

Office Productivity: Word, Excel and Outlook

3 Half-Days

Learn the basics of Microsoft Word, Microsoft Excel and how to use Microsoft Outlook as a time management tool.

LEARNING OBJECTIVES

This 3-day course will help you to learn efficient methods of working in each of Microsoft's core applications by learning about time-saving tips and tricks. The tips, techniques and tools demonstrated will prove invaluable in your daily work!

COURSE OUTLINE

Word Tips & Tricks (4 Hours)

- Toolbar Customization
- Themes
- Application defaults
- Global Document Defaults
- Navigation
- Quick Parts
- Shortcut keys
- Table of Contents
- Formatting
- Editing
- Bullets & Numbering
- Sections (time permitting)
- Tables (time permitting)

Excel Tips & Tricks (4 Hours)

- Editing
- Formatting
- AutoFill
- Basic/Intermediate Calculations
- Sparklines
- Range Names
- Sorting (time permitting)
- Pivot Tables (time permitting)

Outlook Tips & Tricks (4 Hours)

- Getting Started with Outlook
 - Adding Additional Mailboxes
 - Interface Navigation\Customization
- Managing Email
 - Composing\Sending
 - Formatting
 - Attachments\Hyperlinks
 - Folders and Categories
 - Flags and Follow-ups
 - Searching\Filtering
 - Rules and Automation (time permitting)
 - Automated Responses (time permitting)
- Managing the Calendar
 - Calendar Views and Layouts
 - Creating\Managing Appointments
 - Creating\Managing Meetings
 - Sharing and Collaboration
- Managing People\Contacts
 - Adding\Editing Contacts
 - Contact Groups
 - Linking to Social Media
- Managing Tasks
 - Creating\Managing Tasks
 - Assigning Tasks
 - Synching Tasks to Calendar\Email

Algonquin College Professional Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

HOW TO REGISTER

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