

# Microsoft Office Refresher Training

These courses are not beginner courses. Participants should be somewhat familiar with these programs prior to attending. We also have a version for Beginners. Please inquire if that is more suitable for your staff.

## Day 1: Excel

- Review of Excel components
- Simple Formulas
- Autofill
- Formatting a worksheet
- Absolute Formulas and Functions
  - Average, Min, Max, Count
- Printing worksheets
  - Setting print areas
  - Setting print titles
  - Graphs
- Tons of Tips!

## Day 2: Excel

- Format Painter
- Wrapping Long Titles
- Linking cells, sheets, files
- Advanced functions
  - IF statements
  - Lookups
  - Round
  - Now
- Data Tables
- Pivot Tables
- Subtotaling

## Day 3: Word

- Quick Keystrokes
- Margins, Indents and Tabs
- Bullets and Numbering
- Page Numbering
- Headers and Footers
- Line Spacing
- Styles and Table of Contents

## Day 4: PowerPoint and Outlook

- PowerPoint
  - Creating a presentation
  - Editing a presentation
  - Additional formatting techniques
  - Drawing objects
  - Slide shows
  - Transitions and Timings
- Outlook
  - Sorting and Searching
  - Managing your Inbox
  - Automating Steps
  - Quick Steps
  - Conversation view
  - Dragging Items to Folders
  - Send It Again!
  - Find Related Items
  - The Check Names Feature
  - Email Etiquette

### NOTES

- ✓ These classes are all hands-on classes at your site for maximum benefit and convenience.
- ✓ Classes typically run 9-4 with an hour for lunch and 2 coffee breaks, but we are flexible with the schedule!
- ✓ This four day course is 24 hours – perfect for the Government Job Training Grant funding, if applicable! Details are on our website – [www.knowitsooner.com](http://www.knowitsooner.com)

*Cost is \$7200 + GST  
for your group (max 12) for all 4 days.*

*If you qualify for the Job Training Grant, the cost is  
around \$2400 + GST!*

*\*Cost is \$1000/session if we do 8 half days instead of 4 full days*

  
Know it Sooner  
Computer Training