# Live, Online MS Office Course Content

## Basic Excel

The interface

Keyboard navigation

Mouse selection techniques

Basic data entry

Saving your work

Performing calculations

Using functions

Copy  formula

Insert or delete rows columns

Adjust column width

Adjust row height

Text format

Align cell contents

Number format

Styles and themes

Basic conditional formatting

Templates

Printing

Charting

## Intermediate Excel

Working w/ multiple worksheets

Working w/ multiple workbooks

Links and external references

Grouping

3-D references

Range names

Functions and formulas

  Logical

  Date and Time

  Lookups

Data management

  Sorting

  Filtering

  Subtotals

Sparklines

## Advanced Excel

Building up a basic formula

Nested ifs

Handling complex formulas

Troubleshooting formulas

  Capturing errors

  Calculation options

  Trace cells

  Evaluate formulas

Tables

Applying data validation

Pivot tables and charts

Macros

  Recording

  Playback

  Editing

**CFAES**

**Business Training & Educational Services**
**Shisler Center**
**1625 Wilson Road, Wooster, OH 44691**
**330-287-7511**

## 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

## 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

## Basic Word

The basics of documents

    Navigating

    Creating

    Editing

    Saving

Copy or Cut (Move

Formatting text and paragraphs

    Format Painter

    Display formatting marks

    Tabs

    Margins

Bulleted and Numbered Text

Design Tab

Watermarks

Page colors

Border themes and styles

Layout

    Orientation

    Columns

Review Tab

    Read text

    Count word

    Thesaurus

    Spelling

    Grammar checker

THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

| Advanced Word | Access | Basic PowerPoint |
|---|---|---|
| Tables | **(All experience levels welcome)** | New presentations |
|    Setup | Develop tables with: | Understanding layouts |
|    Edit |    Explanation of fields | Formatting slides |
|    Move around |    Data types specifications | Using drawing objects |
|    Format | Importance of Key Fields | Tables |
|    Sorting Entries | Build table relationships | Charts |
|    Text to a table | Work in: | Modifying layouts |
|    Turn into a form |    Datasheet and design views | Proofing |
| Insert | Create new records | Delivering presentations |
|    Pictures | Edit and delete records | Applying a transition |
|    Shapes | Sort and filter records | Saving and printing |
|    Textbox | Introduction to queries | |
|    WordArt | | |
|    SmartArt | | |
|    Drop Cap | | |
| Hyperlinks | | |
| Section breaks | | |
| Find and replace | | |
| Collaboration/markup | | |
| Mail Merge | | |
| Table of Contents | | |
| Citations | | |
| Bibliographies | | |
| Automating with Macros | | |

CFAES

### 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

### OneDrive (2-hour course)

Upload files

Create folders

Using OneDrive

    On your PC

    Devices

    The Web

Sharing files

Embedding files

Changing appearances of

    Files

    Folders

### OneNote 365 (2-hour course)

Digital notetaking

Create & Format Notes

Organizing Notes

Putting a table in a note

Linking notes

Sharing notes

## Advanced Outlook

Mail – Let's get organized:

Folders

Categorizing

Flags

Quick steps

Automatic rules

Sharing with OneNote

Cleaning up the mailbox

Searching efficiently

Task Management

Calendars

Sharing

Time Management

Color Coding

Event invites

Event notifications

Other Tips and Tricks