

Microsoft Product Training

July 10-11, 2024

Bus Compound Training Facility – 1156 Capital Circle SW, Tallahassee, FL 32304

Bus Compound Employees ONLY Register for LEADS Course #26950 (20 total seats)

General LCS Employees Register for LEADS Course #26951 (15 total seats)

July 10th

9:00-9:15AM: Introduction and Welcome the Course

10:15-10:30AM: Break and Prep for Independent Lab Work

10:30-11:30AM: Independent Lab Work with MS Word

11:30AM-12:30PM: Lunch on Your Own

12:30-1:30PM: Intro of MS PowerPoint and Basic PowerPoint Tasks

1:30-1:45PM: Break and Prep for Independent Lab Work

1:45-2:45PM: Independent Lab Work with MS PowerPoint

2:45-3:15PM: MS Outlook Overview

3:15-4:00PM: MS Outlook Independent Practice and Questions

July 11th

9:00-10AM: Intro to MS Excel and Basic Excel Tasks

10:00AM-11:30AM: Independent Lab Work with MS Excel

11:30AM-12:30PM: Lunch on Your Own

12:30-4:00PM: Review, Extension Activities, and Continued Independent Practice with all MS Products

Topics Covered by Product

MS Word

- Accessing Word and Creating a Document
- Sending vs Sharing a Document
- Formatting Text: Font, Size, Color, Spacing, Special Text Formatting Features
- Formatting Documents: Using Templates, Headers and Footers, Numbering Pages, Page Breaks, Appropriate Formats for Correspondence, and other “Document Layout” and reference features
- Using/Inserting Various Media and Resources
- Using the “Review” Tab, review tools, and accessibility tools

MS PowerPoint

- Accessing PowerPoint and Creating a Slideshow
- Review: Sending vs Sharing
- Formatting Slides and Slide Text, Themes and Designs, Transitions, Inserting Lists, Objects, Graphics, and Media
- Managing Slides for Slideshow and Presentation Tips and Tricks (including prep for printing)
- Reviewing a Presentation
- Protecting a Presentation

MS Outlook

- Accessing and Customizing Outlook
- Creating an Email, Scheduling Emails
- Organizing Emails and Calendars, Creating Email Folders
- Tasks, Reminders, “To-Do” Lists, Pinning Emails, Flagging and Color-Coding
- Out of Office Messaging
- Attaching a file in email versus sharing
- Searching Email
- LCS Specific: Barracuda Filtering and Junk/Spam

MS Excel

- Accessing Excel and Creating a Spreadsheet
- Review: Sending vs Sharing
- Saving a Spreadsheet: CSV vs Excel
- Entering Data: Columns vs Rows, Headers, Wrap Text, Build Tables and Grids, Best Data Practices, Importing/Inserting Data Quickly from Another Resource Formatting Data and Removing Data Formatting
- Cool Tool: Spreadsheets, Excel, and *MS Forms*
- Reviewing Data: Sorting, Filtering, Changing Data Readability, and Using Basic Formulas

Open Lab and Challenge Activities by Product (will be made available for independent study and review)

- MS Word: Mail Merge, SmartArt and Graphics, Keyboard Shortcuts, Document Protection
- MS PowerPoint: Rehearsing for and Recording a Presentation
- MS Outlook: Quick Parts function, Email Rules, Quick Bookings
- MS Excel: Using MS Forms to Collect Data, Creating Pivot Tables, Using/Creating Graphics, Power Query and Dynamic Arrays