## Live, Online MS Office Course Content

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<th>Basic Excel</th>
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<td>Building up a basic formula</td>
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<tr>
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<td>Handling complex formulas</td>
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<tr>
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<td>Printing</td>
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</tbody>
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### Excel Pivot Tables
(All experience levels welcome)
- The basics:
  - Terminology
  - Creating tables
  - Updating tables
- Filtering
- Sorting
- Grouping
- Calculated fields
- Formatting
- Slicers
- Using multiple tables
- Pivot charts
- Other useful concepts

### Excel Functions & Formulas
(All experience levels welcome)
- Calculation fundamentals
- Relative vs absolute addressing
- 3-d formulas:
  - Multiple worksheets
  - Multiple workbooks
- "Top 10+" functions:
  - Sum
  - Min
  - Max
  - Average
  - Count
  - Counta
  - If
  - Today
  - Now
  - Vlookup
  - Index and match
  - Concat
  - Iferror
- Formula examples
- Taming a complicated formula

### Access
(All experience levels welcome)
- Develop tables with:
  - Explanation of fields
  - Data types specifications
- Importance of Key Fields
- Build table relationships
- Work in:
  - Datasheet and design views
- Create new records
- Edit and delete records
- Sort and filter records
- Introduction to queries
Basic PowerPoint

- New presentations
- Understanding layouts
- Formatting slides
- Using drawing objects
- Tables
- Charts
- Modifying layouts
- Proofing
- Delivering presentations
- Applying a transition
- Saving and printing

Advanced PowerPoint

- Make your PowerPoint:
  - Visually appealing
  - Dynamic with animations
- Advanced image manipulation
- Time saving skills
- Embedding vs linking content
- Master slide development
- Templates
- A top 20 of tips and tricks