

Microsoft eLearning Titles

Course content and pricing for all Microsoft Office 2010 training courses are listed within this document.

Microsoft Office 2010 Online Training Courses	Hours	Price per module (Ex VAT)
Access 2010 Introduction/Intermediate/Advanced	28 (10/9/9)	£25
Excel 2010 Introduction/Intermediate/Advanced	36 (10/14/12)	£25
Outlook 2010 Introduction/Advanced	16 (8/8)	£25
PowerPoint 2010 Introduction/Advanced	17 (9/8)	£25
Word 2010 Introduction/Intermediate/Advanced	34 (9/10/15)	£25
Project 2010 Managing Projects (Microsoft Office Specialist)		£165
SharePoint 2010 Administrator		£145

To purchase content please contact us on:

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Microsoft Office 2010 Module breakdown

Microsoft Access 2010 - Introduction

- Introduction to databases
- The Microsoft Access environment
- Table creation in datasheet view
- Table design view
- Special field types
- Work within extensive tables
- Looking up and editing data
- Data sorting and filtering
- Designing databases
- Field selection and data sorting via queries
- Work with criteria for select queries
- Calculated items
- Analysis of table relations
- Relationships and referential integrity
- Linked tables in queries
- Relation features
- Lookup column
- Queries with parameters
- Functions and formula creator

Microsoft Access 2010 - Advanced

- Report creation
- Reports with calculations
- Graphical editing of Reports
- Additional report options
- Pivot table and chart
- Object dependencies and properties inheritance
- Macro basics
- Assigning a macro to a button
- Data validation using macros
- Data evaluation via macros
- Database print and documentation
- Importing Access Objects
- Splitting a database
- Data exporting
- Program import and export
- XML format
- Navigation in a database
- Security and privacy in databases
- SQL language

Microsoft Access 2010 - Intermediate

- Field indexing and data validation
- Totals
- Aggregate functions
- Crosstab query
- Action queries
- Data normalization
- Make-Table query
- Form creation using wizard
- Working with form
- Creating forms in design view
- Working with form controls
- Calculated form fields
- Combo Box in forms
- Option buttons in forms
- Organising Form fields
- Creating a Form with a subform
- Subform insertion in design view
- Form as a user interface



Microsoft Excel 2010 - Introduction

- Introduction to Excel
- Data entry and editing
- Worksheet navigation and basic settings
- Cell range selection
- Manipulation with cell ranges
- Cell inserting and deleting
- Text and cell formatting
- Number, Date and Time format
- Formatting via style gallery
- Working with files and windows
- Printing smaller tables
- AutoSum button and formula copying
- Custom formula creation
- Work with functions
- Chart creation
- Chart formatting
- Proofing
- Basic Excel settings
- Getting help

Microsoft Excel 2010 - Intermediate

- Protecting worksheets
- 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 for Dates/Times
- Functions for working with text
- Rounding off and 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 tables
- Editing pivot tables and charts
- Advanced chart editing

Microsoft Excel 2010 - Advanced

- Creating Forms
- Protection options within workbooks
- Conditional calculations
- Working with an array
- Calculation criteria in database functions
- Using functions for searching in tables
- Data import and data merging
- Work with Microsoft Query
- Sheet scenarios
- What-if analysis and goal seek
- Statistical methods and functions
- Macros recording and usage
- The VBA code view and editing
- Webpages, links and e-mail sending
- File security and Permission control
- Introduction to XML



Microsoft Outlook 2010 - Introduction

- Introduction to Outlook
- Reading e-mails and creating new ones
- E-mail content editing
- Work with address list
- Working with Mail folders
- Searching and categorizing
- View settings
- Conversation View
- Quick Steps
- Signature creation
- Delivery confirmation
- Automatic replies
- Working with rules, Junk E-Mail
- Creating and using Contacts
- Sorting and Categorizing Contacts
- Working with Attachments, Printing
- Getting help, Junk E-mail filtering
- Other E-mail options

Microsoft Outlook 2010 - Advanced

- Working with Calendar
- Appointment editing
- Calendar organising and printing
- Appointment planning
- Appointment editing
- Calendar setting options
- Editing planned appointments
- Info sharing with other users
- Working with Notes
- Tasks creation
- Tasks management
- Working with the Journal
- Offline Folders
- Data import and export
- Personal and public files
- E-mail account settings
- Personal forms

Microsoft PowerPoint 2010 - Introduction

- Basic orientation in PowerPoint window
- Getting help
- Create a new presentation
- Work with text boxes
- Text formatting
- Text with bullets
- Shapes
- Objects snapping and WordArt Styles
- Clip Art editing
- Moving and copying slides
- Slide with a table
- Tables from other applications
- SmartArt graphics
- Other SmartArt types
- Slide with chart
- Chart formatting
- Symbols and equations
- Video clips and animated pictures

Microsoft PowerPoint 2010 - Advanced

- Slide footer
- Proofing and Autocorrection
- Themes, format editing and sections
- Slide background
- Slide master
- Slide transitions
- Animation effects
- Adding actions to objects
- Slide show setup and editing timing
- Slide show options
- Custom template and theme creation
- Speaker's notes and comments
- Print
- Backstage options
- Various save formats
- Import



Microsoft Word 2010 - Introduction

- Introduction to Word
- Navigation through the document
- Text entry
- Documents and multiple document windows
- Using automatic correction
- Using proofing tools
- Text selection techniques
- Text moving and copying
- Page setup
- Paragraph formatting
- Character formatting
- Document printing
- Borders and Shading
- Bulleted and numbered lists
- Data sorting, Converting text to a table
- Multi-page document editing
- Headers and Footers
- Getting help

Microsoft Word 2010 - Intermediate

- Basic Word settings
- Work with document windows
- Styles
- Templates
- Quick Access Toolbar customisation
- Useful keyboard shortcuts
- Table creation
- Table formatting
- Table data sorting and calculations
- Table design
- Chart creation
- AutoText
- Text flow management
- Searching in a document
- Tracking changes
- Document sections
- Splitting text into columns
- Graphics in documents
- Work with symbols
- Advanced paragraph numbering techniques
- Saving a file in various formats

Microsoft Word 2010 - Advanced

- Document headers and sections
- Showing outline
- Dividing long documents
- Master document with subdocuments
- Table of contents creation
- Index generating
- Table of figures
- Envelopes and labels
- Form letters in mail merge
- Work with a data source in mail merge
- Envelopes and labels in mail merge
- Catalog
- Linking and inserting objects
- Organization chart
- Cycle diagram and decorative text
- Drawing and work with graphics
- Work with fields
- Footnotes and endnotes
- Bookmarks
- Cross-references
- Hyperlinks
- Text translation
- Web presentation
- Form fields
- Form protection
- Macros
- Protected view and document protection
- Permission control
- Office Web Apps
- Getting to know XML



Microsoft Project 2010 - Managing Projects

- Project 2010 as an Enabling Tool for Project managers
- When to Use Project
- Strategic Importance of Project 2010
- Improving Results with a Proven, Effective Approach
- Key Terms
- Mapping Project to Your Methodology Will Increase Effectiveness
- An Overview of the PM Process Groups
- What Is EPM?
- EPM as a Central Repository for Resources and Projects
- Understanding Roles within EPM
- Getting Started, and Moving Around Project
- Key Options and Settings You Need to Know About
- Working with Calendars
- What Is a WBS, and Why Is It Important?
- Entering Your WBS Phases, Tasks, and Milestones
- Managing Your WBS
- Estimating Duration vs. Estimating Work What's the Difference?
- Program Evaluation and Review Technique
- Using Constraints and Deadlines
- Understanding and Viewing the Critical Path
- Setting Up Your Resource Pool
- Assigning Resources and Costs
- Analyzing Resource Usage and Resource Leveling
- Six Factors that Drive the Calculation of Time (Dates and Duration) for Automatic Scheduling
- Four Factors that Affect the Calculation of Cost
- Switching from Manual Scheduling to Automatic Scheduling
- Understanding Major View Components
- Task Views & Resource Views
- Create and modify a project task structure
- Creating Custom Fields
- Using Tables and Creating Custom Tables
- Using Filters and Highlights
- Using Groups
- Using Sorts and Auto-filters
- Setting Dependencies
- Creating Custom Views
- Formatting Text and Bar Styles
- Sharing and Sending Project Information and Reports
- Creating Master Schedules
- Critical Path Across Projects
- Reporting and Analyzing Across Projects
- Understanding and Setting Baselines
- Viewing Baselines
- Maintaining Baselines
- Understanding and Entering Percent Complete
- Understanding and Entering Actuals
- Understanding Variance
- Analyzing Variance and Taking Corrective Action
- Earned-Value Analysis
- SharePoint 2010 Administrator
- SharePoint Editions and Features
- Understanding the SharePoint Logical Architecture
- Designing a Logical Taxonomy
- Translating the Logical to the Physical Architecture
- Capacity Planning
- Planning Farm Communications
- Network Protocols
- Network Services
- Planning Farm Deployment
- Installing a Single-Server Farm
- Planning for Sandbox Solutions
- Planning Authentication Methods
- Planning for Secure Sites
- Designing Authorization
- Planning Web Application Security
- Planning Code Access Security
- Designing a Maintenance Strategy
- Planning a Monitoring Strategy
- Developing Provisioning Strategies
- Designing Availability
- Planning a Scaling Strategy
- Designing Recovery Strategies
- Determining Service Application Server Roles
- Planning a Business Connectivity Services Strategy

Microsoft eLearning Titles

- Planning an Excel Services Strategy
- Designing a Forms Strategy
- Designing Web Applications
- Designing Features and Solutions
- Understanding Web Parts
- Planning for Site Customizations
- Designing the Search Requirements
- Planning the Search Topology
- Planning Enterprise Search
- Planning Collaboration Components
- Designing Content Management
- Planning for Social Computing
- Planning for Business Intelligence Strategy
- Planning a Strategy for Upgrades
- Designing a Migration Strategy

