MJ TRAINING

MJ Training Ltd is Mike Everton and associates. We break down IT training into manageable chunks tailored to your needs

MICROSOFT ACCESS

WHY ACCESS

Why use Access instead of Excel? Shared workbooks in Excel are prone to corruption, so if multiple users need to view and update data, Access provides the better platform. The data you are working with is in one database file. Typically when you use Excel, you are working across multiple workbooks which may need linking together.

SETTING UP ACCESS

Customise the Ribbon (the area where all the buttons live) and the small toolbar known as the Quick Access toolbar (QAT) which sits above and to the left of the Ribbon. Use Options to set up Access.

DESIGN AND STRUCTURE

Microsoft Access is a relational database management system (RDBMS) which consists of four diferent types of objects. Using a sample database you will explore how these objects interact together. The four objects are as follows:

1. Tables and the Relationships that are created between tables.
2. Queries to retrieve data from the tables.
3. Forms that act as a user interface to enter data into the tables.
4. Reports to view, print and share your data.

CREATE TABLES AND RELATIONSHIPS

A relational database holds its data in more than one table. Relationships between the tables are defined so that information can be used from more than one table at a time. The main types of relationship are one to one, one to many and many to many. Learn how to set validation rules to reduce data input errors, for example: prevent a person under the age of 16 from getting hired.

CREATE QUERIES

Creating queries is one of the most important and frequently performed database tasks. Queries are used in Access to view, find and analyse data in different ways i.e. bring together data from multiple tables and sort it in a particular order, perform calculations on groups of records, create crosstab queries which group the results of two types of information that you specify. You can also use them as a source of records for forms and reports.

HOW TO BOOK

07775 917 901
mike.everton@mjtrainingltd.com

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07775 917 901
mike.everton@mjtrainingltd.com

CREATE FORMS

Create a User Interface using forms. Learn how to use the Form Wizard to create simple but useful data entry forms.

CREATE REPORTS

A report is used to convey the information contained in a table or query in a clear and easily understandable format. Reports enable users to group and sort data, display graphics, create totals and calculate averages or other statistics. Since the user has control over the size and appearance of the data within the report, it in an extremely flexible way to present information. You can design custom reports or use the Report Wizards to create a report in a selected style and format.

FURTHER ACCESS

The modules above will provide an introduction to each of the Access objects. Now take the more advanced modules to really control your database:

FORMS

Learn further form design and an introduction to creating macros. Macros are code scripts that help automate the database. For example when you click a button on a Customer form, a second form opens showing the orders that the customer in the first form has placed. Add a 'switchboard' to the User Interface. A switchboard is typically the first form that you see when the database opens and provides buttons to navigate through the database.

REPORTS

Create main and sub-reports.

QUERIES

Create more advanced calculations in queries and use SQL in queries. SQL stands for Structured Query Language and a little knowledge of this language will help ypu create more powerful queries.

ACTION QUERIES

If you need to make changes to multiple records at the same time, such as archive all records older than a certain date, you will need to create an Action Query. They are used to add, delete or update records in the tables of the database.

MICROSOFT EXCEL

SETTING UP EXCEL

Customise the Ribbon (the area where all the buttons live) and the small toolbar known as the Quick Access toolbar (QAT) which sits above and to the left of the Ribbon. Use Options to set up Excel.

BACK TO BASICS

Make sure you can:

- Add, edit and delete values in cells.
- Apply number, date and text formatting.
- Insert or delete cells, rows or columns.
- Insert or delete, rename, colour code worksheets into a workbook.

PRINT AWKWARD WORKSHEETS

Learn how to use the Page Setup, Header and Footer and Page Break tools. Obtain a sensible print out from large and awkward spreadsheets.

SIMPLE CALCULATIONS

Create basic calculations, use AutoSum and Extended AutoSum to SUM, COUNT, find the AVERAGE, highest (MAX) or smallest (MIN) number. Speed up your work by using AutoFill. Caclulate values that are either in a different worksheet or a diferent workbook.

CELL REFERENCES

What do those $ (dollar signs) in formulas mean? Learn the various ways of using cell references in formulas. This module will cover:

- Absolute cell references.
- Partial absolute cell references.
- Range Names Use descriptive names such as Products, to simplify referring to complicated ranges of data such as C20:C30.

Why do I sometimes see formulas that look like this {SUM(A1:A10:B1:B10)}? Learn about array formulas.

CUSTOM NUMBER FORMATTING

Learn how to format numbers or text when you cannot find an appropriate format by creating Custom Number formatting.

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07775 917 901
mike.everton@mjtrainingltd.com

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07775 917 901
mike.everton@mjtrainingltd.com

SIMPLE CONDITIONAL FORMATTING

Use Conditional Formatting to format values based on a condition, for example display all sales figures that have not reached their target values in red.

ADVANCED CALCULATIONS - FUNCTIONS

A function is a type of formula that helps the user to perform calculations more easily. Excel offers users a variety of pre-set functions organised into libraries. This module will teach how to use a function and explore some of the more common ones in each function library:

- Date and Time: manipulate date and time values.
- Logical/Math/Statistical: test if you are over or under budget, sum values based on conditions such as sum all values in Department 1.
- Lookup and Reference: return values in other locations based on another value, for example return the name of the employee where Employee ID = 0001.
- Financial: how much will you pay per month if you take out a loan of £10000 at 5% for 3 years?
- Text: change the case or find text based on criteria.
- Information: learn how to control worksheet error messages.

String formula: a string formula is a way of combining calculations and text in the same cell. For example, you might want to include the statement "John sold 20 calculators in January" in a cell, where 20 is the result of a calculation and not a number that you have entered as text.

ADVANCED CONDITIONAL FORMATTING

Once you are familiar with using Functions as described above, conditional formatting is limited only by your imagination! This module will show you tips, tricks and ideas to really improve your use of conditional formatting.

KEEP WORKBOOKS ERROR FREE

Learn spreadsheet design good practices and keep worksheets error free with the use of check sums, error checking and Data Validation tools.

CREATE 2D AND 3D CHARTS

Learn the various chart types and how best to organise your data for the type of chart you are trying to produce. Then discover the tools to professionally format and display the chart.

LINK WORKSHEETS TO WORD AND POWERPOINT

There are a number of ways to add information from Excel into either Microsoft Word or Microsoft PowerPoint. The first method is something you may do on a daily basis by simply copying the data from Excel and pasting it into Word or PowerPoint. The second method is by linking the information through a feature called Paste Special. Using this method will allow you to edit the data within Excel and it will automatically update the information in Word or PowerPoint.

WORK WITH LISTS AND TABLES OF DATA

Learn how to organise data. Take advantage of Excel database tools by converting lists of data into tables. Filter and sort data. Display Spark lines (in-cell charts) to show the trend of data within each row. Use Slicers to make filtering easier. Set up criteria to find how many invoices are overdue using Database functions.

Clean up data using formulas or Flash Fill (Excel 2013). Flash Fill is a new feature that really makes the task of grabbing just the bit of text that you want. For example, you may need just the email bit from this fully qualified address:

customer/department=shipping@example.com.

EXTERNAL DATA SOURCES

Need to analyse data from a web page or other external source? Learn how to connect to data from differing sources such as:

- The Web
- Text files
- Access databases
- Other database sources

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07775 917 901
mike.everton@mjtrainingltd.com

ADVANCED FILTER

The Advanced Filter command enables you to find rows using more complex criteria, such as “Investments by Jones for more than £5000” or “Tax for Investments in Germany”, as well as extract information to a different location. Before using Advanced Filter, you must have set up a separate criteria range and entered the criteria required.

CREATE AUTO DATA OUTLINES

By creating an outline on a worksheet, you are able to quickly hide or display certain rows and columns of data so that you can see at a glance the most important information, or choose to see it in full. This can be useful for the purposes of printing different reports based on the same worksheet data, charting, consolidating, etc. For example, if you have a worksheet that contains an itemised expenses report for the month, you could break it down to just show the total weekly expenses or the total monthly expenses figures, rather than see the fully itemised report.

CONSOLIDATE DATA

When you consolidate data, you are able to create a summary for a number of data ranges either in the same or in different worksheets. For example, if you have a number of sales regions and you want to get an overall picture of how they are performing, you can get Excel to add together items with the same heading, even though they are in different worksheets. Therefore, the headings that Excel uses have to match between the different worksheets or ranges of data in the consolidation.

PIVOT TABLES AND CHARTS

A pivot table is an interactive worksheet table that quickly summarises large amounts of data using the format and calculation methods you choose. It is called a pivot table because you can rotate its row and column headings around the core data area to give you different views of the source data. As source data changes, you can update a pivot table. Because it resides on a worksheet, you can integrate a pivot table into a larger worksheet model using standard formulas. You can also create a PivotChart report to view the data graphically.

CREATE CUSTOM VIEWS

If you need to display or print the same worksheet in a number of different ways, rather than keep having to modify the display settings, collapsing and expanding the outline, changing the magnification, amending the print setup, etc, you can create different views for each one. Custom views are stored within the workbook. By using one of the views you create, Excel will change the worksheet display and print settings stored in the view automatically for you. You are also able to use views in conjunction with printing reports. These allow you to print the views you specify one after the other, rather than having to send each one to print individually. You can also add your custom view to a customised toolbar for easy access.

WHAT-IF ANALYSIS

Use the What-if tools when you:

- Want to show the effect that changing figures may have on your budget, use Scenario Manager.
- Know the final figure, but what figures do you need to change to get there, use Goal Seeker.
- Need to change both input and output figures to achieve a result, use Solver.
- You know how much you want to borrow, but how much will you pay back for differing interest rates or loan periods, use the One and Two Input Tables feature.

INTRODUCTION TO MACROS

A macro is a way to automate a task that you perform repeatedly or on a regular basis. It is a series of commands and actions that can be recorded, stored and run whenever you need to perform the task. These tasks may be something as simple as inserting your name and address into a cell or more complex, such as reading all of the data from a file and entering it into a worksheet.

Learn how to create a simple macro and assign it to the Quick Access Toolbar or a shape such as a rectangle on the worksheet.

MICROSOFT OUTLOOK

ARRANGE THE OUTLOOK SCREEN

Ensure Outlook is set up in the way that suits you. Learn how to arrange and customise Outlook views. Create Favourite, Search and sub folders.

SEND, RECEIVE AND SAVE MESSAGES AND ATTACHMENTS

Outlook allows you to send and receive emails with various types of attachments added to them. These attachments can also be saved and reused when required.

SIGNATURE BLOCKS

Signatures allow you to add text to a message that you use frequently, such as your name, the organisation name, telephone number, etc. As a signature can contain any formatted text, it can also be used to create pre-set messages or to add standard paragraphs to a message.

SEND HYPERLINKS IN AN EMAIL INSTEAD OF ATTACHED FILES

Sending attached files fills your sent items and the recipient's inbox with needless duplicate files. As long as your recipient has access to the folder the file is stored in, then you'd be better off sending a hyperlink. Hyperlinks simply guide the recipient via the email to the original file without any of the duplication.

MANAGING MAIL

- Recall Messages.
- Create Quick Steps.
- Create Rules
- Deal with Junk mail
- Create and use colour categories
- Set Flag for Follow-ups

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07775 917 901
mike.everton@mjtrainingltd.com

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07775 917 901
mike.everton@mjtrainingltd.com

APPOINTMENTS, MEETINGS AND EVENTS

The Outlook Calendar provides an excellent alternative to a paper-based diary. You can store details of appointments, meetings and events, and when using Outlook with Exchange Server, you are able to let others view your calendar and arrange meetings at times when your colleagues are free.

Appointments are activities that you allocate time for in your Calendar that do not involve other people or resources. Appointments can also have reminders attached to them and can be arranged to repeat according to a pre-set pattern.

A meeting is an appointment to which you invite people and resources. Use the Meeting Planner to create and send meeting requests and to reserve resources, or create an appointment and then invite others to it in order to turn it into a meeting. When you create a meeting, you identify the people and resources that are needed, check when these are available, and then send invitations for an appropriate time. Responses to your meeting request appear in your Inbox, and Outlook takes care of booking the meeting in the invitees' calendars.

An event is an activity that lasts 24 hours or longer. Examples may include a trade show, a holiday, a seminar, or even birthdays and anniversaries.

DISTRIBUTION LISTS

A Personal Distribution List is a group of contacts to whom you regularly send messages or invite to meetings. This avoids having to enter each one individually each time you create a message. For example, if you frequently send messages to the Sales team, you can create a distribution list called Sales that contains the names of all members of the sales team. A message sent to this distribution list goes to all recipients listed in the distribution list. Recipients see their own names and the names of all other recipients on the To line of the message instead of seeing the name of the distribution list. You can use distribution lists in messages, task requests, meeting requests and other personal distribution lists.

CREATE AND ASSIGN TASKS

The Task list helps with weekly and long-range planning and keeps track of what the user needs to do and when it has to be done. Items can be added, updated or deleted as ideas and projects evolve. The user can track the progress of a task and organise tasks by categories to group complex lists. A task can occur once or can be repeated as many times as required (a recurring task).

OUT OF OFFICE REPLY AND FORWARDING MESSAGES

When you are away from the office, the Out Of Office Assistant can notify other users that you are not able to respond to or deal with messages. It does this by you indicating in a rule the action that it should carry out. Rules, therefore, allow you to specify that certain actions are applied when specific conditions are met i.e. automatically send a draft message to anyone who sends you mail whilst you are out of the office. As Outlook does not give any on-screen indication that this feature is active, it is best used for longer periods of absence i.e. when visiting another office, attending a training course or seminar, or taking annual leave. However, when you return to the office and start Outlook, you will be reminded to turn off the Assistant.

DEALING WITH CONTACTS

A contact is a person or organisation that you correspond with. You can store information about contacts, such as job titles, phone numbers, addresses, e-mail addresses, Internet e-mail addresses and notes. This is especially useful for mailing purposes. It can also assist in making appointments, inserting tasks associated with people in the Contact list, and addressing e-mail. If a user's computer is configured to use a telephone, Outlook can also dial the contact's phone number directly from the Contact list.

MICROSOFT POWERPOINT

SETTING UP POWERPOINT

Customise the Ribbon (the area where all the buttons live) and the small toolbar known as the Quick Access toolbar (QAT) which sits above and to the left of the Ribbon. Use Options to set up PowerPoint.

CREATE A SLIDE MASTER

In PowerPoint, all aspects of the presentation that you create, be it slides, notes or handouts are based on Master (or global) settings. The Master settings can be changed at any time during the creation of the presentation. You can also specify that certain aspects do not apply to certain slides by switching them off, and then at a later stage, reapplying them.

NOTES AND HANDOUTS

Each slide in a presentation has an accompanying notes page. This comprises a smaller version of the slide with space at the bottom for typed notes or for your audience to write in. Notes can be printed and then used to remember key points during your presentation, but if you want to provide pages that your audience can write in, leave the notes area blank. As notes pages are based on a Master, you can format the Notes Master to suit your specification. If you want to add the date, page numbering, Clip Art, logos, text or reposition the slide image on your notes, you do this on the Master. Use the Handout Master to add art and text to your handouts. You will see outlined boxes indicating where two, three, six or nine slides will be printed. To have your art and text appear on every handout, place it outside the outlined boxes on the Handout Master.

INSERT AND FORMAT SLIDES, ADD OBJECTS TO SLIDES

After you have the Master Slide set up, there will still need be a need to apply some formatting. Learn how to:

- Insert new slides.
- Re-use slides from other presentations or outlines from MS Word.
- Apply formatting.
- Remove background graphics.
- Reset the slide.
- Insert and format Shapes, Tables, Charts and SmartArt.

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07775 917 901
mike.everton@mjtrainingltd.com

ADD MULTIMEDIA (VIDEO AND SOUND CLIPS)

You can insert sound and movie files into your presentation for a more interesting multimedia effect. You can insert movies and sounds from various sources, such as clips from the Microsoft's web site, or simply use your own sound and voice narrations, CD tracks or video clips. A PowerPoint presentation can play a media clip automatically or you can set the clip to play only when you click with the mouse.

ANIMATIONS, ACTION BUTTONS, HYPERLINKS AND TRIGGERS

PowerPoint's animation capabilities can be very simple or more detailed and complex. It all depends on how creative and sophisticated you want to make your presentation look. Animation will make your presentation much more interesting and will allow you to really emphasise certain areas, but be careful not to overdo the animation effects as that can have the opposite effect. You can animate text, graphics, sounds, movies, charts and other objects on your slides so that you can focus on important points and control the flow of information.

TRIGGERS

A trigger allows you to click one object which then 'triggers' another object to do domething. These are very useful for creating interactive PowerPoint presentations, for example, you have re-designed your staff Intranet. Create and issue a PowerPoint presentation that allow staff to click a button, a call-out appears that describes the function of that button.

HYPERLINKS AND ACTION BUTTONS

If you have ever used the World Wide Web, you are perhaps already familiar with a hyperlink. Plainly put, by clicking your mouse on an object linked to somewhere else, PowerPoint automatically jumps to that location; this could be to another location in your slide show, a custom show, to another program such as Word or Excel, or even to an Internet, intranet, or e-mail address. You can create a hyperlink from any object — including text, shapes, tables, graphs, and pictures. Action buttons are pre-made objects that already have an associated hyperlink - like move to the next page - but these actions can be changed if required.

TRANSITIONS

Transition is the term given to the effect that you would like to see when you move from one slide to another. Learn how to apply transitions and set slides to advance manually or automatically using timings.

CREATE CUSTOM SHOWS

A custom show allows you to create customised PowerPoint presentations that are set up for different audiences or purposes without having to create separate and very similar presentations. For example, you may want to create a sales presentation that you can use with three different types of customer - the first couple of slides are general and will be needed for each customer, but the remaining slides are not all relevant. You can create different custom shows to accommodate this.

RUN OR BROADCAST THE SLIDESHOW

Once you've created your presentation, you will want to present it! Learn how to set up the slideshow for either a 'speaker', an individual to browse or in kiosk mode. Kiosk mode is ideal for situations where you would like the presentation to run unattended. During this mode, the slide presentation plays on its own so users cannot skip slides or valuable information a business may want to get across. Also learn how to broadcast the presentation using the web.

SAVE AND SHARE

Learn the different methods that a presentation can be saved as. For example, turn the presentation into a video or a PDF document. Publish slides to a shared location so that they can be reused. Use the Package Presentation for CD wizard to package your presentation ready for presenting on another computer or simply to a memory stick to take away with you. You should use this feature if you are not sure that the other computer has the same version of PowerPoint and the same fonts as your original computer.

ENTER RESOURCES

- Create and amend Work, Material and Cost resources.
- Allocate resources to tasks.
- Understand how project schedules and the impact of assigning multiple resources to tasks (effort driven scheduling).
- Change the Task Type and know the impact this will have on your schedule.
- Add Fixed Costs

FINALISE THE PROJECT PLAN

- Find and resolve resource overallocation (Assignment leveling).
- Delay when a Task will start (Task leveling).
- Save the Baseline. The Baseline captures your 'plan' and allows you to measure actual variances of how work is progressing against the plan.

ADD PROGRESS TO THE PROJECT

- Add actual progress to tasks.
- Add progress to the entire project.
- Re-schedule Task delays.
- Set the Status line. This is a red line showing what has been completed and what hasn't.
- Understand the options that control how delays are automatically re-scheduled.

CREATE SIMPLE PRINTOUTS

- Format the Gantt chart.
- Set page orientation and margins.
- Enter headers and footers.
- Print the Project.
- Use the screen capture toolbar button.

CREATE REPORTS

Project has two types of Report, learn about:

- Using available reports.
- How to customise those reports.
- Create Visual reports. These are reports where the project data is exported to either Visio or Excel and these applications are used to create report.

FURTHER PROJECT TOPICS

FURTHER RESOURCE COSTS

Explorer costs in greater detail. Learn how to increase a Resource's pay during the Project. Pay Overtime or pay different rates for different tasks.

CUSTOMISE THE PROJECT ENVIRONMENT

Learn how to set up your own:

- Tables
- Columns
- Views
- Filters, Highlights and Groups
- Create custom calculations - how good would it be see visual indicators in either red, amber or green that shows a Task status!

SET UP A BUDGET

Learn what the specific steps are to create and then evaluate a Project's budget.

LINK MULTIPLE PROJECTS

- Create a shared Resource Pool.
- Create a Master project containing sub-projects.
- Remove links between projects.

MICROSOFT PROJECT

SETTING UP MS PROJECT

Customise the Ribbon (the area where all the buttons live) and the small toolbar known as the Quick Access toolbar (QAT) which sits above and to the left of the Ribbon. Use Options to set up Project.

GETTING STARTED WITH MS PROJECT

Using a completed Project, learn how to navigate the Project environment, identify what other views are available, what they are for and how to change to them. Learn how to filter, set up a highlight or apply a 'Group By' (group similar tasks such as overdue tasks together).

SETTING UP THE PROJECT

Before entering any values into your Project plan, you must first consider performing these five steps:

1. Enter Project properties, for example which field is used to display the Project Manager's name in a Header/Footer.
2. Change Project Working Time (create the project calendar).
3. Set Project Options to ensure that Project's default scheduling settings match the calendar you are using.
4. Set Project Information such as the Project Start Date.
5. Set the Gantt Chart to display the correct calendar.

ENTER TASKS

- Create and amend tasks, recurring tasks and milestones.
- Add notes to tasks and attach/link documents.
- Understand project stages and how to create summary tasks.
- Create dependencies between tasks by using Task - Relationships.
- Enter lag and lead time.
- Set constraints and/or deadlines.
- Display the critical path. Any delays on a task on the critical path will cause a delay in the Project.
- Apply Text formatting.

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07775 917 901
mike.everton@mjtrainingltd.com

MICROSOFT WORD

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07775 917 901
mike.everton@mjtrainingltd.com

SETTING UP WORD

Customise the Ribbon (the area where all the buttons live) and the small toolbar known as the Quick Access toolbar (QAT) which sits above and to the left of the Ribbon. Use Options to set up Word.

CREATE TABLES

A table is similar to a spreadsheet in that it is made up of rows and columns. Therefore, tables are used as a quick way to organise columns of text and graphics rather than tabs. Also, they are much easier to manipulate as row heights and column widths can be adjusted, and extra rows and columns can be inserted or deleted with little effort. When tables are inserted into a document, they are automatically displayed with borders, but these can be removed if not required.

CREATE STYLES

To make **text look like this** three mouse clicks have been used. By using styles you can apply multiple formatting attributes by using only one click. Better still, when a style is updated, wherever that style has been used in the document, it will also be updated.

SET CUSTOM TAB STOPS

Need to get the insertion into the middle of the page, or you need something to start on the right margin but Right Justified is not what you after and so you press the space bar to do this? STOP RIGHT THERE! You need to understand how to set Custom Tab Stops. With these you can set left, right and centred tab stops, and decimal tab stops which ensure figures in a column are aligned nicely to the decimal point.

UNDERSTAND FIELDS

Word fields are placeholders that store and display data. They perform simple tasks, such as returning the current date or current page number, we use them all the time but rarely realise it.

OUTLINE NUMBERING

This module is to teach you how to create multi-level paragraph numbering within your documents, that DON'T break, and also how to correctly restart a new numbered sequence back to one.

MICROSOFT PUBLISHER

GETTING STARTED WITH PUBLISHER

- Customise the Ribbon (the area where all the buttons live) and the small toolbar known as the Quick Access toolbar (QAT) which sits above and to the left of the Ribbon. Use the File tab and Options and to set up Publisher.
- Use an existing publication to explore the publisher interface and to set up the various drawing guides and rulers.

CREATE A PUBLICATION

- Create a new publication using a template.
- Decide on colour, font, page size and page layout.
- Create a new blank publication

WORK WITH MASTER PAGES

- Set margins, grid guides and baseline guides.
- Insert pages.

ADD CONTENT TO A PUBLICATION

Insert and format the following:

- Text boxes and text from an existing file.
- Use existing styles to format text.
- Images.
- Drawing Objects (shapes).
- Symbols and special characters.
- Tables.

USE READY MADE CONTENT

- Edit or create your own colour and font schemes.
- Use Building Blocks. Building blocks are pre-made objects such as a formatted table. You can create and store your own building blocks.

PREPARE A PUBLICATION FOR PRINTING

Run the Design Checker to Publisher look for errors and inconsistencies.

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07775 917 901
mike.everton@mjtrainingltd.com

WINDOWS

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07775 917 901
mike.everton@mjtrainingltd.com

BASIC USE OF WINDOWS

- First get to grips with some basic terminology and techniques. For example, what do they mean by RAM! When do I double click v single click!
- Learn the features of the Windows operating system. For Windows 8.1 users, identify the Start screen and how to organise application ('App') tiles. Identify and use the All Apps screen, the Charms bar, Switch list and Quick access menu. For Windows 10 users learn the new features of the Start Button.
- Manage the Windows' environment by learning how to pin applications to the Start Screen and/or Desktop. Get easy access to files and folders by creating handy shortcuts. Manage open windows by using the 'Snap, Shake and Peek' features.

FILE EXPLORER

- Learn how to move or copy files and folders. Rename or delete them.
- Set up your own filing system by creating your own folders and use the Favourites/Quick Access tools to get easy access to your folders.
- Use search tools to find those documents you've lost!

CONNECT TO DEVICES

Learn how to:

- Find and connect to a network printer.
- Connect a Camera.
- Insert and eject a memory stick.

MICROSOFT WORD

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07775 917 901
mike.everton@mjtrainingltd.com

CREATE CUSTOM TEMPLATES

A template is a document that is stored in a template folder and when used will start a new document based on all the settings and formatting created within the template. This ensures consistency for all your documents, no matter who the author is. Templates can either be created from a new blank document, based on an existing document or from another template. All templates can easily been edited.

MAIL MERGE WITH EXTERNAL DATA SOURCE

You use mail merge when you want to create a large number of documents that are mostly identical but include some unique information. For example, you can use a mail merge to create a product announcement that you are sending to your top 1,000 customers. The text of the letter is always the same, but the name and address are different for each customer.

These customer names and addresses are stored in a data source, which is a file that contains the unique information that you want to include. The data file can be in a variety of formats, including:

Microsoft Office Outlook Contacts lists.

Microsoft Office Excel worksheets.

Microsoft Office Word tables.

Microsoft Office Access database tables.

Text files in which tabs or commas separate the columns, and paragraph returns separate the rows.

CREATE FILL-IN FORMS

A fill-in form is a structured document with spaces reserved for entering information. You design the form, and others can fill it in on paper or in Microsoft Word. You can then compile the information you collected. The form document contains fill-in blanks, or form fields, check boxes, in which you enter information. For example, you can create an online registration form in Microsoft Word that uses drop-down lists from which users can select entries. Protecting the form makes the form fields available for others to enter information without changing the display content.

CREATE A MULTIPLE SECTION DOCUMENT

Sections are used so that parts of a document can be formatted independently of each other, for example margins and page orientation. You might want to insert a chart into a report that needs a landscape page. Or have different entries in the headers/footers such as a chapter number. If you do not create sections, these features will affect the whole document.

CROSS REFERENCING

Make your work really standout by creating Tables of Contents, Indexes, Tables of Figures and Tables of Authorities. Use 'Bookmarks' to create 'mini' Tables of Content. Insert hyperlinks into your documents such as see Page X. If Page X suddenly becomes Page Y, the page number reference is automatically updated. These references are also hyperlinks, so it makes screen reading much more efficient.

INTRODUCTION TO MACROS

A macro is a way to automate a task that you perform repeatedly or on a regular basis. It is a series of commands and actions that can be recorded, stored and run whenever you need to perform the task. These tasks may be something as simple as inserting your name and address into the document or more complex, such as formatting all tables in the document one after the other.

Learn how to create a simple macro and assign it to the Quick Access Toolbar or a shape such as a rectangle in the document.