



 Windows 10  Office  9 DAYS OF INTENSIVE TRAINING

ULTIMATE BOOT CAMP

1 ON 1 TRAINING BY A MICROSOFT CERTIFIED MASTER INSTRUCTOR • JOB READY IN 2 WEEKS
LEARN THOUSANDS OF TIME SAVING FEATURES AND SHORTCUTS • FULLY DOCUMENTED
CERTIFICATES AND REVISION EXERCISES PROVIDED • GAIN DECADES OF KNOWLEDGE IN UNDER 2 WEEKS
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Ultimate BootCamp

9 Days of Training



Duration: **9 Days** Course Code: **UBC13**

This intensive 9 day training session is designed to provide a high level of computer skills in the shortest possible time making students "job ready" in less than 2 weeks. By the end of this course you should easily be able to pass the exams to become a Microsoft Office Specialist should you desire.

Prerequisites

This course is designed for students with levels of knowledge from beginner to experienced office worker. This course is ideal for somebody that has some base computer skills or maybe attended courses 5 or more years ago on older versions of the software. This series of course will "fill in the gaps" and upgrade their skills to the later versions. Basic computer awareness, keyboard and mouse skills are essential for this 9 day course.

Day 1 – Windows 10 Essentials

Learn properly from the ground up how to start up and shut programs, configure the computer to suit your needs and understand what to do if something goes wrong. Learn about jump lists, navigation shortcuts, working with multiple windows, installing programs, accessing files from digital media and understand file management. Finally understand technical jargon as well. Suitable for first time computer users to experienced office users.

Day 2 – Outlook Essentials

The most popular personal information manager (PIM) on the planet and a key part of business software. While most people assume that Microsoft Outlook is just about email it is definitely much more than that. While creating, replying and forwarding emails is certainly a regular task of Outlook, using the Contact Management tools, Meeting Requests, Reminders and Outlook Automation (including Rules) are among many of the untouched and less understood features.

Day 3 – Word Essentials

Learn how to format documents in a few seconds instead of 20 minutes. Learn 80-100 keyboard shortcuts to save time as well as the fundamentals to creating professional documents, business reports, documentation and how to save time with templates. A real eye opener even for students that have been using Word for years. Learn how to use this software the way it was designed to be used by a Microsoft Certified Master Instructor.

Day 4 – Excel Essentials

One of the most requested business applications on the market today. From creating simple data spread sheets and charts to advanced forecasts and trends for business intelligence this package does it all. A solid grounding of the principals or creating formulas, calculations and using standard functions is now a requirement of most job applications. This one day course will have you building spread sheets like a professional.

Day 5 – PowerPoint Essentials

Putting together ideas into a presentation for clients, board meetings, and even internal training requires some skill in using PowerPoint. Working with Charts, Tables, Text, Smart Art and Video clips and adding Transitions and Build Effects to support management meetings can be a great skills to have. This one day course will give you the opportunity to pull together all your new skills to create eye catching animated presentations with sound.

Day 6 & 7 – Word Intermediate

Extend your Word knowledge even further with topics like creating PDF's, Password Protecting files, Working with Outline Numbering, understanding section and Page Breaks, Headers and Footers and even creating a Mail Merge out to potentially hundreds of clients in minutes (either via letter or email). Learn how to unlock the power of this amazing piece of software that most people only scratch the surface of.

Day 8 & 9 – Excel Intermediate

Really go to town with another 2 days of Excel knowledge to enable you to blitz the competition. Includes key elements like using Range names in formulas, understanding paste special options like transpose, creating 3D Formulas and Functions, Working with Lists effectively and really getting down with more advanced and nested functions.

Bonus Inclusions

Add to this the opportunity to gain International (not just national) Certification with the inclusion of 3 optional exam credits. Pass these optional exams and really stand out from the crowd with Genuine Certificates from Microsoft in the US to prove it. Globally recognised, they are a fantastic addition to any resume for the future. Gain decades of professional computer skills to last a lifetime in under 2 weeks!

Normal Pricing

Windows 10	\$770	Microsoft Certified Trainer	YES
Outlook Essentials	\$770	Outstanding Office Skills	YES
Word Essentials	\$770	Total	\$6930.00
Excel Essentials	\$770		
PowerPoint Essentials	\$770		
Word Intermediate	\$1540		
Excel Intermediate	\$1540		
Full Documentation	YES		
Hundreds of Shortcuts	YES		

\$4950

**Over \$6930 worth of
1-on-1 customised
training for only:**

Includes GST and all required training supplies. Get the confidence to blow the competition out of the water! Book Now.

Computer Essentials and Windows 10



Duration: 1 Day Course Code: Win10E

This course is designed both for newer computer users but also for experienced users upgrading from previous versions of Windows (like Windows XP or 7 or 8). It covers all the Essential topics required for accessing files, saving data locally, the cloud and understanding how to fine tune the computer to suit the needs of the user and save time, effort and energy!

Learning Outcomes

By the end of this course students will be able to work confidently with a variety of Apps and Access Information from Local Drives, Network Drives, USB sticks, the Cloud and understand directory structure. They will also learn the main components in Windows 10, and where to go to make changes or if something goes wrong.

Prerequisites

This course is designed for students with little or no knowledge of Windows or computers in general. Any previous skills (even an older version) will definitely be an advantage.

Welcome to Windows 10

- Windows 10 Overview and History
- What's new in Windows 10
- Starting up a Windows 10 Computer
- Exploring the Windows Environment
- Standard Windows Features
- Windows Snap Features
- Working with Quadrants
- Handy Navigation Shortcuts

Computer Terminology

- Understanding Hardware v's Software
- Bytes to Yottabytes Explained
- Megahertz and Speed Ratings
- USB, the Cloud and Storage Options Explained
- Resolution and Screen Sizes

Understanding Files and Folders

- Understanding the Difference between Files and Folders
- Understanding the Cloud v's Local File Storage
- Using File Explorer
- Cut, Copy and Paste and Transferring Files
- Accessing Files from Digital Media like Digital Cameras
- Understand Libraries

Working with Applications

- Using Standard Windows Apps
- Using Mail, Calendar and People Apps
- Windows Store Apps
- Downloading and Installing Windows Store Apps
- Uninstalling Unwanted Apps
- Saving/Opening Files from Apps
- Using Windows Search
- Multitasking with Apps
- Creating Virtual Desktops

Using Microsoft Edge

- Edge v's Internet Explorer
- Using Search Engines
- Useful Internet Resources
- Favourites, History and Downloads
- Understanding inPrivate Browsing Windows
- Making Secure Online Purchases
- Customising Microsoft Edge

Your Digital Assistant

- Introducing Cortana
- Teaching Cortana about your interests and preferences
- Customising Cortana Settings

Windows 10 Settings

- Using Windows 10 Settings
- Accessing Control Panel
- Customising your computer
- Adjusting Date, Time and Regional Settings
- Pinning items to the Task Bar and Start Menu
- Working with Jump Lists
- Working with Tiles and Live Tiles
- Resizing/Removing or Adding Tiles to the Start Screen
- Understanding the Action Centre

Business Applications

- Understanding Microsoft Office Applications and their Purpose
- Understanding the Adobe Suite of Products
- Using Adobe Acrobat
- Installing Adobe Flash
- Installing "Helper Apps"

Computer Maintenance

- Monthly Tasks to keep your Computer running smoothly
- Backing up Important Files
- Cleaning up un-needed files and Programs

Index

- Glossary of Terms
- Useful Keyboard Shortcuts



Outlook 2013 Essentials



Duration: 1 Day Course Code: Out13E

This course introduces the essential skills required for working with Outlook 2010. Students will learn how to work effectively with their contacts, calendar, task lists and email.

Learning Outcomes

By the end of this course students will be able to effectively manage their appointments and meetings, contacts, tasks and organise their email correspondence more efficiently.

Prerequisites

This course is designed for students who are mostly self-taught on Outlook. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Navigating the Outlook Interface
- Using the Outlook Bar
- Configuring Outlook Today
- Using the Folder List
- Accessing Help

Working with Email

- Creating/Sending Messages
- Using the Address Book
- Changing Mail Folder Views
- Opening, Sending & Receiving Email Messages
- Replying/Forwarding Messages
- Printing Emails

Managing Messages

- Saving a Draft
- Flagging Messages
- Finding Specific Messages
- Changing Read Status
- Sorting Mail Messages
- Deleting Messages
- Folder Management
- Emptying Deleted Items Folder
- Archiving your messages

Creating an AutoSignature

- Building an AutoSignature
- Setting a Default Signature
- Inserting a Signature

Working with Attachments

- Inserting a file into a message
- Saving as file attachment
- Opening an attachment
- The attachment viewer
- Creating Hyperlinks
- Creating/Using Office Documents

Setting Message Options

- Changing Message Tracking Options
- Viewing Message Delivery Status

Using the Calendar

- Working with the Calendar
- Creating Meetings/Appointments
- Responding to a Meeting Request
- Tracking Meeting Responses
- Adding a Task
- Editing Calendar Entries
- Recurring Appointments
- Changing Calendar Views
- Moving/Rescheduling Calendar Items
- Printing Calendar Items
- Saving a Calendar as a Web Page
- Deleting Calendar Items

Working with People

- Opening the People Folder
- Creating a new Contact
- Adding Same Company Details
- Changing Contact Views
- Editing Contacts
- Flagging a Contact for Follow Up
- Sending a message to a Contact

- Organising Contact Meetings
- Exploring a Contacts Web Page
- Assigning a Task to a Contact
- Printing Contact Information
- Deleting a Contact

Journal & Notes

- Adding a Journal Entry
- Viewing Journal Entries
- Changing the Journal View
- Opening, Printing and Deleting Journal Entries
- Using Notes
- Editing, Printing and Deleting Notes

Organising Outlook Items

- Outlook Item Categories
- Modifying the Master Category Lists
- Creating/Deleting Folders
- Searching for items
- Using the Ways to Organise Pane



Microsoft Word 2013 Essentials



Duration: 1 Day Course Code: WRD13E

This course is a practical course for new users of Word 2013 or those upgrading from an earlier version and wanting to learn properly from the ground up. This course also includes hundreds of shortcuts and times saving features.

Learning Outcomes

By the end of this course students will be able to create, edit and modify Word documents with ease.

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Word. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Starting Microsoft Office Word 2013
- Understanding the Interface
- Using Ribbons and Ribbon Tabs
- Minimizing the Ribbon
- Using the Status Bar and Mini Toolbar
- Right-click Menus
- Essential Keyboard Shortcuts
- The Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Ribbons and Task Groups
- Entering text and deleting text
- Using AutoCorrect
- Understanding paragraphs
- Spell Check as you go

Document File Management

- Using Ribbons and Ribbon Tabs
- About Option Buttons
- Minimizing the Ribbon
- Opening and Closing Files
- Saving files - Save and Save As
- Document file types
- Using the Recent Documents list
- Switching between open documents
- Using Help

Creating New Documents

- Creating a Blank Document
- Using Templates
- New Documents from existing documents

Editing Techniques

- Moving around a document effectively
- Selecting Text and Selection shortcuts
- Copying and Moving Text
- Cutting, Copying, and Paste
- Understanding Paste options
- Using the Clipboard to store multiple items
- Dragging and Dropping Text
- Finding and Replacing Text
- Using Click and Type

Efficient Formatting

- Formatting Text
- Font Type, Size and Colour
- Formatting Paragraph
- Alignment
- Paragraph Spacing and Line Spacing
- Copying Paragraph Formats
- Indenting / Unindenting / First line indent
- Using Shading effectively
- Paragraph borders

Page Setup Options

- Inserting Manual Page Breaks
- Setting Page Margins
- Orientation - Portrait and Landscape
- Page Size Options
- Setting Vertical Alignment

Proofing Tools

- Setting the Language
- Spelling and Grammar
- Spell check options

Understanding Tabs

- Using Tab stops effectively
- Adding tab stops
- Tab alignment options
- Creating a dot leader
- Moving and clearing tabs

Page Numbering Options

- Adding Page Numbers
- Basic Headers and footers
- Controlling starting number and page number style

Viewing and Printing

- Layouts - Web; Print; Reading
- Views - Outline; Full Screen
- Basic Viewing Tools
- Zoom and View Controls on the Status Bar
- Using Thumbnails
- Advanced Viewing Tools
- Showing Special Characters
- Using the Show/Hide Tools
- Using Print Preview
- Opening Print Preview
- Navigating Print Preview
- Print Preview versus Print Layout
- Using Page Setup
- Setting Margins
- Changing Paper Size
- Changing Orientation
- Printing a Document
- Using Basic Print Options
- Using Advanced Print Options
- Modifying Printer Properties

Microsoft Excel 2013 Essentials



Duration: 1 Day Course Code: XL13E

This course is designed as a perfect start for students new to Excel 2013, Upgrading from a previous version or wanting to start using the software more efficiently including shortcuts, high speed formatting, formulas, functions, creating calculations and charting.

Learning Outcomes

By the end of this course students will be able to create, and build spreadsheets with ease, build formulas and functions, apply formatting attributes, understand absolute and relative cell references, the mathematical rules of BODMAS, be able to print effectively every time with headers, footers, understand page break preview, learn around 80-100 shortcuts to save time and do most operations in seconds such as build a 2 second chart. A definite starting place even if you have been using the software for years.

Prerequisites

This course is designed for students either new to Excel, who have learnt on an earlier version or are mostly self-taught (ie learnt from others in the office and want to learn it properly).

Excel 2013 Basics

- An Overview of the New 2013 Screen
- New features in Excel 2013
- The Title Bar
- The Ribbon and Ribbon Tabs
- The Naming Box and Formula Bar
- Workbooks v's Worksheets
- Cell Selection Techniques
- Working with Ranges
- Entering Data into your Worksheet
- Data Entry Methods
- Building a Formula
- Using AutoSum Faster
- Managing your Workbooks

Modifying your Data

- Editing the Contents of a Cell
- Using Find & Replace
- Editing a Formula
- Inserting Columns, Rows and Cells
- Copying and Moving Data
- Drag and Drop Editing
- Copying Formatting
- Clearing Cell Formats

Formulas and Functions

- Using Relative Formulas
- Creating Absolute Cell References and Formulas
- Using Basic Functions
- Status Bar Calculations
- Using the Function Wizard and Understanding it's Usage

Printing Effectively

- Fine Tuning for Print
- Using Page Layout View
- Page Setup Options
- Checking Using Print Preview
- Controlling Page Breaks
- Using Page Break Preview
- Printing a Worksheet
- Printing Column/Row Headings on every page

Creating Charts

- Understanding Different Types of Charts
- Choosing the Source Data
- Category and Value Axis
- Modifying Charts
- Using Chart Tools
- Moving and Resizing Charts
- Creating a Pie Chart
- Charting Non-Consecutive Data
- Changing the Axis Plot Order

- Using Layout Tools
- Printing a Chart with/without Source data

Applying Themes and Graphics

- Using Themes and Images
- Using Themes with Styles
- Adding an Image or Picture
- Formatting your Graphics

Spreadsheet Design Tips

- Using Good Design Techniques
- Analysing a Spreadsheet
- Design Principles
- A Planning Checklist for Spreadsheets
- Microsoft Tips for Optimising Speed
- Final Design Project



Microsoft PowerPoint 2013 Essentials



Duration: 1 Day Course Code: PPT13E

This course is designed to provide an overview of the key elements required for using PowerPoint for screen and printed presentations right through to adding Animations and slide Transitions.

Learning Outcomes

By the end of this course students will be able to create and edit presentations, add/edit slide layouts, insert graphics and clip art images, enhance presentations with themes, drawing objects and set PowerPoint Default setting with Slide Masters, add Animation and Effects, Print and Present.

Prerequisites

This course is designed for students with little or no knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Creating a Blank Presentation
- Selecting an Auto Layout
- PowerPoint Panels
- Using the Quick Access Toolbar
- Working with the Ribbon

Building a Presentation

- Creating a New Presentation
- Entering Text in a Presentation
- Saving a New Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Adding new Slides
- Using Different Slide Layouts
- Working with Bulleted Lists
- Inserting Clipart and Graphics
- Using WordArt
- Applying Artistic Effects
- Charts and Organisational Charts
- Applying a Design Template
- Removing a Design Template
- Renaming an Existing Presentation

Navigating and Views

- Navigating Between Slides
- Switching Views
- Using Normal View
- Changing Magnification Levels
- Converting Slide Layouts

Using Outline Mode

- Creating a Bulleted List
- Collapsing/Expanding Slides
- Demoting/Promoting Text Items
- Reordering Text Items
- Adding Slides from Outline Pane
- Deleting Slides from Outline
- Rearranging Slides from Outline Mode

Proofing your Document

- Checking Spelling as you Type
- Running the Spell Checker
- Finding and Replacing Text

Enhancing a Presentation

- Changing the Font and Size
- Changing the Font Style and Effect
- Adjusting Text Alignment
- Adding and Removing Bullets
- Creating a Numbered List
- Modifying Bullets and Numbers
- Modifying Paragraph Spacing
- Adding WordArt
- Creating/Modifying Charts

Drawing Objects

- Inserting Drawing Objects
- Working with Lines
- Using AutoShapes
- Formatting Objects
- Duplicating Drawing Objects
- Rotating/Flipping Objects
- Adding Text to Drawing Objects

Working with Slide Masters

- The Importance of the Slide Master
- Slide Master Types
- Editing Slide Master Settings
- Adding Headers and Footers

Designing and Running a Show

- Using Slide Show View
- Transitions and Animations
- Setting Transition Options
- Adding Pre-set Animations
- Adjusting Sliding Timings
- Rehearsing Slide Presentation Timings
- Running a Slide Show

Printing Presentation

- Setting Page Setup Options
- Printing Slides
- Printing Handouts, Speaker Notes and Outline View
- Emailing Presentations
- Publishing a Presentation for the Web



Microsoft Word 2013

Intermediate



Duration: 2 Days Course Code: WRD13IN

This practical hands-on course is designed for experienced users of Word 2013. It builds on existing documents to improve user productivity in formatting and managing multi-page documents such as letters, faxes, minutes, newsletters and reports.

Learning Outcomes

By the end of this course students will be able to work effectively with a variety of file formats, use bulleted and numbered lists with ease, set paragraph formatting options, work with breaks, add headers and footers, insert symbols and many timesaving features as well as work with themes, templates and performing a mail merge.

Prerequisites

This course is designed for students who have completed our Word 2010 Essentials course or solid Essentials Knowledge.

Understanding File Formats

- Working with Different File Formats
- Saving using Compatibility Mode
- Creating PDF or XPS Documents
- Password Protecting Files
- Using Auto Recovery
- Changing Compatibility Options
- The Compatibility Checker

Paragraph Numbering

- Types of Lists
- Creating Bulleted and Numbered Lists
- Creating a Multi-Level List
- Outline Numbering
- Using Indent Commands
- Formatting a Bulleted or Numbered List
- Restarting or Continuing a Bulleted or Numbered List
- Stopping Bullets/Numbering

Working with Tables

- Different Table Creation Options
- Drawing a Table
- Selecting/Navigating a Table
- Viewing Gridlines
- Using Quick Tables

Editing and Formatting Tables

- Selecting Table Components
- Inserting/Deleting Columns & Rows
- Merging/Splitting Cells
- Rotating Text in a Cell
- Table Alignment Options
- Resizing Columns, Rows & the Table
- Formatting Tables using Table Styles
- Adding/Removing Table Borders
- Adding Shading to Tables and Text
- Repeating Tables Headings on All Pages
- Adjusting Cell Margins and Spacing
- Converting Existing Text to a Table
- Converting Text to a Table

Creating Formulas in a Table

- Creating Formulas to Calculate in a Table
- Using Functions in Tables
- Adding Field Codes and Setting Properties in a Table

- Recalculating Formulas/Functions in a Table

The Power of Styles

- Advantages of Using Styles
- Types of Styles
- Applying Styles
- Working with Style Sets
- Creating Custom Styles
- Modifying Styles
- Format Tracking
- Creating New Styles
- Creating a Style by Example
- Character/Table Styles
- Working with List Styles
- Copying Styles between Documents
- Applying Themes

Headers and Footers

- Creating Basic Headers and Footers
- Using Pre-set Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbers
- Alignment Options in the Header/Footer
- Adding the Filename and Path
- Linking and Unlinking the Header and Footer
- Customising Different Headers/Footers in Different Parts of the Document
- Adding Graphics to every Page
- Adding a Cover Page
- Creating a Custom Cover
- Adding Watermarks
- Saving Custom Watermarks

Mail Merge

- Basics of a Mail Merge
- Data Source Options
- Starting a Mail Merge
- Adding Fields to a Data Source
- Rearranging Fields in a Data Source
- Working with Different Data Source Options like Excel, Access or Outlook Contacts
- Using Mail Merge to Create Letters, Emails, Envelopes and Labels
- Inserting Merge Fields in a Document
- Inserting an Address Block
- Inserting a Greeting Line
- Inserting other Merge Fields
- Matching Fields
- Previewing Merged Data
- Finalising the Merge
- Dealing with data Errors

HTML in Word

- Creating Files for Online Purposes
- Adding a Page Border
- Saving Files in HTML Format
- Creating Hyperlinks to Files, Email, Websites or Places on a Page

Saving Time with Templates

- Creating Documents based on a Template
- Creating your own Internal Templates

- Modifying Templates
- Using Templates to Automate Processes

Charts in Word

- Creating Charts in Word
- The Charts Tools Design and Layout Tabs
- Formatting Charts with the Ribbon
- Creating a Chart from an Existing Table
- Adding Captions to a Chart

Sorting Information

- Sorting Lists formatted in Columns
- Sorting Blocks of Paragraphs

Working with Graphics

- Inserting Pictures
- File Format Options
- Resizing/Reshaping/Cropping Images
- Removing Backgrounds, Applying Drop Shadows and Special Effects
- Text Wrapping and Positioning Images
- Inserting ClipArt Images
- Finding/Searching for ClipArt
- Linking Graphics
- Creating WordArt Objects
- Modifying WordArt Objects

Using Drawing Shapes

- Creating Drawing Objects
- Using the Drawing Canvas
- Creating Lines, Arrows, Primary Shapes
- Formatting Shapes, Fill Colours, Gradient Fills, Textures and Picture Fills
- Adding Text to a Drawing Shape
- Adding Outlines, Drop Shadows and 3D Effects
- Creating SmartArt Drawings
- Org Charts, Diagrams & Flowcharts
- Adding/Linking Text Boxes

Working with Columns

- Creating Newspaper Style Columns
- Inserting Column Breaks
- Using Column Markers

Creating End User Forms

- Creating Fill-In Forms and Application Forms
- Creating Text Fields, Check Boxes, Drop-Down Form Fields
- Calculating a Text Form Field
- Protecting a Form
- Creating a Form Template
- Print Settings on a Form Template



Microsoft Excel 2013

Intermediate



Duration: 2 Days Course Code: XL13INT

This course is designed for existing Excel 2013 Spreadsheet users who already are already comfortable working efficiently with Excel 2013, building formulas, using functions, charting data, and want to take it to a new level.

Learning Outcomes

By the end of this course students will be able to work more effectively with large worksheets, apply range names in formulas, create 3D formulas, set validation rules and apply filters, protect sheets and generate templates to save time and effort.

Prerequisites

It is really suggested that Students start off with our Essentials course even if they have previously done a basics course some time before or elsewhere. Students should already be comfortable with creating, editing and formatting Spreadsheets, building formulas and using functions, understand absolute formulas, be able to chart in seconds and be able to customise print settings already before attending.

Using Absolute References

- Relative v's Absolute Formulas
- Absolute References
- Using Mixed References

Working with Large Worksheets

- Setting Magnification Levels
- Using Full Screen View
- Splitting Window Panes
- Freezing and Unfreezing Panes

Using Range Names

- Creating Range Names
- Navigating Range Names
- Defining Range Names
- Using Range Names in Formulas
- Applying Range Names
- The Name Manager

Outlining Worksheets

- Overview of Outlining
- Adding an Outline
- Expanding/Collapsing an Outline
- Clearing an Outline

Using Paste Special

- Working with Paste Special
- Copying Formats or Values only
- Performing Mathematical Operations
- Using Transpose
- Copying Ranges with Hidden Data

- Copying Visible Cells Only

Using Multiple Worksheets and Workbooks

- Navigating between Worksheets
- Inserting and Deleting Worksheets
- Selecting Multiple Sheets
- Grouping and Un-Grouping Sheets
- Moving and Copying Data between Worksheets
- Printing Selected Worksheets
- Creating 3D Formulas
- Managing Worksheets

Inserting Drawing Objects

- Working with Shapes
- Adding and Formatting Objects
- Changing Shape Fill Colours
- Adding 3D Rotation Effects
- Adding Shadows and Reflections
- Using Feathered Edges
- Shape and Text Styles
- Adding Pictures and Clipart

Excel Functions

- Using Autosum Effectively
- Mathematical Functions
- Pi, TRUNC, INT, RANDBETWEEN, SQRT Functions
- Date and Time Functions
- Statistical Functions
- Count, CountA and CountIF Functions
- SUMIF Functions

Linking Sheets/Workbooks

- Linking Your Data
- Using Copy, Paste Special
- Linking Formulas
- Updating and Managing Links
- Creating Hyperlinks

Proofing

- Correcting Recurring Errors
- Find and Replace
- Using Auto Correct

Advanced Formatting

- Using Conditional Formatting
- Formatting Cell backgrounds
- Applying Patterns and Colours
- Adding a Background to a Worksheet
- Creating and Modifying Styles
- Merging Styles between Files

Using Data Validation

- Setting Data Validation Rules
- Creating Drop Down Combos

Working with Lists

- Using Data Lists
- Filtering your Data
- Sorting Alphabetically/Numerically
- Using Multiple Sort Levels

Applying Protection

- Using Worksheet Protection
- Password Protecting Files
- Unprotecting Worksheets

Comments

- Creating Comments in Files
- Viewing/Print out Comments

Templates

- Creating your own Templates
- Insert a new Worksheet based on a Template

Sharing Workbooks

- Making a file Multi-User
- Routing a Document
- Shared Workbook Tips
- Identifying Users
- Resolving Conflicts
- Review Track Changes History

Online Forms

- Creating Worksheet Forms
- Text Boxes and Drop Downs
- Adding Data to Controls
- List Box, Check Box and Option Buttons
- Setting up for Online Use



BOOT CAMP BOOKING FORM

Boot Camp Booking Details

Which Month do you want to attend the training?	Insurance Claim	ULTIMATE BOOT CAMP	MINI BOOT CAMP
	Company	9 Days \$7590	5 Days \$4510
	Private	\$4950	\$2750

Student Information

Student First Name	Student Last Name	Email address		
Street	Suburb	State	Postal Code	Mobile LandLine

Organised By:

Claim No / PO Number (Optional)	Company Name	Contact Phone
Contact Name	Company Street	Contact Email
	Company Suburb	State Postal Code

Invoice To:

As Above	Insurance Agency	Contact Phone
Insurance Agency	Street	Contact Email
Contact Name	Suburb	State Postal Code

Payment Options

Credit Card	Card Holder Name	Card Type
Direct Deposit	Card Number	Expiry date
Cheque		Verification Code

EFTPOS Payment Details

EFTPOS Account Details	BSB 062-140
Commonwealth Bank Of Australia	Account 1029 1597

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