**Office Automation**

Microsoft Office 2016

* Explore Office 2016
* Identify app window elements
* Tell me what you want to do
* Work with the ribbon and status bar
* Sidebar: Adapt exercise steps
* Change Office and app options
* Manage account information
* Manage app information
* Customize the Quick Access Toolbar
* Customize the ribbon
* Skills review
* Practice tasks
* Create and manage files
* Create files
* Open and move around in files
* Display different views of files
* Display and edit file properties
* Sidebar: File types and compatibility with earlier versions of Office apps
* Save and close files
* Sidebar: Save files to OneDrive

Part 2: Microsoft Word 2016

* Modify the structure and appearance of text
  + Apply paragraph formatting
  + Configure alignment
  + Configure vertical spacing
  + Configure indents
  + Sidebar: Configure paragraph borders and shading
  + Structure content manually
  + Apply character formatting
  + Sidebar: Character formatting and case considerations
  + Create and modify lists
  + Sidebar: Format text as you type
  + Apply built-in styles to text
  + Apply styles
  + Manage outline levels
  + Change the document theme
  + Skills review
  + Practice tasks
* Collaborate on documents
* Mark up documents
* Insert comments
* Track changes
* Display and review document mark-up
* Display mark-up
* Review and respond to comments
* Review and process tracked changes
* Sidebar: Remember to check for errors
* Compare and merge documents
* Compare and combine separate copies of a document
* Compare separate versions of a document
* Control content changes
* Restrict actions
* Restrict access by using a password
* Sidebar: Restrict access by using rights management
* Merge data with documents and labels
* Understand the mail merge process
* Start the mail merge process
* Get started with letters
* Get started with labels
* Get started with email messages
* Choose and refine the data source
* Select an existing data source
* Create a new data source
* Refine the data source records
* Sidebar: Refresh data
* Insert merge fields
* Preview and complete the merge
* Create individual envelopes and labels
* Generate individual envelopes
* Generate individual mailing labels.

Part 3: Microsoft Excel 2016

* Perform calculations on data
* Name groups of data
* Define Excel tables
* Create formulas to calculate values
* Sidebar: Operators and precedence
* Summarize data that meets specific conditions
* Set iterative calculation options and enable or disable automatic calculation
* Use array formulas
* Find and correct errors in calculations
* Skills review
* Practice tasks.
* Manage worksheet data
* Limit data that appears on your screen
* Manipulate worksheet data
* Sidebar: Select list rows at random
* Summarize data in worksheets that have hidden and filtered rows
* Find unique values within a data set
* Define valid sets of values for ranges of cells
* Reorder and summarize data
* Sort worksheet data
* Sort data by using custom lists
* Organize data into levels
* Look up information in a worksheet
* Analyse alternative data sets
* Examine data by using the Quick Analysis Lens
* Define an alternative data set
* Define multiple alternative data sets
* Analyse data by using data tables
* Vary your data to get a specific result by using Goal Seek
* Find optimal solutions by using Solver
* Analyze data by using descriptive statistics

Part 4: Microsoft PowerPoint 2016

* Create and manage slides
  + Add and remove slides
  + Insert new slides
  + Copy and import slides and content
  + SharePoint slide libraries
  + Hide and delete slides
  + Divide presentations into sections
  + Rearrange slides and sections
  + Apply themes
  + Change slide backgrounds
  + Sidebar: Non-theme colors
* Insert and manage simple graphics
* Insert, move, and resize pictures
* Graphic formats
* Edit and format pictures
* Draw and modify shapes
* Draw and add text to shapes
* Locate additional formatting commands
* Move and modify shapes
* Format shapes
* Connect shapes
* Capture and insert screen clippings
* Create a photo album
* Add sound and movement to slides
* Animate text and pictures on slides
* Sidebar: Animate this
* Customize animation effects
* Sidebar: Bookmark points of interest in media clips
* Add audio content to slides
* Add video content to slides
* Compress media to decrease file size
* Skills review
* Sidebar: Hyperlink to additional resources.

Part 5: One Note

* What is OneNote?
* Copying and pasting content
* Creating, moving, and deleting sections
* Adding images, audio, and video
* Formatting text
* Searching notebooks
* Sharing and moving books
* Using templates
* Creating tables
* Converting handwriting to type text

Part 6: Microsoft Outlook 2016

* Send and receive email messages
* Create and send messages
* Create messages
* Troubleshoot message addressing
* Save and send messages
* Sidebar: Send from a specific account
* Attach files and Outlook items to messages
* Sidebar: New mail notifications
* Display messages and message attachments
* Display message content
* Display attachment content
* Display message participant information
* Respond to messages
* Sidebar: Resending and recalling messages
* Organize your Inbox
* Display and manage conversations
* Arrange messages by specific attributes
* Categorize items
* Sidebar: Store information in Outlook notes
* Organize messages in folders
* Sidebar: Print messages
* Manage scheduling
* Schedule appointments and events
* Sidebar: Add holidays to your calendar
* Convert calendar items
* Configure calendar item options
* Schedule and change meetings
* Respond to meeting requests
* Display different views of a calendar
* Sidebar: Use the Date Navigator

Part 7: Microsoft Project Professional 2016

* Introduction to MS Project 2013
* Creating and Defining Projects
* Entering and Scheduling Tasks
* Project 2013 Views
* Calendars
* Organizing Tasks
* Working with Task Duration, Constraints, and Deadlines
* Introducing Dependencies
* Working with Resources
* Customizing and Formatting
* Resource Management
* Communication and Progress Updates
* Tracking Work in Project
* Using Baselines
* Running Reports
* Printing Project Information
* Consolidating Projects and Resources

**Database Management Using MS Access**

Introduction

* What is a database?
* Why use a database?

Understanding your Data

* Designing a database
* Data modelling

Overview of Access

* Components
* Creating a database

Creating Tables

* Attributes
* Datatypes

Adding/Editing Data

* Manual editing
* Importing data

Filtering/Exporting Tables

* Filtering/sorting data
* Exporting data

Table Relationships

* Types of relationship
* Referential Integrity

SQL the Language

* Types of queries
* The SELECT statement

Query Builder in Access

* Building queries
* Expressions

Multiple‐table Queries

* The JOIN condition
* Self joins

Aggregate Queries

* GROUP BY clause
* Aggregate functions

Advanced Topics

* Database configuration
* Advanced queries

OR

Review/Recap of earlier topics

* Database design
* Building Databases
* Populating data
* Querying techniques

**Client Operating System**

* Evaluating Hardware Readiness and Capability
* Installing Windows 8.1 2 and Ubuntu
* Migrating and Configuring User Data Chapter
* Working with Disks and Devices
* Installing and Configuring Desktop Apps and Windows Store Apps
* Controlling Access to Local Hardware and Applications
* Configuring Internet Explorer 11 and Internet Explorer for the Desktop
* Configuring Hyper-V
* Configuring IP Settings
* Configuring Network Settings
* Configuring and Maintaining Network Security
* Configuring Remote Management
* Configuring Shared Resources
* Configuring File and Folder Access
* Configuring Authentication and Authorization
* Configuring Remote Connections
* Configuring Mobility Options
* Configuring Security for Mobile Devices
* Configuring and Managing Updates
* Managing Local Storage
* Monitoring System Performance
* Configuring System Recovery
* Configuring File Recovery