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## MICROSOFT OFFICE – 2025 COURSE CATALOG

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### Classes Names ~ Descriptions



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## Electronic Business Communications

This 90-minute session is a good refresher for email etiquette in general. However, it is designed to reinforce company guidelines on company specific rules and regulations about email, monitor email and Internet access, policies on social networking and procedures, both prohibited use and prohibited conduct.

The instructor adds some interesting and, in some cases, humorous videos and examples to get the various points across to the employees.

This session should be mandatory for all employees and can be held in large groups if desired.

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

- Email Guidelines
- “Right to Monitor”
- Social Networking Policy
- Employee Guidelines/Policies
- Company Procedures
- Company Prohibited Use
- Company Prohibited Conduct
- Outlook Features
  - Do’s and Don’ts of email
  - Email blunders
  - Best practices with email

**Length of Course: 90 Minutes**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: No limit**

**Skill Level – Introduction**

## Computer Problem Solving Class

This class is designed for users who want answers on how to perform specific things with their computers. You will learn how to search both the Internet and your computer for answers to questions that you have, files that you are looking for, and instructions to perform certain tasks whether it be in Word, Excel, or other Microsoft Office apps. This class will build your confidence and make you more efficient overall when using your computer.

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

- What is a search engine and why do I need to know about it?
- How can I download information from the Internet so that I can use it “off-line”?
- How can I look up a YouTube or other type of demos that are available online?
- How can I troubleshoot a problem I am having with my computer or my software?
- How can I learn to be more independent with my computer skills instead of depending on others for answers?
- Bring your questions to class.
- Understand and troubleshoot Wi-Fi and other computer related problems
- Mouse capabilities
- Windows management

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites for this class

**Maximum Class Size: 10**

**Skill Level – Introduction**

# Microsoft Teams – Module 1

## Host and Participate in a Team Meeting

Microsoft Teams gives us many tools to participate and host team meetings, share desktops, communicate, collaborate, and manage files as well as several applications for us to use. You can use Teams on any device that has Internet access.

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

- Video Meetings
  - Schedule a Meeting in Outlook and Teams
  - Start a voice or video call
  - Join meetings
  - Set up audio device
  - Meeting control tools
  - Share the desktop
  - Chat with participants and leader
- Using Teams
  - Navigate in teams
  - Create a team
  - Team options
  - Add contacts, search for contacts, chat with contacts
  - Instant messaging
  - Send files in Instant messenger
  - Use presence tool to stay up to date with colleagues
  - Share sites, folders, and files

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Teams – Video Conference for Employees

This class is designed for any person joining a Teams meeting. Participants learn how to participate in any type of video conferencing meeting. These topics can be introduced and covered at the beginning of any level Teams class.

### Topics covered for Employees

- Accept a meeting invite or another link provided in the portal
- Join meetings
- Welcome and brief overview of the tools in Teams
  - Set up device setting
  - Meeting control tools
    - Show participants
    - Mute sound
    - Turn Video of/off
    - Show conversations
      - How to message everyone
      - How to message specific individuals
      - Chat with participants and leader privately or as a group
    - Emojis
  - More Actions
    - Change Background
    - Gallery
    - Full Screen
  - Share the desktop
    - Share desktop options
  - Chat with participants and leader privately or as a group
- Leave a meeting

**Length of Course: Approximately 1 hour**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Teams – Video Conference for Presenters

This class is designed to teach participants who will be creating and running Team meetings how to be effective presenters maximizing all the functionality that comes with the video conferencing part of Teams. The objective is to increase efficiency and effectiveness using this tool.

- Schedule a Meeting in Outlook, Teams Calendar, or within a Designated Team
- Single or recurring meetings/classes (one link for entire semester)
- Meeting Options
  - Set Lobby Permissions
  - Attendee permissions
  - Control if recording should start when the meeting organizer joins
- Control muting of participants
- Use Chat for training purposes
  - Get to know participants
  - Use for attendance purposes
  - Chat messages are saved with the meeting
- Attendance
  - Download the attendance .csv file
  - Format the worksheet for reporting purposes
- Recording a meeting
  - Enabling a local recording if it does not start automatically from setup
  - Play back a recording
  - Edit a recording
  - Post a recording in the portal
- Share Host's screen
  - PowerPoint Decks/Presentations
  - Whiteboard
  - Desktop
  - Applications
  - Sound options
- Breakout Rooms
  - Create breakout rooms
  - Assign participants manually or automatically (by Teams)
  - Create breakout rooms in advance – when setting up the meeting

**Length of Course:** 3 hours

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size:** 10

**Skill Level – Introduction**



## Comprehensive Teams Overview

This class is for anyone who wants to learn how to create and manage teams effectively as individuals and team owners. Utilizing Teams goes beyond video conferencing. Teams are created for team members to collaborate, share files, jump on quick calls, and so much more.

### Topics Covered:

- Use presence tool to stay up to date with colleagues
  - Set Status
  - Shows as busy on your calendar (you can change the status)
- Navigate in teams
- Activity
- Create a team
  - Join a Team (with a code)
  - Using Templates
  - Team options
  - Add contacts, search for contacts, chat with contacts
  - Sharing files
  - Instant messaging
  - Send files in Instant messenger
- Benefits of using Channels
  - Create Channels within a Team
- Add Apps to Team Sites
- Share sites, folders, and files using OneDrive
- Shared Team Calendars
- SharePoint
  - Difference between a SharePoint Team site and MS Teams
  - Customize a Team site in SharePoint
    - Layout design
    - With Apps
    - Photos
    - Calendar
    - Document libraries

**Length of Course: Approximately 3 hours**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: 10**

**Skill Level – Introduction**

## SharePoint – Module 1

### Create and Customize a Team Site

SharePoint is a cloud-powered office that you can access from any device. SharePoint represents the new way to work together. It allows you to share content, create and manage team sites, collaborate with others more efficiently than traditional file sharing.

Getting started with SharePoint. This class is for people who are new to SharePoint and want to have a better understanding of what it is and its functionality. There are some basic things that you should be familiar with in SharePoint. There are many features, but some are fundamental in learning how to navigate and utilize SharePoint even on a small scale.

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

- Overview of SharePoint
  - Navigation
  - Commands
  - Settings
  - Options
- Create and modify team sites
- Understanding Lists and Libraries and Apps
- Add, upload, modify, search for and preview documents in document libraries
- Share sites, folders, and files

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: 10**

**Skill Level – Introduction/Intermediate**

## SharePoint – Module 2

### Organize Your Files

This class is designed for people who want to learn more in-depth about the features and functionality of SharePoint. This class takes SharePoint users to a more advanced level.

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

- Permissions and owner roles
- Site customization – beyond basic
- Advanced Documentation Management
- Import lists from Excel
- Advanced Lists and Libraries
- BI Tools
- Workflows
- Create a Dashboard in SharePoint
- Setting up SharePoint on devices – smart phones and tablets

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: 10**

**Skill Level – Intermediate to Advanced**

## SharePoint – Module 3

### Designing Workflows

This class is designed for people who want to learn how to create workflows in SharePoint. A SharePoint workflow is like an automated flowchart that takes a lot of the labour, guesswork, and randomness out of your standard work processes.

We will learn guidelines for creating workflows, and then the workflow itself. We will also introduce SharePoint Designer which is a program that we can use to create even more complex workflows. This class takes SharePoint users to a more advanced level.

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

- Understand an approval process as a workflow example
- Workflow types
- Use the Document Approval workflow
- How workflows save time by automating labor intensive manual processes
- Workflow designs
- Workflow guidelines
- Incorporate the workflow into your SharePoint site
- Running and Editing workflows

**Length of Course: 3 hours**

**Prerequisites:** Good working knowledge of SharePoint. Experience with workflows a plus.

**Maximum Class Size: 10**

**Skill Level – Intermediate to Advanced**

## Office 365 Module 1

This Microsoft Office 365 Overview provides a good perspective of the value Office 365 will provide to users in terms of productivity, access, familiarity, security, control, and reliability. O365 is driving the future of technology, and we want to start taking advantage of these tools as quickly and efficiently as possible.

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

- Understand “The Cloud”
- Office Integration
- Office 365 Apps – Word, Excel & PowerPoint
- Office Tools – Outlook, Calendar, People, and Tasks
- Upload and download files and pictures
- OneDrive – saving and sharing documents and pictures
- Sync files & folders
- How to use other devices like an iPad and a Smart Phone with O365 Apps

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites for this class

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Microsoft Outlook

Outlook is the program that we all use daily. With the upgrade to a new software version, you do not want to lose any efficiency in using this program. This class will get you up to speed on all the features of Outlook. We will look at what is new, enhanced or moved from previous versions. If you want to maximize your Outlook skills, this class is for you.

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

- Business Communications in the workplace
- E-mail Etiquette
- Best Practices
- Email – using folders, manage inbox efficiently
- Contacts – create groups
- Calendar – create meetings, appointments, etc.
- Tasks
- Search Feature
- Tips and Shortcuts

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites for this class

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Access Module 1

This course is designed for students who want to have a better understanding of Access and to learn the basics of the Access database program or to learn how to modify queries and reports that someone else created. This class will give insight and understanding of the advantages of using Access versus Excel to create queries and reports. You will gain a good working knowledge of Access.

### Topics covered in this class are:

- Understand what a relational database is versus Excel
- Basic database terminology
- Table Structure
- Field Types
- Select Queries
- Quick Reports
- Import SAP or other external data to Access tables

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites for this class

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Excel Module 1

This class is designed to teach good worksheet design and habits as well as give you a good understanding of Excel and its default characteristics. MANY tips and shortcuts are taught in this class. You will learn the fundamental tools to build a worksheet from the beginning as well as work with already designed worksheets.

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

- Understand how Excel works
- Worksheet Design
- Efficient Navigation
- Data Entry, Edit & Delete Cells
- Work with Ranges
- Insert, Delete & Resize Columns and Rows
- Basic and advanced Formatting
- Basic Formulas
  - Sum, Average, Min, Max, Count
- Work with multiple sheets in a workbook
- Printing Options

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites for this class

**Maximum Class Size: 10**

**Skill Level – Introduction**



## Excel Module 2

Module 2 is a great follow-up to Module 1. Continued study and understanding of a well-designed worksheet and how Excel functions will function properly or not at all because of the design. This class is also a helpful review for someone who has used Excel in the past but needs a refresher before going to more advanced functions. In this class we will learn many tips and shortcuts to increase efficiency and productivity. Some of the highlights of this class are the many ways to sort and filter data as well as create formulas to calculate the results of the filters using some of the new and enhanced features in 2019.

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

- Database Formulas (Dfunctions)
- V-Lookup function
- Sorting & Filtering Data
- Slicers to filter a list
- Copy and Print Filtered Lists
- Subtotals Reports
- Advanced formatting using Conditional Formatting
- Advanced Printing (selections, multiple worksheets, titles, page breaks)
- Slicers
- Pivot Table Basics
  - Understand
  - Create
  - Format
  - Modify

**Length of Course: 3 hours**

**Prerequisites:** Some Excel knowledge is helpful

**Maximum Class Size: 10**

**Skill Level – Intermediate**

## Excel Module 3

This class is designed for the more advanced user and/or someone who needs to forecast and find solutions to analyzing data. We will learn to consolidate data from multiple workbooks.

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

- Auditing Worksheets using the Auditing Ribbon and Formulas
- Analyzing Data using Scenarios, Data Tables, Goal Seek & Solver & the Analysis Tool Pak
- Slicers
- Consolidating Data from Multiple Workbooks

**Length of Course: 3 hours**

**Prerequisites:** Good working knowledge of Excel

**Maximum Class Size: 10**

**Skill Level – Intermediate to Advanced**

## Excel Charts

Excel offers Charting capabilities that far exceed our typical chart needs. Understanding what the story of the chart is supposed to tell is half the battle to designing charts. Once you understand what the results should look like you can start working with all the wonderful Chart Tools that come with 2019.

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

- Chart Tools and Options
- Chart Types
- Sparklines
- Bubble
- Chart Styles
- Chart Advanced Formats – Fills and Fonts
- Waterfall Charts
- Create Timelines with a custom Gant chart
- Integrating and linking Charts with Word and PowerPoint
- Primary and Secondary charts
- Pie in Pie Charts
- Some statistical chart options

**Length of Course: 3 hours**

**Prerequisites:** Some Excel knowledge helpful

**Maximum Class Size: 10**

**Skill Level – Intermediate**

## Excel Formulas

This class is a favorite and one of the most powerful classes offered to maximize the use of Excel. We cover formulas from the most common to many useful but more complex formulas. Great Tips and Shortcuts that will help you understand and build efficient, accurate formulas. Bring your favorite formulas to share with your class participants.

### **Some of the formulas covered in this class are:**

- Formula Helpers: Insert Function, Window Watch, Evaluate Formulas, Named Ranges
- Most common – Sum, Average, Min, Max
- Text Functions: Concatenation, Left, Right, Mid, Text to Columns, Flash Fill and more
- Logical Functions: If, SumIf, CountIf, SubTotals
- Database Functions: Dsum, Daverage, Dcount
- Lookups – Vlookup, Index and Match functions
- Linking & Tiling worksheets

**Length of Course: 3 hours**

**Prerequisites:** Good working knowledge of Excel

**Maximum Class Size: 10**

**Skill Level – Intermediate**

## Excel - Building Dashboards

Excel dashboard reports provide more information with less reading time and effort than standard reports. Professional-quality reports work like the dashboard of your car. At a glance, users can easily review substantial amounts of data, quickly discover patterns of performance in the data, and easily remember what they have seen.

Well-designed Excel dashboard reports offer two important benefits; one is for people who read the reports, the other is for Excel users who prepare them. The objective of this class is to build professional, easy to read and understand 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, PivotTables, and Slicers
- Creating Dashboards
- Dashboards and Charts
- Examining Dashboard Examples

**Length of Course: 3 hours**

**Prerequisites:** Good working knowledge of Excel and pivot tables

**Maximum Class Size: 10**

**Skill Level – Intermediate to Advanced**

## Excel Macros

Macros are used to automate repetitive tasks. Users who import SAP or other external data into Excel often spend too much time modifying the worksheet before they can begin doing what they need to do with the imported data. This class will teach you how to record those repetitive tasks so that they can be played back as often as needed. Learning to create and use macros can save you hours of unnecessary repetitive tasks. We will also introduce the Visual Basic Editor to help you understand how macros are created and can be modified.

**Important Note: If you used macros in Excel 2003 you should consider taking this class as macros are managed differently in Excel 2013.**

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

- Understanding what a macro is and how macros work
- Create recorded macros
- Run macros
- Edit macros
- Look at Visual Basic Code for editing purposes
- Create a macro in the Visual Basic Editor
- Tips and Shortcuts on basic programming guidelines

**Length of Course: 3 hours**

**Prerequisites:** Good working knowledge of Excel

**Maximum Class Size: 10**

**Skill Level – Intermediate to Advanced**

## Excel Visual Basic

### Beyond Recording Macros

Recording macros is an excellent way to automate repetitive tasks that you often do. There are times when you want to automate procedures and recording is not an option. A good example is creating prompts or “message boxes” for users to simply follow instructions for doing certain tasks. This class is not recommended for inexperienced users. Some programming experience is helpful but not a requirement. We will teach you the basics of programming in Excel.

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

- Understand how the VB Editor works
- Create a program routine in the VB Editor
- Run the program
- Edit the code
- VB terminology
- Debug code (whether a recorded macro or code itself)
- Tips and Shortcuts on basic programming guidelines

**Length of Course: 3 hours**

**Management Approval Required? Yes**

**Prerequisites:** To ensure your success, we recommend you complete the Excel Macros class.

**Maximum Class Size: 10**

**Skill Level - Advanced**

## Excel Pivot Tables & Slicers

Pivot Tables are designed to help you **organize, analyze, and summarize** copious amounts of data. If you work with a lot of data (especially if you are using imported data from SAP or other programs), this class is for you. You will be amazed how quickly you can get the results you are seeking. In addition to PivotTables, we will introduce pivot charts.

### 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, basic to IF statements
- PivotTable Slicers & Timelines
- Create groups in a PivotTable
- PivotCharts

**Length of Course: 3 hours**

**Prerequisites:** Good working knowledge of Excel

**Maximum Class Size: 10**

**Skill Level – Intermediate to Advanced**



## Excel - Power Pivot Reports

Power Pivot is an add-in that lets end users gather, store, model, and analyze large amounts of data in Excel. Power Pivot reports give users the ability to create relationships between tables and create powerful Pivot Tables from the relational tables. This class will give users an understanding of database theory and “one-to-many” relationships. Users will understand the difference between Excel “flat files” and the ability to create relationships between worksheets. Power Pivot is not available in Excel versions prior to Office 2016.

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

- Power Pivot Report overview
- Understand relational database theory and management
- Create a data model in Power Pivot
- Understand “one-to-many” relationships versus “one-to-one” relationships
- Difference between an Excel flat file and a worksheet with relational data tables
- Import data into Power Pivot
- Create amazing reports in Power Pivot
- Power Pivot keyboard shortcuts
- Create charts and other data visualizations from a Power Pivot Report
- Filter and highlight data
- Use slicers with a Power Pivot report
- Create reports with multiple views

**Length of Course: 3 hours**

**Prerequisites:** Excellent working knowledge of Excel, relational database knowledge beneficial as well as pivot tables.

**Maximum Class Size: 10**

**Skill Level - Advanced**

## PowerPoint - Module 1

If you are new to PowerPoint and need to start creating PP presentations, this class is for you. You will be introduced to “**presentation guidelines**” and pitfalls people make when designing and/or delivering a presentation. You will gain a good understanding of how PowerPoint works and how you can maximize the powerful features it offers.

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

- Understand PowerPoint Defaults
- Difference between a Deck and a Presentation
- Understand the Master Slide
- Slide Guidelines
- Fundamental steps to design a presentation
- Inserting and Deleting slides
- Formatting
- Adding Charts to Slides
- Adding and Enhancing shapes and pictures
- Using SmartArt

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites

**Maximum Class Size: 10**

**Skill Level – Introduction**

## PowerPoint Module 2

### **Deliver a Great Presentation W/Pizzazz**

This class is designed for the more advanced PowerPoint users who create executive presentations as well as “decks” and want to enhance their presentations using functionality. You will learn many tips and shortcuts to use PowerPoint more efficiently.

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

- Advanced use of the Master Slide
- Animation Customization
- Slide Transitions
- Slide Animation (controlling how bullets come on the slide for example)
- Use SmartArt to link and animate
- Linking slides to other slides, Word, Excel, websites
- Insert videos and YouTube videos (some Visual Basic will be covered)
- Slideshow Functions and Techniques
- Many Tips and Shortcuts

**Length of Course: 3 hours**

**Prerequisites:** Good working knowledge of PowerPoint

**Maximum Class Size: 10**

**Skill Level – Intermediate**

## Microsoft Project Module 1

If you manage any type of project, regardless of size and scope, this class is for you. Project is a tool that you can use to keep track of tasks that need to be done to meet the required project deadline. This class will help you plan your work using MS Project. Excel users will find this course a low learning curve as many techniques apply in Project that are used in Excel. This course is also a requirement for the Project Certification Program.

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

- Understanding the Microsoft Project Environment
- Project terminology
- WBS – What is a Work Breakdown Structure
- Create a complete Project from start to finish
- Tasks, Timelines, Task Duration, Task Links,
- Views & Tables
- Resources and Assignments
- Reports
- Export to Excel and other sources
- Use PowerPoint for Project Update Reports

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites

**Maximum Class Size: 10**

**Skill Level – Introduction to Intermediate**

## Microsoft Word Module 1

This class is designed for the users who want to know, understand, and use Word at a **beginning** to **intermediate** level. Using built-in templates is a “must know” at all levels. Basic document creation, formatting, simple styles, printing, and exporting are some of the fundamentals for using Word. Word is the default editor for Outlook and all the features covered in this class also apply to Outlook when creating email messages.

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

- Keyboard shortcuts
- Easy navigation
- Basic formatting
- Basic styles
- Understanding tabs
- Page Breaks

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Microsoft Word Module 2

### Working with Large Documents

This class is designed for the users who want to maximize Word and its full functionality. It is packed full of features, Tips and Shortcuts for every application including reports, letters, forms, charts, tables, and imports from Excel or other sources.

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

- Efficient Navigation in large documents
- Using Styles and the Benefits of Styles
- Advanced formatting
- Creating a Table of Contents
- Sharing and Tracking Changes in Documents
- Mail Merge from multiple sources – letters, envelopes, and labels as well as single labels and envelopes
- Multiple Views including Thumbnails and Document Maps
- Hyperlinks and Bookmarks
- Comparing and Merging data from one document to another
- Printing Options

**Length of Course: 3 hours**

**Prerequisites:** Some working knowledge of Word

**Maximum Class Size: 10**

**Skill Level – Intermediate**

## Windows 10 & 11 Operating System

There are many wonderful highly underutilized features in this operating system that you will want to know about. This class is designed for anyone wanting to maximize the Windows 10 environment and available tools to be more efficient. You will be amazed at the simple things you can do to be more efficient using your computer – regardless of the application you are using. We promise you time-saving tips and shortcuts in this class.

### Topics covered in this class are:

- How to personalize your computer (backgrounds, screensavers, etc.)
- 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
- Performance Improvements
- Control Panel changes
- Photo Gallery – working with photos
- Internet Explorer versus Edge
- Keyboard Shortcuts

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Microsoft OneNote & Delve

OneNote and Delve are two of the O365 apps that are powerful and not fully utilized. This class will give you a better understanding of these apps and how they can be useful to you in so many ways. OneNote is used with SharePoint or independently of SharePoint. Delve is an application in O365 apps.

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

- What is OneNote
- Benefits of using OneNote
- Setup OneNote
- Using OneNote on all devices
- Organize notes, pictures, links, tables, and files in a digital notebook
- Collaborate with OneNote
- What is Delve
- Benefits of using Delve
- Setup Delve
- Create links
- Improve searches for documents, videos, audio, links to websites posted on SharePoint
- Track online actions
- How to find “stuff”
- What is “Trending Around Me” and what

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites

**Maximum Class Size: 10**

**Skill Level – Introduction**



## Microsoft Publisher – Module 1

Microsoft Publisher is a desktop publishing application. In this class we will learn how to create a publication using many of the tools available. We will learn desktop publishing terms and techniques, how to layout and design a publication, insert pictures, import text from other sources. Lots of tips and shortcuts will be taught in this class.

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

- Introduction to Publisher
- Understand Publisher at a basic desktop publishing perspective
- Text & Picture Frames
- Navigate through a publication
- Text Autoflow
- Design Gallery Objects
- Publisher Tools
- Headers & Footers
- Create a new publication
- Create a Template
- Compress Images
- Duplicate Pages
- Import text from external source
- Export to PDF
- Using Help in Publisher

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: 10**

**Skill Level – Introduction**

## Microsoft Visio – Module 1

Microsoft Visio (formerly Microsoft Office Visio) is a diagramming and vector graphics application and is part of the Microsoft Office family.

An organization chart is a graphical depiction of a hierarchical structure of the organization. Microsoft Visio can be used to create simple or complicated diagrams. It offers a wide variety of built-in shapes, objects, and stencils to work with. You can also make your own shapes and import them if that is your desire.

The type of diagram that we will focus on in this class is an Organization Chart. An organization chart (org chart) is a diagram of a reporting hierarchy that is commonly used to show relationships among employees, titles, and groups.

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

- Introduction to Visio
- Understand Visio at a basic desktop publishing perspective
- Create an organization chart
- Dynamic org charts
- Understand metadata
- Create a chart using external data
- Team frames
- Layouts
- Drawing formats
- Master shapes in the document stencil
- Shape reports

**Length of Course: 3 hours**

**Prerequisites:** No prerequisites necessary to attend this class.

**Maximum Class Size: 10**

**Skill Level – Introduction**