

# Table of Contents

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## Contents

Preparing Word Documents .....	2
Preparing Excel Reports Level 1 .....	3
Preparing Excel Reports Level 2 .....	4
Preparing Excel Reports Level 3 via VBA Macros .....	5
Preparing PowerPoint Presentations .....	7
MS Outlook- Managing Emails, Tasks & Calendars .....	8
MS Access- Database Management .....	9

Productivity Expertz

## Preparing Word Documents

- **Creating and Working with Documents**
  - Creating New Documents, Navigating in Word- Find & Replace and using Go To
  - Working with different Views and Word's Autocorrect Features
  - Saving the Document in Multiple Formats i.e 2007, 2003 and PDF Format
- **Working with Text**
  - Entering, Editing and Formatting Text-Characters, Paragraphs, Pages and Sections with WordArt and Drop Cap
  - Linking and Referring via Hyperlinks, Bookmark and Cross Reference
  - Adding Headers & Footers, Page Numbers, Date & Time on all Pages
  - Creating Descriptions via Footnotes
- **Representing Data**
  - Representing Data in Tabular Form using Tables
  - Editing and Modifying Tabular Data
  - Using Calculations in Tables
  - Linking Excel Data with Word
- **Forms, Fields and Merging**
  - Sending Same Letters to Multiple receipts using Mail Merge
  - Sending Same Email to Multiple receipts using Mail Merge
  - Inserting and Protecting Forms
- **Outlines, Table of Contents, and Indexes**
  - Building an Index using Table of Contents
  - Creating and Modifying Outlines
- **Styles and Templates**
  - Applying Word Built in Styles, Creating and Modifying Styles
  - Referring to lots of Pre-Defined Documents using Microsoft Templates
- **Getting Graphical**
  - Using Bulleted and Numbered List
  - Using Columns and Adding Borders & Shading
  - Adding Watermark, Page Colour and Page Borders
  - Adding Pictures, Shapes, Diagrams & Screenshots

## Preparing Excel Reports Level 1

- **Managing and Formatting Workbooks and Worksheets**
  - Inserting, Deleting, Renaming, Copying and Moving the data between the sheets
  - Freezing the Top Row or the First Column
  - Managing useful Page setup options
  - Formatting Cells, Rows, Columns and Conditional Formatting on the basis of Values, Duplicate records, Data bars, etc
- **Working with Formulas, Functions and Referencing**
  - Using Text Functions like Len, Concatenate, Upper, Lower, Proper & Trim.
  - Using Logical Functions like If and Multiple Ifs
  - Using Mathematical Functions like Sum, Abs, Rand, Randbetween and Round
  - Using Statistical Functions such as Count, Counta, Countblank, Countif, Sumif, Average, Min, Max, Small and Large
  - Using Lookup Functions such as Vlookup and Hlookup
  - Freezing a cell address in a formula by placing \$ sign (Absolute Referencing)
  - Linking multiple sheets and workbooks in formula (3D Referencing)
- **Working with Data**
  - Creating and Modifying Custom Lists
  - Separating the data using Text to Columns
  - Arranging the data using Sort- Alphabetical Order, Customized Order, Left to right etc
  - Extracting the data using Filters & Advance Filters(Number Filters, Text Filters, Date & Time Filters, Unique Records, Duplicate records, Colour Filtering, etc)
- **Pivot Tables & Pivot Charts**
  - Analysing data using Pivot Tables
  - Advance Pivot Table Options and Creating Groups in Pivot Table
  - Inserting Calculated Fields in Pivot Tables
- **Representing Data in Graphical Form**
  - Defining Major Chart Types and Plotting them on 2 axis
  - Formatting Charts, Adding Chart Titles, Changing their Location, Linking them with Word and PowerPoint and Printing Charts

## Preparing Excel Reports Level 2

- **Working with Advance Functions**
  - Using Lookup Functions like Lookup, Match, Index, with complex scenarios
  - Using Financial Functions like FV, PV, PMT, PPMT & IPMT
  - Using Date & Time functions like Today, Now, Day, Month, Year, Workdays & Networkdays
  - Using Statistical Functions like Countifs, Sumifs, Averageifs, Median and Mode
  - Using Logical Functions like And, Or and Not
- **Working with Range and Naming Convention**
  - Applying a Name to a cell and range of cells
  - Modifying, Deleting Range Names & Automatically creating Names on the basis of Headings
- **Handling Data**
  - Linking Data through different sources via Hyperlinks
  - Importing Data from External Sources like Text Files, CSV Files, etc
  - Representing Data in better structure using Tables
  - Removing Duplicate records from the Database
  - Applying multiple functions and Analysing data using Subtotals
  - Designing & Protecting customized forms for data entry using Validations and Protection
  - Grouping and Ungrouping the Data
  - Consolidating the data from different workbooks to single workbook via Data Consolidation
- **Performing What if Analysis Tools**
  - Calculating Input Value on the basis of Output Value using Goal Seek
  - Analysing the Data with multiple Scenarios using Scenarios Manager
- **Automation and Improvement of Tasks**
  - Improving the tasks through Keyboard Shortcuts
  - Automation of the tasks by Recording Macros
  - Learning about Macro Security
  - Saving workbooks with Macro Compatible Form

## Preparing Excel Reports Level 3 via VBA Macros

- **Introducing Visual Basic for Applications**

- Introducing VBA Macros
- About Macro Security
- VBA Sub Procedures and VBA Functions
- Creating VBA Macros
- Recording your actions to create VBA code
- Absolute versus relative recording
- Assigning macro to a button or toolbar
- Writing VBA Code
- Understanding Objects, Collection, properties, methods, variables and controlling execution

- **Functions and Procedures in VBA**

- An Introductory Example
- A custom function and procedure
- Using the function in a worksheet
- Analysing the custom function
- Executing function procedures
- Calling custom function in procedures and Using custom functions in a worksheet formula, function procedure arguments and Inserting custom function

- **Creating User Forms and Reports**

- Creating Inputbox, MsgBox etc
- Working with user forms and reports
- Adding controls, Handling events, Creating the user form & quick reports and Creating an event handling procedure
- Adding a control such as Check box control, combo box control, command button control, image control, label control, option button control, etc.
- Linking controls to cells

- **Working with Excel Events**

- Understanding Events
- Entering event handled VBA Code
- Using events such as workbook level events, open event, sheet activate event, new sheet event, before save event, before close event, worksheet events, change event, selection change event, before right click event, non objects event, on time event, on key event.

- **Database Connectivity**

- Connection with Database using various Tools like ADO, DAO, ODBC, etc

- **VBA Examples**

- Copying a variable-size range
- Moving a range
- Looping through a range efficiently
- Prompting for a cell value
- Determining the type of selection
- Identifying a multiple selection
- Counting selected cells and sheets in workbook
- Working with workbooks
- Saving and closing all workbooks, and many more.

## Preparing PowerPoint Presentations

- **Beginning a Presentation**
  - Planning Great Presentation & Working with PowerPoint User Interface
  - Choosing Slide Layout and Using Outlines to Plan and Organize
  - Navigation through a Presentation
- **Entering and Formatting Text**
  - Entering Text in Outline and Slide Pane
  - Importing Text from Other applications like Word, Excel or PDF File
  - Formatting Text- Styles, Alignment, Bulleted and Numbered Lists, Spacing, Colours and other buttons on the Toolbar
- **Using Templates and Wizards**
  - Using the Auto content Wizard & Using the Slide layout task pane
  - Using Masters- Slide master, Handout Master and Notes Master
  - Using Design templates and Creating & Saving your own template
- **Representation of the Data**
  - Exploring Chart types
  - Creating and Editing Charts
  - Formatting Charts- Data series, Chart area, Axis, and many more
  - Creating Organization Chart or a Diagram
  - Creating and Editing Tables
  - Inserting Excel Sheets and Word/PDF Documents
- **Adding Graphics and Special Effects**
  - Adding Pictures and Multimedia- Images, Photo Album, Sounds & Movies
  - Selecting Slides and adding transitions
  - Applying Custom Animations
  - Creating Action Buttons
- **Finalizing the Slide Show**
  - Rearranging the slides show and hiding/printing the slides
  - Adding comments and speaker notes
  - Customizing and setting up the show
  - Recording the narration
  - Packaging the Presentation for a CD or Pen Drive

## MS Outlook- Managing Emails, Tasks & Calendars

- **Outlook Overview**
  - Exploring Outlook Interface
  - Using the Navigation pane
  - Working with Customized views
  - Configuring and using multiple mail accounts
  - Addressing, Sending, Receiving, Saving, Printing & Deleting the messages
  - Creating New folders
  
- **Advance Message Management**
  - Organizing messages with search folder
  - Quick Flagging messages
  - Creating mail filtering rules
  - Exporting and Importing messages
  - Sending Business Cards
  - Using Signatures and Receipts
  - Attaching Files to messages
  - Finding the message you want
  
- **Outlook Security**
  - Dealing with Junk mails
  - Outlook Security settings
  - Email Safety tips
  
- **Creating and maintaining Contact list**
  - Adding, Importing and Editing Contacts
  - Creating Distribution List
  - Associating Contact with other outlook items
  - Mail merge outlook contacts with word
  - Business contact manager
  
- **Managing time with Calendar**
  - Adding & editing the tasks and assigning a tasks to other users
  - Using calendars
  - Creating, Managing & Importing Appointments and Events
  - Sending Calendar information to other users



## MS Access- Database Management

- **Overview of Database Terms**
  - An overview of Database Objects and Terminology
  - Tables, Queries, Forms, and Reports
  - Planning a Database structure and tables
  - Creating a new Database from scratch and through predefined templates
  
- **Creating and Modifying Tables**
  - Creating a Table from scratch in Design view
  - Creating a Table from Table wizard
  - Modifying the Table Design
  - Ensuring data validity
  - Copying an existing Table structure
  
- **Relating Tables**
  - Defining a relationship
  - Viewing and Editing relationship
  - Printing the relationships
  
- **Entering and Editing Data**
  - Entering new data
  - Customizing data entry
  - Change datasheet appearance
  - Editing recorded data
  
- **Sorting, Filtering and Printing records**
  - Sorting records- Single and multiple fields
  - Filtering records- By selection, exclusion filter, By form, Filter for, Advance Filter and Advance Sort
  - Previewing and Printing Sorted or Filtered Data

- **Extracting Information through Queries**
  - Creating a select query
  - Adding selection criteria- single and multiple criteria, use of wildcard characters and operators
  - Setting and modifying queries and their properties
  - Performing calculations in queries
  - Creating special queries- Find Duplicates, Find unmatched and Cross tab queries
  
- **Creating Advance Queries**
  - Creating special purpose queries- Parameter query, Auto lookup query, Update, Append and Delete query
  - Creating a sub query
  
- **Understanding Forms and Reports Design**
  - Use Auto form and Auto report features
  - Common Form and report design elements
  - Work in Design view
  - Modifying controls
  - Modifying Forms or Report Properties
  
- **Creating and Customizing Reports and Sub Reports**
  - Starting a new report
  - Modifying the report design
  - Sorting and Grouping records in a report
  - Adding a sub report
  - Designing a multi column report
  
- **Creating Charts and Graphs**
  - Choosing a chart type
  - Creating a new chart with the chart wizard
  - Exploring different chart types
  - Editing and Formatting the charts
  
- **Exchanging Database objects**
  - Copying objects among access database
  - Importing/Linking excel sheets and sending reports back to excel
  - Exporting to an existing access database