

# Bite Size Online Learning Catalogue

## September 2018

*'WOW, I've always wanted to learn how to do that – thanks Bite Size'*



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## Computer Fundamental series - Computer Essentials course outline

### Course Objectives

This Computer Essentials course is for anyone who needs to understand the fundamental knowledge and skills necessary for using computers and mobile devices. It's suitable for complete beginners.

This course includes topics for creating and managing files, for dealing with networks, and ensuring data security.

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

### Computer and Devices

- ICT
- Hardware
- Computer Memory
- Input Devices
- Output Devices
- Introducing PC Components
- Software
- Explaining Operating Systems
- Logging On
- Log Off, Shut Down and Restart

### Desktop, Icons and Settings

- The Desktop
- The Taskbar
- Icons and Shortcuts
- Using Windows
- Switch Between Open Windows
- Available Help Functions
- Desktop Configuration
- Language Settings
- Task Manager
- Installing/Uninstalling Applications
- USB Devices
- Screen Capture

### Outputs

- Opening and Closing MS Word
- Opening and Closing Documents
- Entering and Deleting Text
- Copying and Moving Text
- Saving Documents
- Printing
- Previewing and Printing Documents

### File Explorer

- Displaying Files and Folders
- Creating Folders
- Renaming Files and Folders
- Searching for Files
- Viewing Recently Used Files
- Selecting Files and Folders
- Sorting Files
- Copying and Moving Files
- Recycle Bin
- Data Storage
- Understanding Compression
- Compressing Files and Folders

### Networks

- Network Access
- Network Concepts

### Security and Well-Being

- Protecting Devices
- Protecting Data
- Malware
- Computer Use
- Green IT
- Accessibility

- File Management

## Computer Fundamental series - Security Essentials course outline

### Course Objectives

This Security Essentials course is for anyone who needs to understand the concepts relating to the secure use of IT in daily life and the skills to maintain a safe and secure environment. It's suitable for complete beginners.

By the end of this course you will be able to understand the importance of connecting to a network securely, online security and how to back up your data and information.

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

### Security Concepts

- Security Terms
- Data Threats
- Reason for Data Protection
- Data Protection Principles
- Social Engineering
- Identity Theft
- File Security
- Encryption

### Malware

- Malware Types
- Malware Methods
- Understanding Anti-Virus Software
- Updating and Scanning
- Dealing with Infected and Suspicious Files

### Network Security

- Network Security
- Firewalls
- Wireless Security
- Personal Hotspots

### Access Control

- Preventing Unauthorised Data Access
- Access Control
- Password Management

### Secure Web Use

- Autocomplete Settings
- Deleting Browsing Data
- Secure Browsing
- Pharming
- Content Control

### Communications

- Social Networking Risks
- Email Encryption
- Digital Signatures
- Fraudulent Emails
- Phishing
- Email Attachment Risks
- Using Social Networking
- VoIP and Instant Messaging
- Using Mobile Apps
- Mobile Security
- Device Security
- Backup Procedures
- Data Storage
- Data Deletion
- Permanent Data Disposal



## Computer Fundamental series - Online Essentials course outline

### Course Objectives

This Online Essentials covers the fundamental knowledge and skills necessary for browsing the web. It's suitable for complete beginners.

This course covers how to find information efficiently, online communication, and email use

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

### Web Browsing Concepts

- Introducing the Internet
- Understanding Web Addresses
- Online Security

### Web Browsing

- Opening MS Edge
- Using the Address Bar
- Adding New Browser Tabs
- History
- Web Based Forms
- Translating Web Pages
- Setting the Home Page
- Pop-ups
- Cookies
- Available Browser Help Functions
- Favourites Bar
- Adding to your Favourites
- Organising Your Favourites
- Temporary Internet Files
- Downloading Files
- Copying Web Pages Elements
- Printing Web Pages

### Web-Based Information

- Search Engines
- Critical Evaluation
- Copyright & Data Protection

### Communication Concepts

- Online Community
- Communication Tools

### Using E-Mail

- Getting Started with MS Outlook
- Email Addresses
- File Attachments
- Email Security
- Email Folders
- Creating Emails
- Priority Levels
- Sending and Receiving Emails
- Reply and Reply to All
- Forwarding Emails
- Opening and Saving Attachments
- Printing Emails
- Available MS Outlook Help Functions
- The Ribbon
- Quick Access Toolbar
- Creating Signatures
- Out of office Assistant
- Email Status and Flags
- Creating Contacts
- Headers
- Sorting and Finding Emails
- Creating Email Folders
- Moving Emails
- Deleting Emails
- Assigning Emails to Junk
- Scheduling Meetings

## Computer Fundamental series – Word Processing

### Course Objectives

This Word Processing course covers the essential topics relating to using a word processing application for everyday use. It's suitable for complete beginners.

By the end of this course you will be able to create and edit documents, format them and insert tables and images. You will learn how to prepare a mail merge too. Checking spelling and printing is also covered.

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

### Using the Application

- MS Word Environment
- Opening/Closing MS Word
- Opening/Closing Documents
- Creating New Documents
- Saving Documents
- Creating Templates
- File Formats
- Switching Between Open Documents
- Setting Basic Options/Preferences
- Using Available Help Functions

### Document Creation

- Switching Between Page Views
- Entering/Deleting Text
- Special Characters and Symbols
- Non-Printing Formatting Marks
- Selecting Text
- Searching/Replacing Text
- Copying/Moving Text
- Office Clipboard
- Using Undo/Redo

### Formatting

- Font Size and Types
- Text Formatting
- Case Changes
- Automatic Hyphenation
- Aligning Text
- Indenting Paragraphs
- Setting and Removing Tabs
- Paragraph Spacing
- Bullets and Numbering
- Adding Borders
- Adding Shading
- Applying Styles
- Copy Format Tool

### Objects

- Creating Tables
- Inserting and Editing Data in Tables
- Navigating Tables
- Selecting Table Elements
- Inserting and Deleting Rows and Columns
- Modifying Column Width and Row Height
- Modifying Cell Borders
- Adding Shading to Cells
- Inserting Pictures
- Inserting Drawn Objects
- Inserting Online Pictures
- Inserting Charts
- Copying and Deleting Objects
- Resizing and Moving Objects

### Mail Merge

- Understanding Mail Merge
- Creating Mailing Lists
- Mail Merge
- Merging to Produce Labels

### Prepare Outputs

- Page Size and Orientation
- Page Margins
- Page Breaks
- Headers and Footers
- Page Numbering
- Spell Checking Documents
- Built-in Dictionaries
- Previewing and Printing Documents

## Computer Fundamental series – Spreadsheets

### Course Objectives

This Spreadsheet course covers the essential topics relating to using a spreadsheet application for everyday use. It's suitable for complete beginners.

By the end of this course you will be able to work with spreadsheets and save them in different file formats. Use the Help facility. Enter data into cells and use good practice in creating lists. Select, copy, sort and move and delete data. Copy, move, delete and rename worksheets. Create mathematical and logical formulas. Format numbers. Choose create and format charts. Lastly you will learn how to adjust page settings before committing to printing.

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

### Using the Application

- MS Excel Environment
- Backstage View
- Creating New Workbooks
- Opening and Closing Workbooks
- Saving and Updating Workbooks
- Saving Workbooks as Templates
- File Formats
- Switching between Workbooks
- Available Help Functions

### Cells

- Entering Text and Values
- Selecting Ranges
- Using Undo/Redo
- Searching and Replacing Content
- Sorting Cell Ranges
- Copying and Moving Cell Contents

### Formulas and Functions

- Order of Calculation
- Creating Formulas
- Relative and Absolute Cell Referencing
- AutoSum
- Sum Function
- Average Function
- Min and Max Functions
- Count Function
- Round Function
- IF Function

### Managing Worksheets

- Inserting Columns and Rows
- Deleting Columns and Rows
- Modifying Columns and Rows
- Modifying Worksheets
- Freezing Panes

### Formatting

- Formatting Numbers
- Formatting Font Size and Type
- Cell Contents Formatting
- Format Painter
- Text Wrapping
- Aligning Cell Contents
- Cell Content Orientation
- Merging Cells

### Charts

- Creating Column Charts
- Creating Bar Charts
- Creating Line Charts
- Creating Pie Charts
- Editing Charts
- Formatting Charts

### Prepare Outputs

- Page Setup
- Headers and Footers
- Print Set-Up
- Previewing and Printing
- Printing Workbooks
- Printing Selected Ranges



## Computer Fundamental series – Tests

### **Computer Fundamentals Test**

This test covers questions relating to the essential skills required for the use of devices and file management. It has 20 questions which are wither true/false, multiple choice, hotspot, fill in the blank or match. The pass mark is 80% and you will receive a certificate if you pass. You can re-take the test.

### **Security Essentials Test**

This test covers questions across Security Concepts, Malware, Network Security, Access Control, Secure Web Use, Communications and Secure Data Management. It has 20 randomly asked questions from a pool of 80. Questions are either true/false, multiple choice, hotspot, fill in the blank or match. The pass mark is 80% and you will receive a certificate upon passing. You can re-take the test.

## MS Internet Explorer 11 Course Outline – Introduction level

### Course Objectives

This introductory IE11 course is for anyone who needs to understand how Internet Explorer works. Suitable for beginners.

### Course Description

By the end of this course you will be able to open up IE and understand web addresses and search engines. You will learn about the modern and desktop interfaces. In the modern ones you will learn about the address bar, setting the home page, flip ahead, how to pin websites, add and organise favourites. In the desktop interface you will learn how to use the address bar, set your home page, add and organise your favourites. You will also learn how to add new browser tabs, cookies and temporary internet files. Lastly you will learn how to pin web pages and about compatibility settings.

Estimated course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

### Getting Started

- Introducing the Internet
- Opening Internet Explorer
- Understanding Web Addresses
- Search Engines
- Modern (UI) Versus New Course

### Internet Explorer 11 Desktop

- Using the Address Bar
- Setting the Home Page
- Adding To Your Favourites
- Favourites Bar
- Organising Your Favourites
- History Settings
- Adding New Browser Tabs
- Using Auto Complete
- Notification bar
- Setting the Default Search Providers
- Temporary Internet Files
- Cookies
- Printing Web Pages
- Compatibility Settings
- Saving Web Pages
- Using the Download Manager

### Internet Explorer 11 Modern (UI)

- Changing the Default Browser
- Using the Address Bar
- Setting the Home Page
- Flip Ahead
- Pinning Websites
- Adding to Your Favourites
- Organising Your Favourites
- History Settings
- Adding New Browser Tabs
- Using Auto Complete
- Notification Bar
- Setting the Default Search Providers
- Printing Web Pages

## MS Office 365 Course Outline – Introduction level

### Course Objectives

This introduction course is for anyone who wants to understand how to use Office 365. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to access your Office 365 account, understand the home page, change settings, themes and sign out. You will be able to access the online version of Outlook, Word, Excel and PowerPoint and learn about the difference between contacts and groups. Learn the difference between SharePoint and OneDrive. Understand about other apps such as Yammer, Teams and Planner.

Estimated Course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

### Getting Started

- An overview of Office 365
- Showing you around
- Changing the Theme and Useful settings

### Groups

- Introduction to Groups
- Creating Groups and Setting options
- Collaboration using Groups
- Managing Groups as an Owner

### A whirlwind tour of the apps

- Outlook online
- Word online
- Excel online
- PowerPoint online
- OneDrive for business
- OneNote
- Yammer
- SharePoint
- Teams
- Planner
- Delve

### Keeping organised with OneDrive

- Navigating around OneDrive
- Accessing Content in OneDrive
- Using the Office online apps
- Collaborative working
- Connecting Microsoft Office to OneDrive
- Creating and Saving Office documents to OneDrive
- Version History

### Collaborating with Outlook online

- Working with emails and folders
- Outlook People
- Using the Calendar
- Shared Calendars
- Outlook tasks in the Web app
- Setting Outlook options, signatures, automatic Replies and Rules

## MS Office 365 Course Outline – Intermediate level

### Course Objectives

This intermediate course is for anyone who wants to learn more about Office 365 having taken the introduction course. It's suitable for those who have a little self-taught knowledge.

By the end of this course you will be able to create and edit documents, workbooks, PowerPoint presentations and OneNote online. You will understand how to create forms and quizzes, share and collate responses. You will be able to create a Plan, create and assign tasks. Communicate with colleagues via Yammer and keep organised with Delve. Lastly you will learn about how to work with Teams and set up meetings and chat too.

Estimated Course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Working with Word online

- Creating documents
- Adding content to documents
- Formatting document contents
- Sharing/Co-authoring documents
- Saving documents to OneDrive

#### Working with Excel online

- Creating workbooks
- Adding content to workbooks
- Formatting workbook contents
- Sharing/Co-authoring workbooks
- Saving workbooks to OneDrive

#### Working with PowerPoint online

- Creating presentations
- Adding content to presentations
- Formatting presentation contents
- Sharing/Co-authoring presentations
- Saving presentations to OneDrive

#### Working with OneNote online

- Creating Notebooks
- Understanding Notebook structure
- Adding content to Notebooks
- Sharing Notebooks

#### Microsoft Forms overview

- Creating Forms
- Setting Form options
- Creating Quizzes
- Sharing Forms
- Collating Responses

#### Working with Planner

- Creating Plans
- Creating Groups
- Categorising Tasks using Buckets
- Creating Tasks
- Assigning Tasks
- Boards
- Viewing Plans
- Planner Insights
- Using Planner with Outlook

#### Communicating with Yammer

- Viewing and updating your Profile
- New and existing groups
- Taking part in Conversations
- Creating Posts
- Using Praise

#### Keeping organised with Delve

- Finding content using Delve
- Tagging files
- Working with Favourites, Content and People
- Delve Boards

#### Collaborating with Teams

- Creating and joining Teams
- Working with Channels
- Searching within Teams
- Working with files in Teams
- Meetings & Chat

## MS SharePoint 365 Course Outline – Introduction level

### Course Objectives

This introduction course is for anyone who wants to understand how to use SharePoint. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to access your SharePoint account and understand how to navigate around. You will learn the difference between SharePoint libraries and lists and be able to add to them. You will learn about checking in and out and versioning as well as permission levels. Sharing documents, libraries and lists are also covered. Lastly you will learn how to use the MS Office online versions of Excel, Outlook and Word.

Estimated Course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

### Getting Started

- What is SharePoint
- Accessing SharePoint
- SharePoint Environment
- Understanding Permissions

### Documents, Libraries and Lists

- Libraries
- Lists
- Adding Content to Document Libraries
- Adding content to Lists
- Updating and editing Lists
- Checking in and out
- Versioning
- Recycle Bin
- Sharing files
- How to Share documents
- How to Manage document sharing - ready to be published
- Folders in SharePoint on-line

### Working with MS Office

- Introducing MS Office browser Apps
- Working with MS Word online
- SharePoint and Outlook
- Working with the Calendar, Tasks and Contacts
- Working with MS Excel online

### Working with Alerts

- Working with Alerts
- Approvals
- Views for lists and libraries

## MS SharePoint 365 Course Outline – Site Owners level

### Course Objectives

This course is designed for those who need to know how to create/manage Sites, apply SharePoint Security, manage Lists/Libraries and create and deploy a Content Types. It is suitable for those who have attended an Introduction course and have a working knowledge of using SharePoint as a user.

By the end of this course you will be able to create Sites. Understand the difference between the Classic and New Experience views. Create and customise Libraries and Lists. Create and use Workflows. Modify Webparts and Wiki Pages.

Estimated Course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Working with Sites

- Understanding Site Creation
- Creating top level Team sites
- Creating Team Subsites
- Linking to a Parent site
- Site Settings Overview
- Look and feel settings
- Understanding Site Permissions
- Setting Group Permissions
- Setting Library Permissions
- Setting List Permissions

#### Documents Libraries

- Classic v New Experience
- Customising Library Views
- Personalising New Experience Document Libraries

#### Lists

- Customising Lists
- Creating List Columns
- Adding Calculated Columns
- Creating Lists from Excel

#### Workflows

- Understanding Workflows
- Creating Workflows
- Using Workflows

#### Modifying Pages

- Creating Web Part pages
- Editing Web Part pages
- Creating Wiki pages
- Editing Wiki pages
- Working with Site pages

## Windows 10 Course Outline – Introduction level

### Course Objectives

This introduction course is for anyone who wants to understand how to use Windows 10. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to do the basic things such as logging in, open apps, lock and unlock your device and understand the Start screen. You will also learn how to access, organise and add tiles as well as search for them. You will learn how to access your desktop, themes and jump lists. Lastly you will learn how to use file explorer to search for files and folders. Navigate using File Explorer.

Estimated Course duration is 2 hours. Each lesson takes on average 3-5 minutes to complete.

### Getting started

- Logging In
- Getting Help
- Opening Apps
- Locking and Unlocking
- PC Shutdown
- Start Screen

### Start Screen

- Start Screen Environment
- Live Tiles
- Resizing Tiles
- Organising Tiles
- Adding Tiles
- Start Screen Customisation
- Searching

### The Desktop

- Accessing the Desktop
- Desktop Environment
- Themes
- Desktop Customisation
- Jump Lists
- Create a New Desktop

### Managing files and folders

- File Explorer
- Selecting Files and Folders
- Viewing and Grouping
- File History
- Navigating using the File Explorer Ribbon
- Hidden Files

## MS Windows 10 Course Outline – Intermediate level

### Course Objectives

This intermediate course is for anyone who wants to understand how to get more out of Windows 10. It's suitable for those who have used the basics or those who have a little self-taught knowledge.

By the end of this course you will be able to set up picture passwords, work with screen savers and the snipping tool. You will also learn about the apps such as Edge, mail, the calendar, the camera, maps, Cortana and People. Lastly you will learn about privacy settings and access OneDrive.

Estimated Course duration is 2 hours. Each lesson takes on average 3-5 minutes to complete.

### Working with Apps

- Picture Passwords
- Account Picture
- Task View
- Printing
- Screensavers
- Snipping Tool
- Spell checking
- Task Manager
- Quiet Hours
- Opening Multiple Windows

### Apps

- Edge
- Mail
- Calendar
- Alarms and Clocks
- Camera
- Photos
- Maps
- Weather
- Windows Store
- Cortana
- People

### Security and Storage

- Privacy Settings
- Understanding OneDrive



## MS Excel 2013 - Introduction level

### Getting Started

- Spreadsheet Terminology
- The Excel Environment
- Getting Help
- Navigating a Worksheet
- The Ribbon
- Customising the Ribbon
- Backstage View
- Live Preview
- Quick Access Toolbar
- Mini Toolbar
- File Formats

### Entering and Editing Data

- Entering & Editing Text & Values
- Entering and Editing Text Formulas
- Working With Pictures
- Saving and Updating Workbooks

### Modifying a Worksheet

- Moving and Copying Data
- Moving and Copying Formulas
- Absolute and Relative References
- Transposing Data

### Entering Formulas and Functions

- Order of Calculation
- Understanding Formulas
- Entering Functions
- Autosum
- Minimum and Maximum Functions
- Average Function
- Count Function

### Inserting and Deleting Ranges, Rows and Columns

- Inserting Rows and Columns
- Deleting Rows and Columns
- Inserting and Deleting Ranges

### Formatting Worksheets

- Format Font and Size Type
- Font Formatting
- Aligning Data in a Cell
- Text Wrapping
- Merge and Centre Data
- Text Orientation
- Row and Column Formatting
- Formatting Numbers
- Conditional Formatting
- Working with Comments
- Format Painter

### Printing

- Preparing to Print
- Page Setup Options
- Printing Worksheets

### Creating Charts

- Chart Basics
- Formatting Charts

### Managing Large Worksheets

- Viewing Large Worksheets
- Printing Large Worksheets
- Working with Multiple Worksheets

### Test

## MS Excel 2013 - Intermediate level

### Using Multiple Worksheets and Workbooks

- Using Multiple Workbooks
- Linking Worksheets with 3-D Formulas
- Linking Workbooks
- Managing Workbooks
- Headers and Footers

### Advanced Formatting

- Using Special Number Formats
- Using Functions to Format Text
- Working with Styles
- Working with Themes

### Outlining and Subtotals

- Outlining
- Consolidating Data
- Creating Subtotals

### Cell and Range Names

- Creating Named Ranges
- Using Named Ranges
- Managing Named Ranges

### Tables

- Sorting Data
- Filtering Data
- Advanced Filtering
- Working with Tables
- Web & Sharing Features

### Worksheet Views

- Creating a Custom View

### Creating Graphics

- Inserting Text Boxes
- Inserting Pictures
- Inserting Online Pictures
- Inserting Shapes
- Inserting SmartArt

### Saving Workbooks as Web Pages

- Using Hyperlinks
- Sharing Workbooks

### Advanced Charting

- Sparklines
- Chart Formatting Options
- Combination Charts

### Templates

- Built In Templates
- Creating & Managing Templates

### Printing

- Setting up Print Areas

### Digital Signatures

- Digitally Signing a Workbook

### Timesavers

- Creating Custom Lists

### Test

### Logical functions

- IF Function
- Nesting Function
- Or Function
- Not Function
- Nested IF Function

### Maths and Statistical Functions

- Count A Function
- Count Blank Function
- Count IF Function
- Sum IF Function
- Integer Function
- Displaying and Printing Formulas

### Lookups

- VLookup Function
- HLookup Function
- Using Index Function
- Using Match Function

### Text Functions

- Case Function
- Left and Right Function
- Concatenate Function

### Working with Dates and Times

- Calculations with Dates
- Calculations with Time
- Subtracting Time
- Subtracting One Year From Another
- Working Out Your Age
- How many Days to a Future Date
- Number Of Weekdays Between Two Dates
- Add Days, Weeks, Months or Years to a date
- How Many Minutes Have you Been Alive

### Charts

- Creating a Column Chart
- Creating a Line Chart
- Creating a Bar Chart
- Creating a Pie Chart
- Creating an Area Chart
- Creating a Scatter Chart
- Creating a Stock Chart
- Creating a Surface Chart
- Creating a Doughnut Chart
- Creating a Radar Chart
- Creating a Bubble Chart

## MS Excel 2013 - Master level

### Financial Functions

- PMT
- FV
- RATE

### Lookup Functions

- Combining MATCH with INDEX
- Combining LOOKUP with MATCH
- LOOKUP Functions with Named Ranges

### Logical functions

- IFERROR

### Conditional Formatting

- Creating Rules
- Creating Rules Using Formulas

### PivotTables & Pivot Charts

- Working with Pivot Tables
- Rearranging Pivot Tables
- Slicers
- Formatting Pivot Tables
- Pivot Charts
- Using GETPIVOTDATA with Pivot Tables

### Documenting and Auditing

- Auditing Features Formula Errors
- Auditing Features Evaluate Formulas
- Using the Watch Window
- Comments in Cells and Workbooks
- Validating Cell Entries
- Protection
- Workbook Collaboration

### Custom Sorts

- Sort a List by Value
- Sort a List by Colour

### Advanced Features

- Converting Text to Columns

### Macros

- Explaining Macros
- Macros Security Levels
- Recording a Macro
- Running a Macro
- Assigning Macros to the Quick Access ToolBar

### Analytical Options

- Goal Seek
- Solver
- The Analysis Toolpak
- Scenarios

### Data Tables

- One Input Variable
- Two Input Variable

## MS Excel 2013 - Expert level

### Advanced Features

- Creating a Dynamic Range Name
- Assigning a Name to a Formula
- Applying Custom Data Validation
- Using Offset Functions

### More on Pivot Tables

- Creating Calculated Fields
- Creating Calculated Items
- Creating Filter Fields
- Showing Filter Page Fields
- Drilling down into the Data
- Creating a Table From Multiple Ranges
- Grouping Fields
- Using Vlookups in Pivots

### Working with Macros

- Assign a Macro to a Worksheet Control
- Exploring the Visual Basic Editor
- Making Simple Changes to a Macro
- Turn Off Screen Flashing
- Create a Worksheet Function
- Using a Worksheet Function
- Distribute a Worksheet Function

### Excel Integration

- Create a Hyperlink in a Cell
- Hyperlink to a Website or File
- Hyperlink to a Location in a Workbook
- Hyperlink to a Email Address
- Add a Hyperlink to a Graphic
- Using Excel Data in Word
- Using Excel Charts in Word
- Using Excel Data as a Mail merge

### Information Functions

- ISERR
- ISERROR
- ISBLANK
- ISNUMBER
- ISNA

### Database Functions

- DSUM and DCOUNT
- DMIN and DMAX
- DAVERAGE

## MS Office for iPad 2013 - Introduction level

### **Getting Started**

- Office for iPad Explained
- Ribbons and Toolbars
- Save Locations

### **MS Excel for iPad**

- Backstage View
- Home Tab Functions
- Insert Tab Functions
- Formulas Tab Functions
- Review Tab Functions
- View Tab Functions
- Status Bar

### **MS Word for iPad**

- Backstage View
- Home Tab Functions
- insert Tab Functions
- Layout Tab Functions
- Review Tab Functions
- View Tab Functions

### **MS PowerPoint for iPad**

- Backstage View
- Home Tab Functions
- Insert Tab Functions
- Design Tab Functions
- Transitions Tab Functions
- Animations Tab Functions
- Slide Show Tab Functions
- Review Tab Functions

### **MS OneNote for iPad**

- Backstage View
- Home Tab Functions
- Insert Tab Functions
- Draw Tab Functions
- View Tab Functions

## MS OneNote 2013 - Introduction level

### Getting Started

- Understanding OneNote
- Notebook Location
- Customising the Quick Access Toolbar
- Handling Notebook Files
- Notebook Structure
- Notebook Sections
- Notebook Pages
- Searching for Information
- Securing Notebook Information
- Save, Restore and Secure

### Creating Notes

- Typing Text
- Adding Tables to a Note
- Adding Graphics to a Note
- Page Templates
- Audio and Video Content
- Audio and Video Requirements
- How to Create Audio and Video Notes
- Managing Audio and Video Notes
- Using Styles to Organise Notes
- Exporting an Outline to MS Word

### Collecting and Organising Information

- Collecting Research Information
- Inserting a Scanned Document
- Office Documents
- Inserting Web Page Content
- Adding Screen Clippings
- Quick Notes
- Using Quick Notes
- Using Note tags
- Searching for Note Tags

## MS Outlook 2013 - Introduction level

### Getting Started

- Getting Started with Outlook
  - The Ribbon
  - Backstage View
  - Folder Pane
  - Mini Toolbar
  - Quick Access Toolbar
  - Reading Pane
  - Outlook Today
  - To Do Bar

### Mail

- Addressing the Message
  - Creating and Formatting a Message
  - Live Preview
  - Sending and Receiving Emails
  - Reply and Reply to All
  - Forwarding Emails
  - Conversation View
  - Mail Tips
  - Saving a Message to Send Later
  - Attaching Files and Items
  - Previewing Attachments
  - Message Ruler

### Calendar

- Weather Bar
- Entering Appointments
- Navigating the Calendar
- Entering Events
- Classifying an Appointment
- Categorising an Appointment
- Schedule Meetings
- Printing the Calendar
- Meeting Reply
- Setting Reminders
- Dealing with Reminders

### Contacts

- Creating Contacts
- Understanding Address Cards
- People Card
- Electronic Business Cards

### Test



## Organising Mail

- Create Mail Folders
- Move Mail
- Deleting Messages
- Favourite Folders
- Sort and Find Messages
- Instant Search
- Advanced Find
- Using Out Of Office Assistant
- Colour Categories
- Filters
- Spell Check
- Expires After and Do Not Deliver Before
- Voting Buttons
- Flagging Messages
- Assigning Messages To Junk
- Zoom Control
- Quick Parts
- Creating a Signature
- Set Importance and Sensitivity Levels
- Read and Delivery Receipts
- Screen Shots
- Have Replies Sent To Someone Else
- Quick Steps
- Colour Coding Emails

## More on Calendars

- Creating other Calendars
- Calendar Overlays
- Calendar In The To Do Bar
- Calendar Groups
- Sharing Calendars
- Accessing Other Calendars
- Time Zones
- Calendar Snapshots
- Tracking Meeting Responses

## MS PowerPoint 2013- Introduction level

### Getting Started

- PowerPoint 2013 Environment
- The Ribbon
- Customising the Ribbon
- Backstage View
- Bar
- Opening and Closing Presentation
- Navigating Between Slides
- PowerPoint Views
- Quick Access Toolbar
- Using the Zoom Tool
- Using Help

### Creating a Presentation

- Creating Presentations
- Slide Orientation
- Inserting new Slides
- Moving Slides
- Copying Slides
- Deleting Slides
- Saving Presentations and Templates
- Auto Revisions
- File Formats
- Running Slide Shows
- Presenter View

### Formatting Slides

- Choosing Slide Layouts
- Modifying Slide Layouts
- Changing Background Slides
- Applying Themes
- Using Sections
- Headers and Footers

### Placeholders

- Placeholders Explained
- Resizing and Moving Placeholders

### Manipulating Text

- Selecting Text
- Cut, Copy, and Paste
- Mini Toolbar
- Finding and Replacing Text
- Deleting Text
- Using Undo and Redo

### Font Formatting

- Font Type and Size
- Text Effects
- Live Preview
- Changing Case
- Clearing Text Formatting

### Proofing and Printing

- Spell Checking
- Selecting Output Formats
- Printing Presentations

### Test

## MS PowerPoint 2013 - Intermediate level

### Paragraph Formatting

- Text alignment
- Modifying bullets/numbers
- Line spacing
- Using outline view
- Setting tabs
- Text Autofit
- Format Painter

### Working with Objects

- Inserting pictures
- Inserting ClipArt
- Inserting WordArt
- Inserting shapes
- Inserting shape text
- Drawing perfect shapes
- Inserting SmartArt
- Inserting charts
- Selecting objects
- Moving/Resizing objects
- Copying objects
- Deleting objects
- Grouping & Ungrouping
- Aligning objects
- Nudging objects
- Rotating/Flipping objects
- Layering objects

### Formatting Shapes

- Background fill colours
- Shape borders
- Applying shape effects
- Merging shapes
- Eyedropper tool

### Formatting pictures

- Applying picture effects
- Modifying contrast/brightness
- Re-colour pictures
- Cropping pictures
- Re-scaling pictures
- Resetting pictures
- Compressing pictures
- Setting picture shapes

### Media Clips

- Embedding videos
- Inserting sound clips
- Using a picture instead of sound icon
- Converting video files

## MS PowerPoint 2013 - Advanced level

### **Slide Masters**

- Slide Master View
- Inserting Slide Masters
- Modifying Slide Masters
- Handout Masters
- Note Masters
- Adding a Watermark as a Background

### **Hyperlinks & Action Buttons**

- Creating Hyperlinks
- Removing Hyperlinks
- Adding Action Buttons

### **Merging Presentations**

- Merging Slides Presentations
- Comparing Presentations
- Saving Slides as Images
- Inserting Screen Shots
- Transferring to MS Word
- Creating Presentations from MS Word

### **Tables**

- Inserting Tables
- Modifying Tables
- Formatting Tables

### **Slideshows**

- Slide Show Transition Effects
- Slide Show Animation Effects
- Speaker Notes
- Jumping to Specific Slides
- Slide Show Tips

### **Photo Albums**

- Understanding Photo Albums
- Creating Photo Albums
- Formatting Photo Albums

### **Sharing Presentations**

- Viewing Editing Properties
- Document Inspector
- Presentation Encryption
- Digital Signatures
- Converting Presentations
- Packaging Presentations
- Printing Handouts
- Compatibility Checker

### **Customising PowerPoint**

- Accessing PowerPoint Options
- Customising Options

## MS Word 2013 - Introduction level

### Getting Started

- The Word 2013 Environment
- Opening and Closing Documents
- Saving Documents
- Creating New Documents
- Understanding Different Views
- Read Mode
- Resume Reading
- Live Layout
- Getting Help
  
- The Ribbon
- Customising the Ribbon
- Quick Access Tool Bar
- Backstage View
- Mini Tool Bar
- Bar
- Live Preview
- Smart Art
- File Formats

### Text Formatting

- Font Type and Size
- Applying Text Effects
- Changing Case
- Highlighting Text
- Format Painter
- Clearing Formatting
- Changing the Default Font
- Inserting Drop Caps

### Manipulating Text

- Selecting Text
- Inserting and Deleting Text
- Cut, Copy and Paste
- Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text
- Sorting Lists
- Drag and Drop

### Multiple Documents

- Switching Between Open Documents
- Arranging Documents
- Comparing Side by Side

### Document Formatting

- Adding Borders
- Adding Shading
- Page Size and Orientation
- Page Margins
- Page Breaks
- Headers and Footers
- Page Numbering
- Cover Pages
- Open and Edit PDF Files

### Paragraph Formatting

- Revealing Document Marks
- Aligning Text
- Indenting Paragraphs
- Line Spacing
- Applying Bullets and Numbering
- Setting and Removing Tabs

### Working with Graphics

- Inserting Pictures
- Inserting ClipArt
- Inserting Shapes
- Inserting SmartArt
- Inserting Screenshots
- Resizing and Moving Graphics
- Copying and Deleting Graphics
- Object Zoom

### Proofing and Printing

- Spell Checking Documents
- Using Built in Dictionaries
- Previewing and Printing Documents
- Thesaurus
- Word Count
- Word Definition Checker

### Test

## MS Word 2013 - Intermediate level

### Text Editing

- Special Characters and Symbols
- Text Wrapping Options
- Word Art
- Auto Correct Options
  
- Auto Text

### Tables

- Inserting Tables
- Navigating Tables
- Selecting and Editing Text Within Tables
- Selecting Tables Elements
- Inserting and Deleting Rows and Columns
- Modifying Column Width and Row Height
- Modifying Cell Borders
- Adding Shading to Cells
- Sorting Data Within Tables
- Formulas
- Merging and Splitting Cells
- Text Orientation
- Resizing Tables
- Moving Tables
- Moving Rows and Columns
- Repeating Header Information
- Converting Tables to Text
- Converting Text to Tables
- Table Margins

### Section Breaks

- Creating Section Breaks
- Viewing and Deleting Section Breaks
- Expand and Collapse Sections

### Working with Columns

- Creating Column Layouts
- Column Formatting
- Inserting and Deleting Column Breaks

### Paragraph Editing

- Reversing Paragraph Colours
- Widow and Orphan Paragraphs

### Working with Graphics

- Alignment Guides
- Recording Graphics
- Modifying Graphics
- Grouping and Ungrouping Shapes
- Inserting Watermarks
- Picture Editing
- Compressing Pictures

### Styles

- Applying Styles
- Modifying Paragraph Styles
- Creating Paragraph Styles
- Navigation Pane

### Templates

- Creating Templates
- Applying Templates
- Quick Parts and Building Blocks
- Recreating a Default Normal DOTM File

### Test

## MS Word 2013 - Advanced level

### Linking and Embedding

- Embedding and Linking Objects
- Embedding and Linking Excel Charts
- Editing Embedded Charts
- Formatting Embedded Charts
- Inserting Charts
- Basic Chart Formatting
- Watching Online Videos

### Themes

- Applying Themes
- Modifying Themes
- Custom Themes
- Applying Themes from Documents

### Outlines

- Viewing Documents in Outline View
- Creating Documents in Outline View
- Outline View with Header Styles

### Mail Merge

- Understanding Mail Merge
- Using the Mail Merge Wizard
- Creating a Mailing List
- Merging to produce Labels
- Conditional Mail Merging
- Creating a Directory Listing
- Sending Emails Using MS Outlook

### Customising MS Word

- Modifying Word Options
- Customising the Ribbon
- Customising the Quick Access Tollbar
- Hyphenation Options

### Text Boxes

- Text Wrapping Around Text Boxes
- Resizing Moving and Deleting Text Boxes
- Copying and Pasting Text Boxes
- Formatting Text Boxes
- Linking Text Boxes

## MS Word 2013 - Master level

### Field Codes

- Inserting field codes
- Updating fields
- Editing/Deleting fields
- Locking/Unlocking fields
- Displaying fields codes
- Converting fields to text

### Fill-in Forms

- Understanding fill-in forms
- Creating fill-in forms
- Editing/Formatting fill-in fields
- Deleting fill-in form fields
- Protecting fill-in forms

### Collaborative Editing and Security

- Password protecting documents
- Inserting comments
- Accessing the Manage Style Window
- Checking documents for sensitive information
- Comparing and Merging documents
- Tracking changes within a document
- Simple Markup
- Comment Reply

### Macros

- Understanding macros
- Recording macros
- Assigning macros to buttons

### Master Documents

- Master documents
- Editing subdocuments
- Removing subdocuments

### Web pages & Hyperlinks

- The Internet
- Saving documents as web pages
- Previewing web formatted pages
- Saving web pages from the Internet
- Creating Internet hyperlinks
- Editing Internet hyperlinks
- Removing hyperlinks

### Referencing Options

- Table of Contents
- Adding bookmarks
- Deleting bookmarks
- Navigating via bookmarks
- Cross-references
- Creating indexes
- Creating footnotes
- Formatting footnotes
- Deleting footnotes
- Creating endnotes
- Formatting endnotes
- Deleting endnotes
- Adding/Updating captions



## MS Word 2013 - Expert level

### Controlling Content

- Adding Active X Controls
- Understanding XML
- The Schema Library
- Tagging Word Content

### Sharing and Securing Content

- Document Properties
- Digital Signatures
- Mark as Final
- Encrypting Documents
- Attaching Documents to Emails

### Managing Styles

- Recommending Styles
- Restricting Styles
- Setting Default Styles
- Switching Quick Styles Sets
- Style Inspector
- Creating Character Styles
- Copying Styles Between Templates

### Organising Content

- Creating Multi Level Lists
- Creating List Styles
- Line Numbering

### Recovering Documents

- Auto Recover
- Open and Repair

### Working with Equations

- The Equation Gallery
- Inserting Equation
- Accessing Equation Tools
- Equation Symbol Sets

### Advanced Macros

- Duplicating Macros Between Documents
- Macros Security
- Using Step Into
- Using Breakpoints

### Managing Reference Sources

- Source Manager
- Inserting Citations
- Editing Citations
- Adding Placeholders
- Generating a Bibliography

## MS Office 2013 Tests

These MS Office tests cover the Bite Size course outlines and have either 25 or 30 questions.

The questions range from true/false, short answers, multiple choice or an interactive question where you need to click on the answer.

The pass mark is 80% and you will receive a certificate to print out if you pass.

### **MS Excel 2013**

- MS Excel 2013 Introduction Test
- MS Excel 2013 Intermediate Test
- MS Excel 2013 Formulas & Functions Test

### **MS Word 2013**

- MS Word 2013 Introduction Test
- MS Word 2013 Intermediate Test
- MS Word 2013 Long Documents Test

### **MS PowerPoint 2013**

- MS PowerPoint 2013 Introduction Test

### **MS Outlook 2013**

- MS Outlook 2013 Introduction Test