



## Computer Training Course Outlines



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# USING MICROSOFT OFFICE ACCESS 2003 - LEVEL 1

**Course Length:** 6 hours (9 a.m. - 4 p.m.)

**Prerequisites:** Using Microsoft Office Excel 2003 - Level 1 (recommended)

## Course Overview

Microsoft Office Access is a relational database management system that helps you store and retrieve information in a database. In the *Using Microsoft Office Access Level 1* course, you will learn about database concepts and terminology and how to create and use an Access database. You will enter, edit, sort, filter and print data in tables; create custom views; and build and modify queries, forms and reports.

### Database Concepts & Terminology

- Database Concepts
- Access Terminology

### Getting Started with Access

- Startup Access
- Open a Database
- View Database Objects
- View Table Relationships

### Create a Database (Database Wizard)

#### Working with Tables

- Open a Table
- Navigate Records
- Select Records and Fields
- Customize Datasheet View
- Enter and Edit Data
- Sort and Filter Records
- Create a Table
- Modify a Table

### Using the Help System

### Working with Forms

- Open a Form
- Navigate Records and Fields
- Enter and Edit Data
- Create a Form (Form Wizard)
- Modify the Form Design
- Work with Form Controls

### Working with Queries

- Create a Query (Query Wizard)
- Modify the Query Design
- Run a Query
- Using And/Or with Selection Criteria
- Query Multiple Tables

### Working with Reports

- Create a Report (Report Wizard)
- Modify the Report Design
- Working with Report Controls
- Preview and Print a Report

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## USING MICROSOFT OFFICE ACCESS 2003 - LEVEL 2

**Course Length:** 6 hours (9 a.m. – 4:00 p.m.)

**Prerequisites:** Using Microsoft Office Access 2003 - Level 1

### Course Overview

In the *Using Microsoft Office Access Level 2* course, the student will learn how to plan, design and create a database, create and modify tables, create more advanced queries, forms and reports, attach a macro to a button on a form, link to external data, join tables, import and export data, and use mail merge.

### Plan and Design a Relational Database

#### Build a Relational Database

- Create a Database File
- Create the Database Tables
- Assign Primary Key Fields
- Set Field Properties
- Modify Fields
- Assign Table Relationships

#### Forms

- Create a form using AutoForm
- Create a form using the Form Wizard
- Create a Relational Form
- Set Form Properties
- Create a Combo Box Control
- Create a Calculated Control

#### Queries

- Review Select Queries
- Create a Parameter Query
- Create a Calculated Field
- Perform Calculations on a Group of Records
- Create a Make Table Query

### Reports

- Create a Multi-level grouping Report with Subtotals and Grand Total

### Macros

- Create a Macro to Automate Tasks
- Attach a Macro to a Button on a Form

### Import, Export and Link Data

- Import and Export Data
- Link to External Data
- Join Tables

### Mail Merge

- Merge data with documents

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## USING MICROSOFT OFFICE ACCESS 2003 - LEVEL 3

Course Length: 6 hours (9 a.m. – 4:00 p.m.)

Prerequisites: Using Microsoft Office Access 2003 Level 1 and Level 2

### Course Overview

In the *Using Microsoft Office Access Level 3* course, the student will learn how to create more advanced queries, reports, and forms. This course will also cover how to automate database tasks with macros and how to build a user interface for a database application. The student will learn about database security and maintenance features as well as how to build a data access web page.

### Queries

- Create and run a crosstab query
- Create and run action queries
- Base a query on another query
- Create a subquery
- Create expressions in queries
- Create a top values query

### Reports

- Create a column-formatted report
- Create a subreport within a report
- Create and insert a chart on a report

### Forms

- Create a multi-page form with tabs
- Create and edit a pivot form
- Create a dialog box with an option group and command buttons

### Macros

- Create a conditional macro
- Attach a macro to a form control

### Build a User Interface

- Create a switchboard form with buttons
- Create custom menus and toolbars
- Set startup options

### Data Access Pages

- Create and modify a data access page
- Apply a theme to a data access page

### Database Security

- Set passwords and record locking

### Database Maintenance

- Compact and repair a database
- Convert a database to another version

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# USING MICROSOFT OFFICE EXCEL 2003 - LEVEL 1

**Course Length:** 6 hours (9 a.m. – 4:00 p.m.)

**Prerequisites:** Familiar with the Windows environment.

## Course Overview

In the *Using Microsoft Office Excel Level 1* course, you learn about creating, modifying, formatting, and printing basic worksheets. You will learn how to create and use formulas and functions to perform calculations in worksheets. You will also learn how to generate and format a column chart.

### Getting Started with Excel

- Identify parts of the workbook window
- Worksheet concepts and terminology
- Navigate a worksheet
- Select cells, columns, and rows
- Navigate a workbook

### Create a Basic Worksheet

- Enter and edit data
- Merge and center data in cells
- Rename a worksheet
- Save a workbook
- Close a workbook

### Modify a Worksheet

- Open a workbook
- Change column width
- Change row height
- Insert rows and columns
- Delete rows and columns
- Insert and delete cells
- Clear cells
- Undo and Redo Actions
- Save workbook changes
- Send a workbook via Email
- Fill a series
- Copy data and formulas
- Using absolute cell references
- Move data in worksheets

- Using Find and Replace
- Insert and edit Hyperlinks
- Insert and remove a page break
- Check spelling

### Working with Formulas and Functions

- Using AutoSum for quick totals
- Enter a Formula to perform a calculation
- Insert a Function
- Using the IF function
- Using the PMT function
- Using the Average function

### Print Worksheets

- Page Setup options
- Preview a worksheet
- Print a worksheet

### Getting Help Information

- Using the Ask a Question Box
- Using the Office Assistant
- Using the Help Menu

### Format a Worksheet

- Format Cells (number, currency, date, ...)
- Format Characters (font style, alignment,...)
- Apply Borders and Shading
- AutoFormat a worksheet

### Create and modify a column chart

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## USING MICROSOFT OFFICE EXCEL 2003 - LEVEL 2

**Course Length:** 6 hours (9 a.m. – 4:00 p.m.)

**Prerequisites:** Using Microsoft Office Excel 2003 Level 1 or equivalent experience.

### Course Overview

The *Using Microsoft Office Excel Level 2* course reviews skills learned in the Excel Level 1 course, then covers worksheet organization techniques, creating and modifying charts, working with multiple worksheets, linking worksheets via 3-D formulas, and using nested functions. The student will also learn how to protect worksheets and work with Excel's database features.

### Review of the Basics

- Create and save a workbook
- Open and close a workbook
- Select cells in a worksheet
- Enter and format data
- Size columns to fit
- Using the fill handle
- Using Cut, Copy, and Paste
- Using AutoSum

### Organizing Worksheets

- Freezing row and column headings
- Outlining a worksheet
- Naming cells and ranges
- Applying Names to formulas
- Paste Names
- Insert Comments
- Using Paste Special
- Using the Office Clipboard

### Creating Charts

- Using the Chart Wizard to create charts
- Create a Column Chart
- Create a Pie Chart
- Modify Chart Objects

### Working with Multiple Worksheets

- Navigate multiple worksheets
- Select multiple worksheets
- Insert and delete worksheets
- Move/copy worksheets
- Rename worksheets
- Create identical worksheets

### Formatting Tools

- Use conditional formatting
- Define and apply styles
- Copy formatting using the Format Painter

### Working with Graphical Objects

- Insert and manipulate a WordArt object
- Insert and manipulate a text box object
- Insert and manipulate graphical lines

### Protecting Worksheets

- Unlock cells
- Protect a worksheet
- Unprotect a worksheet
- Create, use and modify a workbook template

### Linking Worksheets (using 3-D formulas)

- Create formulas using 3-D cell references
- Consolidate data using linked worksheets

### Nested Functions

- Examples
- Using the Nested IF function

### Creating and using a Database (List)

- Create a database (List)
- Enter records via a data form
- Find records based on selection criteria
- Sort records in a database (List)
- Create and use filters to find specific records

### Create, run and edit a macro

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## USING MICROSOFT OFFICE EXCEL 2003 - LEVEL 3

**Course Length:** 6 hours (9 a.m. - 4 p.m.)

**Prerequisites:** Using Microsoft Office Excel Level 2 or equivalent experience.

### Course Overview

The *Using Microsoft Office Excel Level 3* course will cover the more advanced features of Microsoft Office Excel. The student will be introduced to more advanced formulas and functions, how to troubleshoot errors, and how to use Excel's auditing tools. In addition, this course covers how to link to, query and extract external data, and how to create, modify and format pivot tables and pivot charts. Finally, this course teaches the student how to create, run, and edit a macro and how to customize Excel for your own specific needs.

### Using Functions

- Using AND and OR operators
- Nested IF
- SUMIF and COUNTIF
- INDEX and MATCH
- VLOOKUP and HLOOKUP
- Date functions
- Text functions
- Setup Automatic Subtotals

### Data Validation

### Troubleshooting Errors

- Common Mistakes
- Error Messages and Meanings
- Using the Auditing Tools
- Trapping Errors

### Linking data in Worksheets

### Using Microsoft Office Query

### Creating Pivot Tables and Pivot Charts

### Using Macros

- Record a Macro
- Run a Macro
- Edit a Macro (in Visual Basic)

### Customize Excel

- Create custom number formats
- Customize Toolbars and menus
- Customize Excel Options

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**New!**

## **USING MICROSOFT OFFICE EXCEL 2003 - PRODUCTIVITY BOOSTERS**

**Course Length:** 6 hours (9 a.m. - 4 p.m.)

**Prerequisites:** Using Microsoft Office Excel 2003 Level 2 or equivalent experience.

### **Course Overview**

The *Using Microsoft Office Excel 2003 Productivity Boosters* course covers a number of shortcuts, tips, and features that can help you work more efficiently with your worksheets. Topics include:

#### **Keyboard shortcuts**

#### **Navigating documents**

- Quickly move to sheets
- Using Names
- Using Hyperlinks

#### **Viewing documents**

- Freeze row headings
- Split a window
- Compare side by side
- Save arranged workspaces
- Using custom views

#### **Entering Data**

- Automatic wrap to next line
- Change Enter key direction
- Data validation
- Custom lists
- Text to Columns command
- Join values in a cell
- Sort to reorder columns

#### **Finding and Filtering Data**

- Go To Special command
- Find matching data
- Find matching formats
- Find and replace data and formats
- Using AutoFilter
- Using Advanced Filters

#### **Formatting Worksheets**

- Shortcut to apply borders
- Create custom borders
- Apply Autoformats

Clear formatting

Format Painter

Apply special number formats

Create and apply custom formats

#### **Formulas and Functions**

Quickly total rows and columns

Add Subtotals to lists

Show all formulas in cells

Hide formulas and prevent editing

Formula Auditing toolbar

Text functions

Other useful functions

#### **Page Layout and Printing**

Fit more data on a page

Print row headings on each page

Print row and column indicators

Print cell errors as blanks

Insert/move/delete manual page breaks

Layout/Preview/Print multiple pages

#### **Charts**

Shortcut to create a column chart

Select different objects on a chart

Add more data to a chart

Change the series order

Change the gap width and overlap

Add and format a trendline

Using fill effects

Create a custom chart template

#### **Macros**

Record macros

Attach to a custom toolbar button

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# USING MICROSOFT OFFICE OUTLOOK 2003 - LEVEL 1

**Course Length:** 3 hours

**Prerequisites:** Familiar with the Windows environment.

## Course Overview

Microsoft Office Outlook is a personal information management application which lets you store, organize, retrieve and exchange information (i.e., email messages, schedules, contacts, notes, etc...) easily with others. In the *Using Microsoft Office Outlook Level 1* course, you will learn how to create, send, read, reply to, forward, and manage email messages. You will learn how to attach files to messages and create a distribution list. You will also learn how to use the calendar features (schedule appointments, meetings, and events), to do list features (Tasks), and notes. Finally, you will learn how to setup, find, modify, import and export, delete and print contacts and use the mail merge feature.

### Getting Started

- Startup Outlook
- View Outlook Folders
- View other folders
- Exit Outlook

### Using the Inbox

- The Inbox Toolbar
- Using Word as your Email Editor
- Compose a Message
- Format a Message
- Setup an AutoSignature
- Check Spelling
- Attach Files
- Set Message Options
- Send a Message
- Create a Distribution List
- Check for New Mail
- Read a Message
- Reply to a Message
- Reply to All
- Forward a Message

### Managing your Email Messages

- Find a Message
- Sort and Group Messages
- Create a New Folder
- Copy /Move/Delete a Message

Restore a Message

Empty the Deleted Items folder

### Using the Calendar

- View Appointments
- Schedule an Appointment
- Schedule a Recurring Appointment
- Set a Reminder
- Reschedule an Appointment
- Delete an Appointment
- Schedule an Event
- Using the Meeting Planner

### Using Tasks and Notes

- Create a Task
- Mark a task completed
- Delete a Task
- Create a note
- Send a note via an email message

### Working with Contacts

- View Contacts
- Create a Contact
- Edit and delete a Contact
- Import/Export Contacts
- Print Contacts

### Using Mail Merge

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# USING MICROSOFT OFFICE POWERPOINT 2003 – LEVEL 1

**Course Length:** 6 hours (9 a.m. - 4 p.m.)

**Prerequisites:** Using Microsoft Office Word Level 1 or equivalent experience.

## Course Overview

Microsoft Office PowerPoint is a desktop presentation graphics application. In the *Using Microsoft Office PowerPoint Level 1* course, you will learn how to create and save a presentation, build and format slides, modify slide layouts, work in different views, add charts, graphics and animated effects to slides, and apply design templates to enhance the look of a presentation.

### Getting Started with PowerPoint

- Terminology
- Startup PowerPoint
- Identify screen objects

### Viewing a Presentation

- Normal View
- Slide Sorter View
- Slide Show View

### Developing PowerPoint Presentations

- Create a New Presentation
- Edit Text in Outline View
- Add speaker's notes
- Insert Headers and Footers
- View, Edit and Format Text on slides
- Working in Slide Sorter View
- View a Slide Show
- Save a Presentation
- Page Setup options
- Preview a presentation
- Print a Presentation

### Getting Help

- Using the Ask a Question Box
- Using the Office Assistant
- Using Microsoft Office Help

### Apply Bullets and Numbering to Lists

- Apply bullets & numbering
- Customize bullets
- Modify bullets & numbering

### Apply Slide Layouts

- For a New Slide
- For an Existing Slide

### Change the Look of a Presentation

- Apply a Design Template
- Omit background graphics
- Create a background gradient
- Change the Color Scheme

### Adding Clipart and Charts to Slides

- Insert ClipArt
- Using the Clip Organizer
- Downloading Clips Online
- Insert an Org Chart diagram
- Insert a Bar or Column Chart

### Adding Special Effects

- Apply an animation scheme
- Apply slide transitions

### Delivering a Slide Show

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## USING MICROSOFT OFFICE POWERPOINT 2003 – LEVEL 2

**Course Length:** 6 hours (9 a.m. - 4 p.m.)

**Prerequisites:** Using Microsoft Office PowerPoint 2003 Level 1 or equivalent experience.

### Course Overview

In the *Using Microsoft Office PowerPoint Level 2 course*, the student will learn how to change the formatting of all slides in the presentation by modifying the slide master. The student will also learn how to create, modify and use templates to save time developing presentations. This course covers how to add a Word table or Excel worksheet to a slide, how to copy slides and slide objects (i.e., graphics) from one presentation to another, and how to add pictures, drawings, sounds, video clips and animation to slides. The student will learn useful tools for setting up and running effective slide shows and as well how to publish a presentation to the web.

#### Review of the Basics

- Work in different views
- Create, edit, and format a presentation
- Present a slide show

#### Working with Masters

- Modify the Title Master
- Modify the Slide Master

#### Creating Custom Templates

- Create, Save, and Use a Template

#### Copying Slides and Slide Objects

- Copy slides to another presentation
- Copy objects to another presentation

#### Adding Objects to Slides

- Add a diagram
- Add a Word table
- Add an Excel worksheet

#### Adding Multi-Media to Slides

- Insert clipart
- Working with the Clip Organizer
- Insert a picture from a file
- Adjusting pictures
- Create drawings
- Add sounds
- Add a movie clip

#### Add and Customize Animation

- Apply an animation scheme
- Customize animations
- Apply slide transitions

#### Setting up the Slide Show

- Slide Show Settings
- Using the Rehearsal Tool
- Creating custom slide shows
- Save a presentation as a show

#### Publish a presentation to the Web

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**New!**

## **USING MICROSOFT OFFICE POWERPOINT 2003 – PRODUCTIVITY BOOSTERS**

**Course Length:** 3 hours (9am – 12pm or 1pm – 4pm)

**Prerequisites:** Using Microsoft Office PowerPoint 2003 Level 1 course or equivalent experience.

### **Course Overview**

The *Using Microsoft Office PowerPoint 2003 - Productivity Boosters* course covers a number of features, shortcuts, and tips that can help you work more efficiently with your presentations. The following topics are covered in this course:

#### **Keyboard shortcuts**

##### **Building slides**

- Import text
- Apply layouts
- Create layouts
- Prevent editing
- Use hyperlinks
- Save in different formats
- Create a Show file

##### **Formatting slides**

- Format placeholders
- Line spacing
- Format painter
- Working with Masters
- Apply and modify backgrounds
- Browse & apply design templates
- Apply multiple design templates
- Create custom design templates
- Color schemes

##### **Working with graphics**

- Proportional resizing
- Move an image
- Crop an image
- Rotate or flip an image
- Center an image on the slide
- Creating diagrams
- Creating drawings
- Creating a photo album

#### **Animating presentations**

- Applying slide transitions
- Creating custom animations
- Applying animation schemes

#### **Creating audience handouts**

- Using Notes Pages
- Modifying the master layout
- Printing handouts

#### **Slide Show tools**

- Package for CD
- Using Presenter View
- Switching programs
- Rehearse and use timings
- Self-running presentation
- Create Custom Shows
- Use a Show File

#### **Miscellaneous features**

- Hide and unhide slides
- Export to Word
- Send for review
- Save As a web page

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# USING MICROSOFT OFFICE WORD 2003 – LEVEL 1

**Course Length:** 6 hours (9 a.m. – 4:00 p.m.)

**Prerequisites:** Familiar with the Windows environment.

## Course Overview

In the *Using Microsoft Office Word Level 1* course, the student will learn basic skills for creating, editing, formatting, saving and printing documents. Students will also gain experience copying and moving text, formatting paragraphs and pages, and checking for spelling and/or grammar errors.

### The Word User Interface

- Startup and Exit Word
- Identify and Manipulate Screen Elements
- Menus, Commands, and Dialog Boxes
- Toolbars and Tool tips
- Shortcut Menus
- Using the Task Pane

### Working with Documents

- Create a new document
- Typing and Revising
- Navigating a document
- Selecting text
- Replacing text
- Copying text
- Moving text
- Use the Office Clipboard to cut/copy/paste
- Saving documents
- Preview a Document
- Print a Document
- Send a document via E-Mail
- Working in different views

### Using the Help System

- Using the Ask a Question Box
- Using the Office Assistant
- Using Microsoft Office Word Help
- Using Office on the Web

### Find, Open and Close Documents

- Open a Document
- Working with Multiple Open Documents
- Close a Document
- Close All Open Documents

### Edit and Proof Documents

- Find and replace text within a document
- Check Spelling and Grammar
- Automatically correct typos
- Using the Thesaurus

### Format Characters, Paragraphs and Pages

- Format margins and page layout
- Format text characters
- Apply Borders and Shading
- Align paragraphs
- Indent paragraphs
- Adjust paragraph and line spacing
- Setting and using tabs
- Apply bullets and numbering to lists
- Insert a page break

### Print an Envelope or Label

- Setup and print an envelope
- Setup and print a label

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## USING MICROSOFT OFFICE WORD 2003 – LEVEL 2

**Course Length:** 6 hours (9 a.m. – 4:00 p.m.)

**Prerequisites:** Using Microsoft Office Word 2003 Level 1 or equivalent experience.

### Course Overview

In the *Using Microsoft Office Word Level 2* course, the student will learn how to work with headers and footers, insert special characters and hyperlinks in documents, create, modify and format tables, sort and calculate data in tables, print envelopes and labels, use the Mail Merge Wizard to create form letters and envelopes, format text in columns, and insert and manipulate graphics. Course topics include:

**Insert date/time, AutoText, symbols, hyperlinks, and page numbers**

**Sort and calculate data in tables**

**Insert and format headers and footers**

**Embed and link objects (worksheets/charts)**

**Using Wizards and Templates**

**Prepare and print a single envelope or label**

**Create and apply Styles to format text**

**Use the Mail Merge Wizard to create customized form letters, envelopes and labels**

**Use the Format Painter to copy formatting**

**Format text in columns**

**Create, navigate, modify and format tables**

**Insert, format and manipulate graphics**

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**New!**

## **USING MICROSOFT OFFICE WORD 2003 - PRODUCTIVITY BOOSTERS**

**Course Length:** 3 hours (9 a.m. – 12 p.m. or 1 p.m. – 4 p.m.)

**Prerequisites:** Using Microsoft Office Word Level 2 or equivalent experience.

### **Course Overview**

The *Using Microsoft Office Word 2003 - Productivity Boosters* course covers a number of features, shortcuts, and tips that can help you work more efficiently with your documents. The following topics are covered in this course:

#### **Keyboard shortcuts**

##### **Entering text**

- Import text
- Using AutoText
- Using AutoCorrect
- Insert special characters
- Insert a file
- Insert an object
- Working with text boxes

- Apply outline numbering
- Apply line spacing
- Clear formatting
- Format Painter
- Change page and paragraph margins
- Insert graphical lines
- Apply page borders
- Autoformat as you type feature
- Apply outline numbering
- Reveal Formatting to troubleshoot

#### **Navigating documents**

- Exploring different views
- Show/Hide formatting marks
- Zoom with the scroll button
- Compare side by side
- Navigate using thumbnails
- Navigate headers and footers
- Navigate using Go To
- Navigate using bookmarks
- Navigate using Browse
- Navigate using Document Map

#### **Preview and print**

- Edit documents in Print Preview
- Change margins in Print Preview
- Shrink to Fit in Print Preview
- Create a folded booklet

#### **Selecting and Editing Text**

- Shortcuts for selecting with the mouse
- Shortcuts for selecting with the keyboard
- Hide and unhide text
- Copy and paste link
- Copy and paste text as a picture

#### **Working with tables and columns**

- Convert tabbed columns into a table
- Repeat headings across pages
- Distribute rows/columns evenly
- View column/row measurements
- Create and apply table autoformats
- Format text in columns
- Force a column break

#### **Formatting text, paragraphs and pages**

- Shortcuts for formatting lists
- Customize bullets
- Apply heading styles

#### **Working with graphics**

- Insert a watermark
- Text wrapping
- Crop and resize
- Draw a straight line
- Draw symmetrical shapes

#### **Additional miscellaneous features**