Organisation with Outlook (full day)

Level 2.0 intermediate

Course outline

Organisation with Outlook (full day) is an ideal course for those comfortable with Outlook's basic functionality such as sending emails and calendar appointments who wish to utilise the organisational abilities of Outlook to establish order to the vast quantities of information of the modern corporate era.

With a correct perspective, Outlook can manage information in a clear and systemised way and this course offers a balance of explaining the use of Outlook features along with understanding of organisational techniques within the Outlook philosophy.

This training is particularly beneficial for groups or departments of staff as a common understanding of Outlook organisation / communication makes for a more effective flow of information in your business.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Curing overflowing inbox habits
- Tracking your work with the journal
- Using rules to sort incoming emails
- Setting Outlook options to benefit your work
- Adding reminder bells for email recepients
- Assigning tasks to a colleague
- Cleaning up excess emails
- Creating email templates
- Distinction between tasks and appointments
- Flagging email
- Using categories to organise your information
- Comprehensive task usage
- Quickly saving emails as normal files
- Data storage techniques

and much more including our T7 Tips and Tricks section.

Is this course for me?

It is essential you have a basic comfort of using Microsoft Outlook before attending this course. Abilities such as sending emails, creating email appointments and creating contacts is assumed knowledge throughout the course.

This course is ideal for those who are overwhelmed with information and wish to apply order to the information and tasks they work with every day, as well as those who wish to benefit from Outlook's organisational abilities.

T7 Training Systems

For bookings or enquiries, visit:

www.OnsiteTrainingCourses.com.au
or visit www.T7.net.au

- Why use Excel?
- Starting Excel
- The Office tabbed toolbar
    - Ribbon tabs
    - Automatic Ribbon resizing
    - The Quick Access toolbar
    - The File tab
- Cells
    - What are cells for?
    - Ensure calculation values and text are not mixed in cells
    - Entering values into cells
    - Entering text into cells
    - Aborting entry into a cell with the cancel button
    - Accepting entry into a cell with the enter button
- Inserting and deleting rows and columns
- Deleting cell contents
- Creating a new spreadsheet
- Basic formulas
    - Basic operators
    - Referencing cells
        - *Why can’t I just type the total in?*
        - *Why can’t I type the numbers into the formula for the total?*
- Opening spreadsheets
- SUM function
    - Entering ranges with the mouse
    - Autosum suggest
    - Autosum insert
    - Summary
- Highlighting cells
    - Common errors when highlighting cells
        - *Double-clicking and dragging instead of single-clicking and dragging*
        - *Clicking and dragging a selected cell border*
- Tabbing
- Undo
- Redo
- Zooming in and out
- Formatting cells
    - Font
    - Size
    - Bold
    - Italics
    - Underline
    - Alignment
    - Merge and Centre
    - Currency style
    - Percentage style
    - Comma style
    - Increase/Decrease decimals displayed
- Cell Styles (automatic cell formatting)
- Manual border and colour formatting
    - Borders button
    - Cell colour button
    - Text colour button
- Format painter
    - What does format painter ‘paint’?
    - Format painting multiple cells
    - Locking the format painter on
- Entering and formatting dates
    - When will Excel format an entry as a date?
    - When will Excel not recognise my entry as a date?
    - How can I change a date format in Excel?
    - How do I remove date formatting from a number?
- Cut, Copy and Paste
- Find and replace
    - Find next
    - Find all
- Adjusting column/row size
    - Cell hashes (#######)
    - Manual adjustment
    - Automatic adjustment
    - Adjusting multiple columns simultaneously
- Calculating proportions
    - What exactly is a proportion?
    - How do I calculate a proportion?
    - Formatting proportions into percentages
- Closing spreadsheets
- Finding averages using AVERAGE
- Counting cells with COUNT
- Finding highest value with MAX
- Finding lowest value with MIN
- Autofill
    - Repeating cell contents (values or text)
    - Repeating cell contents (formulas)
    - Continuing a numerical sequence
    - Repeating a text sequence
    - Continuing month name sequences
    - Continuing day name sequences
    - Continuing date sequences
- Selecting multiple cells
    - Click and drag
    - Select between cells with Shift
    - Select non-consecutive selections with Ctrl
- Entering into multiple cells
- Creating a chart
- Choosing a chart type
    - Column charts
        - *Clustered column charts*
        - *Stacked column charts*
        - *100% stacked column charts*
        - *3-D column*
        - *Other bar chart styles*
    - Line charts
        - *Line chart*
        - *Line with markers*
        - *3-D line*
    - Pie charts
        - *Standard pie chart*
        - *All pie chart data must use positive numbers*
    - Moving the chart
    - Resizing the chart
    - Swapping x and y axis
- Common error results
- Moving and copying cells by dragging
- Removing gridlines
- Splitting and freezing windows
- Cell comments
- Worksheets
    - Renaming worksheets
    - Inserting a new worksheet
    - Moving a worksheet
    - Copying a worksheet
    - Deleting a worksheet
    - Changing worksheet tab colours
- Sorting lists
- Auto-filtering lists
- Spell checking
- Printing
    - Default print area
    - Portrait/Landscape
    - Print preview
    - Print selection
- T7 Training Systems Tips and Tricks for Microsoft Excel