Microsoft Office Skills with Admin, Secretarial & PA (Administration)

Course 01: MS Word Diploma

- Getting Started with Word
- Formatting Text and Paragraphs
- Working More Efficiently
- Managing Lists
- Adding Tables
- Inserting Graphic Objects
- Controlling Page Appearance
- Preparing to Publish a Document

Course 02: Microsoft PowerPoint Diploma

Module 01

- Customize the User Interface
- Set PowerPoint 2016 Options

Module 02

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

Module 03

- Create SmartArt
- Modify SmartArt
- Write Math Equations

Module 04

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

Module 05

- Review a Presentation
- Store and Share Presentations on the Web

Module 06

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

Module 07

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD

Course 03: Microsoft Excel Level 3

- Microsoft Excel 2019 New Features
- Getting Started with Microsoft Office Excel
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks
- Working with Functions
- Working with Lists
- Analyzing Data
- Visualizing Data with Charts
- Using PivotTables and PivotCharts
- Working with Multiple Worksheets and Workbooks
- Using Lookup Functions and Formula Auditing
- Sharing and Protecting Workbooks
- Automating Workbook Functionality
- Creating Sparklines and Mapping Data

- Forecasting Data
- Excel Templates

Course 04: Complete Microsoft Access Course

Microsoft Access Beginner Level

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access
- Modify Table Data
- Sort and Filter Records
- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query
- Create Basic Access Forms
- Work with Data on Access Forms
- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports

Microsoft Access Intermediate Level

- Relational Database Design
- Create a Table
- Create Table Relationships
- Create Query Joins
- Relate Data Within a Table.avi
- Work with Subdatasheets from
- Use Field Validation
- Use Form and Record Validation
- Create Parameter Queries

- Summarize Data

- Create Subqueries

- Create Action Queries

- Create Unmatched and Duplicate Queries

- Data Normalization

- Create a Junction Table

- Improve Table Structure

- Include Control Formatting in a Report

- Add a Calculated Field to a Report

- Add a Subreport to an Existing Report

Microsoft Access Advanced Level

- Add Controls to Forms

- Enhance Navigation and Organization of Forms

- Apply Conditional Formatting

- Import Data into Access

- Export Access Data

- Link Tables to External Data Sources

- Create a Mail Merge

- Create a Macro

- Restrict Records by Using a Condition

- Validate Data by Using a Macro

- Automate Data Entry by Using a Macro

- Manage a Database

- Determine Object Dependency

- Manage a Database

- Determine Object Dependency

- Document a Database

- Splitting a Database for Multiple User Access

- Implement Security

- Convert an Access Database to an ACCDE File

- Package a Database with a Digital Signature

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Start up Options

Course 05: Functional Skills IT

- Section 01: How People Use Computers
- Section 02: System Hardware
- Section 03: Device Ports and Peripherals
- Section 04: Data Storage and Sharing
- Section 05: Understanding Operating Systems
- Section 06: Setting Up and Configuring a PC
- Section 07: Setting Up and Configuring a Mobile Device
- Section 08: Managing Files
- Section 09: Using and Managing Application Software
- Section 10: Configuring Network and Internet Connectivity
- Section 11: IT Security Threat Mitigation
- Section 12: Computer Maintenance and Management
- Section 13: IT Troubleshooting
- Section 14: Understanding Databases
- Section 15: Developing and Implementing Software

Course 06: Data Analysis in Microsoft Excel Complete Training

- Modifying a Worksheet
- Working with Lists
- Analyzing Data
- Visualizing Data with Charts
- Using PivotTables and PivotCharts
- Working with Multiple Worksheets and Workbooks
- Using Lookup Functions and Formula Auditing
- Automating Workbook Functionality
- Creating Sparklines and Mapping Data

- Forecasting Data

Course 07: Excel: Top 50 Microsoft Excel Formulas in 50 Minutes!

- Excel promo
- Getting the most of the course
- How to Get the most of the course
- Text formulas in Excel
- Text Formulas Exercise
- Text Formulas Exercise (answers)
- Mathematical Formulas In Excel
- Mathematical Formulas Exercise
- Mathematical Formulas Exercise (answers)
- Date and Time Formulas In Excel
- Date and Time Formulas Exercise
- Date and Time Exercise Formulas (answers)
- Logic Formulas In Excel
- Logic Formula Exercise
- Logic Formula Exercise (answers)
- Financial Formula In Excel
- Financial Formula Exercise
- Financial Formula Exercise (answers)
- Informational Formula In Excel
- Informational Formula Exercise
- Informational Formula Exercise (answers)
- Getting Traffic To Your Site

Course 08: Excel Pivot Tables

- Section 01: Course Introduction
- Section 02: Data Insights with Pivot Tables
- Section 03: Real Time Analytics with Pivot Tables
- Section 04: Reporting with Pivot Tables
- Section 05: Target Your Market with Pivot Tables Analysis
- Section 06: Summary

Course 09: Microsoft Teams

Microsoft Teams - Introduction

- PROMO Video
- Introduction on Microsoft Teams
- Free and Paid versions
- Accessing Teams – Web or Desktop
- Installing Desktop

Mastering Microsoft Teams

- Managing Teams and Members
- Inviting Members
- Managing Channels
- Chat
- Collaboration with Word, Excel, PowerPoint
- Voice & Video Calls
- Meetings – Available on the Paid version of Microsoft Teams
- Adding More Apps
- Activity
- Search Bar
- Settings
- Multiple Organizations
- Microsoft Teams Mobile

Top Microsoft Teams Tips

- TIP#1 – Forwarding Email
- TIP#2 – Saving Items
- TIP #3 – Naming Group Chats
- TIP #4 – Connectors
- TIP #5 – Live Captions in Meetings
- TIP #6 – Top Shortcuts
- TIP #7 – Customize the Environment
- TIP #8 – Channel Notifications
- TIP #9 – Private Channels
- TIP #10 – Pin Channels
- TIP #11 – Post Announcements

Course 10: Microsoft Excel: Master Power Query in 120 Minutes!

- Power Query Intro and Excel version
- Excel Power Query – Introduction
- Excel Power Query – Query Editor Ribbon
- Transform Data – Trim in Excel Power Query
- Transform Data – Format Dates and Values in Excel Power Query
- Transform Data – Parsing URLs in Excel Power Query
- Transform Data – Split Text Fields in Excel Power Query
- Transform Data – Group By in Excel Power Query
- Transform Data – Unpivoting Columns in Excel Power Query
- Transform Data – Pivoting Columns in Excel Power Query
- Transform Data – Split Columns into Other Columns in Excel Power Query
- Transform Data – Filtering Rows in Excel Power Query
- Transform Data – Sorting Columns in Excel Power Query
- Transform Data – Transform and Add Columns in Excel Power Query
- From Folder – Import From Folder in Excel Power Query
- From Folder – Doing Auto Cleanup in Excel Power Query
- From Folder – Extract Data from Forms in Excel Power Query

- From Workbook – Extract Multiple Criteria in Excel Power Query
- From Workbook – Extract Multiple Worksheets in Excel Power Query
- Joins – Intro to Joins
- Joins – Merging
- Joins – Full Outer Join
- Joins – Right Anti Join
- Power Query – Convert Reports into Pivot Tables
- Modulo

Course 11: Office Skills and Administration Management Diploma

- Module 01: Personal Assistant
- Module 02: Admin Support
- Module 03: Administrative Management
- Module 04: Organisational Skills
- Module 05: Telephone Etiquette
- Module 06: Business Writing
- Module 07: Time Management
- Module 08: Body Language and Effective Communication
- Module 09: Meeting Management
- Module 10: Excel Basics
- Module 11: PowerPoint Basic