

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 recipients
- 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 onsite courses anywhere in Australia, visit:

www.OnsiteTrainingCourses.com.au

For public courses in Sydney, 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