



## Microsoft Office 2010 & 2013 Classes

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PC FOCUS COMPUTER TRAINING & DEVELOPMENT

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## Cost and What's Included

Attached is a list of Office applications and topics. These are suggested classes with topics that are popular both with beginner and more experienced users. You can pick and choose topics from any and all of them. These suggested classes are designed for 2 hour classes and priced the same. Once you choose the topic lists for your classes, we will decide if it is feasible to cover them all in a 2 hour time period.

- The cost per class is \$495.00.
- PC will provide up to 6 laptops. If you have people who have their own laptops, they are welcome to attend the class and there is no additional cost up to 10 people.
- PC Focus will provide customized user manuals for everyone who attends the classes.
- 30-day, after class, email support
- All classes are offered online – if requested.
  - Same user manuals
  - Same cost

### One-on-one Training/Tutoring

- Hourly rate of \$125.00
- Email support is included

## **Office 2013 from Previous Versions**

### **Topics to be covered in this class are:**

- Ribbon Infrastructure & Ribbon Customization
- Common Features that are the same and/or similar in Excel, Word, PowerPoint & Outlook
- New Features and Enhancements in Excel, Word, PowerPoint & Outlook
- Navigation between Ribbons
- Default Options
- Customization of Quick Access Toolbar & Ribbons
- Tips & Shortcuts to help you find the functions in 2010 & 2013 that you used in previous versions

## **Windows 7 Operating System**

### **Topics covered in this class are:**

- How to personalize your computer (backgrounds, screensavers, etc.)
- Creating Folders
- Using Sticky Notes
- Windows Search (finding files and folders)
- Managing documents
- Snap Feature
- Snipping Tool
- Jump Lists
- Pinning and unpinning to the Start Menu and Taskbar
- Windows Taskbar
- Performance Improvements
- Control Panel changes
- Photo Gallery – working with photos

# SharePoint 2013 Module 1

## Topics to be covered in this class are:

- Overview of SharePoint
- Show collaborative capabilities
- Create lists and libraries
- Customize “My Site”
- Create and modify a “Team Site”
- Share documents and sites with others

# OneDrive ~ Lync ~ Yammer

## Topics to be covered in this class are:

- Navigate in Office 365 environment
- Create, edit and share documents with team members using Office Web Apps and SharePoint
- With Outlook Web App (OWA)
- Set up mobile devices to work with Office 365 (optional)
- **Lync**
  - Overview of Yammer and its capabilities
  - Making voice calls, Transfer or forward calls
  - Search for Hershey employees and create contacts
  - Conduct instant messaging conversation with employees
- **Yammer**
  - Overview of Yammer and its capabilities
  - Publish files, videos
  - Search for people, Follow other users – Invite colleagues
  - Customize profile
  - Browse and Create Groups
  - Conversations

## **Excel 2010 & 2013 Module 1**

### **Topics to be covered in this class are:**

- Understand how Excel works
- Worksheet Design
- Efficient Navigation
- Data Entry and Edit Cells
- Insert, Delete & Resize Columns and Rows
- Formatting
- Basic Formulas
- Multiple sheets in a workbook
- Printing

## **Excel 2010 & 2013 Module 2**

### **Topics to be covered in this class are:**

- Database Formulas (Dfunctions)
- Sorting & Filtering Data
- Copying and Printing Filtered Lists
- Subtotals Reports
- Advanced formatting using Conditional Formatting
- Conditional Formatting Rules
- Advanced Printing (selections, multiple worksheets, titles, page breaks)

## **Excel 2010 & 2013 Module 3**

### **Topics to be covered in this class are:**

- Collaboration using Protection, Sharing Workbooks, Tracking changes & merging data from one workbook to another
- Auditing Worksheets using the Auditing Ribbon and Formulas
- Analyzing Data using Subtotals & Filtering
- Consolidating Data from Multiple Workbooks

## **Excel 2010 & 2013 Module 4**

### **Topics to be covered in this class are:**

- Pivot Tables (overview)
- Slicers
- “What if” using Scenarios, Goal Seek & Solver
- Working with imported data
- Use the Analysis ToolPak to perform complex data analysis

## **Excel 2010 & 2013 Dashboards**

### **Topics to be covered in this class are:**

- Understanding Dashboards and why they are so popular
- Purpose of Dashboards
- Simple to complex Dashboards
- Dashboards and PivotTables
- Creating Dashboards
- Dashboards and Charts
- Examining many Dashboard Examples

## **Excel 2010 & 2013 Charts**

### **Topics to be covered in this class are:**

- Chart Tools and Options
- Chart Types
- Recommended Charts (2013)
- Chart Elements (2013)
- Sparklines
- Chart Styles
- Chart Formats – Fills and Fonts
- Integrating and linking Charts with Word and PowerPoint



# Excel 2010 & 2013 Formulas

Some of the formulas covered in this class are:

- Formula Helpers: Insert Function, Window Watch, Evaluate Formulas, Named Ranges
- Most common – sum, average, etc.
- Subtotals (sum, count, average, etc.)
- Text Functions: Concatenation, Left, Right, Mid, Text to Columns and more
- Logical Functions: If, SumIf, CountIf, SubTotals
- Database Functions: Dsum, Daverage, Dcount
- Lookups – Vlookup, Index and Match functions
- Linking worksheets
- Formulas for Conditional Formatting
- Formulas for PivotTables

## **Excel 2010 & 2013 Macros**

### **Topics to be covered in this class are:**

- Understanding what a macro is and how macros work
- Create recorded macros
- Run macros
- Edit macros
- Use the Visual Basic Editor to understand code for editing purposes
- Create a VB code routine (hard coding in VB Editor)
- Tips and Shortcuts on basic programming guidelines

## **Excel 2010 & 2013 Pivot Tables**

### **Topics to be covered in this class are:**

- Understanding how PivotTables work
- Difference between Filtering Data and Pivot Tables and when to use which one
- Creating multiple PivotTables from the same data source
- Modify PivotTables
- Create calculations in PivotTables
- PivotTable Slicers
- Timelines (2013)
- Create groups in a PivotTable
- PowerView Reports (2013 only)
- PivotCharts

# **PowerPoint 2010 & 2013 - Module 1**

## **Topics to be covered in this class are:**

- Understand PowerPoint Defaults
- Understand the Master Slide
- Slide Guidelines
- Fundamental steps to design a Deck
- Inserting and Deleting slides
- Formatting
- Adding Charts to Slides
- Adding and Enhancing Images
- Using SmartArt

# **PowerPoint 2010 & 2013 Module 2**

## **Topics to be covered in this class are:**

- Advanced use of the Master Slide
- Reset slides to the Master Slide
- Animation Customization
- Slide Transitions
- Slide Animation (controlling how bullets come on the slide for example)
- Slideshow Functions and Techniques
- Presenter View (2013)
- Merge Shapes and Pictures (2013)
- Many Tips and Shortcuts

# Microsoft Word 2010 & 2013 Intermediate to Advanced

## Topics to be covered in this class are:

- Efficient Navigation in large documents
- Using Styles and the Benefits of Styles
- Creating a Table of Contents
- Sharing and Tracking Changes in Documents
- Mail Merge from multiple sources – letters, envelopes and labels
- Single labels and envelopes
- Multiple Views including Document Maps
- Hyperlinks and Bookmarks
- Printing Options