

2012

Microsoft Office 2010

Course Catalog

Offered to you by North Shore Innovations, Ltd.



Introduction

This catalog contains course descriptions for the MS Office Suite 2010. Our courses are offered two ways: instructor led at your location or using our online live services. Specifically, courses are included for the following applications:

- Excel
- Outlook
- Word
- OneNote
- PowerPoint

Additional course descriptions are available on request for MS Office beginning level courses, MS Project and SharePoint. Remember, we strive to create a totally customized curriculum that directly solves your needs. Therefore, courses can be combined or further customized upon request. Please contact your NSI, ltd. representative for more information. Your NSI representative is:

Jean Rowland-Poplawski
 Cell: 419.283.2870
 Office: 419.534.6554
 Email: jean@nsinnovations.com

MS Excel 2010

Course Title	Description	Features
Working With Formulas (1 hour)	Discover how Excel's formulas can make calculation easy! This course is designed for those who are new to calculation in Excel. Beyond the basics of creating a formula, this course explores formula auditing and error correction tools to assist in making complex formulas easier to use.	<ul style="list-style-type: none"> • Relative vs. absolute cell references • Using formulas with multiple cell references • Using Auto fill • Using formula auditing tools • Using formula error checking • Displaying and printing formulas
Using Functions (1 hour)	Discover how functions can enhance calculation in Excel! This course is designed for those new to using functions in Excel. Beyond the basics of finding and entering a function, this course also explores how to create and use range names.	<ul style="list-style-type: none"> • Finding and inserting functions • Using basic functions • Defining and using range names • Creating range names for nonadjacent cells • Using auto calculate
Advanced Functions	This course, designed for those experiences with Excel functions explores complex functions including nested functions, calculations on groups of cells, and other advanced functions. Please note: participants should be familiar with how to use basic functions and range names before joining this class.	<ul style="list-style-type: none"> • Using complex and nested functions • Using the IF function • Using VLOOKUP and HLOOKUP • Using Array functions

Course Title	Description	Features
Working With Tables (1 hour)	This course explores Excel's table formatting feature. Beyond making your lists of data look professional, this course will show you how to sort, and filter data; including creating your own custom filters.	<ul style="list-style-type: none"> • Creating, modifying, and formatting table data • Sorting and filtering table data • Filtering data with wildcards and advanced filters • Creating a custom auto filter • Copying filtered records
Working With Charts (1 hour)	Discover how to create visual representations of your data with Excel charts. Designed for those who are new to Excel's charting tools, this course explores how to create, edit, and format charts.	<ul style="list-style-type: none"> • Creating and inserting charts • Using chart tools • Changing source data • Working with chart axes and data series • Saving a chart as a template • Working with relative vs. absolute cell references in charts
Pivot Table Analysis (2.5 hours)	This course deeply reviews the power of pivot tables. This course also provides a demonstration of Excel's new Power Pivot feature, which allows for pivot table analysis of millions of rows of data over multiple data sources. Please note: in order to participate in the demonstration, you must have Power Pivot installed on your system prior to the course.	<ul style="list-style-type: none"> • Creating, editing, and formatting pivot tables • Filter, sort, and group pivot data • Create a pivot table from external sources • Create and format a pivot chart • Use Excel's new slicer feature • Review Excel's new Power Pivot feature
Basic Data Analysis (1 hour)	This course investigates Excel's primary data analysis tools and is designed for those who must analyze calculations in many ways.	<ul style="list-style-type: none"> • Group and outline data • Use goal seek • Use scenarios to create multiple versions of the same data • Create data input tables within a worksheet
Data Analysis Using Solver (1 hour)	This course discovers Excel's problem solving tools for data modeling and is designed for those who must analyze calculations against multiple constraints.	<ul style="list-style-type: none"> • Generate reports and scenarios with solver • Manage calculation constraints • Choose a solver method • Use solver as a goal seeking tool
Managing Worksheet Views (1 hour)	This course, designed for participants who use multiple or large workbooks, explores how to view the workbook more efficiently so you can review your data quickly.	<ul style="list-style-type: none"> • Hiding and unhiding columns, sheets, and windows • Freezing and splitting worksheets • Arranging single or multiple workbooks on your screen with synchronized scrolling • Using the watch window • Saving an Excel workspace

Course Title	Description	Features
Advanced Excel Features (1 hour)	This course is designed for experienced Excel users who are looking for tools to make their life easier! Explore how to create your own autofill lists and create linked and consolidated data. Please note: Participants should be familiar with Pivot tables prior to joining this class.	<ul style="list-style-type: none"> • Creating custom autofill lists • Linking and combining workbooks • Consolidating worksheets • Pivoting consolidated data
Tips & Tricks (1 hour)	This course reviews tips and tricks for making Excel easier to use. Beyond introducing conditional formatting and data validation, participants will have the opportunity to get answers to their toughest Excel issues.	<ul style="list-style-type: none"> • Using conditional formatting • Using data validation tools to create drop down boxes and error messages • Participant Q & A

MS OneNote 2010

Course Title	Description	Features
Creating Notebooks (1 hour)	This course explores NoteBook's new interface and text tools. Participants will create and edit Notebooks, sections, and pages to reduce their need for a legal pad! In addition, participants will work with text containers to make sure their notes are always available.	<ul style="list-style-type: none"> • Creating Notebooks • Inserting Sections • Inserting Pages • Working With Containers • Using Text Tools • Integrating MS Office with NoteBook
Managing Notebooks (1 hour)	This course, designed for those who already have notebooks created will introduce notebook management tools. The focus of this course will be organizing notebooks with subpages and sections; in addition to working with unfiled notes and notebook views.	<ul style="list-style-type: none"> • Inserting Subpages • Working with Section Groups • Creating Side Notes • Working With Unfiled Notes • Docking OneNote to the Desktop • Using Notebook Views
Notebook Tools (1 hour)	In this course, participants will work with tools that enhance the power of OneNote. Participants will explore notebook search, sharing, and MS Office Integration tools. In addition, participants will insert video and audio in notebooks.	<ul style="list-style-type: none"> • Inserting Video and Audio • Searching Notebooks • Sharing Notebooks • Printing Notebooks

MS Outlook 2010

Course Title	Description	Features
What's New in Outlook 2010 (2 hours)	This course reviews features new to Outlook 2010. Participants will explore new ribbon tools that will assist them in effectively manage their email, calendar, and tasks.	<ul style="list-style-type: none"> • Take advantage of new ribbon and tab features • Benefit from the People Pane • Create and customize Outlook views to organize your mail • Manage conversations • Share and publish your calendar • Work with new task functions
Email Enhancement (1 hour)	Explore Outlook's new features and take advantage of previous tools to make email easier! Participants will learn how to create Quick Parts, insert screenshots, and additional tools to make email effortless.	<ul style="list-style-type: none"> • Customizing Quick Parts • Designing Signatures • Using Stationary • Inserting Screenshots • Using Business Cards
Email Automation Tools (1 hour)	In this course, participants will explore Outlook's automation tools to manage messages. The central focus includes subscribing to RSS feeds, customizing email rules and creating Outlook's new Quick Steps features.	<ul style="list-style-type: none"> • Using RSS Feeds • Customizing Email Rules • Creating Quick Steps
Email Housekeeping Tools (1 hour)	Clean up your inbox! In this course, participants will learn how to set up email archive options, use clean up tools, and manage their junk mail.	<ul style="list-style-type: none"> • Setting Email Archiving Rules • Using Outlook Clean Up Tools • Managing Junk Mail
Email Search Tools & Favorites (1 hour)	This course explores tools that can make finding messages simpler. Participants will customize categories, manage email favorites, create search folders and use search tools to minimize the time spent finding messages.	<ul style="list-style-type: none"> • Customizing Categories • Managing Favorites • Creating Search Folders • Using Search Tools
Effective Email Strategies (1 hour)	Having problems managing your inbox? This course focuses on where the problem starts: writing effective messages! Learn how to write subject lines and messages that drive recipients to respond. In addition, participants will explore new email conversation tools.	<ul style="list-style-type: none"> • Analyzing email content • Writing result driven messages • Managing Conversations
Calendar Sharing Tools (1 hour)	Time=Money; especially when you have to share your time with others! This course helps participants discover how to publish, share, and manage multiple calendars. Calendar permissions and delegate access is also included.	<ul style="list-style-type: none"> • Publishing Calendars • Setting Calendar Permissions • Sending Calendars and Sharing Requests • Managing Multiple Calendars

Course Title	Description	Features
Using Task Tools (1 hour)	This course assists participants in managing their workload by introducing effective use of Outlook's new message flagging and task management tools.	<ul style="list-style-type: none"> • Flagging Messages for Follow Up • Working With Tasks
Using Contact Tools (1 hour)	Explore tools that assist in managing your contacts! This course will offer participants the opportunity to effectively create, manage, and communicate with their Outlook contacts.	<ul style="list-style-type: none"> • Create and Edit Contacts • Manage Contacts • Contact Communication Shortcuts
Outlook Tools: Creating Views (1 hour)	This course explores flexible use of customized views to make working with Outlook faster and more efficient. Participants will create and edit personal views and work with the People Pane to make finding information easier.	<ul style="list-style-type: none"> • Using the Outlook View Tools • Using the People Pane • Creating Customized Outlook Views for Email and Calendars
Outlook Tools: Using the Journal and Notes (1 hour)	Explore Outlook's best kept secrets: Notes and Journal tools! This course introduces how to create, customize and manage notes. In addition, participants will learn how to create journal entries that provide a timeline of activities for their contacts.	<ul style="list-style-type: none"> • Using and Managing Notes • Creating and Utilizing Journal Entries

MS PowerPoint 2010

Course Title	Description	Features
Basic Transitions and Animations (1 hour)	In this course, participants explore how to apply and customize transitions and animations to increase audience engagement in their presentations.	<ul style="list-style-type: none"> • Applying and Previewing a Transition • Setting Effect Options • Using the Animation Pane • Applying, Reordering, and Previewing an Animation
Advanced Animation Techniques (1 hour)	This course addresses advanced animation techniques beyond selecting and setting effect options. In order to take advantage of this course, participants should be familiar with basic transitions and animations.	<ul style="list-style-type: none"> • Choosing an Effect • Designing a Motion Path • Choosing a Trigger • Customizing Timing • Using the Animation Painter • Using the Animation Pane
Inserting and Editing Pictures (1 hour)	This course reviews effective use of graphics in a presentation. Participants will use the new PowerPoint features to explore how to insert and customize pictures, clip art and screen shots to enhance their presentations.	<ul style="list-style-type: none"> • Adding a Picture, Clip Art, and Screenshot • Resizing, Moving, Arranging and Grouping Pictures • Correcting and Recoloring Pictures • Applying Artistic Effects and Styles

Course Title	Description	Features
Advanced Picture Tools (1 hour)	Beyond the basics of using graphics in a presentation, this course explores how to enhance their graphics with new PowerPoint features to increase the effectiveness of their presentations. To take full advantage of this course, participants should have experience with basic graphic use in presentations.	<ul style="list-style-type: none"> • Cropping Pictures • Advanced Cropping Tools • Rotating, Flipping, Aligning, and Distributing Pictures • Editing the Picture's Background • Exporting Pictures
Adding Charts (1 hour)	This course is designed for those who need to represent complex data in a visual format within their presentations. Learn how to create, customize, and animate charts to enhance your message.	<ul style="list-style-type: none"> • Inserting, Moving, Resizing, and Deleting Charts • Editing Chart Data • Changing the Chart's Appearance • Chart Animation
Using SmartArt (1 hour)	This course explores how to effectively use PowerPoint's new SmartArt features to increase attention to your message in presentations. Participants will learn how to insert, customize, and animate SmartArt graphics.	<ul style="list-style-type: none"> • Inserting SmartArt • Adding Text and Photos to SmartArt • Moving, Resizing, and Deleting SmartArt • Changing the Layout and Effects Style • Recoloring SmartArt • Resetting and Converting SmartArt
Using Video Files (1 hour)	PowerPoint's new video features are the central focus of this course. Learn how to insert, customize and set playback options for video in your presentations.	<ul style="list-style-type: none"> • Inserting Video • Using Video Tools • Cropping Video • Using Video Styles • Setting Playback Options
Using Audio Files (1 hour)	This course deeply explores the use of audio in presentations to enhance the presentation experience. Participants will learn how to insert, record, and customize audio clips in their presentation. To take full advantage of this course, participants are encouraged to bring an audio or music CD to class.	<ul style="list-style-type: none"> • Inserting Audio • Using Audio Tools • Trimming Audio • Setting Playback Options • Recording Audio Clips
Working With Slide Masters (1 hour)	This course reviews the effective presentation editing tools in PowerPoint. Participants will learn how to open and edit slide masters to minimize the time spent on editing presentations.	<ul style="list-style-type: none"> • Opening the Slide Master View • Creating and Editing Slide Masters • Applying a Global Theme or Background
Co-authoring and Reviewing Presentations (1 hour)	This course is designed for those who work in groups when creating presentations. Learn how to exchange ideas and edit your work to prepare for group presentations.	<ul style="list-style-type: none"> • Using Presentation Comments • Comparing Presentations • Viewing and Working with Changes • Using SharePoint 2010 Co-authoring Features

Course Title	Description	Features
Presentation Delivery Tools (1 Hour)	This course introduces the participant to PowerPoint's presentation delivery tools. Beyond the use of the slide show button, this course explores how to prepare and customize delivery of presentations.	<ul style="list-style-type: none"> • Creating Handouts • Rehearsing Slide Timings • Showing and Hiding Slides • Creating a Custom Show • Starting a Presentation • Using Presentation Tools
Advanced Slide Show Tools (1 Hour)	This course is designed for participants who need to package and broadcast their presentations for internet, kiosk, or CD delivery. In order to take full advantage of this course, participants should have experience with basic presentation delivery tools.	<ul style="list-style-type: none"> • Recording Slide Show Narrations • Using Slide Show Setup Options • Broadcasting Presentations via the Internet • Creating Slide Libraries in SharePoint

MS Word 2010

Course Title	Description	Features
Working With Tables (1 hour)	This course is designed for participants who need to create professionally designed tables in their documents.	<ul style="list-style-type: none"> • Creating, editing, and formatting tables • Sorting table data • Calculating table data • Converting tabbed text to a table • Converting a table to tabbed text
Creating Headers & Footers (1 hour)	This course explores adding headers and footers in long documents.	<ul style="list-style-type: none"> • Adding and editing headers and footers • Header and footer navigation • Using header and footer tools • Inserting page numbers • Inserting graphics • Linking and unlinking headers and footers
Mail Merge Techniques (1 hour)	This course examines the new mail merge features of MS Word.	<ul style="list-style-type: none"> • Using the mail merge wizard • Using Mail Merge Rules • Merging to labels • Merging to email messages
Inserting Equations (1 hour)	This course is designed for those participants who must include mathematical equations in their documents.	<ul style="list-style-type: none"> • Inserting and editing complex equations • Saving equations • Using the math input panel for hand written equations. Note: participants must have the Windows 7 operating system installed for this feature.

Course Title	Description	Features
Tips & Tricks (1 hour)	Designed for experienced MS Word users, this course reviews helpful tips and tricks and addresses participant questions about MS Word	<ul style="list-style-type: none">• Using the navigation pane to find and move text• Creating, editing, and deleting time saving text quick parts and building blocks• Participant Q & A