



Live, Online MS Office Course Content

For more info contact: Zac Burkey (burkey.56@osu.edu)

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





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





Advanced Word

Tables

Setup

Edit

Move around

Format

Sorting Entries

Text to a table

Turn into a form

Insert

Pictures

Shapes

Textbox

WordArt

SmartArt

Drop Cap

Hyperlinks

Section breaks

Find and replace

Collaboration/markup

Mail Merge

Table of Contents

Citations

Bibliographies

Automating with Macros

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

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