

Arrowscape training courses are always tailored to our audience. Whether you wish us to work on a one-to-one or small group basis, we can provide you with the best on-site training, in an informal but informative style, to ensure that you get the utmost out of your training days.



Whilst we have developed typical Course Outlines for all the training courses we offer, we fully realise that you may wish to concentrate on areas of specific interest to you. Not only do we understand this, but we think this is how all training should be.

Arrowscape will always work with you to deliver exactly the training you need, which will be reliable and will have a direct impact on your business.

### ***Microsoft Applications Training Courses:***

- Word Basic
- Word Advanced
- Excel Basic
- Excel Intermediate
- Excel Advanced
- PowerPoint
- Publisher
- Outlook
- FrontPage
- Access Basic
- Access Intermediate
- Project

### ***Microsoft Word Basic***

MS Word is probably the most widely used word processing application, and because it is a Microsoft product new users will quickly get used to the look and feel of the software. However, Word users do not always receive the appropriate training, and they often spend much time asking, "I wonder if it could do this?". The answer, in most cases, is "yes" but how do new users get there?

The areas this training can cover include: familiarising yourself with Word; creating and managing documents; editing and formatting text; changing typeface, size and colour; handling page, paragraph and line breaks; formatting paragraphs; using tabs; inserting graphics; spell-checking and handling errors; creating lists; printing and printer set-up; and much more.

### ***Microsoft Word Advanced***

This course is vital to anybody who already has a basic knowledge of MS Word, but wants to use it really effectively. There is so much that Word can do, of which most users are unaware. Applying the knowledge gained on this course will increase the effectiveness of every Word user. They will obtain the skills to produce impressive and professional looking documents that use all the best capabilities of this world-renowned application.

The areas this training can cover include: using and customising menu bars; using styles to change the appearance of your document in seconds; creating your own template documents; using columns; using tables effectively; positioning graphics with text; creating headers and footers; inserting page numbering and dates; creating graphics in Word; Word Art; creating Tables of Contents, Figures and an Index; mail merges; and much more.



### ***Microsoft Excel Basic***

This popular spreadsheet package can seem daunting at first and many people try to avoid using it, assuming it is purely meant for accounts staff. However, Excel is widely used for producing reports and graphs, and even a new user can quickly learn how to get impressive, but simple, results out of this application. This basic course will help alleviate any fears about using Excel, and give you a good starting point from where you can progress depending on your own requirements.

The areas this training can cover include: familiarising yourself with Excel; moving and selecting ranges; entering text and numbers; editing cell content; document management; saving, closing and opening workbooks; moving and copying text; inserting and deleting rows, columns and cells; formatting cells; number formats, font attributes, cell borders, etc.; formulas; functions; printing, print preview and page set-up options; and much more.

### ***Microsoft Excel Intermediate***

This intermediate course will help build the delegates existing knowledge of Excel.

The areas this training can cover include: review of basic features; absolute references; working with named ranges; creating, managing, deleting ranges; working with large files; freeze panes and split window; data lists; sorting, totaling and filtering data; the COUNTIF and SUMIF functions; multiple worksheets; calculating through worksheets; linking workbooks; creating, understanding and updating links between files; more functions; conditional formatting; and much more.

### ***Microsoft Excel Advanced***

This advanced course will help build the delegates existing knowledge of Excel to a greater level.

The areas this training can cover include: review of intermediate features; custom views; data lists; filtering data with simple criteria; advanced criteria; data validation; database functions; DSUM, DMIN, DMAX, DAVERAGE, etc.; pivot tables; groups and outlines; scenarios; what-if tables; simple macros; customising Excel; and much more.

### ***Microsoft PowerPoint***

PowerPoint is used for creating and giving presentations and, like the other applications in the Microsoft Office suite, will soon become familiar to existing Microsoft users. This course will help you get impressive results from PowerPoint. In a short period of time you will be creating simple, but professional looking presentations that will impress whoever is in your intended audience.

The areas this training can cover include: familiarising yourself with PowerPoint; the different views available; creating and managing presentations; understanding and using the Slide Master; using Slide Layouts; formatting text; creating notes and handouts; adding graphics, tables and charts; creating a slide show; slide transitions and animation effects; running your presentation; printing your presentation, notes or handouts; and much more.

### ***Microsoft Publisher***

MS Publisher is a very popular and easy-to-use desktop publishing package. Users of Microsoft Word will quickly feel comfortable with the look and feel of the software. Desktop publishing is different to word processing, and this course helps explain the different concepts, as well as showing you how to begin producing impressive posters, brochures, leaflets, and other documents.

The areas this training can cover include: understanding when to use Publisher and when to use Word; familiarising yourself with Publisher; the different areas of the screen; creating and managing documents; wizards and templates; understanding and using frames; page layout guides; creating pages; text frames; editing and formatting text; picture frames; understanding different picture file types; tables; using WordArt; page background and numbering; creating lines, shapes and other graphics; printing your document; and much more.

### ***Microsoft Outlook***

This course is practical and relevant to anybody unfamiliar with this email, contact and calendar application. The trainers have used Outlook themselves for many years, in both home and office environments.

The areas this training can cover include: overview of Microsoft Outlook; the Outlook screen; the Inbox; writing, sending, reading and deleting messages; personal distribution lists; the Calendar; scheduling an appointment, meeting, or event; contacts; tasks; notes; and much more.



### ***Microsoft FrontPage***

MS Front Page is an effective tool for creating web sites for personal or company use. Users of other Microsoft applications will quickly feel comfortable with the look and feel of this software. This course will explain how to begin creating a web site, how to check your work and how to publish your site to the Internet. Please note that users should already be familiar with the concepts detailed in our Basic Web Creation course.

The areas this training can cover include: familiarising yourself with FrontPage; the concepts of web site structures; creating a web site on your PC; the web site management functions; the web page editor functions; creating pages; adding text; understanding which graphics can be used, and how to add them; creating and managing links; lists; understanding and using tables; active content, and when you can and cannot use it; publishing your web site to the 'live' Internet; and much more.

### ***Microsoft Access Basic***

Access can seem daunting at first and many people, but once it is understood users can learn how to get impressive results out of this application. This basic course will help alleviate any fears about using Access, and give you a good starting point from where you can progress depending on your own requirements.

The areas this training can cover include: what is a database; overview of Access; creating tables; entering and editing records; importing data into Access; finding data; setting relationships; select queries; forms; reports; and much more.

### ***Microsoft Access Intermediate***

This intermediate course will help build on the existing knowledge of users of Access.

The areas this training can cover include: review of basic features; tables; select queries; action queries; forms in more detail; reports in more detail; macros; creating a switchboard; and much more.

### ***Microsoft Project***

Microsoft Project allows users to build a plan of any projects, keeping track of resources and tasks, producing reports showing progress on projects from many different viewpoints. This training will enable the user to work with this project planner confidently and efficiently

The areas this training can cover include: project basics; the project environment; starting a project; calendars; defining tasks; outlining the plan; task relationships; resources; adjusting the schedule; resolving conflicts; costs; project tracking; baseline plan; views, reports, tables and filters; and much more.

***Stop Press: We can also provide training on Lotus SmartSuite and Crystal Reports.***

**For further information, or to discuss any aspects of the services detailed above, don't hesitate to call Tony on 01527 455001 or see our web site at [www.arrowscape.co.uk](http://www.arrowscape.co.uk)**