



ACUITY TRAINING LTD

# Acuity Office IT Skills Diploma Programme



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## **ACUITY OFFICE IT SKILLS DIPLOMA PROGRAMME**

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The Acuity Office IT Skills Diploma Programme is designed to introduce people to the world of business through “business orientated” training courses.

This highly discounted programme is designed for private individuals, whether it be a school leaver who would like to further their knowledge, a student on a gap year, a parent returning to the workplace after bringing up their family or an employee who is being made redundant and requires these office skills to enhance their CV.

All courses are held at our training centre in The Surrey Technology Centre on The Surrey Research Park, Guildford. The training courses typically have up to six delegates, each with their own training PC. A full colour manual and all exercises used for the training day are included. All of our trainers are highly qualified and very experienced in the topics they train.

Our training courses are designed for the business person and include all the Microsoft Office Specialist certification requirements.

Each training course day commences at 9.30 am, course attendees/delegates arriving between 9.15 am and 9.25 am, and finishes between 4.00 and 4.30 pm. Refreshments are available during day and lunch is provided. There is free parking at the Surrey Technology Centre.

In addition to attending the courses there will be plenty of opportunity to practice your skills at our training centre.

The option to learn to type is also available using an online typing skills practice package.

Microsoft Office Specialist examinations are taken online at our Training Centre. Should it be necessary to re-take any examination an additional charge will apply.

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## ACUITY OFFICE IT SKILLS DIPLOMA

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This course covers all the IT topics to an Intermediate level: using the computer, word processing, spreadsheets, email and presentations. Delegates will be guided through the process of taking the professionally recognised Microsoft Office Specialist (MOS) certification.



Diploma programme includes:

- ✧ Up to 7 full days\* of intensive business oriented training, as follows:
  - ✦ Individual introduction, skills assessment and the concepts of IT
  - ✦ Windows and the Internet
  - ✦ Word Introduction
  - ✦ Word Intermediate
  - ✦ Excel Introduction
  - ✦ Excel Intermediate
  - ✦ PowerPoint Introduction/Intermediate
  - ✦ Outlook Introduction/Intermediate
- ✧ Full colour reference manuals with exercises for all courses
- ✧ Unlimited practice time (subject to availability) at our training centre
- ✧ The option to learn to touch type
- ✧ All 4 core Microsoft Office Specialist Exams

These courses are run using the Microsoft Office 2003 suite of programs (including: Word, Excel, PowerPoint, and Outlook).\*\*

Normal price: ~~£1,575(+VAT)~~

**All this is available to Diploma students at more than 40% off - £995 (+VAT)**

\* Dependent on initial skill level.

\*\*There is the option to add Access for an extra £995 (+VAT) – This price includes the Introduction/Intermediate and Advanced courses as well as the Exam.

## Word Introduction – 1 day



### Course Objectives

To learn the fundamentals of using Word. By the end of this course, students will be able to produce and store a document, access and retrieve data for editing and edit simple text to a required format and layout.

### Prerequisites

It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Office Specialist Exam

Following the Word Introduction and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Word Core**.

The Advanced Word course topics need to be completed to take the **Word Expert** exam.

### The Fundamentals

- Start and use Word
- Work with menus and toolbars
- Use the Task Pane
- Add text to your documents
- Save, close and open documents
- Create new documents
- Getting Help
- Printing and Previewing

### Working with and Editing Text

- Move through documents
- Work with different views
- Working with Multiple documents
- Cut, Copy and Paste text
- Using Drag and Drop
- Find and Replace
- Work with the Clipboard
- Use the speller and grammar functions
- Smart Tags
- Thesaurus and Word Count
- Inserting Symbols and Special Characters
- Using Undo, Redo and Repeat
- Click and type
- File Management
- Advanced Printing Options

### Formatting Characters and Paragraphs

- Using the Toolbar
- Format Painter
- Format Font Dialog Box
- Paragraph Alignment
- Indenting Paragraphs
- Special Indents
- Line Spacing
- Bullets and Numbering
- Borders
- Shading

## Word Intermediate – 1 day



### Course Objectives

To learn to create and manipulate tables plus use simple graphics to present documents to their best advantage using Word. By the end of this course, students will be able to improve document presentation and layout, create a standard document using an existing template, organise and maintain text in a table and insert and edit graphics and drawing objects.

### Prerequisites

It is recommended that students have basic experience with the underlying operating system and the file management system. Additionally, students should have an understanding of concepts covered in the Word Introductory course. These include producing, saving and retrieving documents, the different views, and editing and formatting a document.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Office Specialist Exam

Following the Word Introduction and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Word Core**.

The Advanced Word course topics need to be completed to take the **Word Expert** exam.

### Formatting Pages

- Adjusting Margins
- Headers and Footers
- Page size and Orientation
- Page Breaks
- Section Breaks
- Columns

### Tables

- Creating a Table
- Adjusting Columns and Rows
- Inserting and Deleting Columns and Rows
- Adding Borders and Shading
- Using AutoFormat
- Totalling Numbers
- Sorting
- Draw Table Tools
- Formulas in Tables
- Merging and Splitting Cells
- Tables that Span Multiple Pages
- Aligning and Spacing Cell Contents
- Moving and Resizing and Positioning Tables

### Templates and Styles

- Creating and Using a Document Template
- Creating Paragraph Styles
- Creating Character Styles
- Modifying Styles
- Copying Styles between Documents

### Graphics

- Resize and Format Objects
- Insert ClipArt
- Format Pictures
- Positioning Objects
- Aligning and Grouping Objects
- Flipping and Rotating Objects
- Layering Objects
- Shadows
- 3D Effects

## Excel Essentials – 1 day



### Course Objectives

Learn the essential skills of using the spreadsheet management program Excel. By the end of this course, students will be able to create Excel workbooks and worksheets, navigate around them, use time saving features such as AutoSum, AutoFill, and create formulae and format worksheets.

### Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Office Specialist Exam

Following the Excel Introduction and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

The Advanced Excel course topics need to be completed to take the **Excel Expert** exam.

### The Fundamentals

- Understand the Excel window
- Changing menu and toolbar options
- Create, Save and Close a workbook
- Entering text and numbers into cells
- Opening an existing workbook
- Using data entry shortcuts
- Editing cell entries
- Using Undo and Redo
- Renaming an existing workbook
- Selecting using the keyboard and mouse
- Using the AutoFill feature
- Previewing a worksheet
- Printing

### Editing a Worksheet

- Using Autocomplete
- Copying/cutting and pasting data
- Collecting and Pasting Multiple Items
- Using Paste Special
- Inserting and deleting columns and rows
- Using drag-and-drop editing
- Spell Check
- Find and Replace
- Inserting Cell Comments

### Creating Formulas

- Entering formulas
- BODMAS (order of operation)
- Using the AutoSum button
- Using the AutoCalculate feature
- Copying formulas
- Absolute and Relative Cell Referencing

### Formatting a Worksheet

- Formatting Fonts with the Toolbar
- Formatting Numbers
- Adjusting row height
- Adjusting column width
- Changing cell alignment
- Merging cells
- Borders and shading
- Using the Format Painter button
- Using AutoFormat
- Rotating Text
- AutoFit

## Excel Intermediate – 1 day



### Course Objectives

Expand your knowledge and skills in Excel. By the end of this course, students will be able to create charts, work effectively with multiple sheets in workbooks, use formulae effectively, use productivity tools and work with the Excels list/database features.

### Prerequisites

This course assumes that you have gained a basic understanding of Windows. Additionally, students should have an understanding of concepts covered in the Excel Introductory course. These include creating workbooks, using AutoFill and AutoSum, constructing formulae and formatting worksheets.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Office Specialist Exam

Following the Excel Introduction and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

The Advanced Excel course topics need to be completed to take the **Excel Expert** exam.

### Revision Exercise – Revising Formulas

### Creating and Working with Charts

- Creating charts
- Moving and Resizing charts
- Formatting and Editing Objects in Charts
- Changing the Source Data
- Changing the Chart Type
- Working with Pie Charts
- Adding a data table
- Formatting chart objects
- 3D Charts
- Saving Custom Charts

### Managing Your Workbooks

- Using multiple worksheets
- Inserting/Deleting worksheets
- Renaming worksheets
- Copying and moving worksheets
- Freezing/Unfreezing panes
- Linking between worksheets and workbooks
- Splitting a Window
- Headers and Footers
- Page Breaks
- Page Setup Options

### Advanced Formatting

- Creating a Custom Number Format
- Styles
- Conditional Formatting

### Basic Functions and More on Formulas

- Inserting a Function
- Using Min, Max, Count, Average
- AutoCalculate
- Displaying and Printing Formulas

### Working with Lists

- Creating a List
- Data Form
- Finding Records
- Deleting Records
- Sorting a List
- Filtering with AutoFilter
- Creating Custom AutoFilters
- Advanced Filter
- Data Validation

## PowerPoint Introduction / Intermediate – 1 day



### Course Objectives

Learn the fundamentals of creating PowerPoint Presentations. By the end of this course, students will be able to create, save and print presentations, create slides and modify slide setup, work with and format text, use the various editing views, use design templates and backgrounds, insert and work with clip art.

### Prerequisites

This course assumes you have gained a basic understanding of Windows. This course assumes no knowledge of PowerPoint.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Topics

#### Understanding Powerpoint

- Using Menus & Toolbars
- Opening a Presentation
- Saving & Closing a Presentation
- Using the AutoContent Wizard
- Creating a Blank Presentation
- Creating a Presentation from a Template
- Viewing Your Presentation
- Navigating Presentations
- Printing Presentations
- Getting Help from the Office Assistant

### Editing a Presentation

- Inserting Slides & Text in Slide View
- Adding Slides
- Viewing a Presentation in Outline View
- Rearranging a Presentation in Outline View
- Selecting, Replacing, & Deleting Text
- Cutting, Copying, & Pasting Text
- Using Undo, Redo & Repeat
- Checking Your Spelling
- Finding & Replacing Information
- Inserting Symbols & Special Characters
- Using Slide Sorter View
- Adding Notes to Your Slides
- Working with Multiple Presentations

### Formatting a Presentation

- Using the Formatting Toolbar
- Advanced Formatting with Font Dialog Box
- Using the Format Painter
- Applying a Template's Formatting
- Using the Slide Master
- Choosing a Colour Scheme
- Changing the Background Scheme
- Working with Bulleted Lists
- Changing Alignment & Line Spacing
- Adding Headers & Footers
- Using the Style Checker
- Working with Tabs & Indents
- Changing the Page Setup

### Drawing & Working with Graphics

- Drawing on Your Slides
- Adding, Arranging, & Formatting Text Boxes
- Selecting, Resizing, & Deleting Objects
- Formatting Objects
- Inserting Clip Art
- Inserting & Formatting Pictures
- Aligning & Grouping Objects
- Drawing AutoShapes
- Flipping & Rotating Objects
- Layering Objects
- Applying Shadows & 3-D Effects

## Outlook Introduction / Intermediate – 1 day



### Course Objectives

Learn the essential skills of using Outlook for email, scheduling and important record keeping. By the end of this course, students will be able to use the mail facility of Outlook to send and receive email messages, access the features of Calendar to schedule appointments, invite attendees and modify dates and times, maintain the Address Book for mail contacts, create custom distribution lists, track your work in a journal and create electronic notes and reminders.

### Prerequisites

It is recommended that students have experience with the underlying operating system, i.e., an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage. Knowledge of other MS applications would be beneficial.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Understanding the Environment

- The Outlook Bar, Menus & Toolbars
- Working with Outlook Today
- Printing

### Using E-mail

- Composing & Sending E-mail
- Specifying Message Options
- Receiving & Sorting Messages
- Replying & Forwarding
- Checking Your Spelling
- Delivery and Read Receipts
- Message Priority
- Using the Message Flag
- Attaching a File
- Opening an Attachment
- Finding Messages
- Deleting Messages
- Exploring the Folder List
- Creating & Inserting a Signature

### Using the Contacts List

- Adding, Editing & Deleting Contacts
- Adding an E-mail Sender to Contacts
- Using the Actions Menu

### Using the Calendar

- Scheduling an Appointment
- Viewing the Calendar
- Editing & Rescheduling Appointments
- Scheduling an Event
- Setting Reminders
- Copying Appointments
- Configuring Calendar Options
- Working with Recurring Appointments

### Using the Tasks List

- Using the Tasks List
- Creating a Recurring & Regenerating Task

### Using the Notes

- Creating a Note
- Formatting a Note

### Using the Journal

- Recording Items Automatically
- Viewing the Journal
- Manually Creating an Entry
- Opening, Modifying, & Deleting Entries
- Creating Journal Entries related to a Contact



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