

# Microsoft eLearning Titles

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## Microsoft Office 2007 Module breakdown

### Microsoft Access 2007 - Introduction

Introduction to databases  
Becoming familiar with Access  
Designing databases  
Creation of a table in the datasheet view  
Table design view  
Special field types  
Working with a table  
Looking up and editing records  
Filtering and sorting records  
Fields selection and records sorting with a query  
Working with criteria for the select query  
Creating calculated items  
Linked tables in queries  
Analysis of relationships between tables  
Relationships and referential integrity  
Lookup column  
Overviews  
Queries with parameters  
Action queries  
Crosstab query

### Microsoft Access 2007 - Advanced

Dependent objects and property inheritance  
Creating reports  
Reports with calculations  
Graphic adjustments in reports  
Pivot table and chart  
How to work with macros  
Matching macros and buttons  
Verifying data by means of macros  
Evaluating data by means of macros  
Print and database documenter  
Importing objects and splitting the database  
Data export  
Automatic import and export  
XML Format  
Navigation in databases  
Database security and administration  
SQL language

### Microsoft Access 2007 - Intermediate

Joins and their properties  
Functions and Expression Builder  
Aggregate functions  
Data normalization  
Create queries  
Field indexing and data validation  
Creating a form by using the wizard  
Working with forms  
Creating a form in design view  
Working with form controls  
Calculated items in the form  
A combo box in the form  
Buttons in the form  
Organizing fields in the form  
Creating a form with a subform by using wizard  
Inserting subforms in the design view  
A form as a user interface



## Microsoft Excel 2007 - Introduction

Introduction to excel  
Data inserting and editing  
Navigating the spreadsheet and basic settings  
Area selection  
Area Manipulations  
Area inserting and deleting  
Text and Cell Appearance Formatting  
Number, Date and Time Format  
Formatting Using Style Gallery  
Files and Windows Handling  
Printing Small Tables  
Calculations using AutoSum and formula copying  
Custom Formula Creation  
Using Functions  
Chart Creation  
Chart Formatting  
Spell Checking  
Basic Excel Settings  
Using the Help

## Microsoft Excel 2007 - Intermediate

Lock  
Advanced cell formatting  
Conditional and custom formatting  
Templates  
Workbook properties and work with sheets  
Sharing workbooks and tracking changes  
Comments and workbooks comparing  
Copying options, orders and lists  
Formula creation and absolute links  
Errors and formulas dependencies  
Connected sheets  
The IF, MIN, and COUNT functions  
Functions and formulas used for Date and Time data  
Functions for working with text  
Rounding off  
Financial functions  
Techniques of work with relation tables  
Data validation and sorting  
Go To, Find and Replace orders  
Printing larger tables  
AutoFilter  
Criteria table and advanced filter  
Database functions  
Outlines and totals  
Splitting text into columns  
Pivot table  
Editing pivot tables and charts  
Advanced chart editing

## Microsoft Excel 2007 - Advanced

Work with Area Names  
Creating a Form in a Sheet  
Protection Options and Embedded Objects  
Conditional Calculations  
Conditional Calculations - SUMIF and COUNTIF  
Working with an Array  
Calculation Criteria in Database Functions  
Searching in Tables by Using Functions  
Data Import  
Working with Microsoft Query  
Microsoft Query Program - Complicated Queries  
Merging Data  
Sheet Scenarios  
Solver  
What-if Analysis and Goal Seek  
Statistical Methods and Functions  
Use and Recording of Macros  
View and Editing VBA Code  
Web Pages, Links and E-mail Sending  
File Security  
Permission Control  
Introduction to XML Format  
Working with Data in XML Format

## **Microsoft Outlook 2007 - Introduction**

Introduction to Outlook  
Reading e-mails and creating a new message  
Editing messages  
Address List  
Working with folders  
Categorizing, searching for message, defining view  
Creating signatures, request for confirmation  
Out of Office Assistant  
Working with rules, junk e-mail  
Creation and use of Contacts  
Sorting and organizing contacts  
Working with attachments and print  
Using Outlook Help, Junk E-mail Filter  
Other e-mail options

## **Microsoft Outlook 2007 - Advanced**

Event Planning  
Event Editing  
Calendar Organization and Printing  
Meeting Arrangement  
Times of Meetings, Options for Calendar Settings  
Editing Arranged Meetings  
Sharing Information with other Users  
Notes  
Creating and Managing the Tasks  
Task Management  
Working with Journal  
Offline Folders  
Data Import and Export  
Personal and Public Folders  
Setting for E-mail Accounts  
User Forms

## **Microsoft PowerPoint 2007 - Introduction**

Basic Orientation in PowerPoint  
Working with Help  
Using AutoCorrect and AutoFormat Tools  
Spell Check  
Creating Presentation and Working with Text Boxes  
Creating a New Presentation and Text Formatting  
Text with Bullets  
Automatic Shapes  
Advanced Configuration of Graphic Objects  
Pictures and working with multiple presentations  
Movie clips and Animated Pictures  
Slide with Table  
Tables from Different Applications  
Slide with a Chart  
Chart Formatting  
Organization Chart  
Cycle Chart  
Charts, Objects and Symbols

## **Microsoft PowerPoint 2007 - Advanced**

Default Templates and Editing Formatting  
Changing Font Type and Format Copy  
Slide Background  
Slide Master  
Slide Footer and Slide Numbering  
Preparation of your own Template for Presentations  
Slide Transitions  
Animation Effects  
Presentation Set-up and Timing Adjustment  
Assignment of Action to Object  
Slide Show Options  
Publishing a Presentation as a Web Page  
Presentation Revision  
Print  
Import  
Saving Presentations in Various Formats

## Microsoft Word 2007 - Introduction

Introduction to Word  
Navigating Your Document  
Text Entry  
Working with documents and multiple windows  
Use of automatic corrections and proofing tools  
Spell Checking  
Text Selection Techniques  
Text moving and copying  
Page Settings  
Paragraph Formatting  
Character Formatting  
Document Print  
Borders and Shading  
Bulleted and Numbered Lists  
Record sorting, converting text to table  
Multi-page Document Editing  
Headers and Footers  
Using Help

## Microsoft Word 2007 - Intermediate

Basic Word settings  
Working with document windows  
Styles  
Templates  
Adjustment of Quick Access Toolbar and shortcuts  
Creating tables  
Table formatting  
Sorting and calculations in tables  
Table design  
Chart creation  
AutoText  
Line and Page Break Management  
Searching in a document  
Track changes  
Document sections  
Column Sorting  
Graphics in documents  
Working with symbols  
Advanced Techniques for Paragraph Numbering  
Saving a File in Various Formats

## Microsoft Word 2007 - Advanced

Headers and sections in documents  
Showing outline and organizing long documents  
Master document with collapsed documents  
Creating a table of contents  
Generating index  
Table of figures and table lists and other lists  
Envelopes and labels  
Form letters in mail merge  
Data source used in merge mail  
Envelopes and labels in mail merge  
Catalog  
Linking and inserting objects  
Organization chart  
Cycle diagrams and decorative headings  
Drawing and work with graphic objects  
Working with fields  
Footnotes and endnotes  
Bookmarks  
Cross-references  
Hyperlinks  
Web presentation  
Fill-in and form fields  
Lock and print form  
Macros  
Document security  
Permission control  
Getting to know XML  
Working with data in XML format

## Windows 7 Introduction

System requirements, Windows 7 editions overview  
Logging on to Windows and working with the mouse  
Turning off the computer  
Working with desktop icons  
Working with a program window  
Launching a program and showing multiple windows  
The taskbar  
The Start menu  
Windows Explorer  
Creating folders  
Moving and copying folders and files  
Working with the Recycle Bin  
Creating a text file  
Saving and opening a file  
Libraries, searching for folders and files  
Working with shortcuts  
Using Windows Help and Support

## Windows 7 Advanced

Windows Explorer  
Data sharing between files  
Data insertion and linking  
Snipping Tool  
Gadgets  
Paint  
WordPad and Notepad  
Calculator  
Fonts and characters  
Windows Update  
Network locations and drives  
Users and accounts  
Shared folders and security  
Homegroup  
Display settings  
Region and Language settings, Keyboard  
Mouse settings and Ease of access  
Date and Time  
Installing and uninstalling programs  
Installing new hardware  
The taskbar settings  
Compression  
Remote desktop connection  
Backup  
System Restore