

## MS Office Advanced

### Overview

This training focuses on introducing advanced functions of MS Word, MS Excel, MS Power point and MS Project applications.

### MS Word (2 Days)

Use Zoom	Draw Shapes
Understand Word Views	Add a Text Box
Split a Document	Add a Table of Contents
Use the Navigation Pane	Manage Sources
Insert ClipArt, Pictures from Files, and Screen Shots	Add Footnotes, Endnotes, and Citations
Move or Delete a Picture	Insert a Bibliography
Use the Picture Tools Tab	Create an Index
Remove a Picture's Background	View Synonyms
Adding Artistic Effects	Use the Research Task Pane
Changing a Picture's Layout	Use Translation ScreenTips
Use SmartArt	Set Your Language
Work with Tables	Use Comments
Use the Table Tools Tab	Track and Review Changes
Apply a Style to a Table	Compare Documents
Add a Cover Page	Minimize the Ribbon
Add Word Art	Customize the Quick Access Toolbar
Access Word Options	

### MS PowerPoint (2 Days)

Insert a picture	Rotate and flip objects
Insert screen shots	Align and distribute objects
Insert clip art	Order objects
Insert SmartArt	Group objects
Insert a text box and add text	Check spelling
Insert a Table and add text	Use the Research Task pane
SmartArt	Use Translation ScreenTips
Remove a picture's background	Set the Language
Use the Picture Tools tab	Add Notes to Slides
Use the Text Box Tools tab	Create a Notes Master
Use the SmartArt Tools tab	Create a Handout Master
Use the Table Tools tab	Print Notes and Handouts
Format a text box	Switch to the Slide Master View
Modify table rows and columns	Use the Slide Master tab
Format a table	Create a Slide Master
Add a movie	Apply a Slide Master
Add a sound clip	Edit a Slide Master
Create WordArt	Insert slides from other presentations
Draw shapes	Create a custom show
Use the Drawing Tools tab	Record a presentation as a video
Use the Grid and Gridlines	Package your presentation for CD
Understand the PowerPoint Viewer	

## MS Excel

Insert SmartArt	Create a Pivot Chart from a Pivot Table
Add text to a diagram	Create a Pivot Chart from Data
Resize and move a diagram	Display the Developer tab
Reset a diagram	Record and run macros
Understand the contextual tabs	Change the security level
Add pictures from your computer	Customize and Change the Quick Access Toolbar
Add Clip Art	Use named ranges in formulas
Add text boxes	Understand formula errors
Draw shapes	Trace dependents and precedents in formulas
Trace precedent cells	Use the Trace Errors Commands
Trace dependents of a cell	Evaluate formulas
Display formulas within the sheet	Use Goal Seek
Work with comments	Use the Scenario Manager
Insert a chart	Use a One Input Data Table
Use the Chart Tools tab	Use a Two Input Data Table
Understand the parts of a chart	Transposing Data from rows to columns
Change the chart style	Use the Text to Columns feature
Resize and move a chart	Check for duplicates
Insert a Pivot Table	Create data validation rules
Use the Pivot Table Tools tab	Consolidate Data
Choose fields and group data in a Pivot Table	Group Data
Change Pivot Table data and refresh the view	Add Subtotals
Apply a Style to a Pivot table	Outline Data view Grouped and Outlined Data
Use Real-life examples in a Pivot Table	

## MS Project

Split the view	Entering task fixed costs
Sort, group, and filter tasks	Schedule resource overtime
Use zoom	Identify and balance resource overallocation
Overlap, delay, or split tasks	Save a baseline plan
Set task deadlines and constraints	Update project, actual task values, actual work and actual costs
Understand task types	View project statistics and costs
Assign a task calendar	Check duration variance, work variance, and cost variance
Understand task indicators	Identify slipped tasks
Assign a resource calendar	Save an interim plan
Customize a resource calendar	Customize a basic or visual report
Apply predefined resource contours	Create a custom report
Specify resource availability	Sort a report
Group resources	Inserting a subproject
Enter resource rates and overtime rates	Consolidate multiple projects
Specify pay rates for different dates	View multiple project critical paths
Apply a different pay rate to an assignment	View consolidated project statistics
Use material resource consumption rates	Create a resource pool