

IS&P Microsoft Office Training Session Overviews

Outlook Basic – For first time Outlook users.

Learn how to:

- Navigate Outlook
- How to use email
- Calendar
- Signatures
- Personal folders

Outlook Intermediate – For users familiar with layout of Outlook looking to expand their skills.

Learn how to:

- Setting user preferences
- Out of Office Assistant
- Meeting requests
- Sharing calendars
- Tasks list and Task assignment
- Delegation
- Personal folders

Outlook Advanced – For users looking for specialized tools in Outlook.

Learn how to:

- Sharing email folders
 - Rules and Alerts
 - Exporting/Importing PST files
 - Custom Forms Overview
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Excel Basic – For first time Excel users

Learn how to:

- Navigate Excel
- Use formulas and calculations
- Formatting
- Printing
- Charts

Excel Intermediate – For users familiar with the layout and concepts of Excel.

Learn how to

- Use multiple worksheets
 - Freeze rows/columns
 - Forms
 - Sort
 - Filter
 - An Overview of Macros.
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PowerPoint Basic – For first time users of PowerPoint.

Learn how to:

- Start a PowerPoint presentation
- Creating slides
- Adding clip art and images
- Formatting
- Design templates
- Printing
- Presentation tips

PowerPoint Intermediate – coming soon.

