

# Microsoft Office 2016 eLearning

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## Microsoft Access 2016 - Introduction

Introduction to databases and their objects  
Access environment  
Creating a table in the Datasheet View  
Design view of tables  
Advanced field data types  
Restricting data input in tables  
Analysis of relationships between tables  
Relationships between tables  
Referential integrity  
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

## Microsoft Access 2016 - Intermediate

Copying and importing external data into tables  
Parameter query  
Join properties in queries  
Creating manual joins in queries  
Expressions in queries  
Use of functions in more complex expressions  
Advanced setting of table fields properties  
Totals  
Aggregate queries  
Crosstab query  
Sorting and filtering data in forms  
Design View of forms  
Form creation in the Design View  
Editing a form  
Editing form controls  
Calculated form fields and conditional formatting  
Combo box in forms  
Option buttons in forms  
Tab order of form controls  
Form with a subform  
Subform insertion in the Design view  
Restricting data editing in forms  
Grouping and summarising data in reports  
Editing created reports  
Advanced report options  
Setting reports before printing them

## Microsoft Access 2016 - Advanced

Append and update queries  
Make table and delete action queries  
SQL language  
Definition of queries in SQL  
Creating a form collecting query parameters  
Macro basics  
Assigning a macro to a button  
Data validation via macros  
Data evaluation via macros  
Exporting data from a database  
Splitting a database  
Automated data import and export  
Import and export in XML format  
Object dependencies and properties inheritance  
Navigation Pane  
Navigation in a database  
Access privacy and security  
Printing database objects and their documentation  
Data normalization



## Microsoft Excel 2016 - Introduction

Introduction to the practical use of Excel  
Excel window and 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  
Getting help

## Microsoft Excel 2016 - Intermediate

Customising 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  
Compare/Connect values 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  
Outline



## Microsoft Excel 2016 - 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 2016 - Introduction

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

## Microsoft Outlook 2016 - 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 2016 - 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 2016 - 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 2016 - Intermediate**

Inserting tables into slides  
Tables from external sources  
Editing tables  
Creating and editing SmartArt graphics  
Various types of SmartArt graphics  
Inserting charts into slides  
Editing charts on slides  
Adding sounds to a presentation  
Adding a video to a presentation  
Showing footer information on slides  
Themes  
Slide background  
Manipulation with slides  
Import of external data  
Presentation sections  
Slide master editing  
AutoCorrect Options  
Proofing  
Comments  
Comparison of presentation versions  
Finding and replacing text and fonts

## **Microsoft PowerPoint 2016 – Advanced**

Speaker notes  
Slide transitions  
Animation effects  
Advanced animation effects  
Assigning actions to objects on slides  
Hyperlinks  
Slide show timing  
Custom slide show  
Slide show settings  
Hints on delivering presentations  
Presenter View  
Print settings  
Saving presentations in various formats  
Advanced options for saving presentations  
Creating custom templates and themes  
Application of custom templates and themes  
Custom program settings



## Microsoft Word 2016 - 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  
Page setup  
Text formatting  
Quick text formatting  
Paragraph formatting  
Numbered lists  
Bulleted lists  
Borders and shading  
Automatic text corrections  
Proofing tools  
Language settings  
Header and Footer  
Printing a document  
Working with Microsoft Word Help

## Microsoft Word 2016 - 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 2016 - 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  
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  
Bookmarks  
Cross-references  
Hyperlinks  
Text translation  
Envelopes and labels  
Mail merge



## Managing Projects with Microsoft Project 2013 (Exam 74-343)

Why Do People Think Project Is Hard to Use?

When to Use Project

Strategic Importance of Project 2013

Improving Results with a Proven, Effective Approach

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

Understanding Dependencies

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

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

## Access 2016 - Microsoft Office Specialist (MOS) - (Exam 77-730)

Orientation to Microsoft Access	Data Normalization
Create a Simple Access Database	Create a Junction Table
Get Help and Configure Options	Improve Table Structure
Modify Table Data	Include Control Formatting in a Report
Sort and Filter Records	Add a Calculated Field to a Report
Create Basic Queries	Add a Subreport to an Existing Report
Sort and Filter Data in a Query	Add Controls to Forms
Perform Calculations in a Query	Enhance Form Navigation and Organization
Create Basic Access Forms	Apply Conditional Formatting
Work with Data on Access Forms	Import Data into Access
Create a Report	Export Access Data
Add Controls to a Report	Link Tables to External Data Sources
Enhance the Appearance of a Report	Create a Mail Merge
Prepare a Report for Print	Create a Macro
Organize Report Information	Restrict Records by Using a Condition
Format Reports	Validate Data by Using a Macro
Relational Database Design	Automate Data Entry by Using a Macro
Create a Table	Getting Started with VBA
Create Table Relationships	Enhance Access by Using VBA
Create Query Joins	Manage a Database
Relate Data Within a Table	Determine Object Dependency
Work with Subdatasheets	Document a Database
Use Field Validation	Splitting a Database for Multiple-User Access
Use Form and Record Validation	Implement Security
Create Parameter Queries	Convert an Access Database to an ACCDE File
Summarize Data	Package a Database with a Digital Signature
Create Subqueries	Create a Database Switchboard
Create Action Queries	Modify a Database Switchboard
Create Unmatched and Duplicate Queries	Set Start-up Options
	Access 2016 Keyboard Shortcuts





## Excel 2016 - Microsoft Office Specialist & Expert (MOS) - (Exams 77-727 & 77-728)

Navigate the Excel User Interface	Sort Data
Use Excel Commands	Filter Data
Create and Save a Basic Workbook	Query Data with Database Functions
Enter Cell Data	Outline and Subtotal Data
Use Excel Help	
	Create and Modify Tables
Insert, Delete, Adjust Cells/Columns/Rows	
Search for and Replace Data	Create Charts
Use Proofing and Research Tools	Modify and Format Charts
	Use Advanced Chart Features
Apply Text Formats	Creating Sparklines and Mapping Data
Apply Number Formats	
Align Cell Contents	Create a PivotTable
Apply Styles and Themes	Analyze PivotTable Data
Apply Basic Conditional Formatting	Present Data with PivotCharts
Create and Use Templates	Filter Data by Using Timelines and Slicers
Adding Borders and Colors to Worksheets	
Intermediate/Advanced Conditional Formatting	Insert Graphical Objects
	Modify Graphical Objects
Preview and Print a Workbook	Work with SmartArt
Set Up the Page Layout	
Configure Headers and Footers	Collaborate on a Workbook
	Protect Worksheets and Workbooks
Manage Workbook and Worksheet Views	
Manage Workbook Properties	Apply Data Validation rules
	Search for Invalid Data/Formulas with Errors
Basic Excel Customization	
Customize General Options and the Excel UI	Using Data Tables
Advanced Customization Options	Using Scenarios
	Using Goal Seek
Create Worksheet Formulas	Forecasting Data Trends
Insert Functions	
Reuse Formulas and Functions	Microsoft Excel 2016 Keyboard Shortcuts
Working with Functions	Importing and Exporting Data
Work with Ranges	Internationalize Workbooks
Use Specialized Functions	Working with Power Pivot
Work with Logical Functions	Work with basic Macros
Work with Date & Time Functions	Work with Forms and Controls
Work with Text Functions	
Use Lookup Functions	
Use Links and External References	
Use 3-D References	
Consolidate Data	
Formula Auditing Trace Cells	
Watch and Evaluate Formulas	
Using Array Formulas	
Financial Functions	
Cube Functions	



## Outlook 2016 - Microsoft Office Specialist (MOS) - (Exam 77-731)

Navigate the Outlook Interface

Work with Messages

Access Outlook Help

Add Message Recipients

Check Spelling and Grammar

Format Message Content

Attach Files and Items

Add Illustrations to Messages

Manage Automatic Message Content

Customize Reading Options

Track Messages

Recall and Resend Messages

Mark Messages

Organize Messages Using Folders

Group and Sort Messages

Filter and Manage Messages

Search Outlook Items

Use 'Junk E-Mail' to Manage Messages

Manage Your Mailbox

Use Automatic Replies

Use the Rules Wizard to Organize Messages

Create and Use Quick Steps

View the Calendar

Create Appointments

Schedule Meetings

Print the Calendar

Set Advanced Calendar Options

Create and Manage Additional Calendars

Manage Meeting Responses

Create Tasks

Create Notes

Assign and Manage Tasks

Create and Edit Contacts

View and Print Contacts

Import and Export Contacts

Use Electronic Business Cards

Forward Contacts

Delegate Access to Outlook Folders

Share Your Calendar

Share Your Contacts

Use Archiving to Manage Mailbox Size

Back Up Outlook Items

Change Data File Settings

Outlook 2016 Keyboard Shortcuts

Configuring Email Message Security Settings

Insert Advanced Characters and Objects

Modify Message Settings and Options

Configure Global Outlook Options

Customize the Outlook Interface



## PowerPoint 2016 Microsoft Office Specialist (MOS) - (Exam 77-729)

Navigate/Open a new presentation	Modifying the layout of the chart
Customizing the handout master	Modifying the colors used in the chart
Previewing the handout master	
Changing document view	Customizing AutoCorrect Options
Adding notes	Applying transition on the slide
Creating a presentation from a template	Printing with the selected print options
Adding a layout	
	Customizing the status bar
Changing the font style	Adding a tab to the ribbon and reposition it
Replacing fonts	Setting the maximum number of undo's
Formatting bulleted lists	
Applying an effect to the text box	Applying themes
Adding a fill to a text box	Adding footers to the slides
Applying shadow effect to the text box	Increasing the default size of notes text on the notes pages
Creating an album	Inserting SmartArt and arranging picture position
Adding multiple screenshots	Modifying the layout of the SmartArt graphic
Inserting and formatting shapes	Modifying SmartArt
Aligning objects	
	Inserting audio
Replacing the image with another image	Adding a motion path to an object
Applying artistic effects	Inserting a video
Grouping the objects on a slide	
Showing gridlines	Adding and renaming sections
Applying animation on an online picture	Collapsing and saving the presentation
Applying animation on images	Sharing a presentation on the Web
Inserting a table on the slide	Setting up a slide show
Adding formatting to the table	Creating a custom slide show
Linking the Excel worksheet to the slide	Duplicating slide
	Securing and Distributing a Presentation
Inserting and formatting a chart	



## Word 2016 - Microsoft Office Specialist (MOS) - (Exam 77-725)

Navigate in Microsoft Word	Insert Building Blocks
Create and Save Word Documents	Create and Modify Building Blocks
Manage Your Workspace	Insert Fields Using Quick Parts
Edit Documents	
Preview and Print Documents	Create a Document Using a Template
Customize the Word Environment	Create and Modify a Template
	Using the Template Organizer
Apply Character Formatting	
Control Paragraph Layout	Control Paragraph Flow
Align Text Using Tabs	Insert Section Breaks
Display Text in Bulleted or Numbered Lists	Insert Columns
Apply Borders and Shading	Link Text Boxes to Control Text Flow
Make Repetitive Edits	Insert Blank and Cover Pages
Apply Repetitive Formatting	Insert an Index
Use Styles to Streamline Repetitive Formatting	Insert a Table of Contents
	Insert an Ancillary Table
Sort a List	Manage Outlines
Format a List	Add Captions
	Add Cross-References
Insert, Modify and Format a Table	Add Bookmarks
Convert Text to a Table	Add Hyperlinks
	Insert Footnotes and Endnotes
Insert Symbols and Special Characters	Add Citations and a Bibliography
Add Images to a Document	Create a Master Document
Integrate Pictures and Text	
Adjust Image Appearance	The Mail Merge Feature
Insert Other Media Elements	Merge Envelopes and Labels
Apply a Page Border and Color	Create Text Boxes and Pull Quotes
Add Headers and Footers	Add WordArt and Other Text Effects
Control Page Layout	Draw Shapes
Add a Watermark	Create Complex Illustrations with SmartArt
Check Spelling, Grammar, and Readability	Prepare a Document for Collaboration
Use Research Tools	Mark Up a Document
Check Accessibility	Review Markups
Save a Document to Other Formats	Merge Changes from Other Documents
Sort Table Data	Suppress Information
Control Cell Layout	Set Formatting and Editing Restrictions
Perform Calculations in a Table	Restrict Document Access
Create a Chart	Add a Digital Signature to a Document
Add an Excel Table to a Word Document	
	Create and Modify Forms
Create and Modify Text Styles	
Create Custom List or Table Styles	Automate Tasks with Macros
Apply Document Themes	Create a Macro
Word 2016 keyboard Shortcuts	

