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| 1 | Microsoft Office | |
| 1 | Introduction | |
| 2 | Access | Database Manager |
| 3 | Excel | Spreadsheet and Data Manager |
| 4 | Outlook | Professional Email Messenger |
| 5 | Powerpoint | Presentation and Slide Shows |
| 6 | Publisher | Professional Document Creation |
| 7 | Word | Text Editor and Word Processor |
| R.R.P | £499.00 | <i>* Microsoft Accredited Partner No. 228519136</i> |

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| 1 | Introduction |
| 1 | Ribbon Technology |
| 2 | What's Needed? |
| 3 | Install Office |
| 4 | Start an Application |
| 5 | Application Starts |
| 6 | The Application Window |
| 7 | Live Preview |
| 8 | Working With the Ribbon |
| 9 | Quick Access Toolbar |
| 10 | Office Document Types |
| 11 | File Extensions |
| 12 | Compatibility Mode |
| 13 | Convert to Office |

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| 2 | Microsoft Access |
| 1 | Create a Blank Database |
| 2 | Table |
| 1 | Create a Table |
| 2 | Design View |
| 3 | Data Types |
| 4 | Adding Data |
| 3 | Query |
| 1 | Create a Select Query |
| 2 | Query Criteria |
| 3 | Create an Append Query |
| 4 | Create an Update Query |
| 5 | Create a Make Table Query |
| 6 | Parameter Queries |
| 7 | Duplicates Query Wizard |
| 8 | Unmatched Query Wizard |
| 4 | Relating Data |
| 1 | Normalisation |
| 2 | Define and Create Relationships |
| 1 | One-to-One |
| 2 | One-to-Many |
| 3 | Many-to-Many |
| 3 | Calculated Expression |
| 4 | Grouping Data |
| 5 | Form |
| 1 | Create a Form |
| 2 | Design View or Wizard |
| 3 | Controls and Themes |
| 4 | Navigation |
| 5 | SQL View |
| 6 | Formatting |
| 7 | Controls and Properties |
| 6 | Report |
| 1 | Create a Report |
| 2 | Design View or Wizard |
| 3 | Formatting |
| 4 | Built-In-Functions |
| 7 | Macros |
| 8 | Data Import |
| 9 | Data Export |
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| 3 | Microsoft Excel |
| 1 | Calculations |
| 1 | Start Excel |
| 2 | Enter Data |
| 3 | Quick Fill |
| 4 | Sums and Differences |
| 5 | Formatting |
| 6 | Rounding Up |
| 7 | Find a Function |
| 8 | Goal Seeking |
| 9 | Templates |
| 2 | Manage Data |
| 1 | Import Data |
| 2 | Explore the Data |
| 3 | Sort |
| 4 | Filters |
| 5 | Number Filters |
| 6 | Select Specific Data |
| 7 | Create a Chart |
| 8 | Import a List |
| 9 | Create a Table |
| 10 | Add Totals to Table |
| 11 | Computed Column |
| 12 | Table Lookup |
| 13 | Manage Data using Access |
| 14 | Add Records |
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| 4 | Microsoft Outlook |
| 1 | Emails |
| 1 | Starting Outlook |
| 2 | Configuring Server Settings |
| 3 | Your First Messages |
| 4 | Turn Off Reading Pane |
| 5 | Request a Newsletter |
| 6 | Receive a Message |
| 7 | Save All Attachments |
| 8 | Print the Message |
| 9 | Reply to the Message |
| 10 | Add Address to Contacts |
| 11 | Spam and Phishing |
| 12 | Create a Message |
| 13 | Insert a Signature |
| 14 | Message Tags |
| 15 | RSS Feeds |
| 2 | Time Management |
| 1 | Outlook Calendar |
| 2 | Schedule an Appointment |
| 3 | Change Appointment Details |
| 4 | Recurring Appointments |
| 5 | Create a Meeting |
| 6 | Respond to an Invitation |
| 7 | Add Holidays |
| 8 | Report Free and Busy Time |
| 9 | Schedule a Meeting |
| 10 | Creating Tasks |
| 11 | Assigning Tasks |
| 12 | Accepting Task Requests |
| 13 | Confirming the Assignment |
| 14 | Notes |
| 15 | Journal |
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| 5 | Microsoft Powerpoint |
| 1 | Presentations |
| 2 | Start a Presentation |
| 3 | Expand the Slide |
| 4 | Insert a Picture |
| 5 | Apply a Theme |
| 6 | Animations |
| 7 | Run the Show |
| 8 | Other Views |
| 9 | Presenter View |
| 10 | Choose a Template |
| 11 | Use the Template |
| 12 | Print the Slide Show |
| 13 | Rehearse Timings |
| 14 | Save As Options |
| 15 | Package for CD |
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| 6 | Microsoft Publisher |
| 1 | Interface |
| 1 | The Ribbon |
| 2 | Quick Access Toolbar |
| 3 | File Menu |
| 4 | Title Bar and Window Display |
| 5 | Organisation Tool |
| 6 | Save and Publish |
| 2 | Working with a Publication |
| 1 | Page Layout |
| 2 | Add Pictures to Slides |
| 3 | Editing an Existing Publication |
| 4 | Create a Publication |
| 5 | Templates |
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| 7 | Microsoft Word |
| 1 | Creating a Word Document |
| 1 | Enter Text |
| 2 | Select and Copy Text |
| 3 | Save the Document |
| 4 | Correct Proofing Errors |
| 5 | Change Proofing Settings |
| 6 | Apply Styles |
| 7 | Outline Views |
| 8 | Insert a Picture |
| 9 | Page Layout |
| 10 | Display in Columns |
| 11 | Word Count |
| 12 | Create a Table |
| 13 | Convert Text to Table |
| 14 | Paste Special |
| 15 | Print Document |
| 2 | Complex Documents |
| 1 | Start a Booklet |
| 2 | Choose Page Arrangement |
| 3 | Create Structure |
| 4 | Insert Text |
| 5 | Insert Illustrations |
| 6 | Add Captions |
| 7 | Table of Contents |
| 8 | Table of Illustration |
| 9 | Insert Preface |
| 10 | Update Table of Contents |
| 11 | Decorate the Page |
| 12 | Templates |
| 13 | Publisher |
| 14 | Create a Publication |
| 15 | Print Publication |
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