



**PAUL BROWN TRAINING LTD**  
Nationwide Microsoft Specialists

## Microsoft Office Training Courses

### Cost Effective Onsite Training

Microsoft training delivered onsite at your own offices, anywhere in the UK for the following daily rates:

- 1—3 delegates: £550
- 4—6 delegates: £600
- 7—10 delegates: £650
- Additional delegates £65 each

Please note, these are the total prices for the group, not per person. Software training manuals and course completion certificates are included in the price. All rates are +VAT.

Please [visit our website](http://www.paulbrowntraining.co.uk) for full details.

### Easy and Convenient

We bring all the equipment needed, including a projector and screen if required.

We can also provide laptops, so you can use any convenient office for your training.

### Contacting Us

Call free to discuss your training needs with a member of our team on **0800 9055142**

Alternatively, you can email us on [charlotte@pbatraining.co.uk](mailto:charlotte@pbatraining.co.uk)

**Our Clients Include:**



The **co-operative**



**Charlotte Horner**  
Training Manager



## Microsoft Office *Essentials*

**Office Essentials** brings together all of the most practical features of Outlook, Excel & Word into a single 1 day course. Aimed at individuals who haven't previously received training on office computer tasks, this will give them all the skills needed to become proficient in just one day.

1 day course includes:

### Introduction to Microsoft Windows

- Desktop icons, opening and closing applications
- Using the mouse; left and right buttons
- Multi-tasking in Windows, minimising & resizing
- Opening and closing files, creating folders
- Navigating around the keyboard and using shortcuts

### Introduction to Microsoft Word

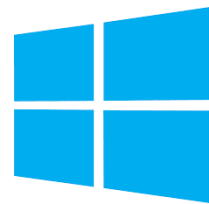
- Formatting text and paragraphs
- Using the spelling and grammar checkers
- Creating bulleted lists
- Setting up Tabs, creating letter headers
- Inserting Headers and Footers
- Setting up page numbering

### Introduction to Microsoft Excel

- Entering, editing and deleting values & text data
- Resizing columns and rows
- Adding & deleting columns & rows.
- Simple formulas: add, subtract, multiply & divide
- Calculating percentages
- Working with basic Excel functions: SUM, MIN, MAX, AVERAGE, COUNT, COUNTA

### Introduction to Microsoft Outlook

- Sending and receiving email
- Email security issues: sending & receiving attachments
- Dealing with potential viruses
- Creating messages in the calendar and inviting attendees





### Foundation Microsoft Excel

1 day course includes:

- Introduction to spreadsheets
- Overview of Excel menus and toolbars
- Entering and editing data & text
- Saving workbooks
- Formatting worksheets
- Adjusting columns & rows
- Inserting and deleting columns & rows
- Selecting & formatting data
- Copy and pasting data & text
- Using AutoSum for quick calculations
- How to build formulas to perform calculations
- Introduction to the basic Excel functions
- Using basic charts to display data visually
- Printing Excel spreadsheets
- Managing large workbooks with Freeze Panes

### Intermediate Microsoft Excel

1 day course includes:

- Formulas and Functions refresher
- Understanding absolute cell addresses
- Linking data between worksheets & workbooks
- Protecting workbooks, worksheets & individual cells
- Embedding spreadsheets in Word & PowerPoint documents
- Using the Date and Time functions
- Highlighting data with Conditional Formatting
- Understanding Conditional Logic: Using IF statements
- Finding data records using the VLookup function
- Data validation: creating drop-down lists
- Creating subtotals & working with levels
- Sorting data using advanced filters
- Sorting information using PivotTables
- Viewing data trends with PivotCharts



### Intermediate+ Microsoft Excel

1 day course includes:

- Working with Named Ranges to speed data updates
- Nesting functions using IF, AND, OR
- Making errors easier to understand using IFERROR
- The Maths Functions: SUMIF(S), COUNTIF(S) & AVERAGEIF(S)
- Working with text: the TRIM, FIND, MID & VALUE functions
- Consolidating data across multiple worksheets & workbooks
- Searching databases using MATCH and INDEX functions
- Introduction to the Dynamic Array functions
- Developing PivotTable skills with more complex spreadsheets
- Using Slicers to work with PivotTable data

### Advanced Microsoft Excel

1 day course includes:

- Reusing spreadsheets using Excel Templates
- Speeding data entry and calculations using Excel Tables
- Advanced Conditional Formatting techniques
- Using Data Validation with dependent lists
- Using Array Formulas to calculate single & multiple results
- Working with the OFFSET function to return specific data
- Adding FORM tools to spreadsheets (Spinners etc)
- Advanced Database Functions: DSUM, DAVERAGE & DCOUNT
- Creating and working with SCENARIOS
- Analytical Tools: using GOAL SEEK to arrive at a known value
- Working with SPARKLINES
- Creating a visual Dashboard in Excel



### Foundation Microsoft Project

1 day course includes:

- Introduction to the main MS Project Views
- Creating a new project
- Defining project working times
- Creating custom calendars
- Entering project tasks
- Setting up project phases
- Understanding task linkage types
- How to link tasks correctly
- Setting milestones & deadlines
- Setting lag and lead time

### Intermediate Microsoft Project

1 day course includes:

- Creating a resource sheet
- Allocating & assigning resources
- Resolving overallocation issues
- Setting up resource calendars
- Working with material resources
- Understanding the critical path in MS Project
- Correctly applying task constraints

### Advanced Microsoft Project

1 day course includes:

- Creating individual task calendars
- Working with multiple pay rates
- Applying custom calendars & work times
- Entering material resource consumption rates
- Interrupting work & rescheduling tasks
- Setting up recurring tasks
- Working with resource availability
- Grouping data by custom selection
- Applying & working with a budget in MS Project
- Creating detailed visual reports in MS Project

### Foundation—Intermediate Microsoft Word

1 day course includes:

- Creating a file and folder structure
- Overview of Word menus and toolbars
- Opening and saving Word documents
- Entering and formatting text
- Formatting paragraphs
- Proofing text
- Copying and pasting text
- Importing graphics & photos
- Creating page layouts using tables

### Advanced Microsoft Word

1 day course includes:

Advanced Formatting features

- Paragraph styles
- Character styles
- Reusing styles between documents
- Adding text columns

Working with longer documents

- Headers and footers
- Page numbers
- Indexes
- Tables of contents
- Footnotes
- Master documents
- Creating sections to break up documents

Mail merges from database records

- Creating the template to receive merged data
- Creating placeholders for data
- Preparing and sorting data
- Merging data into letters and labels

Creating Form Documents

- Building tables
- Creating form fields
- Password protecting forms



## Foundation / Intermediate Microsoft PowerPoint

1 day course includes:

- Overview of PowerPoint capabilities
- Overview of menus and toolbars
- Introduction to the PowerPoint screens & views
- Using the Auto Content wizard for quick slideshows
- Creating slides using AutoLayout templates
- Customising slide colour schemes
- Adding graphics, photos and video
- Adding slide transitions
- Adding text animation effects
- Running the slideshow



## Advanced Microsoft PowerPoint

1 day course includes:

- Powerpoint overview refresher
- Creating and using slide masters
- Creating and using slide templates
- Working with graphic objects
- Setting up slide tables
- Employing multimedia elements
- Inserting video clips
- Adding sound
- Advanced slide transitions and text animations
- Working with graphs and organisation charts
- Linking graphs & data dynamically to Excel spreadsheets



## Foundation Microsoft Access

The course includes:

- Introduction to databases
- Creating a new database
- Creating Tables
- Working with Table views
- Setting Primary Keys
- Understanding data types & field properties
- Working with Input Masks
- Saving Tables
- Entering and editing data
- Creating additional Tables
- Understanding Table Relationships
- Working with Sub Datasheets
- Creating Forms
- Entering and editing data in Forms
- Filtering data
- Creating Queries

## Advanced Microsoft Access

The course includes:

- Understanding Logical Operators
- Using Logical Operators in Queries
- Working with Boolean Queries: AND, OR and NOT
- Using Parameter Queries
- Running a Query from a Table
- Running a Query from a Form
- Using the Wildcard in Queries
- Using Delete Queries
- Creating Parameter Delete Queries

