

MICROSOFT ESSENTIALS & SPECIFIC COURSES



International School
Of Management

— UNLOCKING KNOWLEDGE —

INTRODUCTION



Microsoft Office is the term adopted for the set of desktop applications that offer flexible and powerful ways for using technology to manage the daily office functions such as organizing, managing, presenting information and representing ideas. Universally used in office settings, knowledge of Microsoft Office tools are a must for anyone to succeed in today's personal, academic, professional, and even, the social worlds.

The Microsoft Office products help students and professionals to improve their work efficiency in terms of speed and accuracy made possible by user friendly features that enable easy and reliable information gathering and dissemination. Microsoft Office software provides resources for professional presentation of data that is both compatible with most operating systems and used extensively by majority of students and professionals across the world.

The complete Microsoft Office Suite including Office 365 is extensive and probably inexhaustible within the short time of this course, so the content is based more on the essential than the complete applications that make up the Microsoft Office.

The ISM Lagos has carefully designed this Microsoft Office Essentials course comprising of the most widely used Microsoft products such as Word, Excel, Project, OneNote, Outlook, Access and Visio. Our objective is to induct new users and transform basic users of these software into the world of technology as a life changing embrace and the nature of the future.

At the ISM Lagos, we believe in the efficacy of technology in achieving wholesome personal and professional efficiency in all aspects of life and sectors of life's endeavours. We believe that information technology; it's current use and latter developments bears the nature of the future personal, education, career, social, government and international diplomatic relations.

This course is developed as a combination of four standalone modules;

1. Microsoft Office Essentials (Word, Excel, Outlook and One Note)- 3 Days
2. Microsoft Office Access -1.5 Days
3. Microsoft Office Project -1.5 Days
4. Microsoft Office Visio - 1.5 Days

We are convinced that achieving the stated learning outcomes for each class of this course should change the ways individuals live, think and work.

GENERAL LEARNING OUTCOMES

Upon completion of this Microsoft Office Essentials course, you should be able to:

- Minimise, maximise, move and resize windows.
- Start Microsoft Office applications and work with the Microsoft Office interface.
- Create documents in Microsoft Word.
- Create workbooks in Microsoft Excel.
- Create presentations in Microsoft PowerPoint.
- Access and work with calendars in Microsoft Outlook.
- Work with and use contacts in Microsoft Outlook.
- Work with and use tasks in Microsoft Outlook.
- Share data between Microsoft Office applications.

Content

This Microsoft Office training course covers the following topics:

At Home in Microsoft Office

- Understanding Microsoft Office.
- Starting Microsoft Office Applications.
- A Typical Application Screen.
- Working With Screen Features.
- Understanding Dialog Boxes.
- Launching Dialog Boxes.
- The Office Button.
- Understanding How Help Works.
- Accessing The Help Window.
- Browsing For Help.
- Returning To The Home Page.

- Using The Help Table Of Contents.
- Other Sources Of Help.
- Exiting From Microsoft Office Applications.
- At Home In Microsoft Office Quick Reference.

Word Processing in Microsoft Word

- Understanding Word Processing.
- Creating Documents In Word.
- Starting Microsoft Word.
- Using The Blank Document Template.
- Typing Text Into A Document.
- Saving Your New Document.
- Typing Numbers Into Your Document.
- Inserting A Date Into Your Document.
- Making Basic Changes To Your Document.
- Checking The Spelling In Your Document.
- Saving Changes To An Existing Document.
- Printing Your Document.
- Safely Closing Your Document.
- Word Processing Quick Reference.

Spreadsheets in Microsoft Excel

- How Spreadsheets Work.
- Spreadsheet Functionality.
- Starting Microsoft Excel.
- Understanding Workbooks.
- Using The Blank Workbook Template.
- Typing Text Into A Worksheet.
- Saving Your New Workbook.

- Typing Numbers Into A Worksheet.
- Typing Simple Formulas In a Worksheet.
- Easy Formulas.
- Typing Dates In A Worksheet.
- Easy Formatting.
- Checking Spelling In A Worksheet.
- Making And Saving Changes.
- Printing A Worksheet.
- Charting Your Data.
- Safely Closing A Workbook.
- Spreadsheets Quick Reference.

Presentations in Microsoft PowerPoint

- Understanding Electronic Presentations.
- Starting Microsoft PowerPoint.
- The PowerPoint Screen.
- Creating A New Presentation.
- Adding Text To Your Presentation.
- Saving Your New Presentation.
- Adding More Slides Using The Ribbon.
- Typing Directly Into A Slide.
- Inserting Clip Art Images.
- Safely Closing A Presentation.
- Opening An Existing Presentation.
- Running A Presentation Slide Show.
- Printing Audience Handouts.
- Presentations Quick Reference

Calendars in Microsoft Outlook

- Understanding Outlook.
- Starting Outlook.
- Common Outlook screen Elements.
- Accessing The Calendar.
- Changing Calendar Components.
- Displaying Specific Dates.
- Navigating Within A Calendar.
- Scheduling An Appointment Using Click To Add.
- Scheduling Using The Appointment Window.
- Creating Recurring Appointments.
- Scheduling an Event.
- Printing Your Calendar.
- Calendars Quick Reference.

Contacts in Microsoft Outlook

- Understanding The Contact Form.
- Understanding Electronic Business Cards.
- Viewing Your Contacts.
- Creating A New Contact.
- Entering Contact Details.
- Deleting An Unwanted Contact.
- Printing Contact Details.
- Contacts Quick Reference.

Tasks in Microsoft Outlook

- Viewing Tasks.
- Creating Simple Tasks.
- Typing Tasks Directly.
- Changing Task Views.
- Sorting Tasks.
- Completing Tasks.
- Deleting Tasks.
- Printing A Task List.
- Tasks Quick Reference.

Sharing Data between Microsoft Office Applications

- Understanding Data Sharing.
- Opening Files In The Documents Window.
- Using Copy And Paste.
- Capturing The Screen.
- Drag And Drop Moving.
- Right Dragging.
- Object Embedding.
- Updating An Embedded Object.
- Object Linking.
- Updating A Linked Source.
- Sharing Data Quick Reference

Delivery Style

This Microsoft Office training course is conducted using Microsoft Office and Microsoft Windows. Due to the comparative complexity of each application in the Microsoft Office suite, the time spent on each application will not necessarily be equal and will also be guided by students' needs.

Intended Audience

Students should be familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting objects, formatting text, creating folders, opening files, saving files, familiarity with the accessing the Internet and use of common web browsers. If you do not have these skills, we recommend attending Basic Computer Skills Course and Effective Internet Use before attempting this course.

Microsoft Access.

Create databases fast without being a developer.

Aims

This Microsoft Access training course will provide you with the skills and knowledge sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

Outcomes

Upon completion of this Microsoft Access training course, you should be able to:

- Understand how Access is used and how to navigate around it.
- Design a database with lookup tables.
- Create a database structure using Access.
- Modify the structure of an existing table.
- Add records to a new table.
- Add transactional records to a lookup database.
- Work with the records in a database table.
- Sort and filter records in a table.
- Create simple and effective queries.
- Create meaningful reports from tables.
- Create and use forms.

Content

This Microsoft Access training course covers the following topics:

Microsoft Access orientation

- Understanding Microsoft Access.
- Starting Access.
- Understanding The Start Screen.
- Creating A New Blank Database.
- Understanding The Backstage View.
- Opening An Existing Database File.
- Understanding The Access Screen.
- Using The Ribbon.
- Working With The Navigation Pane.
- Adding Commands To The QAT.
- Working With Touch Mode.
- Working With A Table.
- Working With Other Database Objects.
- Closing A Database File.
- Exiting From Access.

Designing a lookup database

- Understanding How Access Stores Data.
- Understanding Access Data Types.
- Scoping Your New Database.
- Identifying Table Problems.
- Refining Table Structures.
- Finalising The Design.

Creating a lookup database

- Creating A New Database File.
- Creating The Lookup Table.
- Defining The Primary Key.
- Saving And Closing A Table.
- Creating The Transaction Table.
- Understanding Lookup Table Relationships.
- Connecting To A Lookup Table.
- Viewing Table Relationships.

Modifying table structures

- Opening An Existing Table.
- Adding Fields To An Existing Table.
- Understanding Field Properties.
- Changing Field Size.
- Changing Field Names.
- Changing Decimal Places.
- Changing Date Formats.
- Indexing Fields.
- Deleting Fields From A Table.
- Copying A Table Within A Database.
- Deleting A Table From A Database File.

Adding records to a table

- Typing Records In A Table.
- Adding Records Using A Form.

- Saving A Form Layout For Reuse.
- Adding Records Using An Existing Form.
- Assignment: Adding Records.
- Importing From Microsoft Excel.

Adding transactional records

- Typing Transactional Records.
- Adding Transactional Records Using A Form.
- Assignment: Adding Transactional Records.
- Adding Records Using A Sub-datasheet.
- Removing A Sub-datasheet.
- Inserting A Sub-datasheet.

Working with records

- Table Navigation.
- Navigating To A Specific Record.
- Editing A Record.
- Deleting Record Data.
- Undoing A Change.
- Deleting A Record.
- Deleting Several Records.
- Searching In A Table.
- Searching In A Field.
- Finding And Replacing.
- Printing Records From A Table.
- Compacting A Database.

Sorting and filtering

- Simple Sorting.
- Sorting On Several Fields.
- Simple Filtering.
- Working With Filters.
- Filtering Between Dates.

Creating queries

- Understanding Queries.
- Creating A Query Design.
- Working With A Query.
- Changing A Query Design.
- Applying Record Criteria.
- Clearing Selection Criteria.
- Saving A Query.
- Running Queries From The Navigation Pane.
- Deleting A Query.
- Assignment: Creating Queries.

Creating and using reports

- Understanding Reporting In Access.
- Creating A Basic Report.
- Working With Existing Reports.
- Previewing And Printing A Report.
- Changing The Report Layout.
- Using The Report Wizard.
- Creating A Grouped Report.
- Creating A Statistical Report.
- Working With Grouped Reports.
- Understanding Forms.

- Creating A Basic Form.
- Creating A Split Form.
- Binding A Form To A Query.
- Using The Form Wizard.
- Working With Existing Forms.
- Editing Records In A Form.
- Deleting Records Through A Form.
- Deleting An Unwanted Form.



Delivery Style

This Microsoft Access training course is delivered as presenter-taught classroom based course in a Microsoft Windows environment.

Intended Audience

This Microsoft Access training course assumes little or no knowledge of the software.

You should be familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting objects, formatting text, creating folders, opening files, saving files, familiarity with the accessing the Internet and use of common web browsers. If you do not have these skills, we recommend attending Basic Computer Skills Course and Effective Internet Use before attempting this course.

Microsoft Project.

Qualified project managers are in high demand globally.

Aims

In this Microsoft Project course you will learn to develop project plans, manage project resources and learn how to report project status realistically. Whether you are a project manager, team leader or team member, this course will be highly beneficial in providing a comprehensive guide to project management. Improve your productivity in planning and scheduling as you discover the improved capabilities and features of Microsoft Project.

Outcomes

Upon completion of this Microsoft Project course, you should be able to:

- Use project management terminology and understand its basic principles.
- Develop a project plan incorporating tasks.
- Create and assign project resources.
- Resolve over-allocated project resources.
- Display and edit projects in various views.
- Update project progress.
- Manage and report project costs and progress.
- Accrue 14 PDU's towards retaining PMP credential.

Content

This Microsoft Project course covers the following topics:

Snapshot overview of project management

- What are planning best practices?
- Defining the scope of the project.
- Developing the schedule.
- Assigning resources.
- Saving the project baseline.
- Controlling the execution.
- How do we use software like Microsoft Project as a tool in projects?

Starting a project

- Components of Microsoft Project – menus, toolbars, tables, views.
- Comparison with earlier versions of Microsoft Project.
- Getting started.
- Setting the project start date.
- Setting options.
- Data entry.

The work breakdown structure

- Defining project phases, deliverables and detailed tasks.
- The Work Breakdown Structure (WBS).
- Summary tasks.
- Indenting tasks.
- The network view and the critical path.
- Modifying task relationships.
- Project constraints.

Adding and assigning resources

- Different types of resources.
- The project calendar.
- Entering and assigning resources.
- Resource calendars.
- Work-hour considerations.
- Managing and levelling workloads.
- Effort driven' option.

Working with project costs

- Labour, equipment, material unit and fixed costs.
- How to model each type of cost in Microsoft Project.
- Using cost rate tables for rate escalation and multiple rates per resource.
- Contingency.
- Adding and assigning cost resources
- Managing different types of project cost.
- Assigning cost resources to budgets or to actual project expenditure.

Analysing the project

- Gantt Chart wizard.
- Resolving time restrictions and resource conflicts.
- Detecting resource overloading.
- Limitations of automated levelling.
- 'What if?' analysis.

Sorting and filtering data

- Displaying different levels of the WBS.
- Auto filtering.
- Filter options.
- Groups.
- Levels.
- Sort menu options.

Displaying project data

- Exploring views.
- Generating reports.
- Using drawing tools.

Working with data in other applications

- Importing, exporting and copying data to Word, Excel and other applications.
- Analysis wizard.
- Emailing task information.

Using the Report Writer with Excel

- Additional report features in Microsoft Project.
- Differences between in built and third party commercial report writers.

Setting the plan

- Creating a baseline plan.
- Previewing a baseline report.
- Clearing a baseline.
- Saving interim plans.

Tracking project process

Using project tracking views and reports.

Entering data for completed tasks.

•Progress lines.

- Earned value report.

Resource pools and multiple projects

- Working with a resource pool, sub projects and master projects.

Customising the Microsoft Project environment

- Working with views, tool bars, macros and global settings.
- Using the options box.



Microsoft®
Office

REGISTRATION & ENQUIRIES

Duration : 3days

Registration : N10, 000 (non-refundable)

Tuition : N200, 000

FOR FURTHER ENQUIRIES, PLEASE CONTACT:

International School of Management, Lagos

5 Yesuf Abiodun Street, Oniru, Victoria Island, Lagos.

Tel: 08090890909, 08085369898, 08085369976, 08086815957

Email: registrar@ism.edu.ng

Website: www.ism.edu.ng

PLEASE MAKE CHEQUE AVAILABLE TO INTERNATIONAL SCHOOL OF MANAGEMENT



International School
Of Management
— UNLOCKING KNOWLEDGE —