

Microsoft Office 2016 eLearning

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Microsoft Office Specialist 2016 Access Excel Outlook PowerPoint Word		£295 <i>Price per item</i>

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Microsoft Access 2016 - Introduction

Introduction to databases and their objects
Access environment
Creating a table in the Datasheet View
Design view of tables
Advanced field data types
Restricting data input in tables
Analysis of relationships between tables
Relationships between tables
Referential integrity
Navigation in tables
Searching for records and editing them
Sorting and filtering data in tables
Select queries
Creating a select query
Criteria in select queries
Calculated fields in queries
Joining tables for the purpose of a query
Lookup columns in tables
Editing a lookup column
Automatic creation of forms
Report creation

Microsoft Access 2016 - Intermediate

Copying and importing external data into tables
Parameter query
Join properties in queries
Creating manual joins in queries
Expressions in queries
Use of functions in more complex expressions
Advanced setting of table fields properties
Totals
Aggregate queries
Crosstab query
Sorting and filtering data in forms
Design View of forms
Form creation in the Design View
Editing a form
Editing form controls
Calculated form fields and conditional formatting
Combo box in forms
Option buttons in forms
Tab order of form controls
Form with a subform
Subform insertion in the Design view
Restricting data editing in forms
Grouping and summarising data in reports
Editing created reports
Advanced report options
Setting reports before printing them

Microsoft Access 2016 - Advanced

Append and update queries
Make table and delete action queries
SQL language
Definition of queries in SQL
Creating a form collecting query parameters
Macro basics
Assigning a macro to a button
Data validation via macros
Data evaluation via macros
Exporting data from a database
Splitting a database
Automated data import and export
Import and export in XML format
Object dependencies and properties inheritance
Navigation Pane
Navigation in a database
Access privacy and security
Printing database objects and their documentation
Data normalization



Microsoft Excel 2016 - Introduction

Introduction to the practical use of Excel
Excel window and Ribbon
Excel workbook
Creation and saving of a workbook
Opening an existing workbook
Manipulating worksheets
Navigation within a worksheet
Cell range selection methods
Adjusting rows and columns
Data entry into cells
Numeric values in cells
Moving and copying cell values
Copying and moving using the Clipboard
Font formatting
Alignment of data in cells
Borders and fill
Basic number formats
Date, time and percentage number formats
Cell styles
Copying formatting
Excel table
Conditional formatting
Basic formulas
AutoSum
Number and date fill series
Text series and custom lists
Sorting
Recommended charts
Instant data analysis
Pictures in Excel
Printing
Customisation of the program settings
Getting help

Microsoft Excel 2016 - Intermediate

Customising the Quick Access Toolbar
Customising the Ribbon
Manipulating sheets of multiple workbooks
Advanced paste options
Copying multiple items
Pasting external data into Excel
Advanced number formats
Custom number format
Worksheet protection
Advanced work with Excel tables
Using references in formulas
Compare/Connect values using operators
Cell and range references
Conditional formatting rules
Conditional formatting based on a formula
Function library
Text functions

Advanced text functions
Math functions
Statistical functions
Date and time functions
Logical functions and conditional calculations
Nested functions
Errors in cells and their checking
Naming cell ranges
Data validation
Advanced fill series
Advanced sorting
Data filtering
Using slicers to filter data
Finding and replacing specific values
Removing duplicate data
Splitting text into columns
Flash Fill
Outline



Microsoft Excel 2016 - Advanced

Sparklines
Charts creation
Chart design
Chart formatting
Screenshots and screen clipping
Shapes
SmartArt
Themes
Proofing tools
Tracking changes
Comments
Managing multiple windows
Splitting worksheets into panes
Workbook views
Header and footer
Page setup
Microsoft account
File properties
Workbook protection
Workbook inspection
File AutoRecovery
Using templates
Compatibility issues
Saving a workbook to the Web
Introduction to macros
Macro recording
Macro editing
Macro security
Digitally signed macros

Microsoft Outlook 2016 - Introduction

- Introduction to Outlook
- Outlook view options
- Getting help in Outlook
- Customising the layout of the Outlook window
- Sneak peeks
- Viewing received messages
- Creating a new message
- Editing the content of a message
- Checking spelling and grammar in new messages
- Managing attachments
- Replying to messages and forwarding them
- Saving and printing messages
- Creating message signatures
- Mail folders
- Junk Email
- Flagging messages for their follow-up
- Tracking messages
- Searching for messages
- Organising messages into subfolders and categories
- Arranging the message list
- Viewing messages by conversation
- Quick steps
- Automatic replies
- Managing messages by using rules
- Mail settings

Microsoft Outlook 2016 - Intermediate

- People view
- Creating and printing contacts
- Managing contacts
- Attaching contacts to messages
- Address Book
- Contact group
- Calendar
- Creating all-day events
- Recurring appointments
- Editing appointments and events
- Managing Calendar items
- Sending your Calendar
- Tasks
- Managing tasks
- Journal
- Managing the Journal
- Notes

Microsoft Outlook 2016 - Advanced

- Scheduling a meeting
- Accepting a meeting invitation
- Proposing a new meeting time
- Recalling a meeting and adjusting the Calendar
- Assigning tasks to your colleagues
- Viewing the calendars of your colleagues
- Sharing the Outlook data with other users
- Delegate access
- Working offline
- Offline Outlook folders
- Importing and exporting data
- Outlook data files
- Setting an e-mail account
- Creating a custom form
- Sending custom forms to other users
- Advanced work with custom forms



Microsoft PowerPoint 2016 - Introduction

Basic navigation in the program window
Displaying presentations in different views
Navigation between the presentation slides
Getting help in PowerPoint
Creating a new presentation
Working with text boxes
Slide layouts
Bulleted list levels
Using tab stops
Paragraph formatting
Inserting pictures
Manipulating images
Advanced objects manipulation
Picture effects
Shapes
Shapes editing
WordArt tools
Symbols
Equations

Microsoft PowerPoint 2016 - Intermediate

Inserting tables into slides
Tables from external sources
Editing tables
Creating and editing SmartArt graphics
Various types of SmartArt graphics
Inserting charts into slides
Editing charts on slides
Adding sounds to a presentation
Adding a video to a presentation
Showing footer information on slides
Themes
Slide background
Manipulation with slides
Import of external data
Presentation sections
Slide master editing
AutoCorrect Options
Proofing
Comments
Comparison of presentation versions
Finding and replacing text and fonts

Microsoft PowerPoint 2016 – Advanced

Speaker notes
Slide transitions
Animation effects
Advanced animation effects
Assigning actions to objects on slides
Hyperlinks
Slide show timing
Custom slide show
Slide show settings
Hints on delivering presentations
Presenter View
Print settings
Saving presentations in various formats
Advanced options for saving presentations
Creating custom templates and themes
Application of custom templates and themes
Custom program settings



Microsoft Word 2016 - Introduction

Introduction to Word
Viewing documents
Read Mode
Creating a new document
Opening documents
Navigation in a document
Entering and editing text
Text selection techniques
Moving and copying text
Saving a document
Page setup
Text formatting
Quick text formatting
Paragraph formatting
Numbered lists
Bulleted lists
Borders and shading
Automatic text corrections
Proofing tools
Language settings
Header and Footer
Printing a document
Working with Microsoft Word Help

Microsoft Word 2016 - Intermediate

Basic Word settings
Customising the Quick Access Toolbar
Customising the Ribbon
Custom keyboard shortcuts
Working with multiple windows
Using styles and their customisation
Creating styles
Creating custom templates
Editing multi-page documents
Creating multilevel lists
Sorting lists in documents
Converting text to a table
Tabs
Creating a table
Editing the layout of a table
Editing the graphical appearance of tables
Calculations in tables
Design of an irregular table
Creating charts
Editing charts
Inserting pictures
Editing pictures
Inserting and formatting SmartArt graphics
Inserting and formatting shapes
Inserting screenshots

Microsoft Word 2016 - Advanced

Document sections
Setting a page background
Inserting symbols and drop caps
Custom cover page
Auto Text
Document pagination
Searching in a document
Replacing text
Hyphenation
Tracking changes
Working with comments
Advanced setting of headers and footers
Splitting text into columns
Creating a document outline
Master document with subdocuments
Automatic table of contents
Custom table of contents
Captions and tables of figures
Working with fields
Footnotes and endnotes
Bookmarks
Cross-references
Hyperlinks
Text translation
Envelopes and labels
Mail merge



Managing Projects with Microsoft Project 2016 (Exam 74-343)

Why Do People Think Project Is Hard to Use?
When to Use Project
Strategic Importance of Project 2016
Improving Results with a Proven, Effective Approach

Mapping Project to your Methodology will Increase Effectiveness
An Overview of the PM Process Groups

What Is EPM?
EPM as a Central Repository for Resources/Projects
Understanding Roles within EPM

Getting Started, and Moving Around Project
Key Options and Settings You Need to Know About
Working with Calendars

What Is a WBS, and Why Is It Important?
Entering Your WBS: Phases, Tasks, and Milestones
Managing Your WBS

Estimating Duration vs. Estimating Work (What's the Difference?)
Program Evaluation and Review Technique

Understanding Dependencies
Using Constraints and Deadlines
Understanding and Viewing the Critical Path

Setting Up Your Resource Pool
Assigning Resources and Costs
Analyzing Resource Usage and Resource Leveling

6 Factors that Drive the Calculation of Time (Dates and Duration) for Automatic Scheduling
4 Factors that Affect the Calculation of Cost
Switching from Manual to Automatic Scheduling

Understanding Major View Components
Task Views
Resource Views

Creating Custom Fields
Using Tables and Creating Custom Tables

Using Filters and Highlights
Using Groups
Using Sorts and Auto-filters

Setting Dependencies
Creating Custom Views
Formatting Text and Bar Styles
Sharing and Sending Project Information and Reports

Creating Master Schedules
Critical Path Across Projects
Reporting and Analyzing Across Projects

Understanding and Setting Baselines
Viewing Baselines
Maintaining Baselines

Understanding and Entering Percent Complete
Understanding and Entering Actuals

Understanding Variance
Analyzing Variance and Taking Corrective Action
Earned-Value Analysis

What's new in Project 2016



Access 2016 - MICROSOFT OFFICE SPECIALIST (MOS) - (Exam 77-730)

Orientation to Microsoft Access
Create a Simple Access Database
Get Help and Configure Options

Modify Table Data
Sort and Filter Records

Create Basic Queries
Sort and Filter Data in a Query
Perform Calculations in a Query

Create Basic Access Forms
Work with Data on Access Forms

Create a Report
Add Controls to a Report
Enhance the Appearance of a Report
Prepare a Report for Print
Organize Report Information
Format Reports

Relational Database Design
Create a Table
Create Table Relationships

Create Query Joins
Relate Data Within a Table
Work with Subdatasheets

Use Field Validation
Use Form and Record Validation

Create Parameter Queries
Summarize Data
Create Subqueries
Create Action Queries
Create Unmatched and Duplicate Queries

Data Normalization
Create a Junction Table
Improve Table Structure

Include Control Formatting in a Report
Add a Calculated Field to a Report
Add a Subreport to an Existing Report

Add Controls to Forms
Enhance Form Navigation and Organization
Apply Conditional Formatting

Import Data into Access
Export Access Data
Link Tables to External Data Sources
Create a Mail Merge

Create a Macro
Restrict Records by Using a Condition
Validate Data by Using a Macro
Automate Data Entry by Using a Macro

Getting Started with VBA
Enhance Access by Using VBA

Manage a Database
Determine Object Dependency
Document a Database

Splitting a Database for Multiple-User Access
Implement Security
Convert an Access Database to an ACCDE File
Package a Database with a Digital Signature

Create a Database Switchboard
Modify a Database Switchboard
Set Start-up Options

Access 2016 Keyboard Shortcuts



Excel 2016 - MICROSOFT OFFICE SPECIALIST & EXPERT (MOS) - (Exams 77-727 & 77-728)

Navigate the Excel User Interface	Sort Data
Use Excel Commands	Filter Data
Create and Save a Basic Workbook	Query Data with Database Functions
Enter Cell Data	Outline and Subtotal Data
Use Excel Help	
	Create and Modify Tables
Insert, Delete, Adjust Cells/Columns/Rows	
Search for and Replace Data	Create Charts
Use Proofing and Research Tools	Modify and Format Charts
	Use Advanced Chart Features
Apply Text Formats	Creating Sparklines and Mapping Data
Apply Number Formats	
Align Cell Contents	Create a PivotTable
Apply Styles and Themes	Analyze PivotTable Data
Apply Basic Conditional Formatting	Present Data with PivotCharts
Create and Use Templates	Filter Data by Using Timelines and Slicers
Adding Borders and Colors to Worksheets	
Intermediate/Advanced Conditional Formatting	Insert Graphical Objects
	Modify Graphical Objects
Preview and Print a Workbook	Work with SmartArt
Set Up the Page Layout	
Configure Headers and Footers	Collaborate on a Workbook
	Protect Worksheets and Workbooks
Manage Workbook and Worksheet Views	
Manage Workbook Properties	Apply Data Validation rules
	Search for Invalid Data/Formulas with Errors
Basic Excel Customization	
Customize General Options and the Excel UI	Using Data Tables
Advanced Customization Options	Using Scenarios
	Using Goal Seek
Create Worksheet Formulas	Forecasting Data Trends
Insert Functions	
Reuse Formulas and Functions	Microsoft Excel 2016 Keyboard Shortcuts
Working with Functions	Importing and Exporting Data
Work with Ranges	Internationalize Workbooks
Use Specialized Functions	Working with Power Pivot
Work with Logical Functions	Work with basic Macros
Work with Date & Time Functions	Work with Forms and Controls
Work with Text Functions	
Use Lookup Functions	
Use Links and External References	
Use 3-D References	
Consolidate Data	
Formula Auditing Trace Cells	
Watch and Evaluate Formulas	
Using Array Formulas	
Financial Functions	
Cube Functions	



Outlook 2016 - MICROSOFT OFFICE SPECIALIST (MOS) - (Exam 77-731)

Navigate the Outlook Interface

Work with Messages

Access Outlook Help

Add Message Recipients

Check Spelling and Grammar

Format Message Content

Attach Files and Items

Add Illustrations to Messages

Manage Automatic Message Content

Customize Reading Options

Track Messages

Recall and Resend Messages

Mark Messages

Organize Messages Using Folders

Group and Sort Messages

Filter and Manage Messages

Search Outlook Items

Use 'Junk E-Mail' to Manage Messages

Manage Your Mailbox

Use Automatic Replies

Use the Rules Wizard to Organize Messages

Create and Use Quick Steps

View the Calendar

Create Appointments

Schedule Meetings

Print the Calendar

Set Advanced Calendar Options

Create and Manage Additional Calendars

Manage Meeting Responses

Create Tasks

Create Notes

Assign and Manage Tasks

Create and Edit Contacts

View and Print Contacts

Import and Export Contacts

Use Electronic Business Cards

Forward Contacts

Delegate Access to Outlook Folders

Share Your Calendar

Share Your Contacts

Use Archiving to Manage Mailbox Size

Back Up Outlook Items

Change Data File Settings

Outlook 2016 Keyboard Shortcuts

Configuring Email Message Security Settings

Insert Advanced Characters and Objects

Modify Message Settings and Options

Configure Global Outlook Options

Customize the Outlook Interface



PowerPoint 2016 MICROSOFT OFFICE SPECIALIST (MOS) - (Exam 77-729)

Navigate/Open a new presentation	Modifying the layout of the chart
Customizing the handout master	Modifying the colors used in the chart
Previewing the handout master	
Changing document view	Customizing AutoCorrect Options
Adding notes	Applying transition on the slide
Creating a presentation from a template	Printing with the selected print options
Adding a layout	
	Customizing the status bar
Changing the font style	Adding a tab to the ribbon and reposition it
Replacing fonts	Setting the maximum number of undo's
Formatting bulleted lists	
Applying an effect to the text box	Applying themes
Adding a fill to a text box	Adding footers to the slides
Applying shadow effect to the text box	Increasing the default size of notes text on the notes pages
Creating an album	Inserting SmartArt and arranging picture position
Adding multiple screenshots	Modifying the layout of the SmartArt graphic
Inserting and formatting shapes	Modifying SmartArt
Aligning objects	
Replacing the image with another image	Inserting audio
Applying artistic effects	Adding a motion path to an object
Grouping the objects on a slide	Inserting a video
Showing gridlines	
Applying animation on an online picture	Adding and renaming sections
Applying animation on images	Collapsing and saving the presentation
	Sharing a presentation on the Web
Inserting a table on the slide	Setting up a slide show
Adding formatting to the table	Creating a custom slide show
Linking the Excel worksheet to the slide	Duplicating slide
	Securing and Distributing a Presentation
Inserting and formatting a chart	



Word 2016 - MICROSOFT OFFICE SPECIALIST (MOS) - (Exam 77-725)

Navigate in Microsoft Word	Insert Building Blocks
Create and Save Word Documents	Create and Modify Building Blocks
Manage Your Workspace	Insert Fields Using Quick Parts
Edit Documents	
Preview and Print Documents	Create a Document Using a Template
Customize the Word Environment	Create and Modify a Template
	Using the Template Organizer
Apply Character Formatting	
Control Paragraph Layout	Control Paragraph Flow
Align Text Using Tabs	Insert Section Breaks
Display Text in Bulleted or Numbered Lists	Insert Columns
Apply Borders and Shading	Link Text Boxes to Control Text Flow
Make Repetitive Edits	Insert Blank and Cover Pages
Apply Repetitive Formatting	Insert an Index
Use Styles to Streamline Repetitive Formatting	Insert a Table of Contents
	Insert an Ancillary Table
Sort a List	Manage Outlines
Format a List	Add Captions
	Add Cross-References
Insert, Modify and Format a Table	Add Bookmarks
Convert Text to a Table	Add Hyperlinks
	Insert Footnotes and Endnotes
Insert Symbols and Special Characters	Add Citations and a Bibliography
Add Images to a Document	Create a Master Document
Integrate Pictures and Text	
Adjust Image Appearance	The Mail Merge Feature
Insert Other Media Elements	Merge Envelopes and Labels
Apply a Page Border and Color	Create Text Boxes and Pull Quotes
Add Headers and Footers	Add WordArt and Other Text Effects
Control Page Layout	Draw Shapes
Add a Watermark	Create Complex Illustrations with SmartArt
Check Spelling, Grammar, and Readability	Prepare a Document for Collaboration
Use Research Tools	Mark Up a Document
Check Accessibility	Review Markups
Save a Document to Other Formats	Merge Changes from Other Documents
Sort Table Data	Suppress Information
Control Cell Layout	Set Formatting and Editing Restrictions
Perform Calculations in a Table	Restrict Document Access
Create a Chart	Add a Digital Signature to a Document
Add an Excel Table to a Word Document	
	Create and Modify Forms
Create and Modify Text Styles	
Create Custom List or Table Styles	Automate Tasks with Macros
Apply Document Themes	Create a Macro
Word 2016 keyboard Shortcuts	

