

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

*Cost is \$960/person
for all 4 days.*

**Cost is adjusted if we do 8 half
days instead of 4 full days*

