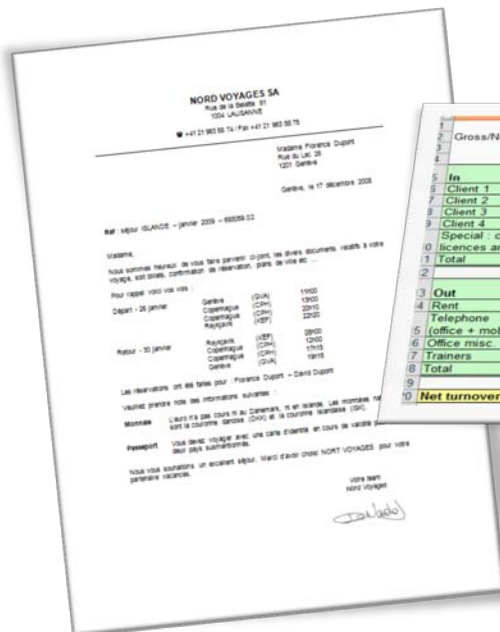


Our *Discover* modules and Theme-oriented workshops



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	31.01.2008	28.02.2008	31.03.2008	30.04.2008	31.05.2008	30.06.2008
In						
Client 1	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00
Client 2	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00
Client 3	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00
Client 4	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00
Special : coaching, selling licences and so on	SFr. 7'000.00	SFr. 8'000.00	SFr. 4'000.00	SFr. 9'000.00	SFr. 11'000.00	SFr. 3'000.00
Total	SFr. 30'500.00	SFr. 31'000.00	SFr. 27'000.00	SFr. 32'000.00	SFr. 34'500.00	SFr. 26'000.00
Out						
Rent	SFr. 600.00	SFr. 600.00	SFr. 600.00	SFr. 600.00	SFr. 600.00	SFr. 600.00
Telephone (office + mobiles)	SFr. 300.00	SFr. 300.00	SFr. 300.00	SFr. 300.00	SFr. 300.00	SFr. 9'000.00
Office misc.	SFr. 250.00	SFr. 250.00	SFr. 250.00	SFr. 250.00	SFr. 250.00	SFr. 10'000.00
Trainers	SFr. 2'000.00	SFr. 5'000.00	SFr. 2'000.00	SFr. 9'000.00	SFr. 5'000.00	SFr. 15'000.00
Total	SFr. 3'150.00	SFr. 6'150.00	SFr. 3'150.00	SFr. 10'150.00	SFr. 6'150.00	SFr. 34'600.00
Net turnover	SFr. 26'850.00	SFr. 24'850.00	SFr. 23'850.00	SFr. 21'850.00	SFr. 27'850.00	SFr. 8'600.00



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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 Window 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 2007 – Daily correspondence - 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 2007 environment
 - The Ribbon
 - The QUICK ACCESS toolbar
 - How to customize the status bar
 - Themes (in short)
 - Managing the viewing tools
 - Typing
 - The various auto-correct features
 - Spelling and other language tools
 - Special characters and other symbols
 - How to insert the date
 - Multiple cancelling
 - Moving and selecting
 - Formatting
 - Characters
 - Paragraphs
 - Indents and alignment*
 - Tabs*
 - Bulleted/numbered lists*
 - Borders*
 - Copy/cut/paste
 - Traditional
 - The special Office Clipboard
 - Find and replace options
 - Global page layout
 - Margins, orientation ...
 - Header and footer (simple)
 - Print preview and print
 - How to print a label or an envelope
 - Managing files
 - The new Office button and its dialog box
 - The new Office 2007 file format
 - Save, close, open ... a document
 - Arrange documents on the screen
 - Send a document by mail



Discover Ms Excel 2007 – Standard tables - *one day*

Objective	Master Excel to create simple tables (that can be printed on one page only and with very simple calculations)
Pre-requisite	Be familiar with the common Windows tools
Contents	<ul style="list-style-type: none">• The 2007 environment<ul style="list-style-type: none">– The Ribbon– The QUICK ACCESS toolbar– How to customize the status bar• The themes (in short)• Managing the viewing tools• The first commands<ul style="list-style-type: none">– Move– Select– Typing rules– Dates– Edit / Delete the content / format– Auto-fill• Structure<ul style="list-style-type: none">– Height / width for rows and columns– Delete / insert rows or columns• Text and number formats• Copy/cut/paste<ul style="list-style-type: none">– Traditional : Excel special features– The Office Clipboard• Find and replace commands• Formulas and simple functions<ul style="list-style-type: none">– How to create, edit, copy ... a formula– Introduction to simple functions (SUM)• Global page layout and printing options<ul style="list-style-type: none">– Margins, orientation ...– Print preview and print• Managing files<ul style="list-style-type: none">– Manage sheets– The Office button and its dialog box– The new Office 2007 file format– Save, close, open ... a document– Send a document by mail



Discover Ms Excel 2007 – 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. Make sure that formulas are secured when copying them.

Pré-requis

The previous DISCOVER EXCEL – SIMPLE TABLES or equivalent skills

Contenu

- Large tables : global page layout and print
 - The PAGE BREAK PREVIEW mode
 - Insert, delete page breaks
 - Print titles
 - Special layouts
- Special number formats
- Conditional formats
- "Table" formats
- Inserting and managing comments
- Copy-paste a range of cells with a link
- Sorting
- Formulas and functions
 - Relative and absolute references
 - Common functions such as SUM, AVERAGE, MIN, MAX
 - How to name cells
- Navigating – Arranging - Comparing
 - Split or freeze
 - Arrange several open workbooks
 - Arrange the workbook active sheets
 - Hide a sheet
 - Compare two workbooks side by side
 - Create a workgroup to help global data entry



Discover Ms PowerPoint 2007 – 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 fast and global commands

Pre-requisite

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

Contents

- Reminder about the Office 2007 environment
- Creating a presentation
 - Basic concepts
 - Themes
 - Create a new presentation
 - Create a presentation based on a template
 - Assign a template or a theme to an existing presentation
 - Modify the presentation background
 - Orientation and page layout
 - Add a footer on the slides
 - Special : create a photo album
- Viewing – Navigating – Cut/Copy/Paste options
- Creating slides – Creating objects
 - Insert a new slide
 - Reuse existing slides
 - Use an outline
 - Change the slide layout
 - TEXT object
 - TABLE object
 - CHART object
 - SMARTART object
 - PICTURE object
 - Reset the layout
- Managing objects
 - Selection and visibility
 - Copy – move – delete
 - Gridlines, grid and guides
 - Arrange objects : foreground, background, alignment ...
 - Format

- The Slide Master
 - The main master and its layouts
 - Create and manage new layouts
- Transitions – Slideshow – Printing
- Managing files
 - Save, close, open a presentation
 - Arrange several presentations
 - Send the presentation by mail



Discover Ms Outlook 2007 – Mail and Contacts - *one half-day*

- Objective** Master the various mailing features to go beyond the daily 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
 - Viewing options and navigation
 - Outlook Today
 - Create and send a message
 - Recipients*
 - Text format*
 - Attachments*
 - Flags*
 - Sending options*
 - Signatures
 - Address books and distribution lists
 - Receive a message
 - Manage the attached files*
 - Flag a received message*
 - Set rules for incoming mail
 - Manage your Inbox when you are out of the Office
 - Instant search
 - Sort out messages in sub-folders
 - The To-Do Bar
 - Contacts
 - Create a contact
 - Create a contact from a received message
 - Update a contact
 - Sort out contacts in sub-folders
 - Print contacts



Discover Ms Outlook 2007 – Calendar, Tasks and Notes – *one half-day*

Objective

Manage your time schedule with the Calendar
Manage your job duties with tasks
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 basic mail commands

Pre-requisite

The DISCOVER OUTLOOK – MAILING FEATURES AND CONTACTS module or equivalent skills

Contents

- Tasks - Notes

- Calendar
 - View and navigate
 - Appointments and events – simple/recurring
 - Plan meetings
 - Send a Calendar via email

- Organizing your work
 - Master views
 - Assign categories
 - Master how to sort out and delete old or heavy items
 - Manually deleting*
 - Archiving*
 - .pst files*

If time – introduction to sharing options

- Sharing
 - Share one of the *default folders* in read-only mode (Calendar, Contacts but not Inbox)
 - Grant higher rights – Share your Inbox
 - Delegation
 - Group schedules
 - Public folders

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 in the program.

THEMES

Voici les thèmes et les ateliers correspondants :

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 AUTOMATE, SECURE, SHARE, ORGANIZE



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 1-1 - Ms Word 2007 : Tips & Hints

Objective	Refresh and update your basic skills. Add useful tips and hints to create standard documents such as letters, memos, faxes and so on.
Target users	For users familiar with Word but having learned by themselves or having attended a course a long time ago ces
Pre-requisite	Regular use of Word basic command
Contents	<ul style="list-style-type: none">• Typing hints<ul style="list-style-type: none">– Overwrite mode on by error– Auto-correct options to undo or turn off– Nonbreaking space and hyphen– Date and time : frozen or automatically updated ?– AutoText entries– Spell check, grammar check• Paragraph setup<ul style="list-style-type: none">– Tabs– Indents– A special indent : the hanging indent– Master bullets and numbering– Master borders– How to apply a hierarchy to a few paragraphs• Page setup<ul style="list-style-type: none">– Header and footer– How to modify in Print Preview– Print• Manage documents<ul style="list-style-type: none">– Create a new document using an existing one– Manage documents (delete, rename, copy) inside the SAVE AS / OPEN dialog box– Shortcuts to your personal folders• The "magical" keyboard shortcuts but in particular :<ul style="list-style-type: none">– Shortcut to remove the character formatting– Shortcut to remove the paragraph formatting



No 1-2 - Ms Word 2007 : Tables

Objective

Master Word tables

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

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 ...

Pre-requisite

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

Contents

- Creating and managing a table
 - Create using the table grid
 - Create using a dialog box
 - Draw a table
 - Convert text to table
 - Create using a preset sample
- Working with the mouse
 - Selection
 - Row or column width/height
 - Change table size as if it was a picture
- DESIGN Tab : the format options
 - Apply a preset style
 - Clear the table style
 - Modify the format, the fill, the border ...
 - Modify a preset style / create a custom style
- LAYOUT Tab : working more deeply in the table
 - Selection and gridlines
 - Insert / delete rows and columns
 - Merge / split cells
 - Autofit / distribute rows/columns evenly
 - Text alignment / cell margins
 - Sort
 - Set a header row
- Working on the paragraph when inside a cell
- Converting a table into a floating object
 - Freely place a table on the page
 - Wrap text around a table
- Inserting a table inside a cell
- Inserting an Excel table (called an OLE object)



No 1-3 - Ms Word 2007 : Long documents I

(hierarchize a document into chapters – insert a table of contents)

Objective	Create a simple hierarchy in the document : apply levels, number them and insert a table of contents
Target users	Users having to create a report, a business offer, a user reference guide and so on
Pre-requisite	The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills Regularly using Word
Contents	<ul style="list-style-type: none">• Managing styles<ul style="list-style-type: none">– Create, apply, modify a style– The Styles Pane– Styles and themes– Apply a style set• Numbering titles<ul style="list-style-type: none">– Apply one of the pre-set types– Customize the chosen type• The Outline mode• Inserting a table of contents<ul style="list-style-type: none">– Field codes : reminder– Create– Update– Tables of contents and styles• Useful navigation tools<ul style="list-style-type: none">– Document Map– Thumbnails– The Browse object tool



No 1-4 - Ms Word 2007: Long documents II

(sections, footnotes, cross-references ...)

This workshop is linked to the previous one. Our advice is to attend both in order to fully master the functionalities related to long documents.

Objective

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

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

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

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 LONG DOCUMENTS I module or equivalent skills.
Regularly using Word.

Contents

- Section
 - Definition and use
 - Create a section
 - Usual cases : column format, margins, orientation, header and footer etc ...
- Notes
- Cross-references
 - Field codes : reminder
 - Insert a cross-reference to a standard item such as a heading, a table ...
 - Insert a cross-reference to a bookmark
 - Special cross-reference : a hyperlink
 -
- Other tools useful with long documents
 - Compare two documents side by side
 - Split the document window
- Page layout tools
 - Title and text to keep together
 - "Section" title placed vertically in the middle of the page
 - Insert a cover page
- Special page layouts
 - Columns format
 - Hyphenation
 - Add a page border
 - Create and manage a watermark



No 1-5 - Ms Word : Illustrated documents

Objective	Create documents including pictures
Target users	Users having to create a commercial advertising brochure including a logo, a printed watermark, a user reference guide including screen captures and so on...
Pre-requisite	The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills Regularly using Word
Contents	<ul style="list-style-type: none">• Inserting pictures• The new SmartArt• Using WordArt• A special object : an equation• Characteristics of cliparts, picture files, WordArt ...• Drawn shapes• Preset text boxes• Drop-cap• Rules related to pictures and specific to Word<ul style="list-style-type: none">– Floating pictures : placing– Floating pictures : text wrapping– The role of the anchor• Creating a drawing canvas• OLE objects<ul style="list-style-type: none">– A PowerPoint slide– An Excel table– An Excel chart• Ungrouping a vector clip• Copy-paste a graphic item from another program<ul style="list-style-type: none">– Default format when pasting– Other possible formats– Link to the source file (DDE) and manage the link



No 1-6 - Ms Word 2007 : Mail merge

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	<ul style="list-style-type: none">• Field codes<ul style="list-style-type: none">– Nature– Update• Reminder : envelopes and labels outside mail merge process• Simple mail merge<ul style="list-style-type: none">– Create the "main document"– Create the list of recipients<ul style="list-style-type: none"><i>Default .mdb file</i><i>An existing Word file</i><i>An existing Excel file</i>– Merge• Customize<ul style="list-style-type: none">– Conditional contents– Text to be added when merging (the {FILLIN} field code)



No 1-7 - Ms PowerPoint : Attractive and well-built presentations – *Standard presentations*

Objective	The main objective is to help you improve <u>how you create and manage a standard presentation</u>
Target users	For regular PowerPoint users but having learned by themselves or having attended a course a long time ago. Also particularly interesting for Office 2003 users after a migration.
Pre-requisite	You need to be familiar with PowerPoint
Contents	<p>A good refresh on the following functionalities</p> <ul style="list-style-type: none">• Slideshow that will remind you of the basic rules that PowerPoint professionals recommend• Creating a new presentation<ul style="list-style-type: none">– Reminder : basic concepts– Themes– Create a presentation based on a template– Special : create a photo-album– Assign a template or a theme to an existing presentation– Modify the presentation background– Orientation and page layout– Add a footer on the slides• View modes• Creating slides – Creating objects<ul style="list-style-type: none">– Insert a new slide– Reuse existing slides– Use an outline– Change the slide layout– Objects : <i>Text, Table, Chart, SmartArt and Picture</i>• Managing objects<ul style="list-style-type: none">– Selection and visibility– Gridlines, grid and guides– Arrange objects : foreground, background, alignment ...– Format• The Slide Master<ul style="list-style-type: none">– The main master and its layouts– Create and manage new layouts• Transitions – Slideshow – Printing



No 1-8 - Ms PowerPoint : Attractive and well-built presentations – *Advanced functions*

Objective	The main objective is to help you <u>master the various PowerPoint advanced functions</u>
Target users	For regular PowerPoint users wishing to go deeper and learn advanced functionalities.
Pre-requisite	You need to have attended the module 1-7 or have equivalent skills
Contents	<ul style="list-style-type: none">• Animations • Special objects<ul style="list-style-type: none">– Create an object by pasting it from Word or Excel : important implications (weight – link)– Insert a drawn shape– A special shape : a text box– Insert a WordArt object– Insert a multimedia object (video file)– Insert a sound object– Assign an action to an object– Create a hyperlink– OLE objects • Custom themes • Masters others than the Slide Master (Handout Master, Notes Master) • Applying more than one theme in the presentation • Creating a new Slide Master • Creating a template

THEME 2 :

**TABLES, CALCULATIONS AND
CHARTS**



No 2-1 - Ms Excel : Tips & Hints

Objective	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)
Target users	For users having learned by themselves or having attended a course a long time ago
Pre-requisite	You need to be familiar with Excel
Contenu	<ul style="list-style-type: none">• Typing hints<ul style="list-style-type: none">– Date and time : frozen or automatically updated ?– Special autofill series– Serial numbers behind dates– Insert a line break inside a cell– Number stored as text– Clear a cell (not only the contents)– Find and replace• Structure<ul style="list-style-type: none">– Handy shortcuts to insert/delete rows/columns– Auto-fit• Copy-Paste : Excel particularities<ul style="list-style-type: none">– Paste as values– Paste link– Transpose• Formatting hints<ul style="list-style-type: none">– Table formats– Number formats– Merge and center cells– Wrap text– Text indent– Conditional formats–• Adding comments• Managing sheets• Global page layout<ul style="list-style-type: none">– Header and footer– Split and freeze– Page Break Preview – Page breaks– Fit 1 by 1, Print area• Easy mathematical formulas and the SUM function



No 2-2 - Ms Excel : Formulas and Introduction to functions

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



No 2-3 - Ms Excel : Deeper into functions I

Objective	Master functions more complex than SUM, AVERAGE, MIN ...
Target users	Users regularly creating tables including common calculations and simple functions but needing to extend their knowledge to more sophisticated functions : if, nested ifs, rounding functions for a price list, search functions for a list ...
Pre-requisite	The FORMULAS AND INTRODUCTION TO FUNCTIONS workshop or equivalent skills
Contents	<ul style="list-style-type: none">• Logical functions<ul style="list-style-type: none">– Reminder : simple IF– IF combined with AND/OR– Nested ifs• Mathematical functions<ul style="list-style-type: none">– 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)<ul style="list-style-type: none">– VLOOKUP– HLOOKUP• <i>If time : the text functions</i><ul style="list-style-type: none">– MOD– CONCATENATE– LEFT/RIGHT/LEN/FIND



No 2-4 - Ms Excel : Deeper into functions II

This workshop is linked to the previous one. Our advice is to attend both in order to fully master Excel functions and their related tools.

Objective

Master using and managing dates : formats, using dates in formulas and various functions

Master conditional formats, often combined with functions

Master how to protect formulas and functions

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 previous module or at least the FORMULAS AND INTRODUCTION TO FUNCTIONS module or equivalent skills

Contents

- Dates
 - Formats
 - Subtract dates
 - Multiply a total of hours by an hourly rate
 - Convert from time format to decimal format and vice versa
 - Functions linked to dates
- Conditional formats
- Protecting formulas and functions
 - Protection through cell status
 - Protect the sheet
 - Protect the sheet but allow users to edit ranges



No 2-5 - Ms Excel : DEEPER INTO CHARTS

Objective	Fully master Excel charts
Target users	For users having to regularly create charts built on their data
Pre-requisite	The two DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills
Contents	<ul style="list-style-type: none">• Creating a standard chart• DESIGN Tab<ul style="list-style-type: none">– Modify the chart type (all or partially)– Switch row/column– Edit source data– Add or delete series– Chart location• LAYOUT Tab<ul style="list-style-type: none">– Selection a chart item– Titles, legend, data labels, axis etc ...– 3-D charts : special options– Pie charts : special options– Insert pictures or shapes–– Work on items deeper– Secondary axis– Error bars– Trendline• FORMAT Tab<ul style="list-style-type: none">– Work on the item "look"– Shape styles and WordArt styles– Foreground, background, selection pane etc ...• Creating a template (custom chart)• Printing• Less common charts<ul style="list-style-type: none">– Bars– Area– Scatter– Radar– Stock– Bubble



No 2-6 - Ms Excel : Consolidations – Links between cells or ranges of cells – Outline mode ...

Objective	Master how to work on several worksheets at the same time Master how to add, multiply ... data across worksheets Create links between sheets (two cells or ranges of cells) How to “hide” data correctly
Target users	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.
Pre-requisite	The two DISCOVER EXCEL modules or the EXCEL TIPS AND HINTS workshop or equivalent skills.
Contents	<ul style="list-style-type: none">• Group several worksheet so that any operation performed (typing, formatting ...) is applied simultaneously on all worksheets• Consolidation through 3D references (example : a sum across several worksheets)• Consolidation through DATA - CONSOLIDATE (sum, average ... across worksheets where the source tables are not necessarily of the same structure)• Links between two cells with the = sign• Copy-paste a range of cells but keeping a dynamic link with the source data.• “Hiding” data correctly<ul style="list-style-type: none">– Hiding rows or columns <i>advantages and drawbacks</i>– Creating an Outline <i>advantages and drawbacks</i>– Custom views <i>an interesting alternative</i>• Rearrange the workbook sheets on screen and save this configuration• Compare two workbooks side by side



No 2-7 - Ms Word and MS-Excel : Hints and tips for Word and Excel tables

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.

Target users

For users working already with Word or Excel tables

Pre-requisite

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

Contents

- **Word**
 - Custom table format
 - Change the column width without affecting the next one
 - Split the table
 - Set a header row
 - Set tabs into one or more cells
 - Add data
 - Etc

 - Using the pencil and the eraser : tools often ignored

 - Tables as powerful page layout tools

 - The table as a floating object
 - Insert a table inside a cell
- **Excel**
 - Number stored as text
 - Date and time : frozen or automatically updated ?
 - Special autofill series
 - Insert a line break inside a cell and wrap text
 - Clear a cell (not only the contents)
 - Text indent
 - "magical" keyboard shortcuts
 - Copy-paste : options specific to Excel
 - Conditional formats
 - Split, freeze
 - Print area ?
 - Etc ...

THEME 3 :

ANALYSIS AND SYNTHESIS



No 3-1 - Ms Excel : Managing lists

Sort and filter

Objective	Master how to manage a list (add or sort records for ex) Master how to filter a list
Target users	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
Pre-requisite	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 3-1 or 3-2</i>
Contents	<ul style="list-style-type: none">• Adding a new record• Sorting records<ul style="list-style-type: none">– Simple sort– Multi-level sort (using more than one key, sorting on colors, icons or custom lists ...)• Removing duplicates• Setting as the list as DATA TABLE<ul style="list-style-type: none">– Manage the table– Insert a calculated column– Remove duplicates – Convert to range– Manage the table style– Dynamic subtotals• Filter (simple)<ul style="list-style-type: none">– By values found in the list : 1, 2, 3 ... criteria– By fill color / font / icon– Number or text criteria– Remove all criteria• Advanced Filter (using a criteria range)• <i>If time : data validation</i><ul style="list-style-type: none">– <i>Help data entry by forcing the nature of the data : forced date - date within current year only - whole number only</i>– <i>Help data entry with a drop-down list</i>



No 3-2- Ms Excel : Managing lists *Subtotals and Pivot tables*

Objective	Summarize/synthesize data from your lists : adding subtotals and creating pivot tables
Target users	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
Pre-requisite	You need to have attended the module 3-1 or have equivalent skills
Contents	<ul style="list-style-type: none">• Defining the list as a DATA TABLE – using dynamic subtotals• Subtotals integrated into the table<ul style="list-style-type: none">– Add one or more subtotals– Export results or apply formatting to results only• Outline mode• Pivot tables<ul style="list-style-type: none">– Create– Simple modification in the FIELD LIST– DESIGN Tab : modify layout and format– Sort and filter in the pivot table– OPTIONS Tab : working deeper on the pivot table



No 3-3- Ms Excel : Managing lists

Functions related to lists

Objective	Extract specific data from your lists
Target users	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
Pre-requisite	Ideal : you have attended the modules 3-1 or 3-2 or have equivalent skills. And if not : you need to master functions using 2 or 3 arguments such as (IF, COUNTIF, SUMIF for instance).
Contents	<ul style="list-style-type: none">• 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"• 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.• The SUBTOTAL function<ul style="list-style-type: none">– Build manually– Automatically a part of DATA TABLES



No 3-4 - Ms Excel : Projections and simulations

Objective	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.
Target users	For <u>intensive</u> users !
Pre-requisite	<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 DEEPER INTO FUNCTIONS I workshops</p>
Contents	<p>Scenarios : change one or more precedents and analyze how the function result vary</p> <p>Reports : print scenarios</p> <p>Tables : create a table that will display all the possible results when one or two precedents are modified</p> <p>Goal seek : 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>Solver : 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>

THEME 4 :
AUTOMATE



No 4-1 - Ms Excel : Automate I - *Templates, simple macros and protection*

Objective	Create templates - for your own use or for your team (dept, company ...). They will include pre-set texts, formats, layout, formulas and so on
Target users	For users in charge of the company's templates or regularly working with files of similar content
Pre-requisite	<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>
Contents	<ul style="list-style-type: none">• Default location for workbooks and pictures• Templates<ul style="list-style-type: none">– Create a new workbook based on an existing one– The .xltx or .xltn templates• Template with standard contents<ul style="list-style-type: none">– Prepare formulas and functions– Add comments– Help data entry with data validation• Template with simple macros<ul style="list-style-type: none">– Record a macro– Macro buttons• Protection<ul style="list-style-type: none">– Protection through cell status– Protect sheet but allow users to edit ranges– Protect sheet but allow specific commands• <i>If time</i> Global macros stored into the <i>personal macro workbook</i>



No 4-2 - Ms Excel : Automate II - *Forms*

This workshop is linked to the previous one. Our advice is to attend both in order to fully master Excel templates and their related tools.

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 previous workshop 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 4-3 - Ms Word : Automate I - *Templates*

Objective	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
Target users	For users in charge of the company's templates or regularly working with files of similar content
Pre-requisite	<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>
Contents	<ul style="list-style-type: none">• Templates<ul style="list-style-type: none">– Create a new document based on an existing one– The .dotx or .dotm templates• Word global template : Normal.dotm<ul style="list-style-type: none">– What can be customized• The template used by Outlook : NormalEmail.dotm• Managing templates<ul style="list-style-type: none">– Import/Export styles / macros– Attach an "old" .dot template ?• The other global templates<ul style="list-style-type: none">– Building Blocks.dotx– Custom theme• Template with standard contents<ul style="list-style-type: none">– FILLIN field codes (fill-in boxes)– Fields such as : [click here]



No 4-4 - Ms Word : Automate II – *Macros and form controls*

This workshop is linked to the previous one. Our advice is to attend both in order to fully master Word templates and their related tools.

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
 - Macros belonging to THIS document
 - Global macros (belonging to Normal.dotm)
- Templates containing form controls
 - Content controls
 - Form controls
 - ActiveX controls

VBA : not covered in this workshop

THEME 5 :

SHARE AND ORGANIZE



No 5-1 - Ms Word – Ms Excel and Ms PowerPoint : Sharing (Track Changes)

Objective	Turn on the track changes for a document or a workbook. Manage the modifications (display, accept or reject etc ...)
Target users	Users working in collaboration with other users, internally or externally.
Pre-requisite	The DISCOVER WORD module or the WORD TIPS AND HINTS workshop or equivalent skills <u>It is necessary to use Word and Excel regularly</u>

Contents

Word and Excel

- The Track Changes mode
 - Document or workbook shared over the network
 - Turn on Track Changes*
 - Modify*
 - Accept / reject modifications*
 - Turn off Track Changes*
 - Track Changes et privacy options
(*Word and Excel behave differently*)
 - Protecting Track Changes
(*Word and Excel behave differently*)
- Using comments for a simple "sharing"
- Comparing two files (Word or Excel) side by side (no Track Changes)
- Combine or merge 2 or more documents
 - Word : Track Changes does not need to be on*
 - Excel : Sharing is compulsory*

PowerPoint

No Track Changes
Adding comments is the only possibility



No 5-2 – Sharing through the PDF format : Adobe Acrobat Professional/Standard 7.0 or above *Convert, protect and touch up tools*

 **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

CONVERSION AND PROTECTION

- What is the PDF format and what is a “conversion”
- Converting through the Print command
- Classical conversion : a Word document
 - Conversion settings
 - Protection
- Other Office conversions : Excel, PowerPoint ...
- Non Office conversions : picture files
- Pictures : Images : output graphic quality – screen/print size
- Convert directly from Acrobat
 - Files
 - Several different files (.doc, .xls et .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 5-3 - Adobe Acrobat Professional/Standard 7.0 or above : *Advanced functions*

 **1/2 day**

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

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



No 5-4 – Using to share files : the Internet security issues

Objective	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.
Target users	Every user !
Pre-requisite	Be familiar with computer tools
Contents	<ul style="list-style-type: none">• Internet security<ul style="list-style-type: none">– Why so important– Symptoms of an attack– Your personal responsibility– Cookies, temporary files and history of navigation– Fake windows– Secured connection (https:// ...) • Possible attacks<ul style="list-style-type: none">– Virus– Phishing– Hacking– Hoax– Spywares – MSN and Word– Macro security in Office • Counter attack<ul style="list-style-type: none">– Regular updates– Anti-virus • Other possible attacks<ul style="list-style-type: none">– Spams– Social engineering



No 5-5 - Ms Excel : Project managing

Objective	Manage small projects using standard Excel tools
Target users	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
Pre-requisite	<p>To start with : be familiar with all basic Excel commands</p> <p>The CHARTS (IN DETAIL) workshop or equivalent skills</p> <p>The FORMULAS AND INTRODUCTION TO FUNCTIONS workshop and the DEEPER INTO FUNCTIONS I workshop or equivalent skills.</p> <p>Some notions about how to draw shapes : an advantage</p>
Contents	<p>What Excel does not do !</p> <p>What Excel can do !</p> <ul style="list-style-type: none">• Set the tasks linked to a small project• Method 1 - simple cell filling<ul style="list-style-type: none">– Functionality : dates and conditional format• Method 2 - Gantt chart created with shapes<ul style="list-style-type: none">– Functionality : master how to draw shapes• Method 3 - Use a ready-made activities follow-up with integrated macros<ul style="list-style-type: none">– Functionality : filter and macros



No 5-6 - Ms Windows : Organizing your files

Objective	Set an <u>efficient and fast</u> method to structure and access your files						
Target users	All users who wish to improve how they <i>organize the information</i>						
Pre-requisite	You should be familiar with common Windows commands such as creating, renaming, moving a folder or a file						
Contenu	<table><tr><td>Windows</td><td><ul style="list-style-type: none">– Shortcuts on the Desktop– START menu : 2 choices– Search for recent files</td></tr><tr><td>Explorer</td><td><ul style="list-style-type: none">– Display the files extensions or not– List, details ... <u>default view for all folders</u>– The classical : create, rename, move/copy but using the mouse right button– Search and find fast !– An intelligent tree or "file structure"– Give your files a well-thought name</td></tr><tr><td>Office</td><td><ul style="list-style-type: none">– Save a file directly on the Desktop or create a shortcut on the Desktop ?– My default Office folder– My other default folders– My personal templates – Managing tasks with an Excel list of tasks</td></tr></table>	Windows	<ul style="list-style-type: none">– Shortcuts on the Desktop– START menu : 2 choices– Search for recent files	Explorer	<ul style="list-style-type: none">– Display the files extensions or not– List, details ... <u>default view for all folders</u>– The classical : create, rename, move/copy but using the mouse right button– Search and find fast !– An intelligent tree or "file structure"– Give your files a well-thought name	Office	<ul style="list-style-type: none">– Save a file directly on the Desktop or create a shortcut on the Desktop ?– My default Office folder– My other default folders– My personal templates – Managing tasks with an Excel list of tasks
Windows	<ul style="list-style-type: none">– Shortcuts on the Desktop– START menu : 2 choices– Search for recent files						
Explorer	<ul style="list-style-type: none">– Display the files extensions or not– List, details ... <u>default view for all folders</u>– The classical : create, rename, move/copy but using the mouse right button– Search and find fast !– An intelligent tree or "file structure"– Give your files a well-thought name						
Office	<ul style="list-style-type: none">– Save a file directly on the Desktop or create a shortcut on the Desktop ?– My default Office folder– My other default folders– My personal templates – Managing tasks with an Excel list of tasks						



No 5-7 - Ms Outlook : Managing your time and your priorities – Sharing mode

Objective	<p>Save time by using an efficient folder organization, by setting rules for incoming mail, by using the To-Do Bar, by mastering Outlook views etc ...</p> <p>Have a better idea of the role of the Calendar, Tasks and Notes in your time schedule.</p> <p>Improve group activities by sharing calendars, creating group schedules, granting rights to others etc ...</p>
Target users	All users familiar with Outlook but wishing to master their Outlook environment through more "advanced" features.
Pre-requisite	Using Outlook regularly
Contents	<ul style="list-style-type: none">• Manage the size of your Mailbox<ul style="list-style-type: none">– By deleting old items– By creating a .pst archive file• Managing the Outlook Tree<ul style="list-style-type: none">– Setting an efficient "sorting out" tree : hints and tips• Filing hints<ul style="list-style-type: none">– Use the instant search features– Create search folders when specific search criteria are regularly used– Create rules for incoming mail– Assign categories to items (particularly to contacts)• Managing the Outlook interface<ul style="list-style-type: none">– Master views– Assign a color to a given sender– Out of Office Assistant• Organizing your time and your work<ul style="list-style-type: none">– By using Outlook Today– By using the To-Do Bar– The role of the Calendar, Tasks and Notes in your time schedule and daily duties• Sharing mode<ul style="list-style-type: none">– Sharing one of the <i>default</i> folders such as the Calendar in read-only.– Calendars overlay– Group schedules– Grant higher rights– Share your Inbox folder– Delegation