hyperlinks
- Use Print Preview
- Create print headers and footers
- Print a diagram
- Create network diagrams
- Create rack diagrams
- Create brainstorming diagrams
- Import and export XML data
- Use guides to precisely align and glue shapes
- Create new connection points
- Set properties for shapes
- Create custom properties
- Create and modify reports

Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Getting started

- The Visio 2010 interface
- Windows, stencils, and objects

Drawing tools

- Basic shapes and lines
- Compound lines
- Editing objects

Basic diagrams

- Planning a diagram
- Creating a basic diagram
- Working with text
- Organization charts

Formatting drawings

- Formatting text
- Formatting shapes and lines

Working with Pages

- File and print properties
- Working with background pages
- Working with links

Network and brainstorming diagrams

- Network diagrams
- Rack diagrams
- Brainstorming diagrams

Customization and reporting

- Layout and connection techniques
- Shape properties
- Reporting

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/visio-2010-introduction-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=236>



Developing mastery over Excel 2010 requires an understanding of each feature of Excel and its use.

The pdtraining MS Excel 2010 Advanced Training Course provides skill building in logical and statistical functions, importing and exporting, VBA functions, data tables, macros, analytical tools, and more. This final course in the Excel 2010 series empowers the participant to gain a higher level of expertise in Excel.

The powerful and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia and Seattle.

Please click on the Public Class tab below to view our MS Excel 2010 Advanced Training course schedule by city or click the Client Site Training tab to receive a free quote for courses delivered at your preferred location.

Excel 2010 Advanced Outline

Foreword:

This Excel 2010 Advanced training course running in Atlanta, Baltimore, Birmingham, Charlotte, Chicago, Columbia, Jackson, Los Angeles, Manhattan, Memphis, Orlando, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Excel 2010: Intermediate](#). Participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, participants will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases.

Finally, participants will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Excel 2010.

Prerequisites:

[Excel 2010: Intermediate](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Use logical functions (IF, OR, AND & NOT)
- Use math & statistical functions
- Use the PMT function
- Use data functions (YEAR, DAYS360 & NETWORKDAYS)
- Calculate time
- Create array formulas
- Use VLOOKUP, MATCH & INDEX functions
- Validate data
- Use database functions
- Import & export text files
- Import & export XML data
- Use Goal Seek & Solver
- Use the Analysis ToolPak
- Create scenarios
- Run and record macros
- Edit VBA modules
- Create custom functions

Excel 2010 Advanced Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Excel 2010 Advanced Training Course - Lesson 3

Auditing

- Tracing Precedent Cells
- Tracing the Dependents of a Cell
- Displaying Formulas Within the Sheet
- Adding, Displaying, Editing ,and Removing Comments
- Lesson Three: Review Questions

Excel 2010 Advanced Training Course - Lesson 5

Creating Pivot Tables

- Inserting a PivotTable
- Choosing Fields and Grouping Data
- Overview of the Pivot Table Tools Tabs
- Lesson Five: Review Questions

Excel 2010 Advanced Training Course - Lesson 7

Macros

- Displaying the Developer Tab
- Recording and Running Macros
- Changing the Security Level
- Customizing and Changing the Quick Access Toolbar
- Lesson Seven: Review Questions

Excel 2010 Advanced Training Course - Lesson 9

Using What If Analysis

- Using Goal Seek
- Using the Scenario manager
- Using a One Input Data Table
- Using a Two Input Data Table
- Lesson Nine: Review Questions

Excel 2010 Advanced Training Course - Lesson 11

Grouping and Outlining Data

- Grouping Data
- Adding Subtotals
- Outlining Data
- Viewing Grouped and Outlined Data
- Lesson Eleven: Review Questions

Excel 2010 Advanced Training Course - Lesson 2

SmartArt and Objects

- Inserting SmartArt
- Adding Text to the Diagram
- Resizing and Moving the Diagram
- Resetting the Diagram
- Adding Pictures from Your Computer
- Adding Clip Art
- Adding Text Boxes
- Drawing Shapes
- About the Contextual Tabs
- Lesson Two: Review Questions

Excel 2010 Advanced Training Course - Lesson 4

Creating Charts

- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Resizing and Moving the Chart
- Changing the Chart Style
- Lesson Four: Review Questions

Excel 2010 Advanced Training Course - Lesson 6

Working with PivotTables and PivotCharts

- Changing the Data Displayed and Refreshing the PivotTable
- Applying a Style to Your Pivot Table
- Creating a Pivot Chart from a Pivot Table
- Creating a Pivot Chart from Data
- Some Real-life Examples
- Lesson Six: Review Questions

Excel 2010 Advanced Training Course - Lesson 8

Solving Formula Errors

- Using Named Ranges
- Understanding Formula Errors
- Using the Trace Errors Commands
- Using Error Checking
- Evaluating Formulas
- Lesson Eight: Review Questions

Excel 2010 Advanced Training Course - Lesson 10

Managing Your Data

- Transposing Data from Rows to Columns
- Using the Text to Columns Feature
- Checking for Duplicates
- Creating Data Validation Rules
- Consolidating Data
- Lesson Ten: Review Questions

Excel 2010 Advanced Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/excel-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=238>



Developing advanced skills in PowerPoint is quick and simple through professional training. MS PowerPoint 2010 Advanced Training Course is the final course in the series of three, and develops superior skills in PowerPoint such as customization, using graphics, integration, building custom themes, and more.

The intensive and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

PowerPoint 2010 Advanced Outline

Foreword:

This PowerPoint 2010 Advanced training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [PowerPoint 2010: Introduction](#). Participants will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables.

Participants will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, participants will integrate PowerPoint with Word and Excel.

This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the [Introduction](#) and [Advanced](#) courses for PowerPoint 2010.

Prerequisites:

[PowerPoint 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Add, remove & rearrange Quick Access toolbar buttons
- Customize Ribbon tabs
- Create & apply custom themes
- Crop clip art objects
- Remove background elements in an image
- Add & edit video & audio clips
- Animate text
- Use the Animation Painter to copy & paste effects
- Resize & format associate shapes
- Draw tables
- Modify the design, layout & format of a chart
- Create & edit custom slide shows
- Insert, review, delete & print comments
- Prepare to share a presentation
- Package a presentation for CD
- Explore the Broadcast Slide Show feature
- Create a presentation from a Word outline
- Embed & link content
- Create hyperlinks

| | |
|---|---|
| PowerPoint 2010 Advanced Training Course - Lesson 1 Getting Started <ul style="list-style-type: none"> ● Icebreaker ● Pre-Assignment Review ● Workshop Objectives | PowerPoint 2010 Advanced Training Course - Lesson 5 Action buttons, custom slide shows, and equations <ul style="list-style-type: none"> ● Interactive elements ● Custom slide shows ● Equations |
| PowerPoint 2010 Advanced Training Course - Lesson 2 Customizing PowerPoint <ul style="list-style-type: none"> ● Application settings ● The Ribbon ● Custom themes | PowerPoint 2010 Advanced Training Course - Lesson 6 Distributing presentations <ul style="list-style-type: none"> ● Using comments ● Finishing a presentation ● Distributing presentations ● Broadcasting a slide show online |
| PowerPoint 2010 Advanced Training Course - Lesson 3 Using graphics and multimedia <ul style="list-style-type: none"> ● Clip art ● Media clips ● Animations ● Photo albums | PowerPoint 2010 Advanced Training Course - Lesson 7 Integrating Microsoft Office files <ul style="list-style-type: none"> ● Building slides from Word outlines ● Embedding and linking content ● Working with hyperlinks |
| PowerPoint 2010 Advanced Training Course - Lesson 4 Customizing SmartArt graphics, tables, and charts <ul style="list-style-type: none"> ● Customizing SmartArt graphics ● Customizing tables ● Working with Chart Tools | PowerPoint 2010 Advanced Training Course - Lesson 8 Wrapping Up <ul style="list-style-type: none"> ● Words from the Wise ● Parking Lot ● Action Plans and Evaluations |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/powerpoint-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=239>



Building advanced skills in Project 2010 is essential to effectively use the application to track and manage projects. MS Project 2010 Advanced Training Course provides training in customizing projects, using templates, managing multiple projects, analyzing, formatting and adjusting. The course is designed to help participants achieve expertise in Project 2010.

The significant and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Project 2010 Advanced Outline

Foreword:

This Project 2010 Advanced training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, builds on the concepts and skills taught in the Introduction course.

Participants will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Participants will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

Prerequisites:

[Project 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Apply templates
- Convert project files to templates
- Import data
- Create, save and update a baseline plan
- Compare progress with the baseline
- Mark tasks as completed
- Update actual start and finish dates
- Mark tasks as being on track
- Analyze costs over time
- View project statistics
- Display task slippage
- Shorten a task duration
- Inactivate tasks
- Use the Team Planner view to manage resources
- Create reports
- Print project information
- Save a project to PDF or XPS format
- Create and modify visual reports
- Customize the Quick Access toolbar
- Record and run macros
- Customize Gantt chart elements
- Use the drawing tools
- Apply formulas to custom fields
- Apply graphical indicators
- Insert subprojects
- Set task priorities
- Link tasks and resources to supporting documents
- Export project information

| | |
|---|---|
| Project 2010 Advanced Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Project 2010 Advanced Training Course - Lesson 5 Working with reports <ul style="list-style-type: none"> ● Standard reports ● Visual reports |
| Project 2010 Advanced Training Course - Lesson 2 Using templates and importing data <ul style="list-style-type: none"> ● Working with templates ● Creating projects from other programs | Project 2010 Advanced Training Course - Lesson 6 Customizing Project <ul style="list-style-type: none"> ● Custom views ● Macros ● Gantt chart formatting ● Custom fields |
| Project 2010 Advanced Training Course - Lesson 3 Managing a project <ul style="list-style-type: none"> ● Setting baselines ● Updating an active project ● Monitoring progress | Project 2010 Advanced Training Course - Lesson 7 Managing multiple projects <ul style="list-style-type: none"> ● Consolidating and sharing projects ● Sharing resources among projects |
| Project 2010 Advanced Training Course - Lesson 4 Analyzing and adjusting the plan <ul style="list-style-type: none"> ● Analyzing the plan ● Delays and conflicts ● Team Planner view | Project 2010 Advanced Training Course - Lesson 8 Exchanging project information <ul style="list-style-type: none"> ● Collaboration ● Hyperlinks ● Exporting to Office applications |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/ms-project-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=240>



Achieving advanced skills in Publisher 2010 requires deep understanding and skills in the use of its every feature. MS Publisher 2010 Advanced Training Course provides skill building in mail merge, using interactive forms, customization, typography, and more. The training course is designed to help develop expertise in Publisher 2010 for those who have basic skills in it.

The significant and extensive course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Publisher 2010 Advanced Outline

Foreword:

This Publisher 2010 Advanced training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, builds on the skills and concepts taught in [Publisher 2010: Introduction](#). Participants will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks.

They will also learn how to create and manage mail merge lists, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, participants will learn to customize the Ribbon and Quick Access toolbar.

Prerequisites:

[Publisher 2010: Introduction](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Create a brochure
- Create a business information set
- Change the color scheme
- Create tint swatches
- Create gradients
- Add elements to the Building Block Library
- Insert building blocks
- Link and replace pictures
- Work with styles
- Change font schemes
- Insert & create a type mask with WordArt
- Snap text to baseline guides
- Insert symbols & special characters
- Create sections in a publication
- Add bookmarks
- Specify a recipient list
- Customize a form letter
- Merge recipient list data with a form letter
- Create and use a form letter
- Sort & filter records
- Insert catalog pages
- Format catalog merge fields
- Send form data via e-mail
- Create hyperlinks
- Insert a navigation bar
- Publish a Web site
- Create a Ribbon tab
- Reset the Ribbon
- Add buttons to the Quick Access toolbar
- Customize the Quick Access toolbar
- Reset the Quick Access toolbar

| | |
|--|--|
| Publisher 2010 Advanced Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Publisher 2010 Advanced Training Course - Lesson 5 Mail merge and catalog merge <ul style="list-style-type: none"> ● Form letters ● Data sources for the recipient list ● Catalog merge |
| Publisher 2010 Advanced Training Course - Lesson 2 Basic design options <ul style="list-style-type: none"> ● Publication setup ● Custom colors ● Building blocks ● The Graphics Manager pane | Publisher 2010 Advanced Training Course - Lesson 6 Interactive forms <ul style="list-style-type: none"> ● Editing Web forms ● Modifying form properties |
| Publisher 2010 Advanced Training Course - Lesson 3 Typography <ul style="list-style-type: none"> ● Styles and font schemes ● Graphics in typography ● Precise spacing control ● Symbols and special characters | Publisher 2010 Advanced Training Course - Lesson 7 Web site publishing <ul style="list-style-type: none"> ● Adding elements to a Web site ● Finalizing and publishing a site |
| Publisher 2010 Advanced Training Course - Lesson 4 Long publications <ul style="list-style-type: none"> ● Sections ● Bookmarks | Publisher 2010 Advanced Training Course - Lesson 8 Customizing Publisher <ul style="list-style-type: none"> ● Customizing the Ribbon ● Customizing the Quick Access toolbar |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/publisher-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=241>



Developing advanced skills in Word 2010 involves working with forms, using mail merge, using macros, working with XML, and more. MS Word 2010 Advanced Training Course provides knowledge and skill development in each of the advanced features of Word 2010 to help participants master its use.

The extensive and lively course is conducted across the U.S., including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Word 2010 Advanced Outline

Foreword:

This Word 2010 Advanced training course running in Atlanta, Baltimore, Birmingham, Charlotte, Chicago, Columbia, Jackson, Los Angeles, Manhattan, Memphis, Orlando, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Word 2010: Intermediate](#).

Participants will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

Prerequisites:

[Word 2010: Intermediate](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Insert and modify mail merge fields
- Specify a starting document & recipient list for a mail merge
- Customize a form letter
- Create a recipient list
- Sort and filter records
- Prepare & print mailing labels
- Create envelope documents from a recipient list
- Insert & modify linked or embedded objects
- Apply background colors to documents
- Apply fill effects to documents
- Apply themes to documents
- Insert a watermark
- Enter data on a form
- Protect a form
- Set permissions for form users
- Use the Compatibility Checker
- Use the Document Inspector
- Publish a file as an XPS document
- Use digital signatures
- Record macros to automate tasks
- Run macros
- Modify macros
- Copy & delete macros
- Add tabs, groups & commands to the Ribbon
- Add buttons to the Quick Access toolbar
- Create a master document
- Add a cover page
- Generate & update a table of contents
- Generate & update a table of figures
- Create a table of authorities
- Create an index
- Create a bibliography
- Create footnotes
- Work with bookmarks
- Work with cross-references

| | |
|--|---|
| Word 2010 Advanced Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Word 2010 Advanced Training Course - Lesson 5 Working with forms <ul style="list-style-type: none"> ● Creating forms ● Protecting forms ● Sharing and securing documents |
| Word 2010 Advanced Training Course - Lesson 2 Using Mail Merge <ul style="list-style-type: none"> ● Form letters ● Data sources for the recipient list ● Mailing labels and envelopes | Word 2010 Advanced Training Course - Lesson 6 Customizing Word <ul style="list-style-type: none"> ● Customizing the Ribbon ● Customizing the Quick Access toolbar ● Customizing keyboard shortcuts |
| Word 2010 Advanced Training Course - Lesson 3 Objects and backgrounds <ul style="list-style-type: none"> ● Inserting content from other applications ● Changing the document background | Word 2010 Advanced Training Course - Lesson 7 Long documents <ul style="list-style-type: none"> ● Master documents ● Tables of contents and figures ● Indexes, bibliographies and other references ● Bookmarks and cross-references ● Web frames |
| Word 2010 Advanced Training Course - Lesson 4 Using macros <ul style="list-style-type: none"> ● Recording and running macros ● Modifying and deleting macros | Word 2010 Advanced Training Course - Lesson 8 XML features <ul style="list-style-type: none"> ● Working with XML |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/word-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=242>



This third and final course in the Outlook 2010 series, really helps tie the previous two courses up and elevate Outlook skills to an expert level.

Topics covered in this course include, staying informed by subscribing to RSS feeds, staying connected to colleagues, archiving email, delegating access to calendars and contacts, and using mail merge to send email messages to many people.

These high-energy, engaging training courses are being scheduled now in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Outlook 2010 Advanced Outline

Foreword:

In this Outlook 2010 Advanced training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, participants will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues.

Participants will also learn how to manage their mailboxes and archive their mail, create and work with notes and Journal entries, share Outlook calendars and contacts, create e-mail templates, and use mail merge to send personalized messages to groups of contacts.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

Prerequisites:

[Outlook 2010: Intermediate](#) or equivalent experience.

Outcomes:

By the end of this training course, participants will:

- Connect Outlook to a social network account
- Connect to a colleague
- Subscribe to RSS feeds
- Archive messages
- Restore archive messages
- Create and work with notes
- Create Journal entries manually and automatically
- Learn to share calendars and contacts
- Grant and remove folder sharing permissions
- Delegate access to calendar and contacts
- Access a SharePoint calendar in Outlook
- Access SharePoint contacts in Outlook
- Learn to send many messages using mail merge

Outlook 2010 Advanced Training Course - Lesson 1

Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Outlook 2010 Advanced Training Course - Lesson 2

Collaboration

- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS

Outlook 2010 Advanced Training Course - Lesson 3

Mailbox management

- Managing your mailbox
- Archiving your mail

Outlook 2010 Advanced Training Course - Lesson 4

The Notes and Journal folders

- Recording information with Notes
- Tracking activities with the Journal

Outlook 2010 Advanced Training Course - Lesson 5

Calendars and contacts

- Managing your calendar
- Managing your contacts

Outlook 2010 Advanced Training Course - Lesson 6

Mail merges and templates

- Performing mail merges
- Working with templates

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/outlook-2010-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=243>



The pdtraining Upgrading to MS Office 2010 Training course covers those features of Microsoft Office 2010 that are new to the Office system, with dedicated units for the new features of each application. Participants will be provided an overview of the new interface, and then learn new features for each program.

This fun and practical training course is available now throughout the US, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia and Seattle.

Please click on the Public Class tab below to view our Upgrading to MS Office 2010 Training course schedule by city or click the Client Site Training tab to receive a free quote for courses delivered at your preferred location.

Office Upgrade 2010 Outline

Foreword:

This Upgrade to Microsoft Office 2010 training course running in Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle, covers those features of Microsoft Office 2010 that are new to the Office system, with dedicated units for the new features of each application.

In Word, participants will learn to use the Navigation pane and apply new text effects.

In Excel they will use sparklines, filter data with slicers, and create a Pivot Chart.

In PowerPoint they will organize slides into sections, edit movie clips, apply animation effects, and learn how to broadcast slide shows.

In Outlook they will manage e-mail conversations, create Quick Steps, and use the People Pane.

In Access, they will learn how to use the tabbed document window, create Lookup list fields, and use the data type gallery.

In addition, participants will learn about ribbon customization and Backstage view, and save a file as a PDF.

Outcomes:

By the end of this training course, participants will:

- Use the Ribbon
- Use Live Preview
- Add commands to the Quick Access toolbar
- Rearrange, hide, remove and create Ribbon tabs
- View and edit document properties
- Specify print settings
- Check documents for compatibility problems
- Save a file as PDF or XPS document
- Apply text effects in Word
- Organize outlines in Word
- Create Pivot Tables and Pivot Charts
- Preview and run presentations in PowerPoint
- Work with sections in a presentation
- Format video clips on slides
- Use the Outlook window
- Manage e-mail conversations in Outlook
- Use, configure and create Quick Steps in Outlook
- Use tabbed documents in Access
- Use the Lookup Wizard in Access
- Create a lookup list
- Use the Attachment data type
- Use the Data Type gallery

| | |
|---|---|
| Upgrade to Office 2010 Training Course - Lesson 1 Introduction <ul style="list-style-type: none"> ● Introduction ● Personal learning goals of each participant ● Plan and structure for the day | Upgrade to Office 2010 Training Course - Lesson 5 New PowerPoint features <ul style="list-style-type: none"> ● Reading view ● Sections ● Media clips ● Animations ● Broadcasting a slide show online |
| Upgrade to Office 2010 Training Course - Lesson 2 The Office 2010 interface <ul style="list-style-type: none"> ● Office interface elements ● New Ribbon features ● Microsoft Office Backstage view | Upgrade to Office 2010 Training Course - Lesson 6 New Outlook features <ul style="list-style-type: none"> ● The Outlook interface ● Conversation management ● Quick Steps ● The People Pane |
| Upgrade to Office 2010 Training Course - Lesson 3 New Word features <ul style="list-style-type: none"> ● Formatting options ● The Navigation pane | Upgrade to Office 2010 Training Course - Lesson 7 New Access features <ul style="list-style-type: none"> ● The Access 2010 environment ● Data features |
| Upgrade to Office 2010 Training Course - Lesson 4 New Excel features <ul style="list-style-type: none"> ● Sparklines ● PivotTables and slicers ● PivotCharts | Upgrade to Office 2010 Training Course - Lesson 8 Collaboration in Outlook 2010 <ul style="list-style-type: none"> ● Connecting with colleagues via Outlook Social Connectors ● Staying informed with RSS |

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/upgrade-to-office-2010-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=249>



SharePoint provides management and organization of information, and collaboration on projects. MS Office 365 SharePoint Essentials Training Course offers training in all the basic functions of SharePoint, including handling calendars, lists, editing, workflows, libraries, and more. The training course is designed to give beginners a solid foundation in Office 365 SharePoint so that they may use it confidently.

This intensive and highly practical course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Office 365 Sharepoint Essentials Outline

Foreword:

In this workshop your participants will learn how to sign on to the Microsoft Office 365 portal, and see where their SharePoint content will be stored. They will learn about the home page of the portal, where to sign into the Team Site and the Office 365 web apps, including Outlook.

Through SharePoint Essentials your participants will take a look at the Team Site and how to navigate around and view the SharePoint site. SharePoint Online is the Office 365 answer to collaboration. SharePoint Online will let your participants manage documents and information in one place that customers and colleagues can access from virtually anywhere.

Outcomes:

By the end of this course, participants will:

- Sign on to Office 365
- Understand the Home page
- Understand the Team Site
- Update your profile
- Share Information
- Understand content types
- Share and track items
- Track versions
- Understand the Library tools
- Create a site
- Understand Types of Lists
- Manage events
- Connect to Outlook
- Create a New calendar
- Understand Web Parts
- Creating a Site
- Modifying a view
- Understand workflows
- Update a task status

Office 365 Sharepoint Essentials Training Course - Lesson 1

Getting Started

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

Office 365 Sharepoint Essentials Training Course - Lesson 2

Basic SharePoint Concepts

- The Home Page
- The Team Site
- About Permissions
- Changing Site Theme
- Module Two: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 3

Working with My Site

- View Your Profile
- Update Your Profile
- Follow Colleagues
- Share Information
- Follow Newsfeed and Status Updates
- Module Three: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 4

Working with SharePoint Content

- About Content Types
- Adding an Item to a List
- Uploading a File to a Library
- Checking Items In and Out
- Tracking Versions
- Module Four: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 5

Working with Libraries

- Types of Libraries
- Viewing Library Items
- Creating a New Document in Your Library
- Editing or Deleting a Library Item
- Understanding the Library Tools
- Create a Library
- Module Five: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 6

Working with Lists

- Types of Lists
- The List Tool Bars
- Viewing Items
- Editing or Deleting a List Item
- Creating a New List
- Module Six: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 7

Working with Other Types of Lists

- Viewing and Adding Announcements
- Working with an Issues List
- Adding a Link
- Adding a Task
- Searching List Items
- Module Seven: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 8

Working with Calendars

- Viewing and Navigating Calendars
- Adding a New Event
- Managing Events
- Connecting to Outlook
- Creating a New Calendar
- Module Eight: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 9

Working with Sites and Pages

- Editing a Page
- Understanding Web Parts
- Editing and Deleting Web Parts
- Creating a Site
- Module Nine: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 10

Working with Views

- Sorting and Filtering Lists and Libraries
- Creating a Column
- Creating a Private View
- Selecting a View
- Modifying a View
- Module Ten: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 11

Using Workflows

- About Workflows
- Types of Workflows
- Add a Three-State Workflow to a List
- Start a Workflow
- Monitor a Workflow
- Review a Workflow
- Module Eleven: Review Questions

Office 365 Sharepoint Essentials Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/office-365-sharepoint-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=282>



Being able to use Office 365 Outlook provides you the freedom to collaborate, communicate and manage your communications. MS Office 365 Outlook Essentials Training Course provides training in every basic function of Outlook such as using the inbox, organizing, using the interface, creating and managing emails, and more. The course is designed to build a solid foundation in Office 365 Outlook to allow participants to use it flawlessly.

This significant and intensive training course is available now throughout the U.S., including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Office 365 Outlook Essentials Outline

Foreword:

With Office 365, you can access your inbox anywhere from any computer that has an Internet connection and a web browser. In the Office 365 Outlook web app, you can collaborate and keep up to date with built in tools that Outlook is known for.

The Office 365 experience is designed to render your documents and emails to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

Outcomes:

By the end of this course, participants will:

- Understand the Outlook 365 browser interface
- Open and close the Outlook 365 web app
- Understand IM settings
- Filter messages
- Check messages
- Create, rename, move, and delete folders
- Understand Junk Mail options
- Use the address book
- Attach a file or insert a picture in a message
- View message details
- Flag or categorize an item
- Create rules
- Use automatic replies
- Create a group
- Create appointments and meeting requests
- Share the calendar
- Work with contacts and groups
- Use the task list
- Use dates and reminders

Office 365 Outlook Essentials Training Course - Lesson 1

Getting Started

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

Office 365 Outlook Essentials Training Course - Lesson 2

Welcome to Office 365 Outlook

- The Home Page
- Opening Outlook
- Understanding the Outlook 365 Interface
- About IM
- Selecting a Theme
- Closing Outlook
- Module Two: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 3

Working with Your Inbox (I)

- Viewing Your Inbox
- Filtering Messages
- Checking Messages
- Marking an Item Read or Unread
- Replying to or Forwarding a Message from the Inbox
- Ignoring Conversations
- Module Three: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 4

Working with Your Inbox (II)

- Changing the View
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving and Deleting Folders
- Adding to Favorites
- About Junk Mail
- Module Four: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 5

Creating a New E-Mail

- Creating an E-mail
- About the Address Book
- Finishing Your Message
- Attaching a File
- Inserting a Picture
- Sending the Message
- Module Five: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 6

Managing E-Mail Messages

- The Received Message Window
- Opening a Chat Message
- Viewing Message Details
- Printing a Message
- Deleting an E-Mail
- Module Six: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 7
Using Outlook's Organizational Tools

- Flagging an Item for Follow-up
- Using Categories
- Performing a Simple Search
- Performing a Complex Search
- Creating a Basic Rule
- Creating an Advanced Rule
- Module Seven: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 8
Outlook Options

- About the Outlook Options
- Setting Automatic Replies
- Creating a Group
- Creating a Signature
- Module Eight: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 9
An Introduction to the Calendar

- Getting Started
- Creating an Appointment
- Changing Your Calendar View
- Creating a Meeting Request and Using the Scheduling Assistant
- Editing an Appointment
- Managing Reminders
- Sharing Your Calendar
- Module Nine: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 10
An Introduction to Contacts

- Getting Started
- About Importing Contacts
- Creating a New Contact
- Working with Contacts
- Creating a New Group
- Working with Groups
- Module Ten: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 11
An Introduction to Tasks

- Getting Started
- Creating a New Task
- Setting a Date and Reminder
- Setting a Repeating Task
- Forwarding a Task
- Updating a Task Status
- Module Eleven: Review Questions

Office 365 Outlook Essentials Training Course - Lesson 12
Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/office-365-outlook-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=283>



Building of basic skills in Office 365 OneNote must be conducted so as to build a solid foundation on which to add further skills. MS Office 365 OneNote Essentials Training Course helps develop understanding and skills in text formatting, styles, the insert tools, editing, using pages, and more. It covers each basic feature of Office 365 OneNote to allow the participant to use it fluently to complete projects.

This powerful and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Office 365 OneNote Essentials Outline

Foreword:

Through this workshop your participants will be introduced to the way OneNote is integrated into the 365 Web Apps by discussing the Home Page, the Team Site, and the Shared Documents list. We'll also explain how to upload one of your existing OneNote notebooks to the site.

With Office 365 OneNote, you can access your OneNote notebooks from the same website where they are stored, and make some basic changes without using a computer where your desktop Office applications are installed.

Outcomes:

By the end of this course, participants will:

- Open and close notebooks in reading or editing view
- Understand the Office 365 web interface
- Upload a document to the Shared Documents library
- Understand notebooks
- Add sections, pages and sub-pages and move or delete them
- Name pages
- Format fonts and paragraphs with a variety of features
- Use Styles and Tags
- Insert tables and links
- Insert and work with Pictures and Clip Art
- Use the Pop Out
- Open Notebooks in the OneNote 2010 desktop application
- Show authors
- Work with Page versions

Office 365 OneNote Essentials Training Course - Lesson 1

Getting Started

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

Office 365 OneNote Essentials Training Course - Lesson 2

Welcome to Office 365 Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document
- Module Two: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 3

Working with Notebooks

- Understanding Your Notebook
- Opening a Notebook
- The OneNote Web App Interface
- Creating a New Notebook
- About Saving
- Closing Notebooks
- Module Three: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 4

Working with Pages and Sections

- About the Pages Pane
- Adding Pages
- Creating Sub-Pages
- Moving and Deleting Pages
- Adding Sections
- Module Four: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 5

Editing in the Browser

- Using the Pop Out
- Minimizing the Ribbon
- Opening in OneNote
- Typing Text
- Module Five: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 6

Basic Editing Tasks

- Selecting and Editing Text with the Mouse or Keyboard
- Using Cut, Copy and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language
- Module Six: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 7

Formatting Your Text

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Color
- Adding Font Enhancements
- Highlighting Text
- Clearing Formatting
- Module Seven: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 8

Paragraph Formatting, Styles and Tags

- Setting the Alignment or Text Direction
- Using Indents and Tabs
- Adding Bullets and Numbering
- Applying Styles
- Tagging Notes
- Module Eight: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 9

The Insert Tools (I)

- Inserting a Table
- Adding Text to a Table
- Working with Tables
- Inserting Links
- Module Nine: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 10

The Insert Tools (II)

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures
- Module Ten: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 11

The View Tab

- Overview of the Reading View
- Show Authors
- Page Versions
- Module Eleven: Review Questions

Office 365 OneNote Essentials Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/office-365-onenote-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=284>



Building basic skills in Lync Online, Microsoft's online communications software, involves understanding and use of PowerPoint presentations, Lync Online web scheduler, collaborating, conducting online meetings, using audio and video, and more. MS Office 365 Lync Essentials Training Course covers each basic feature in-depth to build a solid foundation in Lync Online.

This practical and intensive course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Office 365 Lync Essentials Outline

Foreword:

Lync Online is Microsoft's premiere online communications software with instant messaging, audio and video calls, and online meetings that include sharing your desktop. Your participants will be well versed in this great tool that will provide a great benefit in their Office 365 usage.

Office 365 Lync Essentials will get your participants started on their path to using Lync for all your communications. We'll first look at how to sign into Lync Online. Then your participants will learn how to set up Lync to start automatically and configuring their Lync profiles.

Outcomes:

By the end of this course, participants will:

- Sign in and out of Lync
- Set Lync to start up automatically
- Build your contacts list
- Tag or Pin a contact
- Check status, location, and calendar for contacts
- Change your status
- Hide your activity feed
- Enable privacy mode
- Send an IM to a contact or a group
- End a conversation
- Understand organizer and presenter best practices
- Share your desktop or a program
- Open a whiteboard
- Make a Lync Online Call

Office 365 Lync Essentials Training Course - Lesson 1

Getting Started

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

Office 365 Lync Essentials Training Course - Lesson 2

Welcome to Office

- Signing In to Lync
- Setting Up Lync to Start Automatically
- Adding a Picture
- Signing Out
- Module Two: Review Questions

Office 365 Lync Essentials Training Course - Lesson 3

Working with Contacts

- Searching for People
- Building Your Contacts List
- Adding a Contact
- Tagging or Pinning a Contact
- Creating Groups
- Organizing Contacts
- Module Three: Review Questions

Office 365 Lync Essentials Training Course - Lesson 4

Working with Presence Indicators

- About Presence Indicators
- Changing Status
- Hiding Activity Feed
- Changing or Hiding Location
- Understanding Privacy Relationships
- Working with Privacy Settings
- Module Four: Review Questions

Office 365 Lync Essentials Training Course - Lesson 5

Working with Instant Messaging

- Sending an Instant Message
- Sending an Instant Message to a Group
- Accepting or Ignoring an Instant Message
- Inviting Another Contact to an Instant Message Conversation
- Using Emoticons and Formatting
- Ending a Conversation
- Module Five: Review Questions

Office 365 Lync Essentials Training Course - Lesson 6

Working with Online Meetings

- Starting an Unscheduled Meeting
- Scheduling a Meeting
- Changing Access and Presenter Options
- Joining a Meeting
- Organizer and Presenter Best Practices
- Module Six: Review Questions

Office 365 Lync Essentials Training Course - Lesson 7

Working with the Lync Online Web Scheduler

- Scheduling a Meeting or Call
- Sending Invitations
- Customizing Roles
- Joining a Meeting
- Viewing or Editing Meetings
- Deleting a Meeting
- Module Seven: Review Questions

Office 365 Lync Essentials Training Course - Lesson 8

Working with PowerPoint Presentations

- Working with PowerPoint Presentations
- Controlling Permissions
- Changing Presenters
- Making Annotations
- Saving a Copy of the Annotated File
- Module Eight: Review Questions

Office 365 Lync Essentials Training Course - Lesson 9

Sharing Your Desktop or a Program

- Sharing Your Desktop
- Choosing an Open Program to Share
- Stopping Sharing
- Changing Control When Sharing
- Stopping People from Sharing
- Requesting Control
- Module Nine: Review Questions

Office 365 Lync Essentials Training Course - Lesson 10

Collaborating on a Whiteboard

- Opening a Whiteboard
- Working with Whiteboard Content
- Viewing a Whiteboard Privately
- Closing a Whiteboard
- Module Ten: Review Questions

Office 365 Lync Essentials Training Course - Lesson 11

Using Audio and Video

- Making a Lync Call
- Making a Video Call
- Answering or Declining a Call
- Setting Your Ringtones and Sound Options
- Making a Conference Call
- Setting Options
- Module Eleven: Review Questions

Office 365 Lync Essentials Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/office-365-lync-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=285>



To stay on top of the competition, embracing technology is a must. Developing skills in Excel 2013 is simple with professional training. Microsoft Excel 2013 Essentials Training Course provide training in every basic feature of Excel 2013, including formatting, printing, entering data, filter tools, editing, graphics and a thorough understanding of the interface. This training course creates a solid foundation on which advanced skills in Excel 2013 can be built. The intensive and engaging course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Excel 2013 Essentials Training Outline

Foreword:

Excel 2013 Essentials Training Course is designed to provide a comprehensive understanding of the basic features of Excel 2013 and how to use them correctly to fulfill various tasks. During the course, participants will learn to use basic Excel tools so that they are able to use Excel 2013 effortlessly.

Outcomes:

This extensive training course in Excel 2013 Essentials develops basic skills and understanding of the application. After this course, participants will be able to use all of Excel 2013's basic functions to complete tasks expertly.

After completing this course, participants will have learned to:

- Create a new workbook
- Save a workbook
- Enter and delete data
- Insert rows and columns
- Merge and split cells
- Select data
- Use Find and Replace
- Hide and unhide cells
- Understand cell references and formulas
- Use basic formulas
- Understand and use basic functions
- Use spell check

Excel 2013 Essentials Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Excel 2013 Essentials Training Course - Lesson 3

Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Understanding Worksheets vs. Workbooks
- Closing Files
- Closing Excel
- Lesson Three: Review Questions

Excel 2013 Essentials Training Course - Lesson 5

Viewing Excel Data

- An Overview of Excel's Views
- Switching Views
- Creating Custom Views
- Using Zoom
- Switching Between Open Files
- Lesson Five: Review Questions

Excel 2013 Essentials Training Course - Lesson 7

Using Excel Functions

- Formulas vs. Functions
- Using AutoComplete
- Using the SUM Function
- Using Other Basic Excel Functions
- Understanding the Formulas Tab
- Understanding the Function Names
- Lesson Seven: Review Questions

Excel 2013 Essentials Training Course - Lesson 9

Formatting Your Data

- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Working with Alignment Options /Using the Wrap Command/Using Merge
- Removing Formatting
- Lesson Nine: Review Questions

Excel 2013 Essentials Training Course - Lesson 11

Printing and Sharing Your Workbook

- Setting up Your Page
- Previewing and Printing Your Workbook
- Inviting People
- E-Mailing Your Workbook
- Lesson Eleven: Review Questions

Excel 2013 Essentials Training Course - Lesson 2

Opening Excel

- Opening Excel
- Using the Recent List
- Opening Files
- Creating a Blank Workbook
- Creating a Workbook from a Template
- Lesson Two: Review Questions

Excel 2013 Essentials Training Course - Lesson 4

Your First Worksheet

- Entering Data
- Using Flash Fill
- Using Auto Fill
- Editing Data
- Adding Rows and Columns
- Checking Your Spelling
- Lesson Four: Review Questions

Excel 2013 Essentials Training Course - Lesson 6

Building Formulas

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References
- Using the Status Bar to Perform Calculations
- Lesson Six: Review Questions

Excel 2013 Essentials Training Course - Lesson 8

Using Quick Analysis

- Formatting Tables
- Creating Quick Analysis Charts
- Calculating Totals
- Creating Quick Analysis Tables
- Using Sparklines
- Lesson Eight: Review Questions

Excel 2013 Essentials Training Course - Lesson 10

Using Styles, Themes, and Effects

- Using Conditional Formatting
- Using Table Styles
- Using Cell Styles
- Formatting Cells
- An Overview of the Page Layout Tab
- Changing the Theme
- Lesson Ten: Review Questions

Excel 2013 Essentials Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/excel-2013-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1327>



To stay on top in a challenging work environment requires constant upgrading of skills. With the technology changing quickly, individuals and organizations also need to learn, re-learn and unlearn constantly. Microsoft Excel 2013 Advanced Training Course provides comprehensive training in the advanced features of Excel 2013, including macros, Flash Fill, auditing, formulas and functions, data management, customization, grouping and transporting data, and solving errors. This powerful and engaging course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Excel 2013 Advanced Training Outline

Foreword:

Excel 2013 Advanced Training Course is designed to provide a comprehensive understanding of the advanced features of Excel 2013, and how to use them correctly to fulfil various tasks. During the course, participants learn to email a workbook, insert PivotCharts, create timelines, customize the Quick Access toolbar, re-set interface changes, use slicers and more.

Outcomes:

This extensive advanced training course in Excel 2013 helps develop basic skills and understanding of the application. After this course, participants will have gained expertise in using Excel 2013.

After completing this course, participants will have learned to:

- Insert SmartArt
- Insert equations, shapes, pictures, text boxes
- Create sparklines
- Insert PivotTables and PivotCharts
- Use slicers
- Create timelines
- Share your workbook on SkyDrive
- Change Ribbon display options
- Customize the Quick Access toolbar
- Create Custom Ribbon tabs
- Reset interface changes
- Use cell styles
- Format data as a table
- Add a background
- Print and email a workbook

Excel 2013 Advanced Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Excel 2013 Advanced Training Course - Lesson 2

SmartArt and Objects

- Inserting SmartArt
- Editing the Diagram
- Adding Pictures
- Adding Text Boxes
- Drawing Shapes
- About the Contextual Tabs
- Lesson Two: Review Questions

Excel 2013 Advanced Training Course - Lesson 3

Auditing

- Tracing Precedent cells
- Tracing the Dependents of a Cell
- Displaying Formulas Within the Sheet
- Adding, Displaying, Editing ,and Removing Comments
- Lesson Three: Review Questions

Excel 2013 Advanced Training Course - Lesson 4

Creating Charts

- Using Recommended Charts
- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Resizing and Moving the Chart
- Lesson Four: Review Questions

Excel 2013 Advanced Training Course - Lesson 5

Working with Charts

- Using Chart Elements
- Using Chart Styles and Colors
- Changing the Chart Style
- Using Chart Filters
- Working with Data Labels
- Lesson Five: Review Questions

Excel 2013 Advanced Training Course - Lesson 6

Creating Pivot Tables and Pivot Charts

- Inserting a PivotTable using Excel Recommendations
- Choosing Fields and Grouping Data
- Overview of the Pivot Table Tools Tabs
- Changing the Data Displayed and Refreshing the PivotTable
- Creating a Pivot Chart from a Pivot Table or Data
- Some Real-life Examples
- Lesson Six: Review Questions

Excel 2013 Advanced Training Course - Lesson 7

Macros

- Displaying the Developer Tab
- Recording and Running Macros
- Changing the Security Level
- Customizing and Changing the Quick Access Toolbar
- Lesson Seven: Review Questions

Excel 2013 Advanced Training Course - Lesson 8

Solving Formula Errors

- Using Named Ranges
- Understanding Formula Errors
- Using the Trace Errors Commands
- Using Error Checking
- Evaluating Formulas
- Lesson Eight: Review Questions

Excel 2013 Advanced Training Course - Lesson 9

Using What If Analysis

- Using Goal Seek
- Using the Scenario manager
- Using a One Input Data Table
- Using a Two Input Data Table
- Lesson Nine: Review Questions

Excel 2013 Advanced Training Course - Lesson 10

Managing Your Data

- Transposing Data from Rows to Columns
- Using the Text to Columns Feature
- Checking for Duplicates
- Creating Data Validation Rules
- Consolidating Data
- Lesson Ten: Review Questions

Excel 2013 Advanced Training Course - Lesson 11

Grouping and Outlining Data

- Grouping Data
- Adding Subtotals
- Outlining Data
- Viewing Grouped and Outlined Data
- Lesson Eleven: Review Questions

Excel 2013 Advanced Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/excel-2013-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1328>



Knowledge of basic functions of Word 2013 can be achieved in a short time with proper training. Word 2013 Essentials Training Course provides beginners with skill development in each of the primary functions of Word 2013 such as formatting tasks and paragraphs, understanding the interface, using styles, editing, sharing, and more. This training course is designed for easy and effective learning for beginners to empower them to use Word 2013 effortlessly. The intensive and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Word 2013 Essentials Training Outline

Foreword:

Word 2013 Essentials Training Course covers all important features of the word processing application that are necessary for using it expertly. During the training course, participants gain understanding and use of the various new features of Word including formatting tools, working with paragraphs, formatting the page, and working with art and objects.

The course provides comprehensive training in a short time, and is designed for developing practical skills that benefit participants in their work.

Outcomes:

Word 2013 Essentials Training Course is the fastest way to gain a comprehensive understanding of all essential features of Word 2013, and gain skills in using it expertly.

After completing this course, participants will have learned to:

- Use basic features such as find, replace, text selection, and typing and deleting text
- Change the font face, size and color
- Add effects
- Change themes
- Alter document formatting
- Use the format painter
- Clear formatting
- Align and justify text
- Apply bullets and numbers
- Insert a cover page
- Add watermarks
- Add page border
- Insert tables, charts, equations, SmartArt, and screenshots
- Insert local and online pictures
- Insert videos
- Use the Navigation Pane
- Print and share a document
- Change Ribbon Display options
- Customize the Quick Access toolbar

Word 2013 Essentials Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Word 2013 Essentials Training Course - Lesson 2

Opening Word

- Opening Word
- Using the Recent List
- Opening Files
- Creating a Blank Document
- Creating a Document from a Template
- Module Two: Review Questions

Word 2013 Essentials Training Course - Lesson 3

Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files
- Closing Word
- Module Three: Review Questions

Word 2013 Essentials Training Course - Lesson 4

Your First Document

- Typing Text
- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text
- Dragging and Dropping Text
- Inserting a Symbol or Number
- Starting a New Page
- Module Four: Review Questions

Word 2013 Essentials Training Course - Lesson 5

Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using Undo and Redo
- Finding and Replacing Text
- Setting Paste Options
- Checking Your Spelling
- Module Five: Review Questions

Word 2013 Essentials Training Course - Lesson 6

Working with Font Formatting

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Color
- Highlighting Text
- Adding Font Enhancements
- Module Six: Review Questions

Word 2013 Essentials Training Course - Lesson 7

Advanced Formatting Tasks

- Changing Case
- Using the Format Painter
- Using the Font Dialog
- Clearing Formatting
- Module Seven: Review Questions

Word 2013 Essentials Training Course - Lesson 8

Formatting Paragraphs

- Changing Spacing
- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets, Numbering, and Multilevel Lists
- Adding Borders and Shading
- Using the Paragraph Dialog
- Module Eight: Review Questions

Word 2013 Essentials Training Course - Lesson 9

Working with Styles

- About Styles
- Applying a Style
- Changing the Theme
- Changing the Style Set
- Changing Theme Colors and Fonts
- Module Nine: Review Questions

Word 2013 Essentials Training Course - Lesson 10

Formatting the Page

- Formatting Text as Columns
- Changing Page Orientation
- Changing the Page Color
- Adding a Page Border
- Adding Headers and Footers
- Module Ten: Review Questions

Word 2013 Essentials Training Course - Lesson 11

Sharing Your Document

- Previewing and Printing Your Document
- Inviting People
- E-Mailing Your Document
- Module Eleven: Review Questions

Word 2013 Essentials Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/word-2013-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1329>

Effective Time Management Using Outlook Training



Knowledge of specific tools and techniques is essential to managing your time successfully. Microsoft Outlook is a tool used for time management worldwide, developing time management skills using Outlook is easy to learn.

The pdtraining Effective Time Management Using Outlook Training Course provides you with training in planning, delegating, delaying, dumping and performing tasks productively. It's all about classification and application.

This highly practical and valuable course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia and Seattle.

Please click on the Public Class tab below to view our Effective Time Management Using Outlook Training course schedule by city or click the Client Site Training tab

to receive a free quote for courses delivered at your preferred location.

Effective Time Management Using Outlook Training Outline

Foreword:

Effective Time Management Using Outlook Training Course includes understanding and skill development in customizing the Outlook screen, changing notification options, sort based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

Outcomes:

This extensive training course in effective time management using Outlook provides useful strategies and skill development so that you can easily manage your work.

After completing this course, participants will have learned to:

- Use planning tools
- Change notification options
- Customize panes
- Customize the Quick Access toolbar
- Use Viewing tools
- Work with email messages
- Use Search in Outlook
- Dump, delay and delegate
- Send task requests
- Sort by categories
- Manage electronic files
- Get rid of the junk
- Organize their workspace

Effective Time Management Using Outlook Training
Course - Lesson 1

Getting Started

- The Power of Change
- Case Study: Another Day at the Office
- Planning Tools
- Using Outlook's Viewing Tools

Effective Time Management Using Outlook Training
Course - Lesson 2

Setting Up Outlook

- Changing Notification Options
- Customizing the Quick Access Toolbar
- Customizing the Outlook Screen
- Customizing Your Panes

Effective Time Management Using Outlook Training
Course - Lesson 3

The Four D's

- Do, Dump, Delay, and Delegate
- Do: Working with E-mail Messages
- Dump: Working with Deleted Items
- Delay: Setting up Your Outlook Task List
- Delegate: Sending Task Requests
- STING

Effective Time Management Using Outlook Training
Course - Lesson 4

Finding What You Need

- Organizing Your Workspace
- Sorting Based on File Type
- Sorting with Categories
- Managing Electronic Files
- Using Search in Outlook
- Getting Rid of the Junk

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/effective-time-management-using-outlook-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1341>



Developing advanced skills in Outlook 2013 requires skill building in customizing profile, managing data, performing complex calendar tasks, using advanced email tasks, and more. Outlook 2013 Advanced Training Course empowers participants with a deep understanding and skill development in every advanced function of Outlook 2013 so that they develop expertise in it.

The intensive and highly significant course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Outlook 2013 Advanced Training Outline

Foreword:

Outlook 2013 helps you to manage, organize and communicate easily and effectively. Outlook 2013 Advanced Training Course is designed for advanced learners who have basic knowledge of the application.

This comprehensive training course includes skill development in formatting messages, prioritizing, tracking options, customizing messages, working with RSS feeds, printing from Outlook, managing data, and using advanced calendar tasks.

Outcomes:

This extensive training course helps participants develop advanced skills in Outlook 2013 through understanding and practice so that they gain mastery over it.

After completing this course, participants will have learned to:

- Format fonts and paragraphs
- Use styles and themes
- Alter stationary options
- Use various categories
- Add screenshots and pictures
- Delay delivery of emails
- Add voting buttons to emails
- Use email tracking options
- Enable junk mail filter
- Enable the phishing filter
- Modify safe and blocked senders list
- Create a recurring appointment, meeting requests, and additional calendars
- Use Color-coding
- Create and editing a note

Outlook 2013 Advanced Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Outlook 2013 Advanced Training Course - Lesson 2

Working with Messages

- Formatting Fonts and Paragraphs
- Using Styles and Themes
- Adding Pictures or Screenshots
- Using Spell Check
- Using the Other Review Options
- Lesson Two: Review Questions

Outlook 2013 Advanced Training Course - Lesson 3

Customizing Your Profile

- Setting up a Signature
- Changing Stationery Options
- Enabling or Disabling Automatic Spell Check
- Using Categories
- Lesson Three: Review Questions

Outlook 2013 Advanced Training Course - Lesson 4

Advanced E-Mail Tasks

- Adding Voting Buttons
- Setting the Priority
- Using Tracking Options
- Delaying Delivery
- Directing Replies
- Lesson Four: Review Questions

Outlook 2013 Advanced Training Course - Lesson 5

Managing Junk Mail

- About the Junk Mail Filter
- Enabling Junk Mail Filtering
- Enabling the Phishing Filter
- Modifying Safe and Blocked Senders Lists
- Marking a Message as Junk or Not Junk
- Lesson Five: Review Questions

Outlook 2013 Advanced Training Course - Lesson 6

Advanced Calendar Tasks

- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Color-Coding Appointments
- Changing Calendar Options
- About Calendar Groups
- Lesson Six: Review Questions

Outlook 2013 Advanced Training Course - Lesson 7

Doing More with Tasks

- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options
- Lesson Seven: Review Questions

Outlook 2013 Advanced Training Course - Lesson 8

Using Notes

- Opening the Notes Folder
- Create a Note
- Editing a Note
- Color-Coding a Note
- Changing Note Views
- Lesson Eight: Review Questions

Outlook 2013 Advanced Training Course - Lesson 9

Viewing RSS Feeds

- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items
- Lesson Nine: Review Questions

Outlook 2013 Advanced Training Course - Lesson 10

Managing Outlook Data (I)

- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data
- Lesson Ten: Review Questions

Outlook 2013 Advanced Training Course - Lesson 11

Managing Outlook Data (II)

- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File
- Lesson Eleven: Review Questions

Outlook 2013 Advanced Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/outlook-2013-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1342>



Outlook 2013 provides management, organization and communication of information. Outlook 2013 Essentials Training Course provides knowledge and skill building in each of the primary functions of Outlook 2013 such as email management, search, interface functions, use of contacts lists, email creation, and more. This basic course provides a solid foundation in Outlook 2013 to empower beginners to use it fluently to fulfil projects.

The exhaustive and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Outlook 2013 Essentials Training Outline

Foreword:

During this training course, participants gain knowledge and skills in using Outlook 2013. The essential training course is designed for beginners where they receive training in using the basic functions of the application including the new features.

The comprehensive course provides learning in an easy-to-understand and effective manner, which helps them to learn and apply the knowledge easily. Outlook 2013 Essentials Training Course includes lesson in organizing messages in folders, setting up an email account, sending emails, reading and working with messages, using the task list, using the Outlook interface and more.

Outcomes:

Outlook 2013 has a new improved user interface and more powerful search tools. After this extensive training course, participants will have developed skills in using the basic functions and new functions of Outlook 2013, so that they can effortlessly use the application to fulfill tasks.

After completing this course, participants will have learned to:

- Use backstage view
- Send feedback
- Understand the ribbon and the status bar
- Use the to-do bar
- Peek at other modes
- Use folder pane and the message list
- Preview messages
- Sort, filter, and group messages
- Work with attachments
- Use inline replies
- Ignore email and delete messages
- Create and manage emails
- Search for items
- Use calendar and tasks
- Create, edit and organize contacts

Outlook 2013 Essentials Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Outlook 2013 Essentials Training Course - Lesson 2

Opening and Closing Outlook

- Opening Outlook
- Setting up an E-mail Account
- Understanding the Ribbon and the Status Bar
- Using Backstage View
- About Your Office Account
- Closing Outlook
- Lesson Two: Review Questions

Outlook 2013 Essentials Training Course - Lesson 3

Understanding the Interface

- About the Folders Pane
- About the Reading Pane
- About the To-Do Bar Pane
- About the People Pane
- Peeking at Other Modes
- About the View Tab
- Lesson Three: Review Questions

Outlook 2013 Essentials Training Course - Lesson 4

Working with the Message List and the Reading Pane

- Previewing Messages
- About the Reading Pane
- Opening or Saving Attachments
- Filtering and Sorting Messages
- Using Inline Replies
- Lesson Four: Review Questions

Outlook 2013 Essentials Training Course - Lesson 5

Using Message List Commands

- Flagging Messages
- Deleting Messages
- Marking Messages as Read or Unread
- Ignoring E-mail
- Lesson Five: Review Questions

Outlook 2013 Essentials Training Course - Lesson 6

Creating a New E-mail

- Creating an E-mail
- Addressing an E-mail
- Attaching a File
- Sending the Message
- Lesson Six: Review Questions

Outlook 2013 Essentials Training Course - Lesson 7

Managing E-mail

- Printing a Message
- About the Folder Pane
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving, and Deleting Folders
- Working with Favorite Folders
- Sending and Receiving Mail
- Lesson Seven: Review Questions

Outlook 2013 Essentials Training Course - Lesson 8

Searching for Items

- Understanding Search Folders
- Setting Up and Using Search Folders
- Using Instant Search
- Using Advanced Search
- Using Contact Search
- Lesson Eight: Review Questions

Outlook 2013 Essentials Training Course - Lesson 9

An Introduction to the Calendar

- Getting Started
- Using the Weather Bar
- Creating an Appointment
- Changing Your Calendar View
- Editing an Appointment
- Managing Reminders
- Lesson Nine: Review Questions

Outlook 2013 Essentials Training Course - Lesson 10

An Introduction to Tasks

- Getting Started
- Creating a New Task
- Editing a Task
- Updating Task Status
- Basic Task Views
- Lesson Ten: Review Questions

Outlook 2013 Essentials Training Course - Lesson 11

An Introduction to Contacts

- Getting Started
- Creating a New Contact
- Editing a Contact
- Organizing Contacts
- Basic Contact Views
- Lesson Eleven: Review Questions

Outlook 2013 Essentials Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/outlook-2013-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1343>



Building advanced skills in PowerPoint 2013 involves an understanding and use of functions such as inserting video and audio, SmartArt, text boxes and pictures, performing presentation tasks, adding tables, and more. PowerPoint 2013 Advanced Training Course is designed to develop skills in each of the advanced features of PowerPoint 2013 to achieve expertise in it.

The highly significant and lively course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

PowerPoint 2013 Advanced Training Outline

Foreword:

PowerPoint 2013 is the world's premier presentation software. PowerPoint 2013 comes with a new landing screen, which makes launching and creating of documents easier than in previous versions. It includes an improved Presentation View and user interface.

During this training course, participants work with shapes, pictures, text boxes, tables, audio, video, research tools, slides, and more. The course provides a deep understanding and use of all the advanced features of the application.

Outcomes:

This extensive training course helps participants develop advanced skills in PowerPoint 2013, so that they gain mastery over it.

After completing this course, participants will have learned to:

- Use smart guides
- Use text fill and outline
- Add text effects
- Insert SmartArt
- Use alignment guides
- Align and distribute objects
- Format a table
- Add a sound and video clip
- Record audio
- Modify rows and columns
- Check spelling
- Use the Research Task Pane
- Use proofing and translating tools
- Prepare their presentations
- Use slide masters
- Share their presentations

PowerPoint 2013 Advanced Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

PowerPoint 2013 Advanced Training Course - Lesson 2

Working with Shapes

- Inserting a Shape
- Using the Drawing Tools Tab
- Using Shape Fill and Outline
- Using Shape Effects
- Using Smart Guides
- Module Two: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 3

Working with Text Boxes and Pictures

- Inserting a Text Box
- Resizing, Moving, and Deleting an Object
- Using Picture Styles
- Using Text Fill and Outline
- Using the Color-Matching Eyedropper
- Adding Text Effects
- Module Three: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 4

Adding SmartArt

- Inserting SmartArt
- Using the SmartArt Tools Tabs
- Adding Text to SmartArt
- Resizing, Moving, and Deleting SmartArt
- Module Four: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 5

Advanced Drawing Tasks

- Using Alignment Guides
- Rotating and Flipping Objects
- Aligning and Distributing Objects
- Ordering Objects
- Grouping Objects
- Module Five: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 6

Adding Tables

- Inserting a Table
- Adding Text to a Table
- Using the Table Tools Tabs
- Modifying Rows and Columns
- Formatting a Table
- Module Six: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 7

Inserting Audio and Video

- Adding a Sound Clip
- Recording Audio
- Adding a Video Clip
- Module Seven: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 8

PowerPoint's Research Tools

- Checking Spelling
- Using the Research Task Pane
- Using the Thesaurus
- Using Translation ScreenTips
- Setting the Language
- Module Eight: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 9

Preparing for Your Presentation

- About Presenter View
- Adding Notes to Slides
- Viewing the Notes Page
- Printing Notes
- Creating Handouts
- Module Nine: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 10

Using Slide Masters

- Switching to Slide Master View
- Using the Slide Master Tab
- Creating a Slide Master
- Applying a Slide Master
- Editing a Slide Master
- Using Master Guides
- Module Ten: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 11

Advanced Presentation Tasks

- Inviting People
- Presenting Online
- Creating a Custom Show
- Recording Your Show as a Video
- Packaging Your Presentation for CD
- Module Eleven: Review Questions

PowerPoint 2013 Advanced Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/powerpoint-2013-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1344>



PowerPoint 2013 is a popular presentation software used for creating professional presentations. PowerPoint 2013 Essentials Training provides an understanding and use of each basic function of PowerPoint 2013 to allow beginners to use the software to create quality presentations. The training course covers functions such as formatting tasks, using the interface, using text and pictures, working with animations and slides, and more.

The extensive and exciting course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

PowerPoint 2013 Essentials Training Outline

Foreword:

PowerPoint 2013 helps create and launch documents easily. This newest version of PowerPoint has an improved Presentation View with gives your presentations that extra focus. It also comes with an improved user interface with a variety of powerful tools to help you share your presentations through Skydrive.

During the course, participants learn to use the standard features of PowerPoint 2013 including creating presentations from templates, creating presentations without templates, adding slides, inserting text, editing and formatting text, inserting and altering images, using transitions and animation, and preparing narration.

Outcomes:

This extensive training course helps participants develop basic skills in PowerPoint 2013, so that they use it effortlessly to complete tasks.

After completing this course, participants will have learned to:

- Open recent and other files
- Create a new blank presentation
- Understand and use the interface
- Use backstage view
- Add slides
- Use a content placeholder
- Add and edit text
- Use the slides tab
- Select, edit, cut, copy, paste and delete text
- Use the Office clipboard
- Find and replace text
- Format fonts
- Add pictures
- Use advanced formatting options
- Work with transitions and animations
- Set up a slideshow

PowerPoint 2013 Essentials Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

PowerPoint 2013 Essentials Training Course - Lesson 2

Opening PowerPoint

- Opening PowerPoint
- Opening Recent and Other Files
- Creating a New Presentation Using a Template
- Creating a New Presentation Using a Theme
- Creating a New Blank Presentation
- Lesson Two: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 3

Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files vs. Closing PowerPoint
- Lesson Three: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 4

Your First Presentation

- About Slide Types
- Adding Slides
- Using the Slides Tab
- About Types of Content
- Using a Content Placeholder
- Lesson Four: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 5

Working with Text

- Adding Text
- Selecting, Editing, and Deleting Text
- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text
- Lesson Five: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 6

Formatting Text and Paragraphs

- Formatting Fonts
- Clearing Formatting
- Using the Font Dialog
- Adding Bullets and Numbering
- Using the Paragraph Dialog
- Lesson Six: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 7

Adding Pictures

- Inserting a Picture from a File or Online
- Adding Screenshots
- An Introduction to the Picture Tools Tab
- Resizing, Moving, and Deleting a Picture
- Lesson Seven: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 8

Advanced Formatting Tasks

- Using the Format Painter
- Changing Slide Layout
- Changing the Theme and Variants
- About Slide Sizes
- Changing to Standard or Widescreen Slide Size
- Lesson Eight: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 9

Working with Transitions and Animations

- Adding a Slide Transition
- Setting Slide Advance Options
- Add a Basic Animation
- Using the Animation Painter
- Lesson Nine: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 10

Setting Up Your Slide Show

- Previewing Your Slide Show
- Using the Set Up Show Dialog
- Recording a Narration
- Timing Your Show
- Hiding Slides
- Lesson Ten: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 11

Showtime!

- Our Top Five PowerPoint Tips
- Starting a Show
- About the In Show Tools
- Changing Your Pointer
- Switching to a Blank Screen
- Lesson Eleven: Review Questions

PowerPoint 2013 Essentials Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/powerpoint-2013-essentials-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1345>



Advanced skills in Word can be developed quickly with professional training. Word 2013 Advanced Training Course provides in-depth understanding and skill building in advanced editing and formatting, using illustrations, inserting special objects, reviewing documents, using comments and tracking, and more. The training course is designed to help achieve expertise in Word 2013 in a short time.

The significant and extensive course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Word 2013 Advanced Training Outline

Foreword:

During the course, participants will gain deep knowledge and use of the advanced features of Word 2013. This advanced training course in Word 2013 provides comprehensive lessons in using views and Word window tasks, advanced editing and formatting, formatting pictures and illustrations, using tables and special objects, using translation and language review, and use comments and tracking.

The short course offers easy-to-understand and comprehensive training lessons that help participants to gain mastery over Word 2013.

Outcomes:

This extensive training course helps participants develop advanced skills in Word 2013, so that they gain mastery over it.

After completing this course, participants will have learned to:

- Arrange windows
- Split a document
- Use the navigation pane
- Customize the ribbon and quick access toolbar
- Use office clipboard and phonetic guide
- Enclose characters
- Use text effects
- Add WordArt
- Insert a screenshot
- Remove a picture's background
- Position a picture and wrap text
- Add border
- Alter rows and columns
- Insert online media
- Work with document references
- Use comments and tracking

Word 2013 Advanced Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Word 2013 Advanced Training Course - Lesson 2

Working with the Word Window

- Using Zoom
- An Overview of Word's Views
- Arranging Windows
- Splitting a Document
- Using the Navigation Pane
- Customizing the Ribbon and the Quick Access Toolbar
- Lesson Two: Review Questions

Word 2013 Advanced Training Course - Lesson 3

Advanced Editing and Formatting Tasks

- Using the Office Clipboard and the Selection Pane
- Using the Phonetic Guide
- Using Character Borders and Shading
- Enclosing characters
- Using Text Effects
- Showing Formatting Marks
- Lesson Three: Review Questions

Word 2013 Advanced Training Course - Lesson 4

Working with Illustrations

- Inserting a Picture from a File
- Inserting an Online Picture
- Adding WordArt
- Drawing Shapes
- Inserting a Screenshot
- Moving or Deleting a Picture
- Lesson Four: Review Questions

Word 2013 Advanced Training Course - Lesson 5

Formatting Pictures

- Using the Picture tools Tab
- Adding a Border
- Removing a Picture's Background
- Adding Artistic Effects
- Positioning Pictures and Wrapping Text
- Lesson Five: Review Questions

Word 2013 Advanced Training Course - Lesson 6

Adding SmartArt

- Inserting SmartArt
- Adding Text to SmartArt
- Using the SmartArt Tools Tabs
- Moving and Deleting SmartArt
- Using SmartArt Layout Options
- Lesson Six: Review Questions

Word 2013 Advanced Training Course - Lesson 7

Adding Tables

- Inserting a Table
- Adding Text to a Table
- About the Table Tools Tabs
- Altering Rows and Columns
- Applying a Table Style
- Lesson Seven: Review Questions

Word 2013 Advanced Training Course - Lesson 8

Inserting Special Objects

- Adding a Cover Page
- Inserting a Text Box
- Inserting an App
- Inserting Online Media
- Inserting a Database
- Lesson Eight: Review Questions

Word 2013 Advanced Training Course - Lesson 9

Working with Document References

- Inserting a Caption
- Adding a Table of Contents
- Adding Footnotes, Endnotes, and Citations
- Managing Sources
- Inserting a Bibliography
- Creating an Index
- Lesson Nine: Review Questions

Word 2013 Advanced Training Course - Lesson 10

Reviewing Your Document

- Using Define, Thesaurus and Word Count
- Using Translation Tools
- Setting Proofing Language and Language Preferences
- Lesson Ten: Review Questions

Word 2013 Advanced Training Course - Lesson 11

Using Comments and Tracking

- Adding a Comment
- Reviewing Comments
- Tracking Changes
- Reviewing Changes
- Comparing Documents
- Combining Documents
- Lesson Eleven: Review Questions

Word 2013 Advanced Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/word-2013-advanced-training-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=1346>



Developing basic skills in Microsoft OneNote 2013 includes creating and syncing notes, applying text effects, formatting, inserting, transferring, removing and searching objects. Microsoft OneNote 2013 Essentials Training Course provide understanding and skill development in every basic tool of OneNote 2013 so that you can effortlessly use it to complete projects.

This exciting, highly practical course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Microsoft OneNote 2013 Essentials Outline

Foreword:

During this training course, participants learn all the basic functions and features of OneNote 2013 that allows them to create exquisite notes, store them, and share them with others and on other devices. The course uses screenshots, graphics and teaching tools to help faster learning and better retention.

After participating in this short course, participants develop important skills in using OneNote 2013 to help them effortlessly conduct essential tasks such as working with page versions, using drag and drop, customizing tags, creating a new Quick Note, viewing recent edits, and working with Outlook tasks.

Outcomes:

After completing this course, participants will have learned to:

- Open and close NoteBook
- Understand the interface
- Save NoteBooks
- Type text and titles
- Format text
- Add sections and section groups
- Add pages and create sub-groups
- Use the templates pane
- Use the navigation bar
- Work with page versions
- Customize tags
- Take a screen clipping
- Use instant search
- Insert a table
- Add a file
- Add images
- Insert links
- Use the calculator
- Draw in OneNote
- Review and share notes
- Timestamp items

OneNote 2013 Essentials Training Course - Lesson 1
The Basics

- Getting Started
- Signing In
- Opening Notebooks
- About the Notification Icon
- Using the Page Tabs
- Lesson 1: Review Questions

OneNote 2013 Essentials Training Course - Lesson 3
Formatting Text

- Changing the Font Face, Size, and Color
- Highlighting Text
- Applying Text Effects
- Applying Styles
- Using the Format Painter
- Clearing Formatting
- Lesson Three: Review Questions

OneNote 2013 Essentials Training Course - Lesson 5
Using Basic Note Tools

- Creating Lists
- Inserting Tables
- Inserting Pictures
- Creating Links
- Inserting Files
- Lesson Five: Review Questions

OneNote 2013 Essentials Training Course - Lesson 7
Using Editing Tools

- Using Cut, Copy, and Paste
- Dragging and Dropping Text
- Using Undo and Redo
- Using Search
- Lesson Seven: Review Questions

OneNote 2013 Essentials Training Course - Lesson 9
Using Quick Notes and Docked Notes

- Creating a Quick Note
- Managing Quick Notes
- Docking and Undocking a Window
- Using Linked Note Taking
- Lesson Nine: Review Questions

OneNote 2013 Essentials Training Course - Lesson 11
Saving and Printing Your Notebook

- Saving Your Notebook as PDF or XPS
- E-mailing Your Notebook
- Exporting Your Notebook
- Printing Your Notebook
- Lesson Eleven: Review Questions

OneNote 2013 Essentials Training Course - Lesson 2
Your First Notebook

- Creating a Notebook
- Creating Pages and Subpages
- Working with Pages and Subpages
- Working with Containers
- Entering and Deleting Text
- Checking Your Spelling
- Lesson Two: Review Questions

OneNote 2013 Essentials Training Course - Lesson 4
Using the Send To OneNote Tool

- Showing and Hiding the Send To OneNote Tool
- Creating a Screen Clipping
- Sending Information to OneNote
- Creating a Quick Note
- Lesson Four: Review Questions

OneNote 2013 Essentials Training Course - Lesson 6
Using Advanced Note Tools

- Using the Calculator
- Adding Outlook Meetings and Tasks
- Adding Audio and Video Clips
- Drawing Objects
- Using Page Templates
- Lesson Six: Review Questions

OneNote 2013 Essentials Training Course - Lesson 8
Using Tags

- Applying Tags
- Creating Tags
- Removing Tags
- Searching for Tags
- Lesson Eight: Review Questions

OneNote 2013 Essentials Training Course - Lesson 10
Sharing Your Notebook

- Creating Shared Notebooks
- Sending Invitations
- Using Shared Notebooks
- Stopping Sharing
- Lesson Ten: Review Questions

OneNote 2013 Essentials Training Course - Lesson 12
Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes
- Lesson Twelve: Review Questions

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/onenote-2013-essentials>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=4367>



Microsoft Project 2013 is a project management application used for managing projects easily and efficiently. The application uses various features to easily collaborate on projects, understand its history and progress in a glance, and create professional reports. Microsoft Project 2013 Introduction Training Course is designed for beginners where they will develop important skills in planning a project, task entry, resource entry, task linking, and more. After the completion of the course, participants are able to effortlessly conduct all basic tasks to create and track projects.

This intensive and engaging course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Microsoft Project 2013 Introduction Outline

Foreword:

This course includes skill-building in each of the basic functions of Microsoft Project 2013 such as using the interface, applying filters, project planning, setting project start dates, adding recurring tasks, resolving scheduling conflicts, using lag time and lead time, and setting deadlines on tasks. The training course provides an understanding and practice in performing every basic task that is essential to begin and track projects successfully.

Microsoft Project 2013 Introduction Training Course is the first course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

Outcomes:

After completing this course, participants will have learned to:

- Access the toolbar
- Open and view a project
- Use the TimeLine feature
- Apply filters
- View the network diagram
- Define a project
- Set project properties
- Create a new basic calendar
- Save a project file
- Amend a standard calendar
- Enter milestone and summary tasks
- Insert, delete and move tasks
- Add notes to tasks
- Add recurring tasks
- Work with task durations and relationships
- Set resource availability dates
- Assign resources to tasks
- Understand resource costs
- Baseline a project

Project 2013 Introduction Training Course - Lesson 1
Project Management overview and introduction to the Project 2013 interface

- New features and edition comparison
- The new user interface with ribbon and Quick Access Toolbar
- Using the new TimeLine feature
- Introduction to Project Views
- Exercise: Opening and viewing a project
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Viewing and changing the Project Information
- Viewing the Network Diagram
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology

Project 2013 Introduction Training Course - Lesson 3
Task Entry and Task Linking

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2010
- Working with task durations and relationships
- Using lag time and lead time
- Exercise: Creating a new project
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

Project 2013 Introduction Training Course - Lesson 2
Planning the Project

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File
- Ending a Project Session

Project 2013 Introduction Training Course - Lesson 4
Resources and Resource Entry

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Baselining your project

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/microsoft-project-2013-introduction-course>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=4372>



To manage projects efficiently using Project 2013, it is essential to build on basic skills already known and learn additional features of the software. Microsoft Project 2013 Intermediate Training Course provides understanding and skill development builds upon basic skills and covers intermediate features of the application, such as customizing the Gantt chart, using network diagrams, creating custom WBS code, updating a project, printing and reporting, sharing resources, and more.

The course is designed for users that have elementary skills in Project 2013. Beginners may consider developing basic skills in the application with Microsoft Project 2013 Introduction Training Course.

This intensive and engaging course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Microsoft Project 2013 Intermediate Outline

Foreword:

This training course helps participants to build upon basic skills in Microsoft Project 2013. Intermediate and new features of Microsoft Project 2013 will be covered, including understanding project views, managing projects, examining projects, updating projects, printing reports and project views, reporting by report type, updating the resource pool, and comparing project versions. During the course, participants will learn and practice the use of the various functions of Project 2013 to gain expertise in managing projects skillfully.

Microsoft Project 2013 Intermediate Training Course is the second course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

Outcomes:

After completing this course, participants will have learned to:

- Change time scales
- Add a custom Gantt Chart
- Use network diagrams
- Work with the Network Box (or Node)
- Modify and format tables
- Create, display and use custom WBS codes
- Use team planner
- Create a budget
- Use AutoFilters
- Track and update tasks
- Understand project costs
- Work with Project Server and Deliverable Fields
- View, organize and print reports
- Change print settings
- Review and update assignments
- Compare project versions
- Perform resource sharing functions
- Update the Resource Pool
- Stop resource sharing temporarily and permanently
- Consolidate projects

Project 2013 Intermediate Training Course - Lesson 1

Managing the project and understanding project views

- Exercises: Preparing a project for analysis and tracking and performing Resource Leveling
- Customizing the Gantt Chart bars
- Displaying the Critical Path
- Using the Formatting Tab of the ribbon
- Using Network Diagrams
- Displaying Tables
- Inserting and hiding columns
- Creating a New Table
- Applying Filters
- Using AutoFilters
- Understanding and viewing WBS Codes

Project 2013 Intermediate Training Course - Lesson 3

Printing and Reporting

- Printing project views
- Viewing and changing the print settings
- Add a header, footer, or legend to a view
- Viewing the built in Reports
- Editing Reports
- Visual Reports
- What You Can Print
- Reports by Report Type

Project 2013 Intermediate Training Course - Lesson 2

Examining and Updating the Project

- Amending tasks using various views
- Using Resource Leveling
- Understanding baseline and interim plans
- View project baseline information
- Compare baseline and scheduled information
- Tracking and Updating Tasks Effectively
- Exercise: Updating the Holiday project
- Viewing Progress Lines
- Exercise: Show the Project Progress Line
- Understanding project costs
- Exercise: Adding costs
- Creating a budget
- Viewing total resource costs
- Viewing total task costs
- Reducing project costs
- Understanding Project Deliverables

Project 2013 Intermediate Training Course - Lesson 4

Multiple Projects and Resource Sharing

- The Resource Pool
- Exercise: Create a resource pool from an existing project and share the resources
- Updating the Resource Pool
- Review and update assignments
- Update resource availability or cost information
- Stop sharing resources (temporarily)
- Stop sharing resources from a Resource Pool (permanently)
- Consolidating projects
- When to use a master project and subprojects
- Insert subprojects into a master project
- Compare Project Versions

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/microsoft-project-2013-intermediate-course>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=4373>



Microsoft Project 2013 offers new features, such as easy sharing of project status information, advanced built-in Lync features, and tracing of task paths. Microsoft Project 2013 Advanced Training Course provides extensive training in the use of the advanced features of the new Project 2013, including customizing the ribbon, charting data, grouping, creating interactive filters, using macros, and working with the VBA Editor. The customized new set of reports in Project 2013 allows you to understand an entire project and its history at a glance.

This training course is designed for users that have basic skills in Project 2013. Beginners may consider our Microsoft Project 2013 Introduction Training Course to build basic skills in the application.

This intensive and engaging course is conducted across America, including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle.

Microsoft Project 2013 Advanced Outline

Foreword:

This course includes training in each of the advanced functions of Project 2013. During the training, participants learn to manage projects, examine existing projects, manage resources, customize Project 2013, modify displays, use templates, customize projects, edit macros, and more. The course aims to provide quick and practical learning to help participants master the use of Project 2013 in a short amount of time.

Microsoft Project 2013 Advanced Training Course is the third course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

Outcomes:

After completing this course, participants will have learned to:

- Modify a project
- Identify resource over-allocation
- Use task inspector
- Manage time
- Display progress data
- Chart data
- Manage recurring tasks
- Import into Project
- Use templates
- Customize tables
- Customize filters
- Create interactive filters
- Customize the Ribbon
- Create VBA code
- Work with modules
- Edit macros

Project 2013 Advanced Training Course - Lesson 1

Managing the Project

- Management Criteria
- Display progress data
- Planned Dates
- Actual Dates
- Scheduled Dates
- Managing Time
- Variance
- Examine an Existing Project
- Modify it According to Current Information
- Managing Resources
- Identifying Resource Over-allocations
- Resolve Resource Over-allocations Manually
- Task Inspector
- Resolve Over-allocations Using Resource Leveling

Project 2013 Advanced Training Course - Lesson 2

Special Features and Advanced Analysis

- Exercise: Use the Course Development project
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

Project 2013 Advanced Training Course - Lesson 3

Templates

- Templates
- Exercise: Use a Sample Template
- Global Template

Project 2013 Advanced Training Course - Lesson 4

Customizing MS Project

- Customization
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- Custom Filter Values
- Exercise: Create an Interactive Filter
- Customizing the Ribbon

Project 2013 Advanced Training Course - Lesson 5

Macros Overview

- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/microsoft-project-2013-advanced-course>

In-house Training Instant Quote:

<https://bookings.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookings.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=4374>

Client Benefits

 **Experiential
Learning**



**Social
Learning**

Before During Ongoing



World Leading
Reinforcement
Framework



**Tailored
Training**



Training
Management
Centre



Home of the
Connected Classroom

Strategic Partnerships

