

Microsoft eLearning Titles

Course content and pricing for all Microsoft Office 2013 online learning modules are listed within this document.

Microsoft Office 2013 Online Training Courses	Hours (Total and per module)	Price per module (exc VAT)
Access 2013 <i>Introduction/Intermediate</i>	24 (11/13)	£25
Excel 2013 <i>Introduction/Intermediate/Advanced</i>	50 (17/18/15)	£25
Outlook 2013 <i>Introduction/Intermediate/Advanced</i>	30 (13/9/8)	£25
PowerPoint 2013 <i>Introduction/Intermediate/Advanced</i>	30 (10/11/9)	£25
Word 2013 <i>Introduction/Intermediate/Advanced</i>	38 (12/13/13)	£25
Project 2013 <i>Managing Projects (MOS Exam 74-343)</i> <i>Project Introduction</i>		£165 £145
SharePoint 2013 <i>Site User / Site Owner / Site Administrator</i>		£145

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Microsoft Office 2013 Module breakdown

Microsoft Access 2013 - Introduction

Introduction to Databases and their objects
Access environment
Creating a table in Datasheet View
Design view of tables
Advanced field data types
Restricting data input in tables
Analysis of relationships between tables
Relationships between tables
Navigation in tables
Searching for records and editing them
Sorting and filtering data in tables
Select queries
Creating a select query
Criteria in select queries
Calculated fields in queries
Joining tables for the purpose of a query
Lookup columns in tables
Editing a lookup column
Automatic creation of forms
Report creation
Referential integrity

Microsoft Access 2013 - Intermediate

Copy and import data
Query with parameters
Join properties
Custom joins
Function and Expression Builder
Other function categories
Indexing fields and validating data Totals
Aggregate functions
Crosstab query
Sort and pick data in forms
Form in Design View
Form creation in Design View
Edit a form
Form controls
Calculated form fields and conditional format
Combo Box in forms
Option buttons in forms and change form source
Form fields organizing
Form with subform creation
Subforms and aggregate functions in Design View
Command button
Totals in reports
Calculations and sorting in reports
Additional report options
Reports graphical editing





Microsoft Excel 2013 - Introduction

Introduction to the practical use of Excel
Excel window
Ribbon
Excel workbook
Creation and saving of a workbook
Opening an existing workbook
Manipulating worksheets
Navigation within a worksheet
Cell range selection methods
Adjusting rows and columns
Data entry into cells
Numeric values in cells
Moving and copying cell values
Copying and moving using the Clipboard
Font formatting
Alignment of data in cells
Borders and fill
Basic number formats
Date, time and percentage number formats
Cell styles
Copying formatting
Excel table
Conditional formatting
Basic formulas
AutoSum
Number and date fill series
Text series and custom lists
Sorting
Recommended charts
Instant data analysis
Pictures in Excel
Printing
Customisation of the program settings

Microsoft Excel 2013 - Intermediate

Customisation of the Quick Access Toolbar
Customising the Ribbon
Manipulating sheets of multiple workbooks
Advanced paste options
Copying multiple items
Pasting external data into Excel
Advanced number formats
Custom number format
Worksheet protection
Advanced work with Excel tables
Using references in formulas
Using operators
Cell and range references
Conditional formatting rules
Conditional formatting based on a formula

Function library
Text functions
Advanced text functions
Math functions
Statistical functions
Date and time functions
Logical functions and conditional calculations
Nested functions
Errors in cells and their checking
Naming cell ranges
Data validation
Advanced fill series
Advanced sorting
Data filtering
Using slicers to filter data
Finding and replacing specific values
Removing duplicate data
Splitting text into columns
Flash Fill

Microsoft Excel 2013 - Advanced

Sparklines
Charts creation
Chart design
Chart formatting
Screenshots and screen clipping
Shapes
SmartArt
Themes
Proofing tools
Tracking changes
Comments
Managing multiple windows
Splitting worksheets into panes
Workbook views
Header and footer
Page setup
Microsoft account
File properties
Workbook protection
Workbook inspection
File AutoRecovery
Using templates
Compatibility issues
Saving a workbook to the Web
Introduction to macros
Macro recording & Macro editing
Macro security
Digitally signed macros

Microsoft Outlook 2013 - Introduction

Outlook view options
Getting help in Outlook
Customising the Outlook window layout
Sneak peeks
Viewing received messages
Creating a new message
Editing the content of a message
Checking spelling and grammar
Managing attachments
Replying to messages and forwarding them
Saving and printing messages
Creating message signatures
Mail folders
Flagging messages for their follow-up
Tracking messages
Searching for messages
Organising messages -subfolders/categories
Arranging the message list
Viewing messages by conversation
Quick steps
Automatic replies
Managing messages by using rules
Mail settings

Microsoft Outlook 2013 - Intermediate

People view
Creating and printing contacts
Managing contacts
Attaching contacts to messages
Address Book
Contact group
Calendar
Creating all-day events
Recurring appointments
Editing appointments and events
Managing Calendar items
Sending your Calendar
Tasks
Managing tasks
Journal
Managing the Journal
Notes

Microsoft Outlook 2013 - Advanced

Scheduling a meeting
Accepting a meeting invitation
Proposing a new meeting time
Recalling a meeting and adjusting the Calendar
Assigning tasks to your colleagues
Viewing the calendars of your colleagues
Sharing the Outlook data with other users
Delegate access
Working offline
Offline Outlook folders
Importing and exporting data
Outlook data files
Setting an e-mail account
Creating a custom form
Sending custom forms to other users
Advanced work with custom forms



Microsoft PowerPoint 2013 - Introduction

Basic navigation in the program window
Displaying presentations in different views
Navigation between the presentation slides
Getting help in PowerPoint
Creating a new presentation
Working with text boxes
Slide layouts
Bulleted list levels
Using tab stops
Paragraph formatting
Inserting pictures
Manipulating images
Advanced objects manipulation
Picture effects
Shapes
Shapes editing
WordArt tools
Symbols
Equations

Microsoft PowerPoint 2013 - Intermediate

Inserting tables into slides
Importing tables from other applications
Editing tables
SmartArt graphics
Advanced use of SmartArt graphics
Inserting charts into slides
Editing charts
Adding sounds to a presentation
Adding video to a presentation
Slides footer
Themes
Slides background
Manipulating slides
Importing slides
Slides sections
Slide master
AutoCorrection
Spell check
Comments
Comparing presentations
Replacing text and fonts

Microsoft PowerPoint 2013 – Advanced

Speaker notes
Slide transitions
Animation effects
Animation effects settings
Action buttons and objects
Hyperlinks
Timing editing
Custom presentation
Presentation settings
Delivering a presentation
Presenter view
Presentation printing
Saving presentations in different formats
Advanced options of saving presentations
Custom themes and templates
Using a custom theme or template
Advanced program settings



Microsoft Word 2013 - Introduction

Introduction to Word
Viewing documents
Read Mode
Creating a new document
Opening documents
Navigation in a document
Entering and editing text
Text selection techniques
Moving and copying text
Saving a document
Header and Footer
Printing a document
Working with Microsoft Word Help
Page setup
Text formatting
Quick text formatting
Paragraph formatting
Numbered lists
Bulleted lists
Borders and shading
Automatic text corrections
Proofing tools
Language settings

Microsoft Word 2013 - Intermediate

Basic Word settings
Customising the Quick Access Toolbar
Customising the Ribbon
Custom keyboard shortcuts
Working with multiple windows
Using styles and their customisation
Creating styles
Creating custom templates
Editing multi-page documents
Creating multilevel lists
Sorting lists in documents
Converting text to a table
Tabs
Creating a table
Editing the layout of a table
Editing the graphical appearance of tables
Calculations in tables
Design of an irregular table
Creating charts
Editing charts
Inserting pictures
Editing pictures
Inserting and formatting SmartArt graphics
Inserting and formatting shapes
Inserting screenshots

Microsoft Word 2013 - Advanced

Document sections
Setting a page background
Inserting symbols and drop caps
Custom cover page
Auto Text
Document pagination
Searching in a document
Replacing text
Hyphenation
Tracking changes
Bookmarks
Cross-references
Hyperlinks
Text translation
Envelopes and labels
Mail merge
Working with comments
Advanced setting of headers and footers
Splitting text into columns
Creating a document outline
Master document with subdocuments
Automatic table of contents
Custom table of contents
Captions and tables of figures
Working with fields
Footnotes and endnotes



Microsoft Project 2013 Introduction

Starting a Project
Project Management 101
Navigate and Customize the Project Interface
Add Tasks to a Project
Add Resources to a Project
Save a Project
Working with Project Calendars
Manage Project Time Frames
Change Working Time
Working with Project Tasks
Manage Project Tasks
Add Tasks and Milestones
Working with Project Resources
Manage Project Resources
Allocate and Level Work Resources
Delivering a Project Plan
Print Project Views
Share Projects
Export Projects
Managing the Project Environment
Link Projects
Baseline a Project
Work with Custom Fields
Change Project Options
Extend Project with Apps
Managing Task Structures
Change a Task List
Create a Network Diagram
Manage the Critical Path
Use Lag and Lead
Analyze Earned Value
Generating Project Views
Use View Commands
Use Existing Views
Create Custom Views
Format and Share the Timeline View
Producing Project Reports
Use Existing Reports
Create Custom Reports
Export Visual Reports



Microsoft Project 2013 (Managing Projects)

When to Use Project
Strategic Importance of Project
Improving Results - a Proven, Effective Approach
Key Terms
Mapping Project to Your Methodology
An Overview of the PM Process Groups
What Is EPM?
EPM a Central Repository for Resources & Projects
Understanding Roles within EPM
Getting Started, and Moving Around Project
Key Options and Settings
Working with Calendars
What Is a WBS, and Why Is It Important?
Entering Your WBS: Phases, Tasks, Milestones
Managing Your WBS
Estimating Duration vs. Estimating Work
Program Evaluation and Review Technique
Understanding Dependencies
Using Constraints and Deadlines
Understanding and Viewing the Critical Path
Setting Up Your Resource Pool
Assigning Resources and Costs
Analyzing Resource Usage & Resource Leveling
Six Factors that Drive the Calculation of Time (Dates/Duration) for Automatic Scheduling
Four Factors that Affect the Calculation of Cost
Switching from Manual to Automatic Scheduling
Understanding Major View Components
Task Views & Resource Views
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 Information & Reports
Creating Master Schedules
Critical Path Across Projects
Reporting and Analyzing Across Projects
Understanding and Setting Baselines
Viewing & Maintaining Baselines
Understanding and Entering Percent Complete
Understanding and Entering Actuals
Understanding Variance
Analyzing Variance & Taking Corrective Action
Earned-Value Analysis
What's new in Project 2013

SharePoint 2013 Site User

Access SharePoint Sites
Navigate SharePoint Sites
Upload Documents
Search for Documents and Files
Add List Items
Modify List Items
Configure List Views
Filter and Group with List Views
Update and Share Your Profile Information
Share and Follow SharePoint Content
Create a Blog
Access & Save SharePoint Documents in Office
Manage Document Versions in Office 2013
Access SharePoint Data from Outlook 2013
Synchronize Libraries, Sites, and MySite
Working Offline
Work from a Mobile Device

SharePoint 2013 Site Owner

Create a Site
Change the Look and Feel of Your Site
Configure Document Library for Your SharePoint Team Site
Configure the Site Assets Library for Your SharePoint Site
Add & Configure a Wiki for a SharePoint Site
Add an Announcement List
Add and Configure a Task List
Add and Configure Contact & Calendar Lists
Add and Configure a Blog Subsite
Add and Configure a Custom List to your SharePoint Site
Customize List Forms
Configure Site Search Options
Configure Site Administration Settings
Configure Site Organization and Navigation
Share Sites and Set Site Permissions
Secure Lists, Libraries, and Documents
Add & Configure the Content Search Web Part
Add & Configure the Relevant Documents Web Part

SharePoint 2013 Site Administrator

Create a Site Collection
Set Quotas
Configure Audit Options
Back Up Your Site Collection
Add a Cloud Tag Web Part
Add an RSS Feed to Your Site
Enable Email Connectivity for a Library
Create and Configure Document Sets
Create a New Content Type
Add Columns to Content Types
Add a Custom Content Type to a List
Configure Site Polices
Configure In-Place Records Management
Configure Information Management Policies
Configure Content Organizer Rules
Plan a Workflow
Create and Publish a Workflow
Test Your Workflow
Configure Search Options
Search for Content and Set Alerts

