EMPLOYABILITY LINE
BASIC INFORMATION TECHNOLOGY WORKSHOP CATALOG

The Employability Line of training centers on frontline workforce employees and those individuals requiring further growth of basic and common workplace capabilities. These courses feature quick and concise development sessions which outline only the core fundamentals of various subjects.

Exceptionally efficient on time and cost, the Employability Line of training provides a unique alternative to standard training sessions where subject relevance and time constraints are commonly an issue.

CONTENTS

MICROSOFT ACCESS I
Code: BB-IT-001   **Duration:** 1 Day

Microsoft's newest version of Access uses the new ribbon interface and offers significant improvements to its database capability. The participants will learn how to use the basic features of Access 2010. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer.

Access is the world's premier database software. You can use Access 2010 to create and edit databases, just download a ready-made database template and start typing. It's that easy. You can create a database of contacts, expenses, household and/or business inventories. In other words, if you have data, you can create a database of that data using Access.

Workshop objectives

- Understand common database terms
- Open and close Access
- Create a blank database or a database from a template
- Understand the interface and the Ribbon tools
- Understand the Backstage View
- Use the Navigation Pane
- Work with database objects
- Sort and filter the different view
- Create a blank table from a template, both in Datasheet View and Design View
- Use Lookup Columns in a table
- Add information to a table
- Edit, delete and search records
- Perform common formatting tasks on forms
- Create reports using the Report Wizard
- Create Queries using the Wizard
- Understand Access file formats and save a database as another file format
- Email the database

MICROSOFT ACCESS II
Code: BB-IT-002   **Duration:** 1 Day

Participants will learn how to use the advanced features of Access 2010. This workshop is designed to teach you a basic understanding of Access 2010 in a practical way. This workshop incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

You can use advanced forms and tasks to do even more in Access than you have previously learned. For example, you can use Access to create mailing labels, work with SQL and publish a Web Database, among other things. By the time participants finish this course, they will be able to navigate Access 2010 and create reports like a pro. Sit back, relax and have fun. You are in for a thrilling ride!

Workshop objectives

- Use the Quick Start group, Property Sheet, table macros, report sections, conditional formatting, Expression Builder and other logical functions
- Add, move, remove and format both regular and calculated controls
- Set the Primary Key
- Create a Sub-Form, Web Form, Split Form, Modal Dialog, PivotChart, PivotTable and Mailing Labels
- Group and sort data
- Understand, view and edit relationships
- Understand and establish referential integrity
- Sort and filter a query
- Add calculated fields
- Link to, import and export an Excel spreadsheet, Access database, SharePoint list, text or XML file, as well as other types of links, imports and exports

MICROSOFT ACCESS III
Code: BB-IT-003   **Duration:** 1 Day

Participants will learn how to use the advanced features of Access 2010. This workshop is designed to go beyond a basic understanding and to explore the more advanced features of Access 2010 in a practical way. This workshop incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features of Access right on a computer.

You can use advanced forms and tasks to do even more in Access than you have previously learned. For example, you can use Access to create mailing labels, work with queries, and publish a Web database, among other things. By the time participants finish this course, they will be able to navigate Access 2010 and create reports like a pro. Sit back, relax, and have fun. You are in for a thrilling ride.

Workshop objectives

- Work with Database Properties
- Encrypt a database with a password
- Save an object
- Set general databases, current databases, datasheets, object designers, proofing and language options
- Customize the Ribbon and the Quick Access Toolbar
- Hide/Unhide and Freeze/Unfreeze fields in a table
- Modify field descriptions and properties
- Append records to an existing table
- Import data as a linked table
- Understand linked table errors

MICROSOFT EXCEL I
Code: BB-IT-004   **Duration:** 1 Day

Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data and graphically represent your information. Participants will learn how to use the basic features of Excel 2010. This workshop incorporates a hands-on approach to learning where participants will get a chance to practice some of the basic features right on a computer.

With Excel 2010, you can manage more data than ever with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information. We all know that better information leads to better decision making!

Workshop objectives

- Open and close Excel
- Understand the new Excel interface and the new Backstage View
- Switch between Excel views and create custom views
- Set up, preview and print your workbook
- Use absolute referencing appropriately
- Understand the new Function Names
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Use AutoFill and AutoComplete
- Sort and filter data
- Use alignment options
- Apply borders
- Use conditional formatting
- Change the workbook theme

MICROSOFT EXCEL II
Code: BB-IT-005   **Duration:** 1 Day

Participants in this workshop will learn how to use the advanced features of Excel. This workshop is designed to teach you a basic understanding of Excel in a practical way. It incorporates a hands-on approach to learning where participants will get a chance to practice some of the advanced features of Excel right on a computer.

Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. With Excel, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface, and an array of powerful tools to help you turn your data into usable information. We all know that better information leads to better decision making!

Workshop objectives

- Add text to a diagram
- Reset a diagram
- Understand the contextual tabs
- Trace dependents of a cell
- Display formulas within the sheet
- Work with comments
- Insert a chart
- Resize and move a chart
- Insert a Pivot Table
- Use the Pivot Table Tools tab
- Choose fields and group data in a Pivot Table
- Change Pivot Table data and refresh the view
- Create a Pivot Chart from a Pivot Table
- Understand formula errors
- Use the Scenario Manager
- Transpose Data from rows to columns
- Group Data
- Add Subtotals

MICROSOFT EXCEL III
Code: BB-IT-006 **Duration:** 1 Day

black box
COMPETENCY SOLUTIONS

Participants will learn how to use the more in-depth features of Excel. This workshop is designed for the advanced users of Excel. It incorporates a hands-on approach to learning where participants will get a chance to practice some of the advanced features right on a computer.

Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. With Excel, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information. We all know that better information leads to better decision making!

Workshop objectives

- Mark a Workbook as Final
- Encrypt with a Password and Restrict Permissions
- Protect the Current Sheet or the Workbook Structure
- Add a Digital Signature
- Manage Versions
- Share Workbooks
- Edit a Shared Workbook
- Track Changes
- Set Calculation Options
- Use Array Formulas
- Change a Macro
- Use a data form
- Use Trend Lines
- Add a Secondary Axis
- Use Chart Templates
- Work with PivotTable Tools

MICROSOFT INFOPATH I
Code: BB-IT-007   **Duration:** 1 Day

Participants will learn how to use the basic features of InfoPath. This workshop is designed to teach you a basic understanding of InfoPath in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

In this workshop, participants will learn how to create, manage and fill out interactive forms. Microsoft InfoPath 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?

Workshop objectives

- Open and close InfoPath
- Add rules to customized forms
- Explain XML at a high level
- Use InfoPath Filler 2010 to fill out forms
- Work with InfoPath tables
- Create field labels
- Use the Logic Inspector and Design Checker
- Change the color scheme of a form
- Check spelling
- Preview and test a form
- Protect a form
- Publish or print a form

MICROSOFT INFOPATH II
Code: BB-IT-008   Duration: 1 Day

Participants will learn how to use the advanced features of InfoPath. This workshop is designed to teach you a basic understanding of InfoPath in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

InfoPath is a powerful solution for collecting data from users on a variety of platforms. Microsoft InfoPath 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?

Workshop objectives

- 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 your form template
- Understand InfoPath Form Events
- Manage data connections
- Publish in various types of forms

MICROSOFT ONENOTE I
Code: BB-IT-009   **Duration:** 1 Day

Participants will learn how to use the basic features of OneNote. This workshop is designed to teach you a basic understanding of OneNote in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

OneNote is a program that helps you collect notes about anything. You can store all of your notes, in a variety of formats, all in one place. Then you can organize and share your notes. OneNote provides all of these features and can make your everyday business a lot easier.

Workshop objectives

- 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 cut, copy, and paste functions
- 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
- Add, move, rename and delete sections or section groups
- Use time stamps
- Understand different views
- Use password protection
- Backup, e-mail and print your notes

MICROSOFT ONENOTE II
Code: BB-IT-010   **Duration:** 1 Day

Participants will learn how to use the advanced features of OneNote. This workshop is designed to teach you a basic understanding of OneNote in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

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. In this course covers all of these basic elements, plus explore OneNote's new ribbon-based interface.

Workshop objectives

- Understand the file and organization changes when upgrading from OneNote 2007
- Sort and view pages
- Use tables
- Understand calculator capabilities
- Work with equations
- Format text using the Mini Tool bar
- Create a custom pen to use when drawing or handwriting
- Specify a pen for drawing or handwriting
- Convert ink to text
- Attach files to notes pages
- Insert files as Printouts
- Use scanned pages
- Disable and re-enable linked notes
- Understand Universal Access to Notebooks
- Share notebooks with other computers and other authors
- Use search tools

MICROSOFT OUTLOOK I
Code: BB-IT-011   **Duration:** 1 Day

Participants will learn how to use the basic features of Outlook. This workshop is designed to teach you a basic understanding of Outlook in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

Outlook is a powerful e-mail application. However, it does much more than that to help you stay organized. With contacts, calendars, and tasks, Outlook can help participants manage every aspect of their life.

Workshop objectives

- Set up an e-mail account
- View the Inbox
- Send and Receive messages
- Delete e-mail
- Ignore e-mail
- Create and send a new message
- Address a new message
- Create the body of an e-mail message
- Attach files to messages
- Mark an item as Read or Unread
- Print messages
- Create folders and use them to organize messages
- Create Rules for handling messages
- Use Categories
- Create and organize contacts

MICROSOFT OUTLOOK II
Code: BB-IT-012   **Duration:** 1 Day

Participants will learn how to use the advanced features of Outlook. This workshop is designed to teach you a basic understanding of Outlook in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

In this workshop, we'll cover some of the more advanced tasks in Outlook, like customizing the Outlook interface and profile. Participants will learn how to use Word elements in their E-mails. This course also explains some of the advanced e-mail, calendar and task commands, as well as the Notes feature. Participants will also learn about RSS feeds and how to manage and protect Outlook data.

Workshop objectives

- Customize Outlook, including the Navigation Pane, Reading Pane and To-Do Bar
- Understand the Outlook View Tab
- Split a Document
- Change Font options
- Change Stationary options
- Enable or disable automatic spell check
- Add a follow-up flag
- Create a recurring appointment
- Create and track a meeting request
- Colour code appointments
- Create a recurring task
- Assign a task
- Use the Details tab

- Set task options
- Work with feed items
- Clean up folders
- Understand data configurations
- Archive and backup data
- Add, open or close a new PST file

MICROSOFT OUTLOOK III

Code: BB-IT-013   **Duration:** 1 Day

Participants will learn how to use the advanced features of Outlook. This workshop is designed to go beyond a basic understanding and to explore the more advanced features of Outlook in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

In this workshop, we'll cover some of the more advanced tasks in Outlook, such as managing automatic content and working with contact groups. Participants will learn how to use the Microsoft Word elements in their E-mails, while learning about some of the advanced e-mail, calendar and task commands, as well as the Notes feature.

Workshop objectives

- Set Outlook options
- View message information
- Insert a hyperlink
- Use Paste Special
- Manage signatures
- Use the Scheduling assistant
- Cancel a Meeting or invitation
- Change the calendar colour
- Display or hide calendars
- Modify a Business card
- Work with tasks and assignments

MICROSOFT POWERPOINT I
Code: BB-IT-014   **Duration:** 1 Day

Participants will learn how to use the basic features of PowerPoint. This workshop is designed to teach you a basic understanding of PowerPoint in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

PowerPoint is a powerful tool for the presentation of visual and graphical items. You can do everything from creating simple handouts to developing an animated presentation with audio.

Workshop objectives

- Open and close PowerPoint
- Understand the PowerPoint 2010 interface
- Use the backstage view to create a new blank presentation or a presentation from a template
- Use the backstage view to open files and use the recent list
- Save presentations
- Add text to a slide and use content placeholders
- Add slides
- Use cut, copy and paste functionality, as well as the Office Clipboard Task pane
- Undo and redo tasks
- Find and replace text
- Format fonts and paragraphs with a variety of features

- Use bullets and numbering
- Use themes
- Change the slide design, layout or background design
- Add headers and footers
- Create standard or custom animations
- Use slide transitions and other advanced options
- Prepare a slide show, including narration and timing
- Start a presentation
- Navigate through a presentation
- Change a presentation pointer
- Switch to a blank screen in a presentation

MICROSOFT POWERPOINT II
Code: BB-IT-015   **Duration:** 1 Day

Participants will learn how to use the advanced features of PowerPoint. This workshop is designed to teach you a basic understanding of PowerPoint in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

PowerPoint is a powerful tool for the presentation of visual and graphical items. You can do everything from creating simple handouts to developing an animated presentation with audio.

Workshop objectives

- Insert a picture
- Insert screen shots
- Insert clip art
- Insert SmartArt
- Insert a text box and add text
- Insert a Table and add text
- Resize, move and delete a picture, text box or SmartArt
- Remove the background of a picture
- Modify table rows and columns
- Format a table
- Add a movie
- Draw shapes
- Align and distribute objects
- Order objects

- Set the Language
- Add Notes to Slides
- Create a Notes Master
- Use the Slide Master tab
- Create a Slide Master
- Record a presentation as a video
- Package your presentation for CD
- Understand the PowerPoint Viewer

MICROSOFT POWERPOINT III
Code: BB-IT-016   **Duration:** 1 Day

Participants will learn how to use the advanced features of PowerPoint. This workshop is designed to go beyond a basic understanding and to explore the more advanced features of PowerPoint in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

PowerPoint is a powerful tool for the presentation of visual and graphical items. You can do everything from creating simple handouts to developing an animated presentation with audio.

Workshop objectives

- Understand and adjust PowerPoint views
- Work with multiple presentation windows
- Add commands to the Ribbon or the Quick Access Toolbar
- Configure PowerPoint Options
- Use custom slide sizes
- Change the slide orientation
- Crop a picture
- Change or reset a picture
- Compress pictures
- Apply shape styles or outlines
- Add hyperlinks to graphical elements
- Change the audio clip picture
- Manipulate animations
- Work with comments
- Rehearse timings

MICROSOFT PROJECT I
Code: BB-IT-017   Duration: 1 Day

Participants will learn how to use the basic features of Project. This workshop is designed to teach you a basic understanding of Project in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

Project is sophisticated project management software that can help project managers with planning, assigning resources, tracking progress, managing budgets and analyzing workloads for projects.

Workshop objectives

- Open and close Project
- Understand the Project Interface
- Create a blank project
- Create a project from a template
- Open and close project files
- Add tasks to a project
- Link and unlink tasks
- Create summary tasks and sub tasks
- Create recurring tasks
- Create a baseline
- Update tasks and update the project
- Understand the Project Status Date
- View the critical path

- Use change highlighting
- Create basic and visual reports
- Compare projects
- Check spelling
- Use the Page Setup Dialog
- Print a project
- Email a project
- Create a PDF of the project

MICROSOFT PROJECT II
Code: BB-IT-018   **Duration:** 1 Day

black box
COMPETENCY SOLUTIONS

Participants will learn how to use the advanced features of Project. This workshop is designed to teach you a basic understanding of Project in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

Project has been completely redesigned, and we must say we're pretty excited! Whether you've been using Project for years or haven't opened it yet, you'll appreciate this workshop's information on using the new interface. Of course, we'll also work through the basics, including how to create projects, add tasks and resources, as well as customize your view.

Workshop objectives

- Split the view
- Sort, group, and filter tasks
- Understand task indicators
- Assign a resource calendar
- Customize a resource calendar
- Apply predefined resource contours
- Specify resource availability
- Group resources
- Enter resource rates and overtime rates
- Specify pay rates for different dates
- Apply a different pay rate to an assignment
- View project statistics and costs

- Check duration variance, work variance and cost variance
- Identify slipped tasks
- Save an interim plan
- Customize a basic or visual report
- Consolidate multiple projects
- View multiple project critical paths
- View consolidated project statistics
- Create a resource pool

MICROSOFT PROJECT III
Code: BB-IT-019   **Duration:** 1 Day

Participants will learn how to use the advanced features of Project. This workshop is designed to go beyond a basic understanding and to explore the more advanced features of Project in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

Project has been completely redesigned, and we must say, we're pretty excited! You will be covering some of the more advanced tasks like working with custom fields, in-depth resource management and performance measurements.

Workshop objectives

- Set general, display, calendar, schedule, proofing, saving and language options
- Customize the Ribbon and the Quick Access Toolbar
- Set defaults for task types and assignment units
- Create a template from a completed project
- Use existing projects, Microsoft SharePoint task lists and Excel Workbooks to create projects
- Understand types of custom fields
- Create custom task, resource and project fields
- Use a lookup table
- Create basic formulas

MICROSOFT PUBLISHER I
Code: BB-IT-020 **Duration:** 1 Day

black box
COMPETENCY SOLUTIONS

Participants will learn how to use the basic features of Publisher. This workshop is designed to teach you a basic understanding of Publisher in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

Publisher is a desktop publishing tool, as well as a flexible and powerful authoring platform. It goes well beyond what you can produce with word processing software like Word. Publisher will help participants learn to produce high-quality publications for both personal and business use.

Workshop objectives

- Open and close Publisher
- Understand the Publisher 2010 interface
- Use the backstage view to create a new blank publication or a publication from a template
- Use the backstage view to open files and use the recent list
- Save publications
- Setup business information to use in publications
- Add text and other building blocks
- Work with pages and the Pages pane
- Use the Template group
- Format fonts and paragraphs with a variety of features, including styles

- Use bullets and numbering
- Insert and work with pictures, shapes and other objects
- Link text boxes to create stories that continue on different page areas or different pages
- Create columns
- Add page numbers
- Understand Master Pages
- Add headers and footers
- Check spelling
- Preview, print or email a publication

MICROSOFT PUBLISHER II
Code: BB-IT-021   **Duration:** 1 Day

Participants will learn how to use the advanced features of Publisher. This workshop is designed to teach you a basic understanding of Publisher in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

Publisher is one of the MS Office Suite's hidden gems, offering you the ability to easily create any kind of publication, from newsletters, business cards, to menus, invitations and much more! This course will take participants through the basics of using Microsoft Publisher. Highlights include using the new ribbon interface, setting up your business information, working with colour and font schemes, using the new Getting Started Window and using page masters.

Workshop objectives

- Import text from another file
- Work with Text Box Overflow
- Use special characters
- Work with tab stops
- Insert the date and time
- Convert pictures to watermarks
- Make pictures transparent
- Use the Graphics Manager Task Pane
- Move, group, ungroup, align, distribute and order objects
- Add an object for multiple pages
- Use sound and motion clips with keywords
- Use animated gifs
- Create a data source, address list and a mail merge

- Track the effectiveness of marketing materials
- Add postal bar codes to labels or envelopes
- Create a catalogue
- Use the Design Checker to check for publication errors
- Set Commercial Print Information
- Send files via email
- Save files as different formats, including XPS
- Use the Pack and Go Wizard to prepare a publication for commercial printing

MICROSOFT VISIO I

Code: BB-IT-022   **Duration:** 1 Day

black box
COMPETENCY SOLUTIONS

Participants will learn how to use the basic features of Visio. This workshop is designed to teach you a basic understanding of Visio in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

Visio is a drawing application that uses different shapes and stencils to help you draw different types of diagrams. You can use Visio to create simple flowcharts, complicated engineering plans or even floor plans.

Workshop objectives

- Open and close Visio
- Understand the Visio 2010 interface
- Use the backstage view to create a new blank drawing or a drawing from a template
- Use the backstage view to open files and use the recent list
- Save files
- Switch between files
- Setup screen elements, guides, rulers and grid settings
- Find and place shapes on a drawing
- Add text to a shape
- Resize, move, delete and duplicate shapes
- Use the Tools group

- Use cut, copy and paste
- Format fonts and paragraphs with a variety of features, including using preset styles
- Use bullets
- Rotate text blocks
- Use themes
- Validate the drawing
- Add a legend
- Share the drawing by printing, e-mailing or saving it as a picture

MICROSOFT VISIO II
Code: BB-IT-023 **Duration:** 1 Day

Participants will learn how to use the advanced features of Visio. This workshop is designed to teach you a basic understanding of Visio in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

This course will get you up and running with Visio. We'll show you how to use the new interface, create drawings, add shapes, customize your screen for maximum productivity and format your drawing.

Workshop objectives

- Understand advanced Visio definitions
- Create new drawings using a variety of templates
- Create and save a custom stencil
- Control shape placement on a drawing
- Use Quick Shapes
- Lock and protect shapes
- Understand the Layer Properties dialog box
- Activate a layer
- Assign colour to a layer
- Add pages to a drawing
- Hyperlink between pages

- View area measurements
- Work with a Building Plan layout
- Understand how to use data with your drawings
- Modify ShapeSheet data
- Use a formula in the ShapeSheet

MICROSOFT WORD I
Code: BB-IT-024   **Duration:** 1 Day

Participants will learn how to use the basic features of Word. This workshop is designed to teach you a basic understanding of Word in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the basic features right on a computer.

Word is a powerful word processing application. However, it does much more than create simple documents. It includes several desktop publishing features to make your documents look great.

Workshop objectives

- Open and close Word
- Understand the Word 2010 interface
- Use the backstage view to create a new blank document or a document from a template
- Use the backstage view to open files and use the recent list
- Save documents
- Type, select and edit text
- Find and replace text
- Use the Selection pane to select pictures or objects
- Format fonts and paragraphs with a variety of features

- Use bullets and numbering
- Use borders and shading
- Understand, create and use styles
- Use the page setup dialog
- Check spelling
- Preview, print or email a document

MICROSOFT WORD II
Code: BB-IT-025 **Duration:** 1 Day

black box
COMPETENCY SOLUTIONS

Participants will learn how to use the advanced features of Word. This workshop is designed to teach you a basic understanding of Word in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

In this workshop, we'll cover some of the more advanced tasks in Word, such as working with pictures and other objects, using generated tables of contents and indexes and other research and review tasks.

Workshop objectives

- Use Zoom
- Understand Word Views
- Split a document
- Use the Navigation Pane
- Insert ClipArt, pictures from files and screen shots
- Move or delete a Picture
- Use the Picture Tools Tab
- Use SmartArt
- Work with tables
- Use the Table Tools Tab
- Apply a Style to a Table
- Add a cover page

- Add WordArt
- Draw Shapes
- Use Translation ScreenTips
- Set your language
- Use the Comments feature
- Track and Review Changes
- Compare Documents
- Minimize the Ribbon
- Customize the Quick Access Toolbar
- Access Word Options

MICROSOFT WORD III
Code: BB-IT-026 **Duration:** 1 Day

This workshop is designed to go beyond a basic understanding and to explore the more advanced features of Word in a practical way. It incorporates a hands-on approach to learning, where participants will get a chance to practice some of the advanced features right on a computer.

In this Word Expert workshop, you will cover some of the more advanced tasks like Mail Merge, tracking documents, working with templates, reusable and linked content, and other research and review tasks.

Workshop objectives

- Understand document Information
- Protect a document
- Manage versions
- Customize Word Options
- Create and use customized building blocks and Autotext
- Apply a template to an existing document
- Use different headers and footers in a document
- Use Text Box links
- Merge different versions of a document
- Track comments in a combined document
- Create a Mail Merge
- Create a Master Document

- Insert or create a Sub-document
- Merge and split Sub-documents
- Lock a Master Document
- Record or run a Macro
- Create a form