Skills Booster Training Sessions

The aim is to cover the below topics, however actual topics are subject to change on the day without notice.

# Windows Skills Booster

Duration: Approx: 2.5 hours

Tour the screen

Use the Start Button

Use the Taskbar

Use Jump Lists

Find Files, Settings and Apps

Use File Explorer

Use Action Center

Airplane Mode and Wifi

Night Light and Brightness

Sign Out/Log off, Switch User

Sleep, Restart, Shut Down

Multitasking

Use Task View

Snap and Manipulate Windows

# Word Skills Booster

Duration: Approx: 2.5 hours

Tour the screen

Ribbon and Quick Access Toolbar Tips

How to create a new line

How to create a new paragraph

Crucial difference between Lines & Paragraphs

Bullets and Numbering

Multi-Level Numbering

Introduction to Styles

Using the Navigation Pane

Creating a Table of Contents

Introduction to Templates

# Excel Skills Booster

Duration: Approx: 2.5 hours

Tour the screen

Ribbon and Quick Access Toolbar Tips

Moving around in Excel

Selecting, Entering and Editing Data

Moving and Copying Data

Spell Check

Using AutoFill

Using Flash Fill

Introduction to PivotTables

Discover the Analyse Data tool

# PowerPoint Skills Booster

Duration: Approx: 2.5 hours

## Introduction

Welcome and Objectives

Introduction to PowerPoint Interface

## Basic Skills

Creating and Organising Slides

Text and Content Insertion

Running a Show

## Design and Layout

Slide Layout and Design Principles

Slide Masters Basics

SmartArt and Charts

## Intermediate Techniques

Intro to Transitions and Animations

Multimedia and Interactivity Basics

## Advanced Tips and Tricks

Customising Presentations

Creating Custom Shows

Collaboration and Sharing your Presentation

Presenting better with Coach

# PowerPoint Level 1

Duration: Approx: 6 hours / 1 Day

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| 1. PowerPoint Basics   * The PowerPoint Screen and Views * Navigate Through a Presentation * Edit Slide Text * Save a Presentation * Run a Slide Show | 5. Modify Objects   * Resize Objects * Copy, Move and Duplicate Objects * Changing Object Orientation * Format Object * Group and Ungroup Objects * Change the Order of Objects |
| 2. Begin a Presentation   * Create a New Presentation * Change Slide Background Colour * Add Slides * Enter and Edit Text | 6. Add Photos, Movies and Sound   * Add Clip Art and Photos * Draw Lines and Shapes * Insert Movies and Sounds |
| 3. Format Text Slides   * Apply Character Formats and align text * Change Line Spacing * Apply and Change Indents * Add and Format Tables in a Slide * Insert a Table from Microsoft Word   4. Create Charts   * Create a Chart in a Slide * Edit Chart Data and Change Chart Type * Insert a Chart from Microsoft Excel | 7. Deliver a Presentation   * Spell Check * Rearrange Slides * Add Transitions between Slides * Create Speaker Notes * Send a Presentation to Microsoft Word * Print a Presentation * Package your Presentation to take on the go * Presenter Mode * Tips on Presenting |