Keys Training

Patrick Tiley

Keys Training Background

- About Keys Training
- Our work with the Northern Automotive Alliance
- Development of Microsoft Office Overview courses
- Further specific 1 day courses
- Delivery throughout the North of England

Keys Training

Mandy Williams

Microsoft Office Overview
Introduction Day – Taster Session
Tuesday 25th June, 9:30 – 4:30

Keys Training®

Excel

- Setting up a Basic Workbook
- Navigation Shortcuts
- Autofill Options
- Basic Formulas
- Sorting & Filtering
- Quick Charts

Word

- Creating a Basic Document
- Navigation Shortcuts
- Viewing and Switching Between Documents
- Comparing Documents Side By Side
- Customising Bulleted and Numbered Lists
- Adding Multi Level Numbering

Outlook

- Customising Outlook
- Setting up a Template
- Understanding the Quick Steps menu
- Adding to the Quick Parts gallery
- Adding Calendar entries
- Using Calendar Categories

PowerPoint

- Creating a Basic Presentation
- Exploring Slide Layouts – Adding Bullets, Images, Tables, Media
- Animations
- Transitions
- Print Options

Microsoft Office Overview
Advanced Day – Taster Session
Thursday 4th July, 9:30 – 4:30

Keys Training®

Excel

- Using Brackets within Formulas
- Fixing Columns, Rows and Entire Cells using the Dollar $ symbol
- Advanced Filtering Options
- Data Validation
- Pivot Tables
- Goal Seek
- Scenarios

Word

- Working with Headers and Footers in large documents
- Creating Section Breaks within large documents
- Creating Macros for commonly used actions
- Creating Custom Styles

PowerPoint

- Adding SmartArt Graphics
- Creating a Custom Slide Show
- Using Format Painter to apply consistent formatting throughout your presentation
- Using Animation Painter to apply consistent animation throughout your presentation
- Setting up a Master Slide
- Creating your own Slide Theme

Next Steps

- Book your place on the Overview Days
- Contact Zoe or Martina at NAA to confirm your place