Personal & Professional Development Training

Microsoft Training Courses 2024

It may be a cliché, but you don't know what you don't know and most people only use a fraction of what is possible in Microsoft Office. Karen Roem is a local trainer and specialist in Microsoft Office and can help you to improve your Word, Excel, Outlook and PowerPoint skills to be more effective and save time during a busy work day.

Excel Beginner
Building and modifying workbooks and worksheets, introduction to formulas and functions.
Tue, 8th October

Word and Outlook
Take editing and formatting beyond the basics, avoid email overload and develop faster ways of working with Outlook.
Tue, 9th October

Excel Intermediate
Working with formulas and functions, managing large workbooks.
Tue, 15th October

Managing data lists with Excel Tables and PivotTables
Manage and summarise your data lists by working with a table, and using PivotTables plus additional Excel features.
Wed, 16th October

Word Formatting
Fix weird and wrong formatting in word documents, including opened ones from PDF.
Work with long documents, maintaining consistency using Styles, organise information using tables and columns
Tue, 22nd October

Half Day Course: £110+VAT
including pdf booklet and one-month free aftercare support.

For further information, contact Anne Blyth, Conference & Events Manager
Corpus Christi College: conferences@corpus.cam.ac.uk | 01223 766534

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Excel Beginner

Modifying an existing worksheet

Building a new workbook

Entering a formula into a worksheet

Enhancing worksheet appearance

Adjusting column width in a worksheet

Copying, moving and clearing cells

Using AutoFill

Using the SUM, AVERAGE, MAX and MIN Functions

Using worksheet shortcuts

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Excel Intermediate

Working with Formulas and Functions

Save time and apply formulas and functions to your everyday tasks.
Search for a value in one place and insert it in another using lookup functions.
Avoid the "pitfalls" of relative cell references.
Test certain conditions and return one of two entries.
Work with named cells to work faster and smarter with your formulas.

Managing large workbooks

Trace and audit formulas in a worksheet.
Produce summary reports from different worksheets.
Merge data from multiple users by linking workbooks.

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Managing data lists with Excel Tables and PivotTables

Working with a Table
Dos and don'ts when working with tables.
Ensure accurate data entry using data validation.
Sort and filter the records of a table, specify a range of values as criteria for a filter.
Add totals to a table, preview and print tables.

Summarising a list using Excel Tables and PivotTables
Drill down to the details in your lists of data.
Produce summary reports using a PivotTables.
Reset the summary function, show totals as a percentage.
Insert a slicer to filter data interactively.
Present your information as a chart, preview and print reports and charts.

Additional features
Visually explore and analyse data using conditional formatting.
Use a PivotTable to build a list of unique values.
Create conference labels, letters or emails using data in your table.

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Word and Outlook

Outlook
Find a needle in a haystack.
Overcome old habits and develop faster ways of working.
Tips to prevent email overload upon your return from holiday.
How to get people to open your email.
Save time by learning numerous tips and shortcuts.

Word
Take editing and formatting beyond the basics.
Maintain consistency and save time using Styles.
Identify the dos and don'ts of merging and comparing documents.
Discover hidden features and functions that will save you time.

Collaborate with other Word users
Track changes in a document.
Add a note about a part in the document using comments.
Respond to proposed changes and Comments.
Compare and merge revised copies of a document.

Time-saving hints and tips
Stop wondering "How did you do that?" and "What's that for?".
Top ten time-saving shortcuts.

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Word Formatting

How to fix weird formatting in Word

If you inherited a document which layout is all over the place or opened a PDF from Word and the formatting is an absolute nightmare? Let's look at some tried and tested ways to fix your document! Microsoft Word has a number of underutilised tools and hidden features to make it easier.

How to spot and fix weird formatting

Three reasons to use the Navigation Pane in Word

Ten reasons to use Styles in Word

Replace a picture without losing its size and shape

Edit your document while previewing it

Update all references in a long document

Check your document for issues and accessibility

Protect your file from accidental changes