

# IT Courses

**Click on the course name below to view the Overview**

**Please note** that for Microsoft Office courses – versions 2007 and 2010, useful additional topics, specific to those versions will be included.

**Note:** If a course is not listed, it doesn't mean we don't do it. Please get in touch –  
Tel: 07976571960 E-Mail: [trainingmatters@gmx.com](mailto:trainingmatters@gmx.com)

We also provide trainers experienced in learning and training bespoke/company specific software. We can also create course materials and manuals as well as facilitating the training. Again E-Mail: [trainingmatters@gmx.com](mailto:trainingmatters@gmx.com) with your requirements

**Click the course name below to go to course outline**

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# **MICROSOFT WORD - INTRODUCTION**

## **(All versions – including 2010)**

### **Objectives**

By the end of this course - *which includes plenty of practice and review exercises* - delegates will have a good working knowledge of Word. They will be able to create, edit and format their documents, be able to set tabs, and use some useful, time saving features. They will be able to use the versatile tables feature and all in all create good looking, high quality work.

### **Prerequisites**

None.

### **Course Content**

- Creating and saving a document
- Basic editing
- Character formatting
- Paragraph formatting
- Cut, Copy & Paste
- Cut, Copy & Paste between documents
- Margins & Tabs
- Headers & Footers
- Creating Autotext
- Autocorrect
- Spelling & Grammar check & Thesaurus
- Bullets & Numbering
- An Introduction to Tables
- Borders & Shading

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# **MICROSOFT WORD – INTERMEDIATE**

## **(All versions – including 2010)**

### **Objectives**

By the end of this one day course, delegates will have a good knowledge of the more advanced features of Word which will speed up their productivity.

### **Prerequisites**

A good working knowledge of Word is essential. For those not familiar with Word, the introductory course is recommended.

### **Course Content**

- Creating and using templates
- Creating and using styles
- Mail Merge
- Advanced tables
- Using Section Breaks
- Newsletter Style Columns
- Inserting Dates and Symbols
- Applying Borders and Shading
- Inserting Graphics
- Creating Charts
- AutoCorrect
- AutoText
- Find and Replace
- Creating Templates

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# **MICROSOFT WORD - ADVANCED**

**(All versions – including 2010)**

## **Objectives**

This course is designed as a progression from the Word Intermediate course to further the users knowledge of the product. This course focuses (primarily) on working with large documents and includes some valuable tools - such as Master Documents, Track Changes, Tables of Contents, Captions, Cross References to name just a few.

## **Prerequisites**

The course assumes the participant will have already completed the Intermediate course or is at an equivalent level.

## **Course Content**

- Creating Bookmarks
- Index and Tables of Contents
- Outline View
- Working with Master Documents and Sub-Documents
- Track Changes
- Inserting Captions
- Inserting Comments
- Inserting Footnote and Endnotes
- Inserting Cross References
- Using the Forms Toolbar
- Creating Templates
- Prompts (Fill-in Fields)
- Macros

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# **MICROSOFT EXCEL - INTRODUCTION**

## **(All versions – including 2010)**

### **Objectives**

At the end of this course (*which includes plenty of practice and review exercises*) - delegates should be able to work comfortably with Excel. They will understand the basics and be able to create, format and add formulae, enabling them to create high quality spreadsheets and graphs. The course also looks at some of the Excel functions which can make easy work of harder tasks. A knowledge of the topics on this course is needed before attending the Intermediate or Advanced stages

### **Prerequisites**

None.

### **Course Content**

- Moving and navigating around a spreadsheet
- Autofill
- Creating a spreadsheet
  - Inserting text
  - Inserting numeric values
- Editing a spreadsheet
- Editing values
- Moving and copying data (cut, copy, paste & drag & drop)
- Creating Formulae
- Copying Formulae to other cells
- Formatting a spreadsheet
  - Formatting numbers
  - Font
  - Alignment
  - Borders
  - Patterns
- Using absolute references
- An Introduction to Excel Functions
- Inserting and deleting columns & rows
- Printing and Page setup
- Creating and formatting graphs/charts

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# **MICROSOFT EXCEL - INTERMEDIATE**

## **(All versions – including 2010)**

### **Objectives**

After this one day course, delegates will have a working knowledge of some of the more advanced features of Excel. They will also have a knowledge of using Excel for list/database management including some of the powerful, built-in data analysis tools.

### **Prerequisites**

A good working knowledge of Excel formulae is essential. For those not familiar with constructing basic formulae, the introductory course is recommended.

### **Course Content**

- Working and calculating with dates
- Conditional Processing
- If statements
  - Multiple (Nested) If Statements
  - Creating Range Names
- Lookup Tables
- 3D Workbooks
  - Working with multiple worksheets
  - Formatting multiple worksheets
  - Linking and calculating between multiple worksheets
- Linking and calculating between different workbooks
- Managing Links
- Using Excel for Database/List Management
  - The Data Form
  - Sorting
  - Autofilter
  - Pivot Tables
  - Subtotals
- Grouping and Outlining
- An introduction to Macros (if time)

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# **MICROSOFT EXCEL - ADVANCED**

**(All versions – including 2010)**

## **Objectives**

This course looks at additional tools and features for those who want to get the most out of Excel.

This training builds on the skills learned on our intermediate Excel course, and is intended for participants who frequently use Excel. Templates with prompts enable the experienced user to save time. Using Excel as a database and integrating with the powerful Microsoft Query allows for more complex data analysis. Additional Excel functions such as Conditional Formatting, Data Validation, Goal Seek, and Scenarios all extend the user's knowledge. Overall this course can help speed up tasks and make the Excel user more efficient.

## **Prerequisites**

The course assumes the participant will have already completed the Intermediate course or is at an equivalent level.

## **Course Content**

- Creating Excel
- Templates
  - Adding Input Boxes (prompts) to Templates (later using macros – see last topic in list)
- Conditional Formatting
- Working with Microsoft Query
- Data Validation
- Database Functions
- Advanced Filter
- Using Goal Seek
- Creating Scenarios
- Macros
  - Creating
  - Adding to toolbars
  - Adding buttons to worksheets
  - Creating prompts (using the Visual Basic Editor)

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# **MS POWERPOINT – INTRODUCTION**

## **(All versions – including 2010)**

### **Objectives**

After completion of this course delegates will be able to create professional, high quality presentations. They will be adept at working with graphic objects, pictures and animation - enabling them to produce stunning effects and memorable presentations. For those delegates who will be presenting to their audience, you may find our [\*\*Presentation Techniques\*\*](#) of value.

**Prerequisites: None.**

### **Course Content**

- Creating bulleted slides
- Creating chart/graph slides
- Creating organisation chart slides
- Creating other various types of slides
- Applying Design Templates
- Formatting slides
- PowerPoint Views
  - Slide Sorter View
  - Slide View
  - Outline View
  - Slide Show View
  - Speakers Notes View
- Modifying the PowerPoint masters
- Inserting Clip Art & pictures
- Using the Drawing Tools
- Transition
  - Adding special effects
  - Creating an automatic, timed presentation
- Animation
  - Animating text
  - Creating a build effect
  - Animating objects
- Viewing a slide show
- Slide Show controls
- Printing Slides, Handouts, Speakers, Notes and Outline View

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# **MS POWERPOINT - INTERMEDIATE/ADVANCED**

**(All versions – including 2010)**

## **Objectives**

This intensive, hands-on one-day training course will enable students to create better business presentations using the advanced features of PowerPoint. Delegates will learn how to implement audio visual effects (movies, sounds etc.). We will be looking at creating hyperlinks to other presentations/office document/programmes and other more advanced features. There is also a short introduction to Macros

## **Prerequisites**

A good basic working knowledge of PowerPoint is required. Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction course

## **Course Content**

- **Creating Photo Albums:  
Creating Custom Presentations**
- **Packaging a Presentation to a CD**
  - **Delivering a Presentation on a Computer**
- **Advanced ClipArt/Picture Features**
  - **Changing the Colour of a ClipArt Object or Picture**
  - **Ungrouping a ClipArt Object or Picture**
  - **Ungrouping a Picture or ClipArt Object**
  - **Grouping Objects**
  - **Adding Objects to the ClipArt Gallery**
  - **Creating a New ClipArt Category**
  - **Adding a Picture to the Clip Gallery**
- **Designing your Own Template**
  - **Working With The Slide and Title Masters**
  - **Creating your Template**
  - **Creating Colour Schemes**
  - **Applying a Colour Scheme**
  - **Adding a Company Logo to your Template**
  - **Adding Animation to your Template**
  - **Modifying Your Template**
- **Macros**
  - **Recording a Macro**
  - **Adding Your Macro to a Toolbar**
- **Movies and Sound**
  - **Adding a Movie to a Slide**
  - **Adding Sound to a Slide**
  - **Implementing Audio Visual Effects**
- **Creating Voice Narrations: (discussion/demonstration)**
- **Hyperlinks, Action Settings and Action Buttons**
- **Exporting/Importing Between PowerPoint and Word**

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# **MS OUTLOOK - INTRODUCTION**

**(All versions – including 2010)**

## **Objectives**

Tasks include working with Outlook basics and using Outlook messaging. Students will learn how to manage messages, use the Address Book, and schedule with the Calendar. Students will also learn how to work with the Message window, format Outlook messages, and insert message components. Tasks include creating HTML messages, using Outlook messaging features, working with the Rules Wizard, handling junk mail, and using the Out of Office Assistant

## **Prerequisites**

None.

## **Course Content**

- Using the Calendar
  - For appointments
  - Recurring meetings
- Using the Contacts List
  - Adding new business contacts
  - Changing views
- Using the Task List (Things to Do List)
  - For creating tasks
  - For recurring tasks
- E-Mail
  - Sending
  - Replying
  - Attaching a File to a Message
  - Setting Message Options
  - Setting Message Tracking Options
  - Recalling a Message
  - Creating an AutoSignature
- Housekeeping
  - Deleting Messages
  - Organising with Categories
  - Creating Outlook Rules (if time)
  - Archiving
- Using Notes

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# **MS ACCESS - INTRODUCTION**

**(All versions – including 2010)**

## **Objectives**

By the end of this one day course, delegates will have a working knowledge of Access. They will be able to create, tables, forms, reports and select queries and be productive straight away. The course includes lots of practice and review exercises so delegates will feel comfortable when using Access back in the workplace.

## **Prerequisites**

None

## **Course Content**

- Database planning and design
- An Introduction to Relationships
- Starting Access
- Using the Interface
- Opening an Existing Database
- Using Database Objects
- Finding and Filtering Data
- Creating tables
  - Designing Tables
  - Adding Field Names
  - Assigning Data Types
  - Setting a Primary Key
  - Setting Field Properties
- Printing Data
- Creating Select Queries
  - Adding Criteria
  - Running a query
  - Modifying a Query
  - An introduction to multi-table queries
- Creating, Editing and using Forms
- Creating, Editing and using Reports

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# **MS ACCESS - INTERMEDIATE**

**(All versions – including 2010)**

## **Objectives**

By the end of this one day course, delegates will have increased their knowledge of Access. They will understand the all important relational aspect of databases and be able to use some of the more advanced functions within Access to enable them to create sophisticated relational databases, user input forms and reports.

## **Prerequisites**

A good working knowledge of Access is essential. For those not familiar with Access, the introductory course is recommended.

## **Course Content**

- **Advanced Queries**
  - Joining Tables in Queries
  - Action queries
  - Make-Table Queries
  - Update Queries
  - Delete Queries
  - Calculations in Queries
  - Parameter Queries
- **Advanced Reports**
  - Groups and Summaries within Reports
  - Sub-Reports
- **Advanced Form Functions**
  - Form Design
  - Sub-Forms
  - Using Form Controls
  - e.g List boxes, combo boxes and command buttons
- **Relationships**
  - Creating relationships
  - Creating and understanding Referential Integrity

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# **MICROSOFT ACCESS - ADVANCED**

## **(All versions – including 2010)**

### **Objectives**

This course introduces students to the more advanced features in Access. Tasks include using charts, other form techniques, and ActiveX controls. Students will also learn how to work with indexes, replicate databases, and use Access and the Internet

### **Prerequisites**

The course assumes the participant will have already completed the Intermediate course or is at an equivalent level.

### **Course Content**

- Exporting Data to Excel and Word
  - Exporting Data to an Excel Workbook
  - Creating Excel Workbooks Office Links
  - Creating Word Documents Office Links
- Charts – Creating, modifying and adding to a Form or Report
- Using other Form Techniques
  - Saving a Form as a Report
  - Creating a PivotTable or PivotChart View
  - Using ActiveX Controls
- Working with Indexes
  - Creating a Single Field Index
  - Creating a Multiple Field Index
  - Creating a Multiple Field Primary Key
- Replicating Databases
- Using Access and the Internet
  - Creating a Hyperlink Field
  - Inserting a Hyperlink Field
  - Creating a Data Access Page
  - Grouping and Sorting Data Access Pages
  - Creating a PivotTable in a Data Access Page
- Using Access Database Security
- Creating Macros
  - Assigning an Argument to an Action
  - Creating a Macro using the Macro Builder
  - Assigning a Macro to a Control
  - Adding a Condition to a Macro
- Using Switchboards
  - Creating a Switchboard Form
  - Adding a Command Button to a Switchboard
  - Setting Startup Options

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# **MS FRONTPAGE - INTRODUCTION**

**(All versions – including 2010)**

## **Objectives**

This intensive one day training course has been designed to provide the fundamental skills necessary to create, edit, and publish pages that include text and pictures to an intranet or the World Wide Web, using FrontPage.

## **Prerequisites**

This course is suitable for complete beginners to Web design

## **Course Content**

- FrontPage Basics
- Examining the FrontPage environment
- Working in page view
- Working with Web pages
- Designing Web pages
- Formatting Web pages
- Adding lists to Web pages
- Enhancing Web pages
- Adding active elements to Web pages
- Changing page properties
- Applying themes to Websites
- Creating hyperlinks and hotspots
- Working with navigation bars and shared borders
- Renaming pages
- Adding graphic features to Web pages
- Adding graphic files
- Using graphics to link Web pages
- Adding tables to Web pages
- Creating Frames
  - Working with frames and frames pages
  - Modifying frames pages
- Managing and publishing Webs and Web pages
- Working in tasks view
- Checking spelling and replacing text
- Publishing web sites

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# **MS FRONTPAGE - INTERMEDIATE/ADVANCED**

**(All versions – including 2010)**

## **Objectives**

This intensive, hands-on one day training course has been designed to teach advanced FrontPage features to create web pages and manage web sites for the World Wide Web or their corporate intranet.

## **Prerequisites**

The course is designed for web page content creators, not for those who install, configure and host websites. Note : A working knowledge of Microsoft Windows, Word and Internet Explorer is required, as well as experience of the basic features of FrontPage, and of surfing the Internet.

## **Course Content**

- Designing a Website
- Customising Web Pages
- Using Tables for Page Layout
- Themes and Styles
- Shared Borders and Navigation Bars
- Working with Frames
- Managing Web Development
- Active Elements and Special Formatting
- Creating User Input Forms
- Working with Databases

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# **MS PUBLISHER - INTRODUCTION**

## **(All versions – including 2010)**

### **Objectives**

This course is designed to introduce users to the techniques of Desk Top Publishing. After this one day course, delegates will be able to design and create professional stationery and publications.

### **Prerequisites**

None.

### **Course Content**

- Creating Publications with the Wizard
- Creating Publications by Design
- Working with the Publication Layout
- Page Layout
- Guides
- Rulers
- Inserting and Deleting Pages
- Working with the Background/Foreground Pages
- Working with Frames
- Creating WordArt Designs
- Working with Pictures & ClipArt
- Text Frames
- Page Numbering
- Editing & Formatting
- Creating Styles & the use of Format Painter
- Line Spacing, Indents and
- Bullet/Numbered Lists
- Tabs
- Importing Text
- Working with Graphics
- Using the Drawing Tools
- Applying Colours to Graphics
- Working with Borders, Shadows and Patterns
- The Finishing Touches
- Spell-Check
- Printing your Publication

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# **MS PUBLISHER - INTERMEDIATE/** **ADVANCED**

**(All versions – including 2010)**

**Duration: As Required**

## **Objectives**

To fill any gaps in the delegates' knowledge and provide a full understanding of Microsoft Publisher's features and tools.  
Any other objectives as required

## **Prerequisites**

Working knowledge of Microsoft Publisher . For those not familiar with MS Publisher, the introductory course is recommended.

## **Course Content**

Course will either be customised to match your own requirements or facilitated in a workshop manner – i.e. answering delegates' individual queries and solving delegate-specific problems. Either way – the customer calls the shots!

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# **MS PROJECT – INTRODUCTION/INTERMEDIATE**

**(All versions – including 2010)**

**Duration: 2 Days**

## **Objectives**

This course is designed for individuals who will use Microsoft Office Project Professional as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments. You will create a project plan file containing tasks, organise these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalise the project to implement the project plan. Day two continues to build on that knowledge, and gives you the opportunity to work with a project plan once the project has “gone live”.

## **Prerequisites**

None

## **Course Content**

- Project Management
- Theory & Terminology
- Understanding the Project Screen
- Entering Tasks and Dependencies
- Using the Gantt chart
- Entering and Assigning resources
- Duration v. Work and Effort
- Using Task Types
- Saving your Project and also saving in other File Formats
- Outlining the Project
- Resource Levelling
- Tracking project Progress
- Printing Views and Producing Reports
- Defining Filters, Tables and Views

**Next Course:** This would be determined by the needs and requirements of your company. Possibly in the form of a workshop or with the topics decided through consultation with your company and ourselves.

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## **MS Visio –**

# **INTRODUCTION/INTERMEDIATE**

**(All versions – including 2010)**

**Duration: 2 Days**

### **Objectives:**

This course introduces Microsoft Visio. Students, through plenty of hands on practice and review exercises, will learn how to work objects, diagrams and stencils. Students will also learn how to work with flowcharts, formulas and shape behaviour.

### **Prerequisites**

A prior knowledge or experience of Visio is not required.

### **Course Content**

- An Overview of Visio
- Creating a Directional Map
- Basic Diagram Skills
- Flowcharts
- Organisation Charts
- Floor Plan
- Customising Visio
- Using the Drawing Tools
- Custom Shapes
- Templates, Styles, and Layers
- Working with OLE objects
- Sharing Your Work

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# **CRYSTAL REPORTS - STAGE 1**

## **(All versions – including 2010)**

### **Objectives**

After completing this two day course, delegates will be proficient in creating and modifying reports. They will have a good basic knowledge on which to build.

### **Prerequisites**

Delegates must have a proficient knowledge of Microsoft Windows.

### **Course Content**

- Report Design Concepts
- Creating a New Report
- Placing Objects on your Report
- Previewing and Saving your Report
- Record Selection
- Sorting, Grouping and Summarizing
- Formatting for presentation Quality
- Linking
- Formula Basics
- Conditional Reporting
- Section Formatting
- Charting

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## **CRYSTAL REPORTS - STAGE 2**

### **(All versions – including 2010)**

#### **Objectives**

This one day course is designed to build on the topics learned in Report Design Stage 1. It will increase report design skills and discover the reporting power of Crystal Reports. Delegates will have knowledge of some of the more advanced features of Crystal Reports such as variables and functions, cross tabs and report distribution. Note: This course does not include SQL expressions.

#### **Prerequisites**

Delegates must have taken the Report Design Stage 1 course or have a good understanding of basic report design concepts such as linking, record selection, sorting, grouping, summarising, basic formula, conditional reporting and section formatting.

#### **Course Content**

- Report Creation Review
- Grouping Options
- Working with Sections
- Formulas
- Parameters
- Geographical Mapping
- Cross-Tabs
- Report Distribution
- Adding Sub-Reports
- Creating Drill-downs
- Reporting on Excel Data