UT DALLAS
The University of Texas at Dallas

Microsoft Office Topics per Course

- This document contains:
  - List of courses
  - Details of what is covered in each course
  - Registration links
- Please review prerequisites and topics <u>before</u> registering.

MS Office for Beginners

Register at: https://www.utdallas.edu/hr/tools/training/

Objective: To create a basic Word document and simple Excel spreadsheet with beginner edits and formatting; start a text slide in PowerPoint; the internet and Windows Explorer at UTD;

Applications: Word, Excel, Powerpoint, Internet, Windows Explorer

WORD

Page Layout Tab
> Orientation
> Margins
> Size

Fonts Group

Edit
> Drag/Drop
> Copy Paste
> Delete

Spell Fix

Grammar

Paragraph Group
> Align
> Spacing
> Indent
> Show/Hide

View Tab
> Page Layout
> Ruler
> Zoom

Review Tab
> Thesaurus

File Tab

Save/Save As
> Print

EXCEL

Page Layout
> Orientation
> Margins
> Size

Fonts Group

Edit
> Drag/Drop
> Copy Paste
> Delete

Spell Check

Alignment Group

Cells, Rows, Columns

View Tab
> Normal
> Zoom

Column Format
> Width
> Height
> Cell Entry line

Sheets
> Name sheets
> Reorder sheets

Review Tab
> Thesaurus

Simple Sort

Auto Sum Column and Row
> Print

POWERPOINT

Common functions
Insert slide
Insert Task Box

INTERNET

Browsers
Firefox
Options and Settings

WINDOWS EXPLORER AT UT DALLAS

Drives
Lock your computer

Microsoft Office Topics per Course

MS Outlook

Register at: https://www.utdallas.edu/hr/tools/training/

Objective: How to make Outlook work for you; to establish controls, displays, rules, permissions, security; track meeting replies; create out-of-office messages, notes, tasks

Outlook Tools
 Rules
 Categories
 Follow Up
 Lync
 Importance
 Tasks
 Notes
 Out of Office
 Attach Mail
 New Email
 Encrypt
 Horizontal line
Respond Group
 Reply
 Reply All
 Forward
Folder Tab
 New Folder
 Rename
Options Tab
 Encrypt
Format Text
 Plain vs. HTML

To/ search /contacts
Signature
Review
 Thesaurus
Calendar
 New Appointments
 Meetings
  Scheduling Assistant
  Invite Attendees
  Accept / Decline /
Tentative
 Reminders
 Recurrence
 Private
 Open Calendars
 Share Calendar / Permissions
 Time
View Tab
 Arrangement Group
 Layout Group

Intermediate MS Word

Register at: https://www.utdallas.edu/hr/tools/training/

Prerequisite: *Must be able to create a basic document per Microsoft Beginner Office.*

Objective: To add multiple elements in an enhanced document, TOC, headers/footers, lists, headings, inserting non-text items, options

Find / replace
Quick Access Toolbar
Format Painter
Save to .pdf
Zoom
Options

Page Break / Sections Breaks
Table of Contents
      Headings
Header
      Footer
      Page numbers
Columns
Insert Hyperlink
Insert Basic Table
      Format
      Edit
Insert screen shot
      Format
      Edit
Wrap text
Bullets
Numbering
Options
      Proofing
      Advanced

MS Word – Mail Merge

Register at: https://www.utdallas.edu/hr/tools/training/

Prerequisite: Must be able to create a basic document and spreadsheet per the Beginner Class. This class will not include any topics covered in Beginner Office.

Objective: To create customized mailings and documents using a pre-existing list.

The mail merge List

Formatting Excel (no financials or formulas)

Register at: https://www.utdallas.edu/hr/tools/training/

Prerequisite: Must be able to create a basic spreadsheet per the Beginner Class. This class will not include any topics covered in Beginner Office.

Objective: To format a spreadsheet not including financials and formulas.

Find/Replace
Quick Access Toolbar
Format Painter
Save to .pdf
Zoom
Options

Wrap Text
Merge Cells
Format Cells
        Numbers
        Alignment
        Font
        Border
        Fill
        Protection
Header/footer
Print Options
        Set Print Area
        Repeat Top Rows
        Print page break
Freeze rows and columns
Comments
Remove Duplicates
Advanced Sort
Filter

Intermediate PowerPoint

Register at: https://www.utdallas.edu/hr/tools/training/

Prerequisite: *Must be able to create a basic slide Presentation per Microsoft Beginner Office.*

Objective: Best practices, design, insert objects, slide animation and transitions, presentation options

Find / replace
Quick Access Toolbar
Format Painter
Save to .pdf
Zoom
Options

Design
        Themes – UT Dallas
        Best Practices
        Background
Insert
        Picture
        ClipArt
        Shapes
        Smart Art
        Format
Header
        Footer
        Slide number
View
        Normal
        Slide Sort
        Notes
        Guidelines
Print
        Handouts
Slide Show
        Animation
        Transition

Advanced Word

Register at: https://www.utdallas.edu/hr/tools/training/

Prerequisite: *Must be able to create a table within MS Word and edit a basic document for this class per Microsoft Intermediate Word*

Objective: To create two different form types, repeatable multiple actions and how to track changes

Track changes
- Markup views
- Accept and reject changes
- Turnoff tracking
- Adding Comments

Forms and Templates
- Table Forms
- Developer Forms

Restrict Editing

Macros and repetitive actions

Reformatting styles

Advanced PowerPoint

Register at: https://www.utdallas.edu/hr/tools/training/

Prerequisite: *Must be able to create and design a detailed slide per Microsoft Intermediate PowerPoint.*

Objective: To create repeatable, formatted slides using slide masters and templates.

Insert Comments

Create Slide Master
- Create Master Layouts
- Understanding placeholders

Create custom Template
- Apply a template

Basic Excel

Registration at- https://utdallas.qualtrics.com/SE/?SID=SV_72JVj0ZQ0Kghf9z

Prerequisite: Must be able to navigate using the ribbon in MS Office applications such as Word, PowerPoint and Excel

Objective: To create, modify, save and print an excel worksheet.

Lesson 1: The Excel environment
Navigating a worksheet
Spreadsheet terminology
Getting help

Lesson 2: Entering and editing data
Entering and editing text and values
Entering and editing formulas
Saving and updating workbooks

Lesson 3: Modifying a worksheet
Moving and copying data
Moving and copying formulas
Inserting and deleting ranges, rows, and columns
Cell comments

Lesson 4: Using functions
Entering functions
AutoSum
Other common functions

Lesson 5: Formatting
Text formatting
Row and column formatting
Number formatting
Conditional formatting
Additional formatting options

Lesson 6: Printing
Preparing to print
Page Setup options
Printing worksheets

Lesson 7: Charts
Chart basics
Pie Chart
Bar Chart

Lesson 8: Case Study
Modifying existing worksheet
Use shortcut keys
Create and email worksheet

Advanced Excel

Registration at- https://utdallas.qualtrics.com/SE/?SID=SV_39r87fzfQK6SCJD

Prerequisite: Must be able to perform skills outlined in the Basic Excel class.

Objective: To enhance a basic excel worksheet using Pivot Tables and Charts, advanced functions like SUMIF, as well as use lookups.

Lesson 1: Review Basics
Downloading from Account Reconciliation
The Excel environment
The Sparkline
The Trendline

Lesson 2: Subtotal Functions
Create an outline and consolidate data
Create subtotals in a list
Use multiple subtotal functions – SUBTOTAL, SUMIF
Create custom views to save different sets of worksheet display and print settings

Lesson 3: Range names and Filter date
Define and apply cell and range names
Use names in Formulas
Filter data based on complex criteria
Use conditional filters
Copy filtered results to another range

Lesson 4: Pivot Tables
Prepare data in a table format and name the table
Create a PivotTable for analyzing
Use the Download Actuals page in Account Reconciliation as example
Modify or re-arrange fields

Lesson 5: Selected Functions
Using IF and SUMIF functions to calculate a value based on specified criteria
Use ROUND function to round off numbers
Use VLOOKUP to find values in worksheet data
Use HLOOKUP to find values in worksheet data

Lesson 6: Import/Export Data
Export data from Excel to other formats
Import data from a text file into an Excel workbook