Employers Group®

Using Old Software?
Purchasing New Software?

Did you know:
State Subsidies May Be Available to Fund Your Computer Skills Training?

Enhance Employee Skills in Microsoft Office

Did you know that many employees do not use company-provided software correctly, efficiently and effectively?

Some employees rely heavily on helpdesk staff and worse, their co-workers, to solve easy issues. Instead they can gain the skills to solve their issues themselves!

Inefficient use of software slows down overall employee productivity and your organization's performance and profitability!

Employers Group can help! We have created a partnership with a highly-effective software training firm that provides not only hands-on learning geared toward working professionals, but at fees organizations can easily afford.

MSOffice 2013 Applications Training
Course Descriptions Attached

- Access
- Excel
- Office 365
- OneNote
- Outlook
- PowerPoint
- Project
- Visio
- Word
- Windows

Additional Applications Available

- Adobe Acrobat
- Flash
- Filemaker Pro
- GroupWise
- InfoPath
- HTML
- Microsoft Publisher
- Notes
- PC Basics
- Photoshop
- SQL
- Share Point
- Upgrading to a new version of any application

Audience
Individuals who utilize software programs as a regular part of their job duties.

For More Information, Contact
Your Client Services Professional or
Jeffrey Hull, Learning Services Director
Phone: 800.748.8484
E-mail: training@employersgroup.com

Most Popular Software Skills
Format, Levels, Days of Training

On-Site Training. Topics listed below can be customized and delivered on-site at any of your facilities throughout the United States. Classes can accommodate up to 12 learners.

	Level 1	Level 2	Level 3
Microsoft Access	2 Day	1 Day	
Microsoft Excel	1 Day	1 Day	1 Day
Microsoft Outlook	1 Day		1 Day
Microsoft PowerPoint	1 Day		1 Day
Microsoft Project	1 Day	1 Day	
Microsoft Word	1 Day	1 Day	1 Day
Microsoft Windows	1 Day		
Moving Up to 2013		½ to 1 Day	

Detailed Course Outlines are attached for the most common MSOffice 2013 applications training requested.

Training is available on many platforms, including Windows 2003, XP, 7, 2010. Please let us know what operating system you are using as content differs.

State Funding

In California, state-funding may be available to subsidize most training.

Online E-Learning

Some modules are also available as self-paced e-learning. Go to www.myeglearn.com.

Access 2013 Part 1 & 2

Duration: 2 Days

Course Overview:

Access Part 1 and Part 2 are presented as a 2 day Introduction to Access 2013 course. This two-day course is for the individual whose job responsibilities include designing and creating new databases, tables and relationships, creating and maintaining records, locating records and producing reports based on a database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

Who Should Attend: This course is designed for students who wish to learn the basics of Microsoft Access.

Prerequisites: Prospective students who are proficient with Windows. Familiarity with the Office 2013 environment is helpful.

Course Objectives Upon successful completion of this course, students will be able to:

- orientation to Access components
- working with Table Data.
- query a database.
- create advanced Queries
- generate reports
- customize the environment

- designing a Relational Database.
- joining Tables.
- organizing a Database for Efficiency
- share data between Access and other applications
- advanced Reporting
- using Mail Merge

Course Outline:

Day 1

Getting Started with Access
Orientation to Microsoft Access
Create a Simple Access Database
Get Help in Microsoft Access

Working with Table Data
Modify Table Data
Sort and Filter Records
Create Lookups

Querying a Database
Join Data from Different Tables in a Query
Sort and Filter Data in a Query
Perform Calculations in a Query

Lesson 4: Creating Advanced Queries
Create Parameter Queries
Create Action Queries
Create Unmatched and Duplicate Queries
Summarize Data

Lesson 5: Generating Reports
Create a Report
Add Controls to a Report
Enhance the Appearance of a Report
Prepare a Report for Print

Customizing the Access Environment
The Access Options Dialog Box

Day 2

Designing a Relational Database
Relational Database Design
Create a Table
Create Table Relationships

Joining Tables
Create Query Joins
Join Tables That Have No Common Fields
Relate Data within a Table
Work with Subdatasheets
Create Subqueries

Organizing a Database for Efficiency
Data Normalization
Create a Junction Table
Improve Table Structure

Sharing Data Across Applications
Import Data into Access
Export Data to Text File Formats
Export Access Data to Excel
Create a Mail Merge

Advanced Reporting
Organize Report Information
Format Reports
Include Control Formatting in a Report
Add a Calculated Field to a Report
Add a Subreport to an Existing Report

Appendix A: Additional Reporting Option
Create a Mail Merge

Access 2013 Part 3

Duration: 1 Day

Course Overview:

This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Who Should Attend: Anyone who is currently using Access 2013 and is working with more complex databases and performing higher-level tasks. This course is also targeted to database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills.

Prerequisites: You should have taken Access 2013 Part 1 or have the equivalent skills and knowledge which include basic database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships.

Course Objectives Upon successful completion of this course, students will be able to:

- advanced form design
- data validation
- using macros
- advanced database Management
- distributing and Securing a Database
- managing switchboards

Course Outline:

Implementing Advanced Form Design
Add Controls to Forms
Create Subforms
Organize Information with Tab Pages
Enhance Navigation of Forms
Apply Conditional Formatting

Using Data Validation
Field and Record Validation
Form Validation

Using Macros to Improve User Interface Design
Create a Macro
Restrict Records Using a Condition
Validate Data Using a Macro
Automate Data Entry Using a Macro
Convert a Macro to VBA

Using Advanced Database Management
Link Tables to External Data Sources
Manage a Database
Determine Object Dependency
Document a Database
Analyze the Performance of a Database

Distributing and Securing a Database
Splitting a Database for Multiple User Access
Implement Security
Set Passwords
Convert an Access Database to an ACCDE File
Package a Database with a Digital Signature

Managing Switchboards
Create a Database Switchboard
Modify a Database Switchboard
Set Startup Options

Excel 2013 Part 1

Duration: 1 Day

Course Overview:

In this introductory course, students will learn the fundamental skills and concepts necessary to create and work with an Excel 2013 spreadsheet. At the completion of this course, the student will have the necessary skills to create, edit, and format data, use formulas, and print a basic worksheet. Topics include formula construction, calculating with functions, searching worksheet data, enhancing worksheets with borders and shading, applying styles, managing workbooks, and printing workbook contents.

Who Should Attend: This course is intended for people who want to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and develop worksheets.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard, and be able to perform specific tasks that include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives Upon successful completion of this course, students will be able to:

- identify the elements of the interface and create a basic worksheet
- perform calculations in an Excel worksheet
- modify an Excel worksheet
- modify the appearance of data within a worksheet
- print the content of an Excel worksheet
- manage Excel workbooks
- customizing the Excel environment

Course Outline:

Getting Started Excel 2013
Identify the Elements of the Excel Interface
Create a Basic Worksheet
Use the Help System

Performing Calculations
Create Formulas in a Worksheet
Insert Functions in a Worksheet
Reuse Formulas

Modifying a Worksheet
Manipulate Data
Insert, Manipulate, and Delete Cells,
Columns, and Rows
Search for and Replace Data
Spell Check a Worksheet

Formatting a Worksheet
Modify Fonts
Add Borders and Color to Cells
Apply Number Formats
Align Cell Contents
Apply Cell Styles

Printing Workbook Contents
Define the Basic Page Layout for a Workbook
Refine the Page Layout and Apply Print Options

Managing Large Workbooks
Format Worksheet Tabs
Manage Worksheets
Manage the View of Worksheets and Workbooks

Customizing the Excel Environment
Customize General and Language Options
Customize Formula Options
Customize Proofing and Save Options
Customize the Ribbon and Quick Access
Customize the Functionality of Excel by Enabling Add-Ins
Customize Advanced and Trust Center Options

Excel 2013 Part 2

Duration: 1 Day

Course Overview:

This course is meant for those desiring to gain skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks. You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Who Should Attend: This course is designed for individuals who already have foundational knowledge and skills in Excel 2013 and are ready to advance their data analysis skills and abilities through the application of Excel 2013 functionality such as advanced formula creation, tables, charts, PivotTables and PivotCharts.

Prerequisites: Before starting this course, students are recommended to take the Excel 2013 Part 1 course or have equivalent knowledge.

Course Objectives Upon successful completion of this course, students will be able to:

- advanced formulas
- analyzing data with logical and lookup functions
- organize worksheet and table data using various techniques
- create and modify charts
- analyze data using PivotTables, Slicers, and PivotCharts
- insert and modify graphic objects in a worksheet
- customize and enhance workbooks and the Microsoft Office Excel environment

Course Outline:

Creating Advanced Formulas
Apply Range Names
Use Specialized Functions
Analyzing Data with Logical and Lookup Functions
Leverage Questions and Testing to Write Formulas
Use Logical and Lookup Functions to Find Answers to Questions
Organizing Worksheet Data with Tables
Create and Modify Tables
Sort and Filter Data
Use Summary and Database Functions to Calculate Data
Visualizing Data with Charts
Create Charts
Modify and Format Charts
Create a Trendline
Create Advanced Charts

Analyzing Data with PivotTables, Slicers, and PivotCharts
Create a PivotTable
Filter Data by Using Slicers
Analyze Data by Using PivotCharts
Inserting Graphics
Insert and Modify Graphic Objects
Layer and Group Graphic Objects
Incorporate SmartArt
Enhancing Workbooks
Customize Workbooks
Manage Themes
Create and Use Templates
Protect Files

Excel 2013 Part 3

Duration: 1 Day

Course Overview:

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. Beyond the basic features, Excel offers many advanced features that will help you create better, more accurate workbooks. You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Who Should Attend: This course is intended for a student who has experience working with Excel and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets.

Prerequisites: Before starting this course, students are recommended to take the Excel 2013 Part 2 course or have equivalent skills and knowledge of entering data, working with data, using functions, and working with formulas.

Course Objectives Upon successful completion of this course, students will be able to:

- automating Worksheet functionality
- audit worksheets
- analyze and present data
- work with multiple workbooks
- import and export data and integrate with the web
- structure workbooks with XML

Course Outline:

Automating Worksheet Functionality
Update Workbook Properties
Create and Edit a Macro
Apply Conditional Formatting
Add Data Validation Criteria

Auditing Worksheets
Trace Cells
Troubleshoot Invalid Data and Formula Errors
Watch and Evaluate Formulas
Create a Data List Outline

Analyzing and Presenting Data
Create Sparklines
Create Scenarios
Perform a What-If Analysis
Perform a Statistical Analysis with the
Analysis ToolPak
Create Interactive Data with Power View

Working with Multiple Workbooks
Consolidate Data
Link Cells in Different Workbooks
Merge Workbooks

Exporting Excel Data
Export Excel Data
Import a Delimited Text File
Integrate Excel Data with the Web
Create a Web Query

Appendix A: Importing and Exporting XML Data

Moving to Office 2013

Duration: 1 Day

Course Overview:

You will identify and use the new and enhanced features in Office 2013 (Word, Excel, PowerPoint, Access, and Outlook). This course builds upon the foundational Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

This Microsoft Office 2013: Transition from Office 2007/2010 course will help you bridge the gap from the version you already know and love to the latest release of Microsoft's flagship productivity suite.

Who Should Attend: This course is intended for individuals who already have foundational knowledge and skills in Office 2007/ 2010 and who are interested in transitioning from the earlier version of Office to Office 2013.

Prerequisites: To ensure your success, you will need to have familiarity with either the Office 2007 or 2010 suite of products, including Word, Excel, PowerPoint, Access, and Outlook and have some familiarity with the Internet.

Course Objectives Upon successful completion of this course, students will be able to:

- identify the features that are common to all applications in the Microsoft Office suite.
- modify documents using Microsoft Office Word 2013.
- present spreadsheet data using Microsoft Office Excel 2013.
- create Microsoft Office PowerPoint 2013 presentations.
- work with databases using Access 2013.
- manage tasks using the new features in Microsoft Office Outlook 2013.

Course Outline:

Getting Started with Microsoft Office 2013
Common Features
Office 2013 and the Cloud
Working with Microsoft Word 2013
Edit a PDF
Work with Tables
Embed Video
Edit Documents
Read Documents
Working with Microsoft Excel 2013
Streamline Workflow with Templates
Accelerate Data Insertion with Flash Fill
Incorporate Charts
Analyze Data

Working with Microsoft PowerPoint 2013
Apply a Theme from the Start Screen
Leverage the Enhanced Presenter View
Collaborate with Colleagues on a Single
Presentation
Incorporate Objects
Working with Microsoft Access 2013
Explore Web Apps
Utilize Templates
Working with Microsoft Outlook 2013
Navigate Through Mail, Calendars,
Contacts, and Tasks
Connect to Social Networks
Identify Additional Outlook 2013 Features

OneNote 2013

Duration: 1 day

Course Overview:

OneNote has many features that can improve time management skills, including task lists and scheduling with Outlook. OneNote also makes it easier to comprehend information by allowing for audio recording and even searching the audio recording for specific spoken words or phrases. Research can be accomplished on the web and links are maintained so you know where you found the information. These are just a few of the note-taking organization features that will be covered in this class.

Target Student:

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in Office 2007 or 2010, and who are now incorporating digital note-taking and note collaboration with OneNote 2013 into their work environment while using a laptop, desktop, tablet, or other mobile device.

Prerequisites:

Previous OneNote experience is not required. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Objectives:

Upon successful completion of this course, students will be able to:

- Explore the structure of a OneNote notebook.
- Add content to and organize a OneNote notebook.
- Manage OneNote notebooks, history, and backups.
- Work with Excel spreadsheets and embedded files.
- Share and collaborate with notebooks.
- Finalize a notebook.

Course Outline:

Exploring Notebook Structure
Navigate the OneNote 2013 Environment
Use Predesigned Templates for OneNote Notebooks
Customize the OneNote User Interface

Adding Content and Formats to a OneNote Notebook
Modify Formatting in a Notebook
Add Audio and Video to a Notebook
Add Quick Notes and Links
Use Tags, Symbols, Drawing Tools, and Pen Options

Managing OneNote Notebooks, History, and Backups
Save and Export Content and Use Alternate File Types
Manage Notebook Recycle Bins and Backups

Working with Excel Spreadsheets and Embedded Files
Work with Excel Spreadsheets
Work with Embedded Files

Sharing and Collaborating with Notebooks
Send a Notebook and Use Outlook Integration
and Collaborate on Notebooks

Finalizing a Notebook
Finalize a Notebook Using Proofing and Print Settings
Configure Notebook Settings, Properties, and Security
Organize and Search Notebooks

Appendix A: Microsoft OneNote 2013 Exam 77-426

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Outlook 2013 Part 1

Duration: 1 Day

Course Overview:
This course was designed for students who are somewhat experienced with e-mail. Outlook is a robust client for managing your communication and calendaring tasks. In this course, you will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information.

Who Should Attend: This course is intended for people who have a basic understanding of Microsoft Windows and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Prerequisites: You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders.

Course Objectives Upon successful completion of this course, students will be able to:

- explore the Outlook interface
- compose email messages.
- read and respond to email
- managing messages, using folders.
- schedule appointments and meetings
- manage contacts and contact information
- manage tasks and notes
- customize Outlook

Course Outline:

Getting Started With Outlook 2013
Navigate the Outlook Interface
Perform Basic Email Functions
Use Outlook Help

Composing Messages
Create an Email Message
Check Spelling and Grammar
Format Message Content
Attach Files and Items
Enhance an Email Message
Manage Automatic Message Content

Reading and Responding to Messages
Customize Reading Options
Work with Attachments
Manage Your Message Responses

Managing Your Messages
Manage Messages Using Tags, Flags, and Commands
Organize Messages Using Folders

Managing Your Calendar
View the Calendar
Manage Appointments
Manage Meetings
Print Your Calendar

Managing Your Contacts
Create and Update Contacts
View and Organize Contacts

Working With Tasks and Notes
Manage Tasks
Manage Notes

Customizing the Outlook Environment
Customize the Outlook Interface
Create and Manage Quick Steps

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Outlook 2013 Part 2

Duration: 1 Day

Course Overview:

This course is designed for experienced Outlook users who need to customize their Outlook environment, calendar, and email messages and who wish to track, share, assign, and locate various Outlook items. You will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

Who Should Attend: Anyone who is currently using Outlook 2013 for e-mail and calendaring.

Prerequisites: You should have taken Outlook 2013 Introduction or have the equivalent skills and knowledge.

Course Objectives Upon successful completion of this course, students will be able to:

- configure message options
- advanced message management
- set advanced calendar options
- advanced contact management
- track activities using Tasks and Journal.
- share workspaces with others
- manage Outlook data files

Course Outline:

Configure Advanced Message Options
Insert Advanced Characters and Objects
Modify Message Settings, Properties, and Options
Use Automatic Replies

Advanced Message Management
Sort Messages
Filter Messages
Organize Messages
Search Messages
Manage Junk Mail
Manage Your Mailbox

Advanced Calendar Management
Manage Advanced Calendar Options
Create Calendar Groups
Manage Meeting Responses

Advanced Contact Management
Edit an Electronic Business Card
Manage Advanced Contacts Options
Forward Contacts
Export Contacts

Managing Activities with Tasks and Journal Entries
Assign and Manage Tasks
Record and Modify Journal Entries

Sharing Workspaces with Others
Delegate Access to Mail Folders
Share Your Calendar
Share Your Contacts

Managing Outlook Data Files
Back Up Outlook Items
Change Data File Settings

Appendix A: Configuring Email Message Security Settings

PowerPoint 2013 Part 1

Duration: 1 Day

Course Overview:

PowerPoint is an application that is used to create and display presentations and slide shows to audiences. In this course, students are guided through the process of creating effective, engaging, and dynamic multimedia presentations. Students will learn how to create and edit presentations, format text and print their presentations. Students will also learn to enhance and clarify their presentations by adding graphic effects, such as WordArt, AutoShapes and ClipArt. In addition, adding transition and animation effects will be taught in order to create more interesting and informative slide shows presentations.

Who Should Attend: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using PowerPoint 2013.

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be able to use Windows to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives Upon successful completion of this course, students will be able to:

- navigate the interface and create a presentation
- slide layouts and edit text on slides
- advanced Text Editing
- add graphical objects to a presentation.
- modify graphical objects in a presentation.
- work with tables in a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

Course Outline:

Getting Started with PowerPoint
Navigate the PowerPoint Environment
Create and Save a PowerPoint Presentation
Use Help

Developing a PowerPoint Presentation
Select a Presentation Type
View and Navigate a Presentation
Edit Text
Build a Presentation

Performing Advanced Text Editing
Format Characters
Format Paragraphs
Format Text Boxes

Adding Graphical Elements to Your Presentation
Insert Clip Art and Images
Insert Shapes

Modifying Objects in Your Presentation
Edit Objects
Format Objects
Group Objects
Arrange Objects
Animate Objects

Adding Tables to Your Presentation
Create a Table
Format a Table
Insert a Table from Other Microsoft Office Applications

Adding Charts to Your Presentation
Create a Chart
Format a Chart
Insert a Chart from Microsoft Excel

Preparing to Deliver Your Presentation
Review Your Presentation
Apply Transitions
Print Your Presentation
Deliver Your Presentation

Microsoft Office Preview Software

This course was developed using the Microsoft Office Preview version of the software. Screenshots, procedures, and activity steps are consistent with the version of the preview software that was available at the time the course went to press. The course will be revised and re-issued when final software is available. It is possible that there may be interim updates to the preview software, which might cause minor discrepancies between the courseware and the application version you are running in your classes.

PowerPoint 2013 Part 2

Duration: 1 Day

Course Overview:
You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity. PowerPoint 2013 provides you with a variety of tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

Who Should Attend: This course is designed for professionals who will use PowerPoint 2013 to prepare presentations and be more productive in their work. They will learn to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Prerequisites: To ensure your success, we recommend that you first take PowerPoint 2013 Part 1, or have equivalent knowledge and skills.

Course Objectives Upon successful completion of this course, students will be able to:

- customize the PowerPoint environment
- customize a design template
- add SmartArt graphics to a presentation
- add Media and Animations effects to a presentation
- collaborate on a presentation
- customize a slide show
- secure and distribute a presentation

Course Outline:

Modifying the PowerPoint Environment

Customize the User Interface
Set PowerPoint 2013 Options

Customizing Design Templates

Modify Slide Masters and Slide Layouts
Add Headers and Footers
Modify the Notes Master and the Handout Master

Adding SmartArt to a Presentation

Create SmartArt
Modify SmartArt

Working with Media and Animations

Add Audio to a Presentation
Add Video to a Presentation
Customize Animations and Transitions

Collaborating on a Presentation

Review a Presentation
Store and Share Presentations on the Web

Customizing a Slide Show

Annotate a Presentation
Set Up a Slide Show
Create a Custom Slide Show
Add Hyperlinks and Action Buttons
Record a Presentation

Securing and Distributing a Presentation

Secure a Presentation
Broadcast a Slide Show
Create a Video or a CD

Project 2013 Day 1

Duration: 1 Day

Course Overview:

This is day 1 of a two-day course designed to introduce students to project planning and management using Microsoft Office Project 2013. During the class students are directed step-by-step through the process of setting up and managing a large project. Exercises guide the student through creating a project plan file containing tasks, organizing those tasks in a work breakdown structure containing task relationships, creating and assigning resources, and finalizing the project to implement the project plan.

Course Objectives Students Learn How To:

- Navigate the Microsoft Office Project environment
- Utilize multiple ways of viewing of a project file
- Create a new project plan
- Organize tasks and set task relationships
- Manage resources for a project
- Finalize the project plan

Who Should Attend: Anyone with a basic understanding of project management concepts, who would like to use Microsoft Project as a tool to create and manage project planning. Managers and PC Coordinators who will be supporting staff who will be using Project 2013.

Prerequisites: Windows XP or Windows 7 skills or equivalent knowledge and a basic understanding of project management concepts.

Course Outline:

Starting a Project
Project Management 101
Navigate and Customize the Project 2013 Interface
Add Tasks to a Project
Add Resources to a Project
Save a Project

Working with Project Calendars
Manage Project Time Frames
Change Working Time

Working with Project Tasks
Manage Project Tasks
Add Summary Tasks and Milestones

Working with Project Resources
Manage Project Resources
Allocate and Level Work Resources

Delivering a Project Plan
Print Project Views
Share Projects
Export Projects

Project 2013 Part 2

Duration: 1 Day

Course Overview:

This is the second day of our two-day course for project planning and management using Microsoft Office Project 2013. Building on the skills learned in Part1, this course focuses on tracking and evaluating the progress of a project and making the necessary adjustments in time, resources, and costs. Exercises include how to exchange project data with other applications, update tasks, create custom tables and reports, and manage project costs. Students also learn how to share resources and custom views with other projects and to consolidate separate projects into a master project file.

Course Objectives:

Students Learn How To:

- Exchange project plan data with other applications
- Update a project plan
- Manage project costs
- Report project data visually
- Reuse project plan information

Who Should Attend: Anyone with a basic understanding of project management concepts, who would like to use Project 2013 as a tool to create and manage project planning. Managers and PC Coordinators who will be supporting staff using Project 2013.

Prerequisites: Project 2013 Day 1 or equivalent knowledge.

Course Outline:

Managing the Project Environment
Link Projects
Baseline a Project
Work with Custom Fields

Managing Task Structures
Change a Task List
Create a Network Diagram
Manage the Critical Path
Use Lag and Lead
Analyze Earned Value

Generating Project Views
Use View Commands
Use Existing Views
Create Custom Views
Format and Share the Timeline View

Producing Project Reports
Use Existing Reports
Create Custom Reports
Export Visual Reports

Visio 2013 Part 1

Duration: 1 Day

Course Overview:

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Who Should Attend: This course is designed for persons who are new to Visio and who will be using Visio 2013 to create basic workflows and perform end-to-end flowcharting.

Prerequisites: To ensure your success, you will need to be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

Course Objectives Upon successful completion of this course, students will be able to:

- be familiar with the Visio interface and create a basic Visio document.
- create a Workflow diagram by using Visio features to work with shapes and text.
- modify, format, and arrange shapes to enhance a basic diagram.
- represent an organization hierarchy as a Visio diagram.
- make a floor plan using Visio.
- Create a Cross-Functional Flowchart.
- use Layers to create a Network diagram.
- how to style a diagram.

Course Outline:

Getting Started with Visio 2013
Navigate the Visio Environment
Use Backstage Commands
Save a File

Creating a Workflow Diagram
Use Drawing Components
Modify a Drawing
Callouts and Groups

Creating an Organization Chart
Create a Basic Organization Chart
Modify an Organization Chart

Making a Floor Plan
Make a Basic Floor Plan
Model a Room Layout

Creating a Cross-Functional Flowchart
Create a Cross-Functional Flowchart
Format a Cross-Functional Flowchart

Creating a Network Diagram
Network Diagrams
Use Shape Data
Use Layers

Styling a Diagram
Shape and Connector Styles
Themes and Variants
Use Containers

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Word 2013 Part 1

Duration: 1 Day

Course Overview:

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is for students who already have a basic understanding of Word processing concepts and have used another Word processing program. You will create, edit, and enhance standard business documents using Word 2013. The intent being for you to become more proficient and effective using Word 2013.

Who Should Attend: This course is designed for students who wish to learn the basic operations of Word 2013 to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and you should be able to perform launching and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives: Upon successful completion of this course, students will be able to:
- identify and work with basic Word 2013 tools and features
- edit text in a Word document
- modify the appearance of text in a Word document
- insert special characters and graphical objects
- organize data in tables
- working with lists
- inserting graphic objects
- control the appearance of pages
- proof a Word document
- customizing the Word environment

Course Outline:

Getting Started with Word
Components of the Word Interface
Create a Word Document
Help

Editing a Document
Navigate and Select Text
Modify Text
Find and Replace Text

Formatting Text and Paragraphs
Apply Character Formatting
Align Text Using Tabs
Display Text as List Items
Control Paragraph Layout
Apply Borders and Shading
Apply Styles
Manage Formatting

Adding Tables
Insert a Table
Modify a Table
Format a Table
Convert Text to a Table

Managing Lists
Sort a List
Renumber a List
Customize a List

Inserting Graphic Objects
Insert Symbols and Special Characters
Add Images to a Document

Controlling Page Appearance
Apply a Page Border and Color
Add a Watermark
Add Headers and Footers
Control Page Layout

Proofing a Document
Check Spelling and Grammar
Other Proofing Tools
Check Accessibility

Customizing the Word Environment
Customize the Word Interface
Additional Save Options

Word 2013 Part 2

Duration: 1 Day

Course Overview:

After completing the first course in this series you are now able to perform the basic tasks to create a variety of documents. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.

Who Should Attend: Anyone with basic Word 2013 knowledge who desires to utilize some of the advanced tools and features of Word 2013.

Prerequisites: Before starting this course, students are recommended to take the Word 2013 Part 1 course or have equivalent knowledge. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives Upon successful completion of this course, students will be able to:

- manage lists
- working with tables and charts
- customize the formatting of a document using styles and themes
- modify pictures in a document
- create customized graphic elements
- insert content using Quick Parts
- control text flow
- use templates to automate document creation
- use the mail merge function
- use macros to automate common tasks

Course Outline:

Managing Lists
Sort a List
Renumber a List
Customize a List

Working with Tables and Charts
Sort Table Data
Control Cell Layout
Perform Calculations in a Table
Create a Chart

Customize Using Styles and Themes
Create and Modify Text Styles
Create Custom List or Table Styles
Apply Document Themes

Using Images in a Document
Resize an Image
Adjust Image Appearance
Integrate Pictures and Text
Insert and Format Screenshots
Insert Video

Creating Custom Graphic Elements
Create Text Boxes and Pull Quotes
Draw Shapes
Add WordArt and Other Text Effects
Create Complex Illustrations with SmartArt

Inserting Content Using Quick Parts
Insert Building Blocks
Create and Modify Building
Insert Fields Using Quick Parts

Controlling Text Flow
Control Paragraph Flow
Insert Section Breaks
Insert Columns
Link Text Boxes to Control Text Flow

Using Templates
Create a Document Using a Template
Create a Template

Using Mail Merge
The Mail Merge Features
Merge Envelopes and Labels
Create a Data Source Using Word

Using Macros
Automate Tasks Using Macros
Create a Macro

EMPLOYERS GROUP

Word 2013 Part 3

Duration: 1 Day

Course Overview: This course was designed for the experienced Word user who wants to use Word 2013 to create and manage longer, more complex documents, utilize Word's collaboration tools, or integrate text and data between Word and other Microsoft Office programs. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks. Microsoft Word 2013 enables you to do more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2013 enable you to revise, manage, and secure your business documents.

Who Should Attend: This course will benefit Word 2013 users who deal with larger and more complex documents or regularly work with others in the document creation and modification process.

Prerequisites: Before starting this course, students are recommended to take the Word 2013 Part 1 and Part 2 courses or have the equivalent skills and knowledge of specific tasks such as opening and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives Upon successful completion of this course, students will be able to:

- use Word with other programs
- collaborate on documents
- add reference marks and notes
- simplify the use of long documents
- secure a document
- create forms
- manage document versions
- work with Legacy Form fields

Course Outline:

Collaborating on Documents
- Modify User Information
- Share a Document
- Compare Document Changes
- Review a Document
- Merge Document Changes
- Review Tracked Changes
- Coauthor Documents

Adding Reference Marks and Notes
- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

Simplifying and Managing Long Documents
- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

Securing a Document
- Suppress Information
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

Forms
- Create Forms
- Manipulate Forms

Appendix A: Managing Document Versions
Appendix B: Working with Legacy Form Fields