



MS Access is a popular database programme that is used for data storage.

MS Access

Module 1: Terminology used in connection with a database, loading the Microsoft Office Access program, opening an existing database, navigating around different objects in a database, using datasheet and design view, entering a new record, finding records, sorting records

Module 2: Planning and design of a database, recognising relationships between tables, defining fields, data types and properties using design view, entering data into tables using datasheet view, re-sizing columns, using the Lookup Wizard

Module 3: Defining relationships, using the Table Wizard to create a table, modifying the table design, using the Input Mask Wizard, using the Database Wizard to create a new database

Module 4: Editing data in form and datasheet views, adding new records, using print preview, changing page orientation, printing a datasheet, enforcing referential integrity in a relationship, using the Form Wizard, working with controls in form design

Module 5: Using advanced sort, using filter by form, importing a table from an external database, using a junction table to resolve a many to many relationship, adding a new field to a form, using a calculated control on a form, creating a query, using criteria to retrieve selected data, creating and naming a calculated field in a query

Module 6: Adding a field with data validation in a table, creating a form with subform, entering data using a form/subform combination, creating and modifying the design of a report, adding a subreport to an existing report

Module 7: Exporting an HTML file, editing an existing web page, creating a data access page, adding a hyperlink, object dependencies, importing an Excel spreadsheet as a table, importing a comma delimited text file as a table, creating a switchboard, backing up a database

Guideline Study Time: 22 hrs



MS Excel is a spreadsheet application that is used for storing data, making calculations and presenting information graphically. This course will take you from beginners to intermediate standard.

MS Excel Proficient

Module 1 : The Excel 2003 screen, creating a worksheet, entering text and numeric data, navigation, saving, naming and closing, opening an existing spreadsheet, editing cell contents, accessing help

Module 2 : Changing font type and size, text enhancement, selecting cells and ranges, text alignment, merging and splitting cells, modifying column width and row height, printing the active sheet, creating a folder, saving in a different format

Module 3 : Inserting and deleting rows, multiple workbooks, moving and copying cells, cut, copy and paste, AutoFill, Office clipboard

Module 4 : AutoComplete, Hide and unhide columns and rows, freezing and unfreezing panes, inserting columns, change text orientation, page break preview, changing to landscape orientation, adjusting margins and scaling, centring between margins, displaying gridlines, inserting headers and footers, setting a print area, selecting non-adjacent data, naming and deleting a worksheet, saving a workbook as a template, creating a workbook from a template

Module 5 : Applying borders, formatting numbers, defining and applying styles, Auto Calculate, complex formulas, absolute cell references

Module 6 : Inserting a new worksheet, formatting a worksheet tab, grouping and ungrouping worksheets, 3-D references, applying wrap text formatting, indenting text, printing row and column headings, centring text horizontally and vertically in a range, adding, viewing and editing comments

Module 7 : Using the SUM and COUNT functions, AVERAGE, MAX and MIN functions, sorting columns, using NOW and IF functions, PMT and FV functions, AutoFilter, find and replace

Module 8 : Using the Chart Wizard, creating a two series line chart, formatting the plot area, creating a pie chart, saving selected data and a workbook as a web page, inserting a picture, resizing and repositioning, inserting and modifying an object, inserting and using a hyperlink, creating, modifying and positioning a diagram

Guideline Study Time: 20hrs



This course is for those who wish to cover the more advanced features of this application and therefore suitable for experienced users of Excel.

MS Excel Expert

Module 1 : Creating a template, using an existing template, editing a template, creating custom views, deleting custom views, consolidating data, creating a workspace file, using workspace files, creating and modifying custom number formats, using conditional formatting, deleting conditional formatting

Module 2 : Printing grouped worksheets and multiple workbooks, naming and modifying cell ranges, moving a named range, using range names to locate data, deleting a named range, using range names in calculations, formatting and resizing graphics, formatting charts and diagrams, finding trends in data

Module 3 : Setting security levels for macros, creating macros, running macros, editing a macro, creating a toolbar and menu to hold macros, deleting macros, deleting a toolbar button, deleting a custom toolbar and menu

Module 4 : Applying data validation rules, adding input messages and error alerts, locating invalid data, tracing precedents and dependents, tracing errors, evaluating formulas, using the watch window, using AutoFilter and Advanced Filter, using a data form

Module 5 : Compiling subtotals and consolidations, summarising data using outlining tools, using the database functions DSUM and DAVERAGE, using the Query Wizard with an external data source, analysing data using pivot tables, creating a pivot table chart, creating a pivot table from external data

Module 6 : Using data analysis to calculate rank and percentile, solving a problem using goal seek, using solver to calculate a quotation, creating What-If Analyses using the scenario manager

Module 7 : Protecting worksheets and workbooks, applying and removing passwords, sharing a workbook, merging workbooks, understanding workbook history, track changes, accept or reject changes, using digital signatures

Module 8 : Inserting an embedded object, inserting a linked object, retrieving data from the web, saving as a web page, publishing worksheets, editing a web page and republish, saving an Excel workbook as an XML document, mapping data in a workbook, importing an XML document into an existing mapping

Guideline Study Time: 20hrs



Outlook is Microsoft's email and diary management system.

MS Outlook

Module 1 : Opening screen, changing the navigation pane, auto preview, the reading pane, altering the message view, deleting a message, viewing the Inbox, calendar, contacts and tasks, using notes and the folder list, closing the Outlook 2003 program

Module 2 : Creating and replying to e-mail messages, adding signatures, applying send options to messages, attaching a file to a message, attaching an item to a message, opening an attachment, finding a message, flagging messages, search folders, using pre-defined stationary

Module 3 : Creating a new contact, adding a picture to a contact, creating a category for a contact, deleting a contact, sharing contact details, changing the view of contacts, printing contacts information, creating a distribution list, using Find to locate a contact

Module 4 : Creating, amending and deleting appointments, assigning a contact to an item, inviting at 10dees, creating recurring appointments and multi day events, customising calendar settings, printing calendars, planning meetings, inviting at 10dees, deleting at 10dees, cancelling a meeting

Module 5 : Creating and assigning a task to a category, marking a task as completed, editing the task list, deleting a task, assigning tasks to others, accepting or declining tasks, sending status reports, viewing the task pad, placing a task onto the calendar, creating notes and assigning to a category, linking notes to a contact, editing, deleting and changing the colour of notes

Module 6 : Create folders to manage your email messages, moving messages into folders, colouring messages, using the rules wizard, creating filters, clearing filters

Module 7 : Customising toolbars and menus, restoring deleted items, permanently deleting items, saving messages in other formats, archiving, creating a personal folders file (.pst), exporting Outlook data, specifying advanced email options

Guideline Study Time: 16hrs



Ms PowerPoint is used for creating eye catching slide show presentations that can be delivered in person or via the Internet.

MS PowerPoint

Module 1 : Opening an existing PowerPoint presentation, different screen views, different PowerPoint objects, creating a presentation from a blank presentation, running an existing presentation as a slide show, saving and closing a presentation

Module 2: AutoContentWizard, inserting pictures into a presentation, resize and reposition, applying a design template, applying a slide layout, using the Slide Master, deleting 1 slide and multiple slides, changing slide layout, changing bullet formatting, duplicating a slide, edit and formatting text

Module 3: inserting a footer into an existing presentation, modifying a footer using the slide master, repositioning slides in slide sorter view, inserting a media clip, applying background effects, using a picture as a background, inserting a slide from another presentation, using the spellcheck facility, using Format Painter, creating a folder when saving

Module 4 : Modifying the Handout Master, preparing handouts, adding notes to a presentation, reviewing a presentation prior to printing, applying transition effects, rehearsing timings, applying animation schemes, applying custom animation, inserting a sound, find and replace

Module 5 : Using a design template to start a new presentation, inserting slides from outline, working with outline text, creating a table in a presentation, customising a table format, creating charts, inserting a text box on a slide, modifying the slide sequence in outline view, inserting a hyperlink, inserting a movie, inserting a diagram

Module 6 : Creating a template using the Slide Master, inserting ClipArt, exporting a presentation as an outline, inserting an Excel chart as an embedded object, inserting a Word table as a linked object, using WordArt

Module 7 : Setting up a review cycle, reviewing, accepting and rejecting changes, compare and merge, inserting a comment, saving a presentation in HTML format, publishing a presentation as a web page, setting up an online broadcast, embedding fonts, using Package for CD for remote delivery

Guideline Study Time: 16-18 hours



MS Publisher is used for creating professional looking publications including newsletters and pamphlets.

MS Publisher

Module 1 : Loading the program, becoming familiar with the opening screen and the various types of publication, opening a blank publication, creating text boxes, resizing and moving an object, entering text and basic formatting, opening and editing a publication design, saving a new publication, printing a publication, closing the program

Module 2: Navigating a multi-page publication, deleting pages in publication, selecting objects as a group, deleting grouped objects, resizing text boxes, saving a publication as a template. opening a publication based on a custom template, inserting clip art, inserting text from another program, spellchecking a publication, hiding boundaries and guides

Module 3: Checking page setup, using rulers and ruler guides, using layout guides and grids, inserting a page, applying best fit to text boxes, grouping and ungrouping objects. copying and pasting grouped objects, using print preview, knowing about advanced print options

Module 4 : Inserting headers and footers on master pages, recognising serif and sans serif font styles, changing the vertical alignment of text, changing bullet style and indentation, using format painter to copy formatting, adjusting spacing between lines, using word art, creating text box links, changing the order of objects, creating columns and determining gutter spacing, using tables to display text, understanding proof reading symbols

Module 5 : applying a design to a blank publication, layering pictures, using drawing tools, changing text wrapping, cropping pictures, cropping pictures, using easy web site builder to create a site, adding a web page, editing navigation bars, creating links/hyperlinks using text, pictures and hotspots, inserting web graphics, inserting graphics/movies and sound files, adding a description and keywords, saving and publishing a website

Guideline Study Time: 10-12 hrs



MS Word is a word processing application used for creating professional looking documents. This course is for beginners and those who do not have a proficient use of **Word**.

MS Word Proficient

Module 1: Loading the Word 2003 program, keying in text, naming and saving a document, overtyping mode, editing text, printing a document, closing a document, accessing Help, closing the program

Module 2: Shortcut menus, the spelling and grammar feature, using the thesaurus, using the research pane, changing line and paragraph spacing, changing margins, opening an existing document, using the taskbar, undo and redo, creating a new folder, saving in a different format

Module 3: Automatic date and time, modifying field format, envelopes/labels, screen views, page breaks, text enhancement, fonts, size and colour, alignment, applying font effects, highlighting text

Module 4: AutoCorrect and AutoText, using a wizard to create a new document, setting tabulation stops in order to display text and figures

Module 5: Cut, copy and paste, the office clipboard, Format painter

Module 6: Find and replace, the browse feature, bullets and numbering, headers and footers, page numbering, aligning text vertically

Module 7: Inserting a table in a document, inserting and deleting rows, sorting text, merging cells, rotating text, AutoSum, borders and shading, indenting text specifically, page orientation, creating a template from an existing document

Module 8: Creating drawing objects, inserting and modifying WordArt, inserting and modifying ClipArt, inserting symbols, formatting text into columns, inserting column breaks

Module 9: Applying and modifying styles, working in outline view, using document map, comparing and merging documents, adding, removing and editing comments

Module 10: Viewing a document in web page preview, web layout view, saving a document as a web page, using email in Word, inserting a hyperlink, creating and modifying charts and diagrams

Guideline Study Time: 22 hrs



This course is for those who wish to cover the more advanced features of this application and therefore only suitable for experienced users of **MS Word**.

MS Word Expert

Module 1: Mail merge using existing documents, create a main document and a datasource, set filter options within mail merge, use mail merge to create envelopes and labels

Module 2: Merge letters and labels with data sources from other programs, print a datasource, sort records, update, insert and delete records, manage fields

Module 3: Apply paragraph shading, sort paragraphs, sort data in a table, insert calculations in a table, update fields, insert an embedded object, insert a linked object, update links, use paste special, import a file from Excel, modify a chart, manage records, manage fields

Module 4: AutoSummarise, use Word Count, change file properties, create multiple versions of a document, protect documents, use Find and Replace to locate special characters, attach a digital signature to documents

Module 5: Create and modify a table of contents, create and modify an index, create cross-reference in an index, insert a bookmark

Module 6: Control the flow of text, create a watermark, modify a document background, create and revise footnotes and endnotes, insert a caption, insert a cross-reference within a document, set up different page numbering within a document, work with master documents and subdocuments

Module 7: Create a macro, run a macro, assign a macro to a keystroke, assign a macro to a toolbar button, edit a macro, delete a macro, use a form, create a form, create a drop-down list, create a date format, use calculations in a form

Module 8: Insert a movie, modify a web page, apply a theme to a document, save a document in XML format, attach a schema to a Word document, apply XML tags to a document

Guideline Study Time 20 hours



Get Into Office 2007 Fast Modules 1-3

For those who want to quickly learn the new interface and features of Word, Excel and PowerPoint 2007

Module 1 – Including: the Microsoft Office 2007 interface, the Word 2007 opening screen, the Office button, Word options, working with an existing document, customising the quick access toolbar, formatting text, inserting a cover page, inserting SmartArt, changing margins, inserting a caption, changing views, print preview, saving and compatibility mode, creating a new document, building blocks

Module 2 – Including: the Excel 2007 opening screen, the Office menu, opening an existing workbook, formatting text, entering formulas, customising the status bar, formatting numerical data, conditional formatting, styles, charts, themes, adding a custom list, using the formula bar, functions, protecting the worksheet, different views

Module 3 – Including: the PowerPoint 2007 opening screen, opening an existing presentation, slide layouts, using the font group on the home tab, adding bullets, inserting a table, different views, inserting a picture, design views, animating an object, previewing the presentation, using spellcheck, slide master view, inserting a custom layout, inserting a SmartArt graphic

Guideline Study Time: 6 hours



Get Into Office 2007 Fast Modules 4-6

For those who want to learn the new features of Outlook, Access and Publisher 2007

Module 4 – Including: Outlook 2007 opening screen, navigation pane, collapsing and expanding items, To-Do bar, Mail group, RSS Feeds folder, previewing an attachment, flagging messages, using categories, the calendar, contacts, inserting a business card, tasks

Module 5 – Including: Access 2007 opening screen, opening an existing database, navigation pane, changing views, creating and modifying table, Access options, adding fields to an existing table, modifying data types and properties in datasheet view, modifying field properties in design view, multi value field, attachment field, searching for a record, applying sorts and filters, creating a form, working in layout view, creating a split form. using the group, sort and total pane

Module 6 – Including: Publisher 2007 opening screen, creating and customising a flyer, creating and editing a Business Information Set, Flyer Options, Page Options, Publisher Tasks, adding an item to the Content library, inserting an object from the Content Library, formatting a background, Email merge, deleting an item in the Content Library. deleting a Business Information Set

Guideline Study Time: 6 hours