Microsoft Office Suite

Course Objectives:

Any of these courses will provide program participants with knowledge of each program of MS Office. Companies can select any of these individual programs to suit their needs.

Course Content:

The following provides an overview of the main topics to be covered in these courses*:

Microsoft Word: (Introduction, Intermediate, or Advanced) Topics may include:
- Learn how to create and modify documents
- Create eye-catching documents
- Create and use macros, shortcuts, form letters, mailing labels, queries, and more

Microsoft Access: (Introduction, Intermediate, or Advanced) Topics may include:
- Create Database from customer’s information and view records
- Store, search (query) and locate customers, print reports
- Create customized reports to fit your needs with company logo

Microsoft Excel: (Introduction, Intermediate, or Advanced) Topics may include:
- Build a worksheet able to complete simple accurate and efficient calculations (i.e.: Customer balances)
- Utilize many worksheets with a multitude of calculations (i.e.: Payroll, inventory)
- Filter data to find and sort information to find exactly the data needed in a few clicks
- Recalculate entire spreadsheet with one input change (i.e.: Inventory cost changes)

Introduction to PowerPoint: Topics may include:
- Build impressive slide presentations filled with text, images, video, audio, charts
- Can include set timings to send to perspective customers
- Personalize with your company’s logo

Introduction to Microsoft Publisher: Topics may include:
- Create Brochures
- Create Newsletters
- Create Websites

Introduction to Microsoft Outlook: Topics may include:
- Learn how to utilize and organize email
- Keeping track of appointments on a calendar
- Posting reminders and to do lists

*All training is customized to meet the needs of associates at every level of the organization.

Additional Information:
- Typical course length is 4 – 40 hours
- For more information or to speak to an ECC Corporate Training Specialist: Call 716-851-1805.