





























# Office 2003





Our *Discover* modules  
and  
Theme-oriented workshops

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**TRADITIONAL OFFICE  
TRAINING**

## **THE *DISCOVER* MODULES**

These modules are designed for users having little or no **office** practice. They last one day and will help you to get more familiar with the following office applications :

**MS WORD**

**MS EXCEL**

**MS POWERPOINT**

**MSOUTLOOK / LOTUS NOTES**

If a user has little or no practice with common **computers tools** we strongly advise that he or she starts with a Windows training first. This training can last one half-day or two half-days, according to the participant needs and wishes.

The "Discover" modules will help you master the professional basic skills your job requires in the computer field. It is important to master the so-called "basics" before heading to the theme-oriented workshops.

## OUR *DISCOVER* MODULES



## Discover Ms Windows

### *2 modules of half-day each*

**Objective** Master the common Windows tools

**Pre-requisite** None

### **Module 1 : The common Windows tools**

- Contents**
- Run an exit Windows
  - Using the mouse efficiently
  - The Taskbar
    - Its main elements
    - Location on the screen
    - The Quick Launch Bar
  - The START menu
    - Running a given program
    - Managing the shortcuts
  - Folders and files
    - What is a file ?
    - What is a folder ?
    - Create a new folder
    - Select files
    - Rename a folder or a file
    - Delete a folder or a file
    - Copy/Move a folder or a file

### **Module 2 : Customizing your environment**

- Contents**
- The Control Panel
    - Desktop : wallpaper and screen saver
    - Mouse
    - Keyboard
    - Regional settings (important for Excel)
    - Date and time (summer time for instance)
  - Create a shortcut
    - Different types of shortcuts
    - Create, delete, rename ... a shortcut
  - Printing
  - Clipboard : copy/cut/paste



## Discover Ms Word – *one day*

**Objective** Master Word to create simple letters, faxes, memos and so on

**Pre-requisite** Be familiar with the common Windows tools

**Contents**

- The Word window
- Managing the viewing tools
  - The Task Pane
  - The ruler
  - Zooming
  - Short / long menus
  - Toolbars
- The first commands
  - Move
  - Select
  - Modify
  - Spell check
  - The various auto-correct features
  - Page break
  - Special characters
  - Insert the date
  - Auto-text entries
- Working with files
  - Create, save, open, close ...
- Copy/cut/paste
  - Traditional
  - The special Office Clipboard
- Formatting text
  - Characters
  - Paragraphs
    - Alignment*
    - Spacing*
    - Indents*
    - Borders*
    - The "magical" shortcuts*
- Global setup
  - Margins, orientation ...
  - Header / footer (simple)
- Print Preview - Print
  - Traditional



## Discover Ms Excel – Simple tables *one day*

<b>Objective</b>	Master Excel to create simple tables (that can be printed on one page only and with very simple calculations)
<b>Pre-requisite</b>	Be familiar with the common Windows tools
<b>Contents</b>	<ul style="list-style-type: none"><li>• The Excel window</li><li>• Managing the viewing tools<ul style="list-style-type: none"><li>– The Task Pane</li><li>– Zoom</li><li>– Short / long menus</li><li>– Toolbars</li></ul></li><li>• The first commands<ul style="list-style-type: none"><li>– Move</li><li>– Select</li><li>– Typing rules</li><li>– Dates</li><li>– Edit / Delete the content / format</li><li>– Auto-fill</li></ul></li><li>• Structure<ul style="list-style-type: none"><li>– Height / width for rows and columns</li><li>– Delete / insert rows or columns</li></ul></li><li>• Working with files<ul style="list-style-type: none"><li>– Create, save, open, close ...</li><li>– Managing sheets</li></ul></li><li>• Number formats<ul style="list-style-type: none"><li>– Pre-set formats</li><li>– Custom formats</li></ul></li><li>• Presentation<ul style="list-style-type: none"><li>– Font</li><li>– Border and fill</li><li>– Auto-format</li></ul></li><li>• Printing<ul style="list-style-type: none"><li>– Margins, orientation ...</li><li>– Print preview and print</li></ul></li><li>• Copy/cut/paste<ul style="list-style-type: none"><li>– Traditional : Excel special features</li><li>– The Office Clipboard</li></ul></li></ul>



## Discover Ms Excel – Long or large tables – Formulas and some easy functions *one day*

### Objective

Master Excel to create large or long tables (that can no longer be printed on one page only and containing formulas or simple functions such as sum, average, min or max).

### Pre-requisite

The previous DISCOVER EXCEL – SIMPLE TABLES or equivalent skills

### Contents

- Working on more than one sheet at a time (Workgroup)
- Special number formats
- Adding comments
- The rules about formulas
- Splitting the screen to help navigating and data entering
  - Split
  - Freeze
- Preparing a large or long table in order to print it
  - Page breaks
  - Page setup
    - Reduce or enlarge*
    - Fit*
    - Print titles*
    - Print area – should I ?*
  - Print preview
  - Print
    - The sheet and its pages*
    - A selection*
    - The whole workbook*
- Relative and absolute references (the \$ sign)
- Introduction to easy functions
  - SUM
  - MIN
  - MAX
  - AVERAGE



## Discover Ms PowerPoint – Simple presentations one day

### Objective

Master PowerPoint to create a simple but attractive presentation, following the basic PowerPoint rules and also some elementary graphical rules. It can be a presentation about an idea, a project, a product, data and so on.

The aim of this training is to make the participant really aware of the PowerPoint **concept** behind presentations. Indeed, behind the pictures, the colors, the animations effects ... PowerPoint is a complex program. If you ignore its basic rules it can mean hours lost in manual modifications, slide by slide, instead of a fast and convenient global command !

### Pre-requisite

Word and Excel : you should be a regular user or at least have good notions about the two programs

### Contents

- Create the first slides
- Common objects
  - Containing text (master how to set levels)
  - Word tables
  - Ms-Graph charts
  - Images
  - Diagrams
  - Some very simples drawings
- Applying a Microsoft Slide Design or your company's template
  - Check the Color Scheme
  - Check the Background
  - Check the Slide Master and the Title Master
  - Codes managed by the Masters : date, time, slide number ... (on screen only or on any paper printout)
- Graphical (or "visual") rules
  - Light or dark background ?
  - Font size
  - Set the text levels in the Master
  - Harmony of the colors used in the presentation
- Transitions
- Animations effects applied to the slide objects
- Slideshow and print



## Discover Ms Outlook – Mailing features and Contacts *one half-day*

**Objective** Master the various mailing features to go beyond the everyday simple electronic mail that we receive and send.

**Pre-requisite** Be familiar with the common Windows tools

- Contents**
- Generalities
    - Basic concepts : specific vocabulary and the Outlook environment
  - Mailing features
    - View
    - Navigate
    - Outlook Today
    - Create and send a message
      - Recipients*
      - Text format*
      - Attached files*
      - Flags*
      - Sending options*
    - Signatures
    - Address books and distribution lists
    - Receive a message
      - Manage the attached files*
      - Flag a received message*
    - Search folders
    - Set rules for the incoming mail
    - Manage your Inbox when you are out of the Office
  - Contacts
    - Create a contact
    - Possible applications
      - Transfer as a Vcard*
      - Write a letter*



## Discover Ms Outlook – Calendar, Tasks and Notes *one half-day*

### Objective

Set your time schedule with the Calendar  
Manage your job duties with the Tasks component  
Manage the Outlook environment by mastering the views and efficiently organizing the elements ...

This Discover module is designed for all users who do not want to limit their use of Outlook to simply sending and receiving messages !

### Pre-requisite

The DISCOVER OUTLOOK – MAILING FEATURES AND CONTACTS module or equivalent skills  
Be familiar with the common Windows tools

### Contents

- Calendar
  - View
  - Navigate
  - Appointments and events – simple – periodic
  - Meetings
  - Share your calendar
    - With another user*
    - Group schedules*
- Tasks
  - Create a task
  - Delegate a task
- Notes
- Organizing your work
  - Master the views
  - Assign categories
  - Master how to sort out and delete old or heavy elements
    - Manually deleting*
    - Archiving*
    - .pst files*

**CONTINUOUS OFFICE TRAINING :  
A NEW CONCEPT**

## A NEW CONCEPT

Office applications such as Word, Excel, PowerPoint ... have now become part of our everyday professional environment. Few are those who cannot master the basics : letters, fax, memos for Word, simple Excel table ...

Nevertheless, users do feel the need to improve those skills or add master more advanced features and become more efficient in their daily chores. Training is still a good answer ! Yet the traditional training method generates a good deal of complaints and objections such as :

- Lack of practice during the course
- Too many subjects, content is often too heavy and sometimes not relevant to the participant needs
- The ratio of what has been really understood and fully assimilated is far too low

The following workshops presented in this brochure try to be an answer to the above objections. Their characteristics are the following :

- They last "only" 3h00 (half-day)
- Each workshop is related to one specific feature of the application in question
- They cover various needs :
  - Going slightly beyond the basics for occasional users*
  - Going deep into a given functionality for regular users*
  - Featuring special commands and functionalities for intensive users*
- They are organized in themes - linked to "a job to perform" rather than simply a list of all functions available by the program.

## THEMES

Here below the available themes

### THÈME 1      ATTRACTIVE AND WELL-STRUCTURED FILES



The main objective is to help you to master Word and PowerPoint in depth in order to create really smart and professional documents.

Some examples :

- Fully master your daily correspondence (formatting, setup ...)
- Write a business contract on 4-5 pages, with chapters, sub-chapters, table of contents, a few pictures and also the company logo
- Master a mail merge (a letter that you will send to several different recipients - with the letter labels)
- Fully master Word tables
- Master how to create a PowerPoint presentation : attractive, striking but well-built ! PowerPoint can be "nasty" if you do not strictly follow its basic concepts

Etc ...

## THÈME 2



### TABLES, CALCULATIONS AND CHARTS

The main objective is to help you master Excel tools to go beyond creating simple tables containing data and a few formulas.

Some examples :

- Fully master simple tables
- What about mathematic formulas that you need to copy ?
- Master Excel functions : the easy ones but also the if function, the search function etc ...
- Fully master Excel charts
- Consolidations
- Links between cells, sheets or workbooks
- Exporting a table/chart into Word or PowerPoint

Etc ...

## THÈME 3



### ANALYSIS AND SYNTHESIS

The main objective is to help you master Excel tools to manage your lists, (filter, pivot tables, search functions ...). Some workshops will also help you master Excel projecting tools.

Some examples :

- Create and manage a list : sort, filter (simple and advanced)
- Lists and data : sub-totals, pivot tables
- Search function related to lists (vlookup, index, match)
- Projections (scenarios, single-double entry tables, goal seek, solver ...)

Etc ...

## THÈME 4



The main objective is to master (sometimes discover) sharing and organizing tools provided in Office or even outside Office. Some workshops are also designed to help you automate your work

Some examples :

- Word or Excel templates / forms
- Share your files through Word or Excel : security (protection) and share (track changes)
- Share through the .PDF format (Acrobat)
- Modify an existing document in Acrobat
- Share over the Internet : the security issues
- Managing projects in Excel : for users who do not want or cannot use Ms-Project
- Windows : organize your files to be more efficient

Etc ...

**THEME 1 :  
WELL STRUCTURED AND ATTRACTIVE  
DOCUMENTS**



## No 1 - Ms Word : Tips & Hints

<b>Objective</b>	Fully refresh and update your basic skills. Add useful tips and hints to create standard documents such as letters, memos, faxes and so on.
<b>Target users</b>	For users familiar with Word but having learned by themselves or having attended a course a long time ago
<b>Pre-requisite</b>	Regular use of Word basic commands
<b>Contents</b>	<ul style="list-style-type: none"><li>• Viewing hints<ul style="list-style-type: none"><li>– Empty space between pages</li><li>– Reading Layout</li><li>– Toolbars on one row and "short" menus</li></ul></li><li>• Typing hints<ul style="list-style-type: none"><li>– Overwrite mode set on by mistake</li><li>– AutoCorrect options to undo or to turn off</li><li>– Language detection</li><li>– Date and time : frozen or automatically updated ?</li><li>– AutoText entries</li><li>– Nonbreaking space and nonbreaking hyphen</li></ul></li><li>• Paragraph setup<ul style="list-style-type: none"><li>– Tabs</li><li>– Indents</li><li>– A special indent : the hanging indent</li><li>– Master bullets and numbering</li><li>– Master borders</li><li>– How to apply a hierarchy to a few paragraphs</li></ul></li><li>• Page setup<ul style="list-style-type: none"><li>– Header and footer</li><li>– How to modify in the Print Preview</li><li>– Print</li></ul></li><li>• Manage documents<ul style="list-style-type: none"><li>– Create a new document using an existing one</li><li>– Manage documents (delete, rename, copy) inside the FILE - SAVE AS / OPEN dialog box</li><li>– Create handy shortcuts to your main folders in the FILE - SAVE AS / OPEN dialog box</li></ul></li><li>• The "magical" keyboard shortcuts but in particular :<ul style="list-style-type: none"><li>– Shortcut to remove the character formatting</li><li>– Shortcut to remove the paragraph formatting</li></ul></li></ul>



## No 2 - Ms Word : Tables

### Objective

Master Word tables

### Target users

Users who need to create tables with the following characteristics : containing mainly text and very few figures, esthetical look is important, can be combined with other paragraphs or pictures on the same page ...

*If your table includes a lot of numbers and calculations, it is preferable to use Excel.*

### Pre-requisite

The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills. Regularly using Word

### Contents

- Create and manage a table
  - Create
  - Auto Format
  - Move
  - Select
  - Insert/delete rows and columns
  - Row or column width/height
  - Distribute rows/columns evenly
  - Change table size as if it was a picture
  - Align the table
  - Merge/split cells
  - Split the table
  - Set a header row
  - Cells : spacing, text indent and orientations, tabs ...
  - Borders
  - Sort
  - Use Sum button
- Use pen/eraser to create/modify a table
- Tables used as a page setup tool
- Tables converted into objects
  - Freely place a table on the page
  - Wrap text around a table
  - Insert a table inside a cell (of an existing table)



## No 3 - Ms Word : Structured documents (chapters, table of contents)

<b>Objective</b>	Create a simple hierarchy in the document : apply levels, number them and insert a table of contents
<b>Target users</b>	Users having to create a report, a business offer, a user reference guide and so on
<b>Pre-requisite</b>	The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills Regularly using Word
<b>Contents</b>	<ul style="list-style-type: none"><li>• Manage styles<ul style="list-style-type: none"><li>– Create a style</li><li>– Apply a style</li><li>– Modify a style</li></ul></li><li>• Navigation into a document where such a hierarchy has been applied<ul style="list-style-type: none"><li>– Outline mode</li><li>– Document Map</li><li>– Thumbnails</li><li>– The Browse object tool</li></ul></li><li>• Numbering titles<ul style="list-style-type: none"><li>– Apply one of the pre-set types</li><li>– Customize the chosen type</li></ul></li><li>• Table of contents<ul style="list-style-type: none"><li>– Field codes : reminder</li><li>– Create</li><li>– Update</li><li>– Tables of contents and styles</li></ul></li></ul>



## No 4 - Ms Word : Segmented documents

### Objective

Master sections in order to apply a special setup to a portion of the document only

Master a special setup : the column format (newspaper type)

Master how to insert footnotes and other cross-references (to a bookmark, to a heading, to a figure ...).

### Target users

Users creating long documents that will include footnotes, cross-references, a table of content with a different page numbering, some pages with a different orientation, different headers and footers etc ...

### Pre-requisite

The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills  
Regularly using Word

### Contents

- Section
  - Definition and use
  - Create a section
  - Usual cases : column format, margins, orientation, header and footer etc ...
- Column format
  - Create and choose the number of required columns
  - Insert a column break
  - Insert a vertical line between the columns
  - Combine with automatic hyphenation and a text justify command
- Notes
- Cross-references
  - Insert a reference to a bookmark
  - Insert a reference to a heading inside the header/footer
  - Insert a reference to a table, a picture



## No 5 - Ms Word : Illustrated documents

<b>Objective</b>	Create documents including pictures
<b>Target users</b>	Users having to create a commercial advertising brochure including a logo, a printed watermark, a user reference guide including screen captures and so on...
<b>Pre-requisite</b>	The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills Regularly using Word
<b>Contents</b>	<ul style="list-style-type: none"><li>• Rules related to pictures and specific to Word<ul style="list-style-type: none"><li>– Picture fixed at the insertion point</li><li>– Floating pictures : placing and wrapping text</li></ul></li><li>• Create a printed watermark</li><li>• Insert a ClipArt, a picture file ...</li><li>• The new Office 2002/2003 Visio diagrams</li><li>• Screen captures</li><li>• Drawings</li></ul>



## No 6 - Ms Word : Mailing

### Objective

Create a "merge" document : a letter to inform, confirm, remind .... a business offer, greeting cards at Christmas time ..... that will be sent to a given number of recipients

### Target users

Users dealing with an important correspondence, which will inevitably lead to that kind of situation !

### Pre-requisite

The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills  
Regularly using Word

### Contents

- Field codes
  - Nature
  - Update
- Simple mail merge
  - Create the "main document"
  - Create the list of recipients
    - Default .mdb file*
    - An existing Word file*
    - An existing Excel file*
  - Merge
- Customize
  - Sort and filter recipients
  - Conditional contents
  - Text to be added when merging (the {FILLIN} field code and its fill-in box)
- Envelopes and labels



## No 7 - Ms PowerPoint : Attractive and well-built presentations – *Module Slide Design and Masters*

### Objective

Master how to apply one of Microsoft pre-set slide design or your company's slide design. This workshop will go into details on how to properly work with the Color Scheme, the Background and the Masters.

### Target users

**For regular PowerPoint users** but having learned by themselves or having attended a course a long time ago

### Pre-requisite

You need to be familiar with PowerPoint

### Contents

- Apply the required Slide Design
  - Check the Color scheme
  - Check the Background
  - Check the Slide Master/Title Master
- Codes managed by the Masters : date, time, slide number (on screen - printed)
- Some elementary visual rules
  - Dark or light background ?
  - The font size is important
  - Formatting rules for bullets and levels in the Slide Master
  - Harmony of colors
- Some classical objects
  - Text placeholder containing text and levels
  - A Word table
  - A ClipArt
  - A picture file
- Transitions
- Object animations
- Slideshow an print



## No 8 - Ms PowerPoint : Attractive and well-built presentations – *Module Objects*

<b>Objective</b>	Master how to create the various PowerPoint <u>objects</u> : the classical ones such as a Word table, a ClipArt... or less common such as the Visio diagrams, pasting an Excel table or chart onto the current slide and so on
<b>Target users</b>	<b>For regular PowerPoint users</b> but having learned by themselves or having attended a course a long time ago
<b>Pre-requisite</b>	You need to have attended the module 07 or have equivalent skills
<b>Contents</b>	<ul style="list-style-type: none"><li>• <u>Brief</u> reminder : apply a slide design (one of Microsoft pre-set ones on your company's slide design)<ul style="list-style-type: none"><li>– Check the Color Scheme</li><li>– Check the Background</li><li>– Check the Masters</li></ul></li><li>• Objects<ul style="list-style-type: none"><li>– Placeholder containing text and levels</li><li>– A Word table</li><li>– A ClipArt</li><li>– A picture file</li><li>– A Visio diagram</li><li>– An MS-GRAPH chart</li><li>– A "real" Excel chart</li><li>– An Excel range of cells created directly onto the current slide</li><li>– Copy-Paste external data : the implications</li></ul></li></ul>



## No 9 - Ms PowerPoint : Attractive and well-built presentations – *Module Special objects, working with more than one design, templates etc ...*

### Objective

The main purpose of this workshop is to master the so-called advanced functions : import existing Excel data with automatic update (DDE link), action buttons, hyperlinks, working with more than one Master etc ... This module also draw your attention to some important graphic rules that you need to respect in PowerPoint, namely being able to synthesize the source information, choosing the appropriate background (dark or light ?), applying rules related to bullets and levels, applying appropriate animations effects etc

### Target users

**For regular PowerPoint users** but having learned by themselves or having attended a course a long time ago

### Pre-requisite

You need to have attended the module 08 or have equivalent skills

### Contents

- Follow the advice of the graphic industry professionals
  - Reduce, reduce information !
  - Dark or light background according to the presentation contents, the conference room size ...
  - Bullets and levels : some elementary visual rules
  - Appropriate animations effects
- Special objects
  - Drawings and other special shapes
  - Action buttons and hyperlinks
  - Insert slide coming from a Word outline
  - Objects linked to their source data (DDE link)
  - Multimedia objects
- Customize your slideshow
  - Hide a slide
  - Set up the slideshow
  - Custom slideshows
  - Time rehearsing
- Working with more than one Master
  - Title Masters
  - Applying more than one Slide Design
- Templates
  - Reminder : using existing presentations as "templates"
  - The .pot templates
- The photo albums

**THEME 2 :  
TABLES, CALCULATIONS AND CHARTS**



## No10 - Ms Excel : Tips & Hints

<b>Objective</b>	Fully refresh and update your basic skills. Add useful tips and hints to create standard tables (that can be printed on one page) or more elaborated tables (that need to be printed on more than one page)
<b>Target users</b>	For users having learned by themselves or having attended a course a long time ago
<b>Pre-requisite</b>	You need to be familiar with Excel
<b>Contents</b>	<ul style="list-style-type: none"><li>• Typing hints<ul style="list-style-type: none"><li>– Special autofill series</li><li>– Handy keyboard shortcut for a frozen date or time</li><li>– Automatically updated date</li><li>– Serial numbers behind dates</li><li>– Insert a line break inside a cell</li><li>– Number stored as text</li></ul></li><li>• Structure<ul style="list-style-type: none"><li>– Handy shortcuts to insert/delete rows/columns</li><li>– Auto-fit</li></ul></li><li>• Cell setup hints<ul style="list-style-type: none"><li>– The general pre-set formats</li><li>– Special number or date formats</li><li>– Clearing the contents and/or the cell format</li><li>– Cells merge and center</li><li>– Wrap text</li><li>– Cell indent</li><li>– Auto format</li></ul></li><li>• Copy-Paste : Excel particularities<ul style="list-style-type: none"><li>– Paste as values</li><li>– Paste link</li><li>– Transpose</li><li>– Displaying or hiding zero values when you paste</li></ul></li><li>• Sheet setup hints<ul style="list-style-type: none"><li>– Split and/or freeze</li><li>– Header and footer</li><li>– Page breaks</li><li>– Fit 1 by 1, Print Area</li></ul></li><li>• Easy mathematical formulas and the SUM function</li></ul>



## No 11 - Ms Excel : Formulas and Introduction to functions

<b>Objective</b>	Master easy mathematical calculations, master how to properly recopy them and use some simple functions
<b>Target users</b>	For users regularly creating Excel tables but feeling they lack skills for the "mathematical" side of them.
<b>Pre-requisite</b>	The two DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills.
<b>Contents</b>	<ul style="list-style-type: none"><li>• Mathematical formulas<ul style="list-style-type: none"><li>– Create the formula</li><li>– Modify the formula</li><li>– Check errors</li></ul></li> <li>• Relative and absolute references<ul style="list-style-type: none"><li>– Secure a recopying a formula by adding the \$ sign into the cell reference</li></ul></li> <li>• Simple functions<ul style="list-style-type: none"><li>– SUM, SUMIF</li><li>– MIN</li><li>– MAX</li><li>– AVERAGE</li><li>– COUNT, COUNTA, COUNTBLANK, COUNTIF</li><li>– IF (simple)</li></ul></li></ul>



## No 12 - Ms Excel : More into details with functions

### Objective

Master functions more sophisticated than SUM, MIN, MAX .... such as rounding up/down to 5 centimes for a price list, research functions to retrieve data from a list, conditions implying different calculations etc ...

### Target users

Users regularly creating tables including common calculations and simple functions but needing to extend their knowledge to more sophisticated functions.

### Pre-requisite

The FORMULAS AND INTRODUCTION TO FUNCTIONS workshop or equivalent skills

### Contents

- Logical functions
  - Reminder : simple IF
  - IF combined with AND/OR
  - Nested ifs
- Mathematical functions
  - The various functions that round up/down a result
  - The famous MROUND function that rounds up or down to 5 centimes
- Search functions (usually related to lists)
  - VLOOKUP
  - HLOOKUP
- *If time : the text functions*
  - *CONCATENATE*
  - *LEFT, RIGHT, LEN, FIND*



## No 13 - Ms Excel : Special Dates

### Objective

Overcome the difficulty related to working with dates in Excel  
Objective : improve how you manage date formats and use dates into mathematical formulas or functions

If time : improve how you master the other formats (number formats)

### Target users

For users having to use dates into various calculations such as : subtracting dates to find a number of days, adding weekly hours, multiplying a number of hours by an hourly rate, using functions linked to dates into an IF function, into a conditional format etc ...

### Pre-requisite

The FORMULAS AND INTRODUCTION TO FUNCTIONS workshop or equivalent skills

### Contents

- General rules
  - Typing
  - Format
- Calculations including dates
  - Subtract dates
  - Multiply an hourly rate by a total number of hours
  - Use date functions into a conditional format
- Functions linked to dates and usually combined with an IF function
  - YEAR, MONTH, DAY
  - WEEKDAY
  - EOMONTH
- *If time : reminders on number formats other than dates*



## No 14 - Ms Excel : Charts (in detail)

<b>Objective</b>	Fully master Excel charts
<b>Target users</b>	For users having to regularly create charts built on their data
<b>Pre-requisite</b>	The two DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills
<b>Contents</b>	<ul style="list-style-type: none"><li>• Create a chart using the Chart Wizard</li><li>• Format the chart elements</li><li>• Add or remove a series</li><li>• Help Excel when the automatic comprehension is wrong</li><li>• Add a secondary axis</li><li>• Add a trend line</li><li>• Add a error bars to a series</li><li>• Less common charts<ul style="list-style-type: none"><li>– Scatter</li><li>– Radar</li><li>– Stock</li><li>– Bubbles</li><li>– Etc ...</li></ul></li></ul>



## No 15 - Ms Excel : Consolidations – Links between cells or ranges of cells – Outline mode ...

<b>Objective</b>	<p>Master how to work on several worksheets at the same time</p> <p>Master how to add, multiply ... data across worksheets</p> <p>Create links between sheets (two cells or ranges of cells)</p> <p>How to “hide” data correctly</p> <p>Master how to save a workbook and its windows arrangement</p> <p>Master how to save several workbooks under one unique name</p>
<b>Target users</b>	<p>For users working with regular data entry such as : weekly or monthly sales, input/output records, statistics etc .. And also for users working with large sheets where it is necessary to retrieve data from one sheet into another one.</p>
<b>Pre-requisite</b>	<p>The two DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills.</p>
<b>Contents</b>	<ul style="list-style-type: none"><li>• "Group several worksheet so that any operation performed (typing, formatting ...) is applied simultaneously on all worksheets"</li><li>• Consolidation through 3D references (example : a sum across several worksheets)</li><li>• Consolidation through DATA - CONSOLIDATE (sum, average ... across worksheets where the source tables are not necessarily of the same structure)</li><li>• Links between two cells with the = sign</li><li>• Copy-paste a range of cells but keeping a dynamic link with the source data.</li><li>• “Hiding” data correctly<ul style="list-style-type: none"><li>– Hiding rows or columns <i>advantages and drawbacks</i></li><li>– Creating an Outline <i>advantages and drawbacks</i></li><li>– Custom views <i>an interesting alternative</i></li></ul></li><li>• Rearrange the workbook sheets on screen and save this configuration</li><li>• Save more than one workbook as one unique file (as workspace - extension .xlw)</li><li>• (Special 2003) : compare workbooks side by side with dynamic scrolling</li></ul>



## No 16 - Ms Word and MS-Excel : Tips on tables in Word and Excel. Short demo on PowerPoint

### Objective

- ☛ This workshop DOES NOT TEACH how to create tables either in Word or in Excel

Tips linked to creating tables in Word and Excel : typing, formatting, structure and so on. Discover some special commands that users often ignore.

Introduce PowerPoint and its concepts (global values)

### Target users

For users working already with Word or Excel tables. For PowerPoint : to help users see if they should use PowerPoint more regularly.

### Pre-requisite

The two DISCOVER WORD / EXCEL modules or the WORD / EXCEL TIPS AND HINTS workshops or equivalent skills.

### Contents

- Word
  - Auto format
  - Changing the column width without affecting the next one
  - Aligning the table
  - Splitting the table
  - Header row
  - Setting tabs into one or more cells
  - Adding data
  - Etc ....
- Using the pencil and the eraser : tools often ignored
- The table as a powerful page layout tool
- Working with floating tables
- Excel
  - Number stored as text
  - Inserting a line break into a cell – wrapping text
  - Is DEL sufficient ?
  - Etc ...
- PowerPoint
  - The global values : Slide Design, Background, Color Scheme, Slide Master ...
  - Inserting a table on a given slide



## No 17 - Ms Excel – MS- Word - Ms PowerPoint : Exporting a table or a chart into Word or PowerPoint

### Objective

- This workshop DOES NOT TEACH how to create tables or charts in the related applications

One aim of this workshop is to help you choose the most appropriate tool when you need to create a table or a chart. Another one is to help you to export data from one application to another one. For instance create or copy an Excel table or chart and export it into Word or PowerPoint without ending with a very heavy destination file.

### Target users

Users having to import/export data from one application to the other

### Pre-requisite

Be familiar with Word, Excel and PowerPoint basic commands  
This correspond to a DISCOVER module or a TIPS AND HINTS workshop related skills

### Contents

- A Word, Excel or PowerPoint table ?
- Exporter an existing Excel table into a Word document
  - As a Word table (no weight)
  - As an Excel object (can be very heavy)
  - With a automatic link to the source file (DDE link)
- Export an existing Excel table into a PowerPoint presentation
  - As a Word table (no weight)
  - As an Excel object (can be very heavy)
  - With a automatic link to the source file (DDE link)
- Export an existing Excel chart into Word or PowerPoint
  - The issues about the destination file weight
- Create an Excel chart directly into Word or PowerPoint
  - A new MS-GRAPH chart
  - A MS-GRAPH chart with existing data
  - A new "real" Excel chart
  - A "real" Excel chart with existing data
- Other OLE objects

**THEME 3 :  
ANALYSIS - SYNTHESIS**



## No 18- Ms Excel : Managing listes

### Module Sort and Filter

<b>Objective</b>	Master how to manage a list (add or sort records for ex) Master how to filter a list
<b>Target users</b>	Users regularly working with lists of records : a list of clients, of supplies, of sales .... These lists used to be called "database" until MS-ACCESS became available
<b>Pre-requisite</b>	The two DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills.  <i>It is not 100% compulsory but the modules should be done no1 first, then second and so on. But you may well stop after workshop no 18 or 19.</i>
<b>Contents</b>	<ul style="list-style-type: none"><li>• Add a new record</li><li>• Sort records<ul style="list-style-type: none"><li>– Simple sort</li><li>– Multi-level sort (using more than one key)</li><li>– How to use options when you need to sort "text dates"</li></ul></li><li>• Simple filter<ul style="list-style-type: none"><li>– 1 or 2 simple criteria</li></ul></li><li>• Advanced filter<ul style="list-style-type: none"><li>– More than 2 criteria</li><li>– Special criteria</li></ul></li><li>• Special 2003 : define a list with automatic subtotals</li><li>• <i>If time : data validation</i><ul style="list-style-type: none"><li>– <i>Help data entry by forcing the nature of the data : forced date - date within current year only - whole number only</i></li><li>– <i>Help data entry with a drop-down list</i></li></ul></li></ul>



## No 19- Ms Excel : Managing listes

### *Module Subtotals and Pivot tables*

<b>Objective</b>	Summarize/synthesize data from your lists : adding subtotals and creating pivot tables
<b>Target users</b>	Users regularly working with lists of records : a list of clients, of supplies, of sales .... These lists used to be called "database" until MS-ACCESS became available
<b>Pre-requisite</b>	You need to have attended the module 18 or have equivalent skills
<b>Contents</b>	<ul style="list-style-type: none"><li>• Special 2003 : define a list with automatic subtotals</li><li>• Subtotals<ul style="list-style-type: none"><li>– Add one or more subtotals</li><li>– Export results</li></ul></li><li>• Outline Mode</li><li>• Pivot tables<ul style="list-style-type: none"><li>– Standard tables</li><li>– <i>If time : additional options</i></li></ul></li></ul>



## No 20- Ms Excel : Managing listes

### *Module Functions linked to functions*

<b>Objective</b>	Extract specific data from your lists
<b>Target users</b>	Users regularly working with lists of records : a list of clients, of supplies, of sales .... These lists used to be called "database" until MS-ACCESS became available
<b>Pre-requisite</b>	You need to have attended the module 19 or have equivalent skills
<b>Contents</b>	<ul style="list-style-type: none"><li>• The VLOOKUP, HLOOKUP, LOOKUP functions To retrieve a given field from the list of records. Sometimes the "list" looks more like a "table" : change rates, sales codes and so on"</li><li>• The INDEX function To retrieve the data located at a given intersection (row/column) in a list built as a table. Often combined with combo boxes (drop-down lists) form controls.</li><li>• The D functions ... (DSUM, DAVERAGE, DCOUNT ...) To add, count ... the records matching the conditions set in a criteria zone (see Module 1 : advanced filter).</li><li>• The SUBTOTAL function<ul style="list-style-type: none"><li>– Build manually</li><li>– Automatic if the list has been defined through the new Office 2003 Create list command.</li></ul></li></ul>



## No 21 - Ms Excel : Projections and simulations

<b>Objective</b>	Master the tools that will help you to analyze how the result of a function varies if you change one or more of its precedents.
<b>Target users</b>	For <u>intensive</u> users !
<b>Pre-requisite</b>	<p>It is necessary to be familiar with building functions including 1, 2 or more arguments (such as a SUM, MIN, MAX, IF, IF combined with AND/OR etc ...</p> <p>The FORMULAS AND INTRODUCTION TO FUNCTIONS and the MORE INTO DETAIL WITH FUNCTIONS workshops</p>
<b>Contents</b>	<p><b>Scenarios</b> : change one or more precedents and analyze how the function result vary</p> <p><b>Reports</b> : print scenarios</p> <p><b>Tables</b> : create a table that will display all the possible results when one or two precedents are modified</p> <p><b>Goal seek</b> : simple "rule of three" ! Ask Excel to set how a precedent should be modified to obtain a given result for a formula/function</p> <p><b>Solver</b> : Excel modifies one or more constant values used into a formula/function in order to obtain a given result. Caution : the solver function is not a "marketing" tool, it is rather a mathematical tool used to optimize equations.</p>

**THÈME 4 :  
AUTOMATING YOUR WORK**



## No 22 - Ms Excel : Templates

<b>Objective</b>	Create templates - for your own use or for your team (dept, company ...). They will include pre-set texts, formats, layout, formulas and so on
<b>Target users</b>	For users in charge of the company's templates or regularly working with files of similar content
<b>Pre-requisite</b>	<p>The 2 DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills.</p> <p>Fairly good knowledge of Windows tools because this workshop deals with <i>network drives, folders and files</i>.</p>
<b>Contents</b>	<ul style="list-style-type: none"><li>• Since OFFICE 2002 and 2003 : create a new workbook using an existing one</li><li>• The TEMPLATES functionality<ul style="list-style-type: none"><li>– The 3 types of templates and their default storing address</li><li>– Save an existing workbook as a template</li><li>– Check and change the default file location for the user templates or the company's (workgroup) templates</li><li>– Create a new workbook based on a given template</li></ul></li><li>• Prepare formulas and functions</li><li>• Add comments</li><li>• Use data validation to help fill-in a "form"</li><li>• Protect cells</li><li>• Protect the sheet but allow some specific commands (new in Office 2003)</li><li>• Create simple macros<ul style="list-style-type: none"><li>– Record</li><li>– Set buttons that will call an assigned macro (the button can be on th worksheet - in a given toolbar ...)</li></ul></li></ul>



## No 22 - Ms Excel : Forms

### Objective

Create templates - for your own use or for your team (dept, company ...). They will include form controls (linked or not).

### Target users

For users in charge of the company's templates or regularly working with files of similar content

### Pre-requisite

You need to have attended the module 22 or have equivalent skills.

### Contents

- A Word or an Excel form ? How to choose ? : brief outlook on Word forms
  
- Forms containing form controls
  - Check box
  - Option button
  - Combo box
  - Spinner
  - etc ...
  
- Link cells

**VBA : not covered in this workshop**



## No 24- Ms Word : Templates

<b>Objective</b>	Create templates - for your own use or for your team (dept, company ...). They will include pre-set texts, formats, layout, fill-in boxes and so on
<b>Target users</b>	For users in charge of the company's templates or regularly working with files of similar content
<b>Pre-requisite</b>	<p>The 2 DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills.</p> <p>Fairly good knowledge of Windows tools because this workshop deals with network drives, folders and files.</p>
<b>Contents</b>	<ul style="list-style-type: none"><li>• Since OFFICE 2002 and 2003 : create a new workbook using an existing one</li><li>• The TEMPLATES functionality<ul style="list-style-type: none"><li>– The 3 types of templates and their default storing address</li><li>– Save an existing workbook as a template</li><li>– Check and change the default file location for the user templates or the company's (workgroup) templates</li><li>– Create a new workbook based on a given template</li></ul></li><li>• The FILLIN field code or the fill-in boxes</li><li>• The field code : <a href="#">[Click here]</a></li></ul>



## No 25- Ms Word : Forms

### Objective

Create templates - for your own use or for your team (dept, company ...). They will include form controls.

### Target users

For users in charge of the company's templates or regularly working with files of similar content

### Pre-requisite

You need to have attended the module 24 or have equivalent skills.

### Contents

- Introduction to macros
- Reminder : tables
- Form controls
  - Text box
  - Check box
  - Combo box
  - Format the control
  - Activate the form by protecting the document
  - Set some portions of the form that users will be allowed to modify

**VBA : not covered in this workshop**

**THEME 5 :  
SHARE AND ORGANIZE**



## No 28 - Ms Word : Sharing (Track changes) and Securing (Protection)

<b>Objective</b>	The Track Changes command : share the document, show the modifications, accept or reject them etc ... Protect your documents (formatting or editing restrictions) when you share files with other users.
<b>Target users</b>	Users working in collaboration with other users, internally or externally
<b>Pre-requisite</b>	The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills <u>It is necessary to use Word regularly and be familiar with all basic operations</u>
<b>Contents</b>	<ul style="list-style-type: none"><li>• Track Changes<ul style="list-style-type: none"><li>– Document shared over the network<ul style="list-style-type: none"><li><i>Set Track Changes</i></li><li><i>Modify</i></li><li><i>Accept/Reject modifications</i></li></ul></li><li>– Share a document and make copies<ul style="list-style-type: none"><li><i>Set Track Changes on the original document</i></li><li><i>Create copies</i></li><li><i>Modify</i></li><li><i>Final merge</i></li></ul></li><li>– Track Changes over the mail<ul style="list-style-type: none"><li><i>Set Track Changes</i></li><li><i>The recipient modifies the document</i></li><li><i>The recipient sends the document back to the sender</i></li><li><i>The "owner" accepts/rejects the changes</i></li></ul></li><li>– Rarely used : routing</li></ul></li><li>• Special "sharing"<ul style="list-style-type: none"><li>– Comments</li><li>– Versions</li></ul></li><li>• Protection<ul style="list-style-type: none"><li>– The Read-Only attribute</li><li>– Protect the file<ul style="list-style-type: none"><li><i>Read-only recommended</i></li><li><i>Password to open</i></li><li><i>Password to modify</i></li></ul></li><li>– Internal protection<ul style="list-style-type: none"><li><i>Formatting restrictions</i></li><li><i>Editing restrictions</i></li><li><i>No modification</i></li><li><i>Filling forms</i></li></ul></li></ul></li></ul>



## No 29 - Ms Excel - PowerPoint : Sharing (Track change) and Security (Protection)

<b>Objective</b>	<p>The Track Changes command : share the workbook, show the modifications, accept or reject them etc ...</p> <p>Protect your workbooks (cells, sheets or the whole file) when you share files with other users.</p> <p>Same for PowerPoint but there are fewer options.</p>
<b>Target users</b>	<p>Users working in collaboration with other users, internally or externally and having to protect totally or partially their data</p>
<b>Pre-requisite</b>	<p>The DISCOVER EXCEL module or the EXCEL TIPS AND HINTS workshop or equivalent skills</p> <p><u>It is necessary to use Excel regularly and be familiar with all basic operations</u></p>
<b>Contents</b>	<p><b>EXCEL</b></p> <ul style="list-style-type: none"><li>• Track Changes<ul style="list-style-type: none"><li>– Share the workbook</li><li>– Modify and accept/reject the changes</li><li>– Merging workbooks</li><li>– Track changes over the mail</li></ul></li><li>• Protection<ul style="list-style-type: none"><li>– The Read-Only attribute</li><li>– File protection</li><li>– Internal protection</li></ul><p><i>Read-Only recommended Password to open / modify</i></p><p><i>Cell status Free ranges of cells Command protection Workbook structure</i></p></li></ul> <p><b>POWERPOINT (IN SHORT)</b></p> <ul style="list-style-type: none"><li>• Track Changes<ul style="list-style-type: none"><li>– No Track Changes command</li><li>– Make copies of a presentation, save into a shared network folder, modify and finally merge</li><li>– Send a presentation for review to a recipient that will modify it and return it to you</li></ul></li><li>• "Special sharing" : the .PPS extension</li><li>• Protection</li></ul>



## No 30 – Special sharing : trough the PDF format Adobe Acrobat Professional/Standard 6.0/higher *Convert , protect and touchup*

 **Special : 1 day**

**Objective** This workshop is not designed to teach you how to use Acrobat extensively. Its purpose is simply to help you properly convert your Office files (Word, Excel and PowerPoint) and may be protect them. It will also introduce you to some Acrobat TouchUp tools.

**Target users** Users having to convert Office files and receiving PDF files that they need to “modify”.

**Pre-requisite** Be familiar with Word and Excel

**Contents** **CONVERT AND PROTECT**

- What is the PDF format and what is a “conversion”
- Classical conversion : a Word document
  - Conversion settings
  - Protection
- Non OFFICE conversions : picture files
- Convert using the PRINT command
- Convert directly from within Acrobat
  - Single files
  - Multiple files (.doc, .xls and .jpg for instance)

### **ACROBAT**

- After the conversion : basic navigation and viewing tools
- Printing
- Text touchup (objects if version is PRO)
- Copy-paste elements from a PDF document and paste them into another program such as Word.
- Working with pages
- Working with bookmarks
- Header & Footer, watermark ...



## No 31 – Adobe Acrobat Professional/Standard 6.0/higher : *Advanced functions*

 **1/2 day**

*Contents will be setup according to the participants needs. The chapters listed below are given as examples*

<b>Objective</b>	This workshop follows the previous one and covers Acrobat advanced functions
<b>Target users</b>	For users regularly working with PDF documents – their own converted documents or documents they receive from the outside.
<b>Pre-requisite</b>	The previous ACROBAT – CONVERT AND PROTECT module or equivalent skills
<b>Contents</b>	<ul style="list-style-type: none"><li>• Reminders : touchup tools (text or object), selecting, copy-paste etc ...</li><li>• Special conversions<ul style="list-style-type: none"><li>– Direct Mail Merge to Acrobat</li><li>– Scanning and OCR</li><li>– Web pages</li></ul></li><li>• Links : table of contents – to another PDF document - web<ul style="list-style-type: none"><li>– Modifying an existing link (appearance or linked action)</li><li>– Creating a new link</li></ul></li><li>• Commenting a PDF document</li><li>• Reviewing</li><li>• Signing, certifying, encrypting</li><li>• Introduction to Acrobat forms (not Designer)</li></ul>



## No 32 : Sharing over the mail : the Internet security issues

<b>Objective</b>	Sending/receiving mail has become a second nature to practically all of us ! This workshop purpose is to analyze in depth the risks related to outgoing and incoming mail and to surfing, purchasing .... on Internet.
<b>Target users</b>	Every user !
<b>Pre-requisite</b>	Be familiar with computer tools
<b>Contents</b>	<ul style="list-style-type: none"><li>• Social Engineering : what does this mean ?</li><li>• What is PHISHING and how to avoid it</li><li>• Using INTERNET EXPLORER in secure mode</li><li>• The various types of attack<ul style="list-style-type: none"><li>– Viruses</li><li>– Worms</li><li>– Trojan horses</li><li>– Logical bombs</li><li>– Hoax</li><li>– Spyware</li><li>– Keyloggers</li></ul></li><li>• Pop-up windows<ul style="list-style-type: none"><li>– Dangerous ?</li><li>– How to block them</li></ul></li><li>• Spamming<ul style="list-style-type: none"><li>– Why and what effects</li><li>– Anti-spam programs</li></ul></li></ul>



## No 33 : OFFICE / ACROBAT – About security

### IMPORTANT NOTE :

This workshop is an extraction from workshops 27-28-29. Indeed, the security issues are part of their contents but it is covered one program at a time and while explaining fully the TRACK CHANGES functionality for numbers 27-28 and converting to the PDF format for number 29. This workshop only covers the Track Changes functionality in terms of security (it is briefly explained) and covers the protection techniques for common Office files such as Word docs and Excel workbooks (external or internal protection).

### Objective

Security issues are usually the responsibility of your network administrator (virus, spam ...) or of your security manager. Nevertheless it is important to know more about the security implications linked to the TRACK CHANGES function in Word or Excel. Also important to master the techniques to protect files – and be aware of their limits. Nowadays PDF documents are becoming common. Therefore it is useful to know a little bit more about the possibilities Acrobat offers when converting an Office file into a PDF document.

### Target users

User shaving to deal with security issues in Office when they use a file set in active TRACK CHANGES mode, when they need to protect some given cells in an Excel workbook and so on.

### Pre-requisite

Regular Office users (mainly Word and Excel)  
Some basics about Acrobat Standard or Pro : a plus.

### Contents

- The TRACK CHANGES functionality in Word
  - Share and set the document in Track Changes mode
  - Accept / Reject the changes
  - Protect the Track Changes mode
  - Security issues
- Rarely used but potentially dangerous : VERSIONS in Word
- The TRACK CHANGES functionality in Excel and PowerPoint
  - What is specific to Excel and PowerPoint
  - Security issues
- Protecting the access to an Office file
- Internal protection for a Word document
- Internal protection of an Excel workbook
- Protection when converting to the PDF format



## No 34 - Ms Excel : Project managing (Tasks Follow-up)

<b>Objective</b>	Manage small projects using standard Excel tools
<b>Target users</b>	Users who need to manage small projects such as a list of tasks or other activities and their follow-up but who do not want or cannot use MS-PROJECT
<b>Pre-requisite</b>	<p>To start with : be familiar with all basic Excel commands</p> <p>The CHARTS (IN DEPTH) workshop or equivalent skills</p> <p>The FORMULAS AND INTRODUCTION TO FUNCTIONS workshop and the MORE INTO DETAILS WITH FUNCTIONS workshop or equivalent skills.</p> <p>Some notions about how to draw shapes : an advantage</p>
<b>Contents</b>	<p><b>What Excel does not do !</b></p> <p><b>What Excel can do !</b></p> <ul style="list-style-type: none"><li>• Set the tasks linked to a small project</li><li>• Method 1 - simple cell filling<ul style="list-style-type: none"><li>– <b>Functionality : dates and conditional format</b></li></ul></li><li>• Method 2 - Gantt chart created with shapes<ul style="list-style-type: none"><li>– <b>Functionality : master how to draw shapes</b></li></ul></li><li>• Method 3 - A standard Excel chart turned into a Gantt chart<ul style="list-style-type: none"><li>– <b>Functionality : master how to modify the basic chart to show the specific Gantt elements</b></li></ul></li><li>• Method 4 - Use a ready-made activities follow-up with integrated macros<ul style="list-style-type: none"><li>– <b>Functionality : filter and macros</b></li></ul></li></ul>



## No 35 - Ms Windows : Organizing your files

<b>Objective</b>	Set an <u>efficient and fast</u> method to structure and access your files						
<b>Target users</b>	All users who wish to improve how they <i>organize the information</i>						
<b>Pre-requisite</b>	You should be familiar with common Windows commands such as creating, renaming, moving a folder or a file						
<b>Contents</b>	<table><tr><td><b>The Windows Explorer</b></td><td><ul style="list-style-type: none"><li>– Display the files extensions or not</li><li>– List, details ... view <u>by default for all folders</u></li><li>– The classical : create, rename, move/copy but using the mouse right button !</li><li>– Search and find .... Fast !</li><li>– An intelligent tree or "file structure"</li><li>– Give your files a well-thought name</li></ul></td></tr><tr><td><b>Office</b></td><td><ul style="list-style-type: none"><li>– Save a file directly on the Desktop or create a shortcut on the Desktop ?</li><li>– My default Office folder</li><li>– My other default folders</li><li>– My personal templates</li> <li>– Insert the file "path" into a file</li></ul></td></tr><tr><td><b>Windows</b></td><td><ul style="list-style-type: none"><li>– Optimize your START menu</li><li>– Faster with the Quick Launch Toolbar</li><li>– Check the documents you have opened recently</li></ul></td></tr></table>	<b>The Windows Explorer</b>	<ul style="list-style-type: none"><li>– Display the files extensions or not</li><li>– List, details ... view <u>by default for all folders</u></li><li>– The classical : create, rename, move/copy but using the mouse right button !</li><li>– Search and find .... Fast !</li><li>– An intelligent tree or "file structure"</li><li>– Give your files a well-thought name</li></ul>	<b>Office</b>	<ul style="list-style-type: none"><li>– Save a file directly on the Desktop or create a shortcut on the Desktop ?</li><li>– My default Office folder</li><li>– My other default folders</li><li>– My personal templates</li> <li>– Insert the file "path" into a file</li></ul>	<b>Windows</b>	<ul style="list-style-type: none"><li>– Optimize your START menu</li><li>– Faster with the Quick Launch Toolbar</li><li>– Check the documents you have opened recently</li></ul>
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## No 36 - Ms Outlook : Organizing and sharing

### Objective

Manage your Mailbox by choosing the right view and setting a clear "structure" for your messages

Set an appropriate archiving policy

Share your Mailbox, your Calendar, your Contacts ...

Share through the Public Folders

### Target users

All users familiar with Outlook but wishing to master their Outlook environment through more "advanced" features.

### Pre-requisite

The OUTLOOK DISCOVER module or equivalent skills

### Contents

- Organize your work
  - Master the pre-set views
  - Assign categories
  - Sort out by creating a "tree" just like in the Explorer
  
- Archive
  - AutoArchiving ? Advantages and weaknesses
  - Local .pst file ? Advantages and weaknesses
  - Mail box cleanup : manually or using the Mailbox Cleanup command
  
- Share
  - Share your calendar, your contacts ...
  - Group schedules in the Calendar
  - Access rights
  - Open another Mailbox in your own "tree"
  - Public Folders